



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING**
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
April 26, 2023

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Committee.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of February 1, 2023 (3-4)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Introductions, Announcements, and Recognition**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Committee Updates
 - 2) Committee Members
 - a. Heins, Duane A.
 - b. Kneesel, Thomas J.
 - c. Moegenburg, Peter A.
 - d. Wagner, David J.
- F. Application Reviews – Discussion and Consideration**
- G. Discussion and Consideration of Items Added After Preparation of Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Credentialing Matters
 - 4) Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports
 - 5) Practice Matters
 - 6) Legislative and Administrative Rule Matters
 - 7) Liaison, Panel, and Committee Reports
 - 8) Informational Items
 - 9) Appearances from Requests Received or Renewed
 - 10) Speaking Engagements, Travel, or Public Relation Requests, and Reports

H. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

- I. Deliberation of Items Added After Preparation of the Agenda
 - 1) Credentialing Matters
 - 2) Appearances from Requests Received or Renewed

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- J. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate
- K. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: JUNE 28, 2023

 MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board’s agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or the Meeting Staff at 608-267-7213.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
FEBRUARY 1, 2023**

PRESENT: Duane Heins, Thomas Kneesel, David Wagner

EXCUSED: Peter Moegenburg

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Katlin Schwartz, Bureau Assistant; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chairperson, called the meeting to order at 10:00 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: David Wagner moved, seconded by Duane Heins, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 27, 2022

MOTION: David Wagner moved, seconded by Duane Heins, to approve the Minutes of September 27, 2022 as published. Motion carried unanimously.

CLOSED SESSION

MOTION: David Wagner moved, seconded by Duane Heins, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Thomas Kneesel, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Duane Heins-yes; Thomas Kneesel-yes; and David Wagner-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:07 a.m.

**REVIEW AND CONSIDERATION OF APPLICANTS' APPRAISAL EXPERIENCE
AND APPRAISAL REPORTS, INCLUDING ANY REPORTS MAILED OR RECEIVED
AFTER PREPARATION OF THE AGENDA**

Licensed Appraiser Applicant

Shawn Doolittle

MOTION: Duane Heins moved, seconded by David Wagner, to recommend issuing a Notice of Intent to Deny the application of Shawn Doolittle, and to request that the applicant submit two (2) appraisal reports that demonstrate compliance with USPAP Standards, specifically to include USPAP Standard 1 and 2. **Reason for Denial:** the documents submitted failed to demonstrate understanding of USPAP Standard 2 due to improperly summarizing the results of analyzing the subject sales, agreement of sale, options and listings in accordance with Standards Rule 1-5, and due to failure to contain sufficient information to enable the intended user(s) of the appraisals to understand the reports properly, and due to repeated errors in violation of USPAP standard 1-1 c. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: David Wagner moved, seconded by Duane Heins, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:21 a.m.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: David Wagner moved, seconded by Duane Heins, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Duane Heins moved, seconded by David Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:22 a.m.