



**TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
May 1, 2018**

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 record 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 June 27, 2017 (3-4)**
- C) Administrative Updates (5-6)**
 - 1) Department and Staff Updates
 - 2) Election of Officers
 - 3) Appointment of Liaison(s) and Alternate(s)
 - 4) Committee Roster
 - a) Peter Bronek – Certified Residential Appraiser Member
 - b) Duane Heins – Certified General Appraiser Member
 - c) Thomas Kneesel – Real Estate Appraisers Board Representative
 - d) Peter Moegenburg – Certified General Appraiser Member
 - e) David Wagner – Certified General Appraiser Member
 - f) Wanda Wood – Certified Residential Appraiser Member
- D) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda (7-8)**
 - 1) Certified General Applicants:
 - a) Daniel Murphy
- E) Items Added After Preparation of Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Nominations, Elections, and Appointments
 - 3) Appointments/Reappointments/Confirmations
 - 4) Administrative Updates
 - 5) Credentialing Matters
 - 6) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports
 - 7) Practice Matters
 - 8) Legislation/Administrative Rule Matters

- 9) Liaison, Panel, and Committee Report(s)
- 10) Informational Item(s)
- 11) Appearances from Requests Received or Renewed
- 12) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports

F) Public Comments

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

G) Credentialing Matters

- 1) Application Review

H) Deliberation of Items Added After Preparation of the Agenda

- 1) Credentialing Matters
- 2) Appearances from Requests Received or Renewed

I) Consulting with Legal Counsel

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

L) Credentialing Liaison Training

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
TELECONFERENCE/VIRTUAL MEETING MINUTES
June 27, 2017**

PRESENT: Peter Bronek, Duane Heins, Thomas Kneesel, Peter Moegenburg, Wanda Wood

EXCUSED: David Wagner

STAFF: Tom Ryan, Executive Director; Laura Smith, Bureau Assistant; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chair, called the meeting to order at 10:02 a.m. Five (5) members were present.

ADOPTION OF AGENDA

MOTION: Peter Moegenburg moved, seconded by Wanda Wood, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Peter Moegenburg moved, seconded by Peter Bronek, to approve the minutes of May 3, 2017 as published. Motion carried unanimously.

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

Certified General Applicants

Travis Seitz

MOTION: Duane Heins moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason For Denial:** Reports fail to demonstrate competency as described in the Competency Rule of the 2017 version of USPAP. Motion carried unanimously.

Daniel Brodzik

MOTION: Duane Heins moved, seconded by Wanda Wood, to issue an Intent to Deny the appraisal reports subject to receipt of an Appraisal Report that is not restricted and which reflects independent evaluation skills in all three approaches, subject to approval by the reviewing appraiser. Motion carried unanimously.

Scott Zagar

MOTION: Peter Moegenburg moved, seconded by Wanda Wood, to issue an Intent to Deny the appraisal reports subject to receipt of a commercial Appraisal Report which complies with USPAP Standards 1 and 2 and reflects independent evaluation skills in all three valuation approaches (cost, sales, income capitalization), subject to approval by the reviewing appraiser. Motion carried unanimously.

Licensed Appraiser Applicants

Robert Cirilli

MOTION: Duane Heins moved, seconded by Peter Moegenburg, to recommend approval of the appraisal reports as submitted. Motion carried unanimously.

ADJOURNMENT

MOTION: Wanda Wood moved, seconded by Peter Bronek, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:56 a.m.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Laura Smith, Bureau Assistant, on behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 11/22/17 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application advisory Committee			
4) Meeting Date: 1/30/2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required: N/A	
10) Describe the issue and action that should be addressed: 1) The Committee should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate			
11) Authorization <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <i>Laura Smith</i> <hr/> Signature of person making this request </div> <div style="width: 35%; text-align: right;"> 11/22/2017 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (if required) </div> <div style="width: 35%; text-align: right;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </div> <div style="width: 35%; text-align: right;"> <hr/> Date </div> </div>			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

JANUARY 2017

2017 ELECTION RESULTS	
Chair	Thomas Kneesel
Vice Chair	Peter Bronek
Secretary	Peter Moegenburg

LIAISON APPOINTMENTS

MOTION: Duane Heins moved, seconded by Peter Bronek, to affirm the Chair's appointment of Peter Moegenburg as credentialing liaison. Motion carried unanimously.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Darcy Cullins, LPPA		2) Date When Request Submitted: 4/18/18 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Real Estate Appraisers Application Advisory Committee			
4) Meeting Date: 5/1/18	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Applications for review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session		8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:
10) Describe the issue and action that should be addressed: 1) Consideration of listed credential applications (page 2)			
11) Authorization <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Darcy Cullins 4/18/18 </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Signature of person making this request Date </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Supervisor (if required) Date </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date </div> <div style="background-color: #f0f0f0; padding: 5px;"> <small>Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.</small> </div>			

State of Wisconsin
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Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Recommend:
Murphy, Daniel	Certified General	Peter Bronek	1/25/18	3/29/18	Denial