



**TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING
Room N206, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
September 18, 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 26, 2018 (3-4)**
- C) Administrative Updates**
 - 1) Department and Staff Updates
 - 2) Appointment of Credentialing Liaison
 - 3) 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 (5-6)**
 - 1) Certified Residential Applicant:
 - a) John Dobberstein
- E) Future Agenda Items**
- F) Deliberation on 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 ReportsPublic 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) Deliberation of Items Added After Preparation of the Agenda
 - 1) Credentialing Matters
 - 2) Appearances from Requests Received or Renewed

- H) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

- I) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate
- J) Open Session Items Noticed Above not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING DATE: OCTOBER 10, 2018

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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer, 608-266-2112.

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
VIRTUAL TELECONFERENCE
MEETING MINUTES
May 1, 2018**

PRESENT: Peter Bronek, and Duane Heins, Peter Moegenburg, and Wanda Wood (*joined at 10:04 a.m.*)

EXCUSED: Thomas Kneesel and David Wagner

STAFF: Tom Ryan, Executive Director; Kate Stolarzyk, Bureau Assistant; and other Department Staff

CALL TO ORDER

Peter Bronek, Vice Chair, called the meeting to order at 10:03 a.m. three (3) members were present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JUNE 27, 2017

MOTION: Peter Moegenburg moved, seconded by Duane Heins, to approve the minutes of June 27, 2017 as published. Motion carried unanimously.

(*Wanda Wood joined the meeting at 10:04 a.m.*)

ADMINISTRATIVE UPDATES

Election of Officers

CHAIR

NOMINATION: Peter Moegenburg nominated Thomas Kneesel for the Office of Chair.

Tom Ryan called for nominations three (3) times.

Thomas Kneesel was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Peter Moegenburg nominated Peter Bronek for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

Peter Bronek was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: Duane Heins nominated Peter Moegenburg for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Peter Moegenburg was elected as Secretary by unanimous consent.

2018 ELECTION RESULTS	
Committee Chair	Thomas Kneesel
Vice Chair	Peter Bronek
Secretary	Peter Moegenburg

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

Certified General Applicants

Daniel Murphy

MOTION: Peter Bronek moved, seconded by Peter Moegenburg, to recommend issuing an intent to deny the application of Daniel Murphy due to USPAP Standard 6 violations in the mass appraisal report as submitted. The committee requests Daniel Murphy submit a demonstration report or mass appraisal report in compliance with USPAP. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:53 a.m.

**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: 9/5/18 <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: 9/18/18	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 type="checkbox"/> Open Session <input checked="" 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) SharePoint			
11) Authorization Darcy Cullins 9/5/18			
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
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.			

State of Wisconsin
Department of Safety & Professional Services

Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Recommend:
Dobberstein, John	Certified Residential	Wanda Wood	6/20/18	7/27/18	Denial