



**TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING
Room N206, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Yolanda McGowan (608) 266-2112
September 17, 2019**

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 September 18, 2018 (3)

C. Administrative Matters – Discussion and Consideration

- 1) Board, Staff, and Department Updates
- 2) Election of Officers

D. Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda

- 1) Certified General Applicant:
 - a. Daniel Murphy **(4-5)**

E. Discussion and Consideration of Items Added After Preparation of Agenda

- 1) Introductions, Announcements and Recognition
- 2) Elections, and Appointments
- 3) Administrative Matters
- 4) Credentialing Matters
- 5) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports
- 6) Practice Matters
- 7) Legislative and Administrative Rule Matters
- 8) Liaison, Panel, and Committee Reports
- 9) Informational Items
- 10) Appearances from Requests Received or Renewed
- 11) Speaking Engagements, Travel, or Public Relation Requests, and Reports

F. 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.).

G. 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

H. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

I. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: OCTOBER 1, 2019

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.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
SEPTEMBER 18, 2018**

PRESENT: Peter Bronek, Duane Heins (*Excused at 10:05 a.m.*), Thomas Kneesel, Peter Moegenburg, David Wagner, and Wanda Wood

STAFF: Tom Ryan, Executive Director; Amber Cardenas, Legal Counsel; Darcy Cullins, Credentialing Specialist; Kimberly Wood, Program Assistant Supervisor-Adv.; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chair, called the meeting to order at 10:00 a.m. six (6) members were present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- (Open Session) Change item “B) Approval of Minutes of June 26, 2018” to read as “B) Approval of Minutes of May 1, 2018”

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

APPROVAL OF MINUTES OF MAY 1, 2018

MOTION: Peter Moegenberg moved, seconded by Duane Heins, to approve the minutes of May 1, 2018 as published. Motion carried unanimously.

(Duane Heins recused from the matter relating to John Dobberstein, and disconnected from the meeting at 10:05 a.m. prior to discussion of this applicant.)

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

Certified Residential Applicant

John Dobberstein

MOTION: Wanda Wood moved, seconded by Peter Bronek, to recommend issuing an intent to deny the Certified Residential Appraiser application of John Dobberstein due to USPAP Standards 1 and 2 violations in the submitted appraisal reports. The committee requests John Dobberstein submit two additional appraisal reports which are in compliance with USPAP. Motion carried. Opposed: One

ADJOURNMENT

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

The meeting adjourned at 10:39 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: James Kuehn, LPPA		2) Date When Request Submitted: 9/3/19 <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: 09/17/2019	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 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 James Kuehn 9/3/2019			
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:
Murphy, Daniel	Certified General	Peter Bronek / Peter Moegenburg	5/10/19	7/30/19	Denial