



**TELECONFERENCE/VIRTUAL
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING
Room N206, 4822 Madison Yards Way, 2nd Floor, Madison
Contact: Valerie Payne (608) 266-2112
January 21, 2020**

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 17, 2019 (3-4)

C. Administrative Matters – Discussion and Consideration

- 1) Board, Staff, and Department Updates
- 2) Annual Policy Review **(5)**
- 3) 2020 Meeting Dates **(6)**
- 4) Committee Roster
 - a. Peter Bronek – Certified Residential Appraiser Member
 - b. Duane Heins – Certified General Appraiser Member
 - c. Thomas Kneesel – Real Estate Appraisers Board Member
 - 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

- 1) Licensed Appraiser Applicant: Matthew Kuebli **(7-8)**

E. 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

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: APRIL 28, 2020

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 17, 2019**

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

STAFF: Christian Albouras, Executive Director; Gayle Nimmerguth, Bureau Assistant; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chairperson, called the meeting to order at 10:02 a.m. Six (6) 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 OF SEPTEMBER 18, 2018

MOTION: Wanda Wood moved, seconded by Peter Moegenburg, to approve the minutes of September 18, 2018 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS – DISCUSSION AND CONSIDERATION

Election of Officers

VICE CHAIR

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

Christian Albouras called for nominations three (3) times.

Peter Bronek was elected as Vice Chair by majority voice vote.

SECRETARY

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

Christian Albouras called for nominations three (3) times.

Duane Heins was elected as Secretary by majority voice vote.

2019 ELECTION RESULTS	
Committee Chair	Thomas Kneesel
Vice Chair	Peter Bronek
Secretary	Duane Heins

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 denial of the application of Daniel Murphy for a Certified General Appraiser credential, for failure to comply with USPAP Standards 6. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:43 a.m.

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/7/2020 <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: All Boards			
4) Meeting Date: 1/21/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy 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 <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: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum – Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting, we ask that you let us know ASAP as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum – Please refrain from discussing Committee business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. 3. Agenda Deadlines – Please let your Executive Director know if you have items to be considered on an upcoming agenda no less than 8 business days prior to a meeting when possible. 4. Travel Voucher Submissions – Please submit all Reimbursement Claims to DSPS within 30 days of date an expense is incurred. 			
11) Authorization			
<i>Kimberly Wood</i>		1/7/2020	
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: <ol style="list-style-type: none"> 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**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date When Request Submitted: 1/9/2020 <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: 1/21/2020	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? 2020 Meeting Dates	
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: Please review the finalized 2020 meeting dates. Any conflicts should be identified so to ensure quorum. (Several responses outstanding) 1/21/2020 3/3/2020 4/28/2020 6/23/2020 9/22/2020 10/20/2020 12/8/2020			
11) Authorization			
<i>Kimberly Wood</i>		<i>1/9/2020</i>	
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**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: James Kuehn, LPPA		2) Date When Request Submitted: 1/8/20 <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: 1/21/20	5) Attachments: <input checked="" type="checkbox"/> Yes <input 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			
James Kuehn		1/8/20	
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.			

Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Recommend:
Kuebli, Matthew	Licensed Appraiser	Wanda Wood	11/5/19	1/7/20	Intent to Deny