



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING**
Virtual, 4822 Madison Yards Way, Madison
Contact: Valerie Payne (608) 266-2112
September 22, 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 January 21, 2020 (3)**
- C. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Committee Updates
 - 2) Annual Policy Review
 - 3) 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) Certified General Appraiser Applicant:
 - a. Shaun Melarvie **(4-5)**
- 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: OCTOBER 20, 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 at 608-266-2112 and Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
JANUARY 21, 2020**

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

STAFF: Debra Sybell, Executive Director; Kimberly Wood, Program Assistant Supervisor-Advanced; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chairperson, called the meeting to order at 10:03 a.m. A quorum was confirmed with six (6) members 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 17, 2019

MOTION: Peter Moegenburg moved, seconded by Peter Bronek, to approve the Minutes of September 17, 2019 as published. Motion carried unanimously.

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

Licensed Appraiser Applicant

Matthew Kuebli

MOTION: Wanda Wood moved, seconded by Peter Moegenburg, to issue an intent to deny the appraisal reports of Matthew Kuebli, subject to receipt of 3 additional reports with approval by the reviewing appraiser. Motion carried unanimously.

MOTION: Wanda Wood moved, seconded by Duane Heins, to refer the signing appraisers to DLSC for further review. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:18 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: 9/8/20 <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: 9/22/20	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		9/8/20	
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:
Melarvie, Shaun	Cert Gen Appraiser	Dave Wagner	8/7/20	8/7/20	Intent to Deny