



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING**
Virtual, 4822 Madison Yards Way, Madison
Contact: Valerie Payne (608) 266-2112
January 19, 2021

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 22, 2020 (3)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Committee Updates
 - 2) Annual Policy Review **(4)**
 - 3) Committee Members
 - a. Bronek, Peter A. – Certified Residential Appraiser Member
 - b. Heins, Duane A. – Certified General Appraiser Member
 - c. Kneesel, Thomas J. – Real Estate Appraisers Board Member
 - d. Moegenburg, Peter A. – Certified General Appraiser Member
 - e. Wagner, David J. – Certified General Appraiser Member
 - f. Wood, Wanda K. – Certified Residential Appraiser Member
- E. Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda**
 - 1) Certified Residential Appraiser Applicant:
 - a. Adam Kremer **(5-6)**
- F. 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

G. 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.).

H. 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

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: APRIL 27, 2021

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
SEPTEMBER 22, 2020**

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

EXCUSED: Duane Heins

STAFF: Valerie Payne, Executive Director; Jameson Whitney, Legal Counsel, Kimberly Wood, Program Assistant Supervisor-Advanced; Daniel Betekhtin, Bureau Assistant; 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 five (5) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JANUARY 21, 2020

MOTION: Wanda Wood moved, seconded by Peter Moegenburg, to approve the Minutes of January 21, 2020 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**

Certified General Appraiser Applicant

Shaun Melarvie

MOTION: David Wagner moved, seconded by Pete Moegenburg, to recommend issuing a notice of intent to deny Shaun Melarvie's appraisal reports and to request submission of three (3) additional reports either containing standard 3 and 4 compliant reviews or standard 1 and 2 appraisals that comply with USPAP. If reviews are submitted, a copy of the appraisal under review is required. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 10:37 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: 12/29/2020 <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:	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 or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Committees and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Please refrain from discussing Board/Committee/Council business with other members outside of legally noticed meetings so to avoid walking quorum issues pursuant to Open Meetings Law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is 8 business days prior to a meeting. 4. Travel Voucher Submissions: Please submit all reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. 5. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
<i>Kimberly Wood</i>		12/29/2020	
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: James Kuehn, LPPA		2) Date When Request Submitted: 12/22/2020 <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: 01/19/2021	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <p style="text-align: center;">Applications for Review</p>	
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 (<u>Fill out Board Appearance Request</u>) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: <p>1) Consideration of listed credential applications (page 2)</p> SharePoint			
11) Signature of person making this request James Kuehn		Authorization	Date 12/22/2020
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.			

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Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Recommend:
Kremer, Adam	Certified Residential Appraiser	Peter Bronek	8/25/20	10/20/20	Denial