



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
October 24, 2022**

The following agenda describes the issues that the Board 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 Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of August 2, 2022 (4-5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Board Members – Term Expiration Dates
 - a. Clementi, Carl N. – 5/1/2020
 - b. Coates, Jennifer M. – 5/1/2019
 - c. Figurski, Daniel J. – 5/1/2026
 - d. Kneesel, Thomas J. – 5/1/2022
 - e. Myers, Dennis – 5/1/2021
 - f. Rubow, Richard L. – 5/1/2023
 - g. Wagner, David J. – 5/1/2026
- E. COVID-19 – Discussion and Consideration
- F. Report from the Real Estate Appraisers Application Advisory Committee
- G. Discussion and Consideration of Items Added After Preparation of Agenda
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Election of Officers
 - 4) Appointment of Liaisons and Alternates
 - 5) Delegation of Authorities
 - 6) Education and Examination Matters
 - 7) Credentialing Matters
 - 8) Practice Matters

- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Division of Legal Services and Compliance (DLSC) Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Proposed Final Decisions and Orders
- 19) Presentation of Interim Orders
- 20) Petitions for Re-Hearing
- 21) Petitions for Assessments
- 22) Petitions to Vacate Orders
- 23) Requests for Disciplinary Proceeding Presentations
- 24) Motions
- 25) Petitions
- 26) Appearances from Requests Received or Renewed
- 27) Speaking Engagements, Travel, or Public Relation Requests, and Reports

H. 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 closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, 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.).

I. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

- 1) **Administrative Warning**
 - a. 21 APP 047 – D.A.M. **(6-7)**
- 2) **Case Closings**
 - a. 21 APP 022 – S.E. **(8-14)**
 - b. 21 APP 027 – M.S. **(15-19)**
 - c. **21 APP 032 – R.G.T. (72-79) Added via Notice**
 - d. 21 APP 055 – T.A.C. **(20-37)**
- 3) **Proposed Stipulation and Final Decision and Orders**
 - a. 21 APP 007 – Mark A. Tralmer **(38-45)**
 - b. 21 APP 018 – Lori A. Clubb **(46-51)**
 - c. 21 APP 023 – Colleen M. Daavettilla **(52-59)**
 - d. 21 APP 027 – Francine N. Klonis **(60-65)**
 - e. **21 APP 028 – Aari K. Roberts (80-85) Added via Notice**
 - f. **21 APP 031 – Mark C. Maerz (86-91) Added via Notice**
 - g. 22 APP 022 – Superstition Management Inc. **(66-71)**

J. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters

- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Orders
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

K. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: NOVEMBER 17, 2022

 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 virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dps.wi.gov>. 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. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
AUGUST 2, 2022**

PRESENT: Carl Clementi, Jennifer Coates, Daniel Figurski, Thomas Kneesel, Dennis Myers, Richard Rubow, David Wagner

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Nilajah Hardin, Administrative Rule Coordinator; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Adv.; and other DSPS Staff

CALL TO ORDER

Carl Clementi, Chairperson, called the meeting to order at 9:00 a.m. A quorum was confirmed with seven (7) members present.

ADOPTION OF AGENDA

MOTION: Dennis Myers moved, seconded by Daniel Figurski, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 8, 2022

MOTION: Thomas Kneesel moved, seconded by Daniel Figurski, to approve the minutes of June 8, 2022 as published. Motion carried unanimously.

**BOARD CONSIDERATION OF LETTER TO THE WISCONSIN REALTORS
ASSOCIATION, AND CONSIDERATION OF DELEGATION MOTION
AUTHORIZING THE CHAIR TO WRITE A LETTER TO THE LEGISLATURE AND
THE APPRAISAL INSTITUTE - WISCONSIN CHAPTER REGARDING BOARD
RESOURCES**

MOTION: Richard Rubow moved, seconded by Daniel Figurski, to approve the letter to the Wisconsin Realtors Association (WRA) including any necessary amendments and to authorize the Board Chairperson to send it to the WRA and to delegate the Chairperson the authority to write and send a similar letter regarding board resources to the Appraisal Institute - Wisconsin Chapter, the Joint Legislative Council Study Committee on Occupational Licensing, and the Legislature's Joint Finance Committee. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved, seconded by Jennifer Coates, to 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 closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, 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.). Carl Clementi, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Carl Clementi-yes; Jennifer Coates-yes; Daniel Figurski-yes; Thomas Knessel-yes; Dennis Myers-yes; Richard Rubow-yes; and David Wagner-yes. Motion carried unanimously.

The Board convened into Closed Session at 9:34 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Administrative Warnings

21 APP 011 – T.E.W.

MOTION: Thomas Knessel moved, seconded by Dennis Myers, to issue an Administrative Warning in the matter of T.E.W., DLSC Case Number 21 APP 011. Motion carried unanimously.

Case Closings

21 APP 017 – C.A.

MOTION: Jennifer Coates moved, seconded by Daniel Figurski, to close DLSC Case Number 21 APP 017, against C.A., for Prosecutorial Discretion (P3). Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Dennis Myers moved, seconded by Carl Clementi, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 9:57 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

MOTION: Dennis Myers moved, seconded by Richard Rubow, to affirm all motions made and votes taken in Closed Session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the Closed Session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Jennifer Coates moved, seconded by Thomas Knessel, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:01 a.m.