



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
December 2, 2025**

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

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of September 2, 2025 (5-6)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements, and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Board Updates
 - 2) Board Members – Term Expiration Dates
 - a. Coates, Jennifer M. – 5/1/2019
 - b. Figurski, Daniel J. – 5/1/2026
 - c. Klanderman, Ryan R. – 5/1/2026
 - d. Krueger, Christopher D. – 5/1/2028
 - e. Myers, Dennis – 5/1/2021
 - f. Rubow, Richard L. – 5/1/2023
 - g. Wagner, David J. – 5/1/2026
- F. Administrative Rule Matters – Discussion and Consideration (7-11)**
 - 1) Discussion of First Draft of Scope Statement on Real Property Appraiser Qualification Criteria
 - 2) Pending or possible Rulemaking projects
- 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) Public Health Emergencies
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) 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) **Proposed Stipulations, Final Decision and Orders**
 - a. 22 APP 023, 23 APP 072, and 24 APP 0014 – Robert L. Call Jr. **(12-22)**
 - b. 22 APP 032 – Brenda S. Gierach-Woodas **(23-29)**
 - c. 22 APP 056, 23 APP 046, and 24 APP 045 – Kyle J. Broom **(30-42)**
 - d. 22 APP 058 – Michael S. Rynearson **(43-51)**
 - e. 23 APP 001 and 24 APP 0021 – Ronald A. Wright **(52-59)**
 - f. 23 APP 008 – Tom M. Martin **(60-68)**
 - g. 23 APP 020 – Brian M. Kerbs **(69-76)**
 - h. 23 APP 021 – Nicholas Tehan **(77-84)**
 - i. 23 APP 045 – Andrew M. DeNoyer **(85-92)**
 - j. 23 APP 049 – Nicholas J. Dearth **(93-99)**
- 2) **Administrative Warnings**
 - a. 23 APP 031 – S.J.A. **(100-107)**
- 3) **Case Closings**
 - a. 23 APP 029 – L.J.M. **(108-114)**

J. Deliberation on Proposed Final Decision and Orders

- 1) Michael T. Fischer – DHA Case Number SPS-25-0003/ DLSC Case Number 23 APP 054 **(115-132)**

K. 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

L. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: MARCH 17, 2026

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://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters

for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS BOARD
MEETING MINUTES
SEPTEMBER 2, 2025**

PRESENT: Jennifer Coates, Daniel Figurski, Christopher Krueger, Dennis Myers (*arrived at 10:05 a.m.*), Richard Rubow

ABSENT: Ryan Klanderman, David Wagner

STAFF: Brad Wojciechowski, Executive Director; Joseph Ricker, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administrative Specialist; and other DSPS Staff

CALL TO ORDER

Daniel Figurski, Chairperson, called the meeting to order at 10:04 a.m. A quorum was confirmed with five (5) members present.

Dennis Myers arrived at 10:05 a.m.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JUNE 3, 2025

MOTION: Richard Rubow moved, seconded by Jennifer Coates, to approve the minutes of June 3, 2025, as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Dennis Myers moved, seconded by Richard Rubow, 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.). Daniel Figurski, Chairperson, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Jennifer Coates-yes; Daniel Figurski-yes; Christopher Krueger-yes; Dennis Myers-yes; and Richard Rubow-yes. Motion carried unanimously.

The Board convened into Closed Session at 10:17 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations and Final Decision and Orders

MOTION: Dennis Myers moved, seconded by Daniel Figurski, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:
22 APP 029, 23 APP 014, and 23 APP 067 – Paul M. De Angelis Jr.
22 APP 053 – Jeffrey M. Winter
22 APP 057 – Patrick J. Perro
22 APP 063 – James H. Tiffany
22 APP 066 and 23 APP 051 – Paul A. Kuckuk
23 APP 009 – Andrew S. Gumina
23 APP 015 – Matthew P. Denoyer
Motion carried unanimously.

22 APP 056, 23 APP 046, and 24 APP 045 – Kyle J. Broom

MOTION: Dennis Myers moved, seconded by Daniel Figurski, to table the matter of proceedings against Kyle J. Broom DLSC Case Numbers 22 APP 056, 23 APP 046, and 24 APP 045. Motion carried unanimously.

Case Closings

MOTION: Daniel Figurski moved, seconded by Richard Rubow, to close the following DLSC Cases for the reasons outlined below:
23 APP 032 – T.P.B. – P7 Prosecutorial Discretion
23 APP 052 – D.A.Q. – P1 Prosecutorial Discretion
Motion carried unanimously.

RECONVENE TO OPEN SESSION

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

The Board reconvened into Open Session at 10:46 a.m.

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

MOTION: Jennifer Coates 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 Richard Rubow, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:48 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Jake Pelegrin Administrative Rules Coordinator		2) Date when request submitted: 11/19/25 <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 Board												
4) Meeting Date: 12/2/25	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Discussion of first draft of scope statement on Real Property Appraiser Qualification Criteria 2. Pending or possible rulemaking projects										
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> <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: Attachments: -First draft of scope statement on Real Property Appraiser Qualification Criteria -Rules progress chart												
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%; border: none;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 60%; border: none; text-align: right;"> Authorization 11/19/25 </td> </tr> <tr> <td style="border: none;"> <hr/> Signature of person making this request </td> <td style="border: none; text-align: right;"> <hr/> Date </td> </tr> <tr> <td style="border: none;"> <hr/> Supervisor (if required) </td> <td style="border: none; text-align: right;"> <hr/> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> <td style="border: none; text-align: right;"> <hr/> Date </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 11/19/25	<hr/> Signature of person making this request	<hr/> Date	<hr/> Supervisor (if required)	<hr/> Date	<hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda)		<hr/> Date
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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.												

STATEMENT OF SCOPE

Department of Safety and Professional Services

Rule No.: SPS 85 to 87

Relating to: Real Property Appraiser Qualification Criteria

Rule Type: Permanent

1. Detailed description of the objective of the proposed rule:

The objective of the proposed rule is discuss and consider updating the administrative code in line with the 2026 Real Property Appraiser Qualification Criteria. This criteria is set by the national Appraiser Qualifications Board, and state credentialing authorities must set standards for credentialled appraisers to be at least as stringent as the criteria.

2. Description of the existing policies relevant to the rule, new policies proposed to be included in the rule, and an analysis of policy alternatives:

Chapters SPS 85 to 87, Wis. Admin. Code, regulate real estate appraisers. Chapter SPS 85 includes initial credentialling requirements, adoption of the Uniform Standards of Professional Appraisal Practice standard, and continuing education requirements. Chapter SPS 86 contains rules of professional conduct. Chapter SPS 87 contains requirements for credential renewal. Policies governing real estate appraisers in the 2026 Real Property Appraiser Qualification Criteria should be evaluated and compared to the policies in chs. SPS 85 to 87. To ensure compliance, state regulations must be no less stringent than those issued in the criteria.

The alternative to opening this scope statement is that Wisconsin's regulations on real estate appraisers could become out of line with national requirements.

3. Detailed explanation of statutory authority for the rule (including the statutory citation and language):

Section 227.11 (2) (a), Stats.: "Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation."

Section 458.03 (1) (b) and (e), Stats.: "[In addition to the other duties and powers of the department under this chapter, the department shall] subject to the procedure under s. 458.05, promulgate rules establishing criteria for the approval of educational and continuing educational programs and courses of study for appraisers and establishing criteria for approval of the courses required under ss. 458.06 (2) (d) and 458.08 (2) (d).

(e): Promulgate rules specifying the types of real estate that may be appraised by licensed appraisers.”

Section 458.06 (3) (e) and (4) (e), Stats.: “Satisfies any other requirements that the department determines, by rule, are necessary to ensure that a general appraiser is qualified to perform an appraisal in a federally related transaction.

(4) (e) Satisfies any other requirements that the department determines, by rule, are necessary to ensure that a residential appraiser is qualified to perform an appraisal in a federally related transaction.”

Section 458.08 (3) (e), Stats.: “Satisfies any other requirements that the department determines, by rule, are necessary to ensure that he or she is qualified to perform an appraisal of real estate described in the rules promulgated under s. 458.03 (1) (e) in a federally related transaction.”

Section 458.085, Stats.: “The department shall promulgate rules establishing all of the following:

(1) Educational requirements for general and residential appraiser certification and for appraiser licensure under this subchapter.

(2) Experience requirements for general and residential appraiser certification and for appraiser licensure under this subchapter.

(3) Continuing education requirements for renewal of certificates issued under this subchapter.”

Section 458.10 (3), Stats.: “The department shall promulgate rules specifying the requirements for certification or licensure that an applicant must satisfy before he or she is eligible for examination.”

Section 458.24, Stats.: “The department may promulgate rules establishing standards for appraisal practice. In promulgating rules under this section, the department shall consider including as part or all of the standards part or all of the Uniform Standards of Professional Appraisal Practice established by the appraisal standards board of the appraisal foundation. The department shall periodically review the Uniform Standards of Professional Appraisal Practice and, if appropriate, revise the rules promulgated under this section to reflect revisions to the Uniform Standards of Professional Appraisal Practice.”

4. Estimate of amount of time that state employees will spend developing the rule and of other resources necessary to develop the rule:

100 hours

5. List with description of all entities that may be affected by the proposed rule:

Real estate appraiser credential holders and those seeking to enter the profession.

6. Summary and preliminary comparison with any existing or proposed federal regulation that is intended to address the activities to be regulated by the proposed rule:

The Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA), 12 U.S.C. 3331 et seq., (Title XI) was enacted in 1989. As outlined in Section 1116 or 12 U.S.C. 3345, every state certified appraiser must meet the minimum criteria for certification issued by the Appraisal Qualifications Board which is empowered by the Appraisal Subcommittee.

7. Anticipated economic impact of implementing the rule (note if the rule is likely to have a significant economic impact on small businesses):

The proposed rule is likely to have minimal or no economic impact on small businesses and the state's economy as a whole.

Contact Person: Jake Pelegrin, (608) 267-0989, DSPSAdminRules@wisconsin.gov

Approved for publication:

Approved for implementation:

Authorized Signature

Authorized Signature

Date Submitted

Date Submitted

Real Estate Appraisers Board

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause	Current Stage	Next Step
CR 25-025	072-23	4/2/2026	SPS 85	Appraiser Experience Requirements (PAREA)	Secretary's Office review and approval of final rule draft.	Submit final rule draft to Governor and then Legislature for their review.
CR 25-026	006-24	7/22/2026	SPS 85 to 87	The 2024 edition of Uniform Standards of Professional Appraisal Practice (USPAP)	Secretary's Office review and approval of final rule draft.	Submit final rule draft to Governor and then Legislature for their review.
			SPS 85 to 87	The 2026 Real Property Appraiser Qualification Criteria	Drafting scope statement.	Secretary's Office review and approval of scope statement.