



**VIRTUAL/TELECONFERENCE
PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS
AND REGISTERED INTERIOR DESIGNERS
Virtual, 4822 Madison Yards Way, Madison
Contact: Will Johnson (608) 266-2112
October 17, 2025**

The following agenda describes the issues that the Section 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 Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of September 17, 2025 (4-5)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters**
 - 1. Department, Staff and Section Updates
 - 2. Section Members – Term Expiration Dates
 - a. Cotharn, Kristine A. – 7/1/2021
 - b. Hook, Steven J. – 7/1/2014
 - c. Linck, Karl L. – 7/1/2025
 - d. Scholl, Colleen M. – 7/1/2027
- F. Legislative and Policy Matters – Discussion and Consideration
- G. Credentialing Matters – Discussion and Consideration
- H. Administrative Rule Matters – Discussion and Consideration (6-7)**
 - 1. Pending and Possible Rulemaking Items
- I. 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

J. 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.).

K. Credentialing Matters

1. **Application Reviews**
 - a. A.D.B. – Professional Engineer License **(8-29)**
 - b. K.B.P. – Professional Engineer License **(30-48)**
2. **Education Review**
 - a. E.A.P. – Professional Engineer License **(49-75)**

L. Monitoring Matters

1. **Monitor Olson**
 - a. Shane Peterson – Requesting Full Licensure **(76-95)**

M. 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

N. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: DECEMBER 10, 2025

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 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.

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PROFESSIONAL ENGINEER SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL
ENGINEERS, DESIGNERS, PROFESSIONAL LAND SURVEYORS AND REGISTERED
INTERIOR DESIGNERS
MEETING MINUTES
SEPTEMBER 16, 2025**

PRESENT: Kristine Cotharn, Steven Hook, Karl Linck

ABSENT: Colleen Scholl

STAFF: Will Johnson, Executive Director; Joseph Ricker, Legal Counsel; Jake Pelegrin, Administrative Rule Coordinator; Ashley Sarnosky, Board Administration Specialist and other Department staff

CALL TO ORDER

Karl Linck, Chairperson, called the meeting to order at 9:07 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

MOTION: Steven Hook moved, seconded by Kristine Cotharn, to adopt the Agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF JUNE 18, 2025

MOTION: Kristine Cotharn moved, seconded by Steven Hook, to approve the Minutes of June 18, 2025, as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Kristine Cotharn moved, seconded by Steven Hook, 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.). Karl Linck, Chairperson, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Kristine Cotharn-yes; Steven Hook-yes; and Karl Linck-yes. Motion carried unanimously.

The Section convened into Closed Session at 9:46 a.m.

DELIBERATION ON DLSC MATTERS

Proposed Stipulation and Final Decision and Order

- MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings the following cases:
1. 24 ENG 0013 – Kevin J. Parish
 2. 24 ENG 0072 – Thomas R. Boehnen Jr. and Echelon Structures LLC
- Motion carried unanimously.

Administrative Warnings

- MOTION:** Karl Linck moved, seconded by Steven Hook, to issue an Administrative Warning in the following DLSC Cases:
1. 24 ENG 0064 – T.T.W.
 2. 24 ENG 0019 – J.S.B.
 3. 25 ENG 0001 – D.B.K.
 4. 25 ENG 0017 – J.H.J., J.H.A.
- Motion carried unanimously.

Case Closings

23 ENG 001 – C.K.C., T.L., R.E.C.

- MOTION:** Steven Hook moved, seconded by Karl Linck, to close DLSC Case Number 23 ENG 001, against C.K.C. for Insufficient Evidence and against T.L., and R.E.C., for Prosecutorial Discretion (P1). Motion carried unanimously.

RECONVENE TO OPEN SESSION

- MOTION:** Steven Hook moved, seconded by Kristine Cotharn, to reconvene in Open Session. Motion carried unanimously.

Open Session reconvened at 9:55 a.m.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

- MOTION:** Steven Hook moved, seconded by Karl Linck, 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:** Steven Hook moved, seconded by Kristine Cotharn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:00 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: 10/7/25 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting										
3) Name of Board, Committee, Council, Sections: Engineers Section												
4) Meeting Date: 10/17/25	5) Attachments: ☒ Yes ☐ No	6) How should the item be titled on the agenda page? Administrative Rule Matters – Discussion and Consideration 1. Pending or possible rulemaking items										
7) Place Item in: ☒ Open Session ☐ Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete Appearance Request for Non-DSPS Staff)</i> ☐ Yes ☒ No	9) Name of Case Advisor(s), if required: N/A										
10) Describe the issue and action that should be addressed: Attachments: -AE Rules Chart												
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> 11) <i>Jake Pelegrin</i> </td> <td style="width: 40%; border: none; text-align: right;"> Authorization 10/7/25 </td> </tr> <tr> <td style="border: none;"> Signature of person making this request </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td style="border: none;"> Supervisor (if required) </td> <td style="border: none; text-align: right;"> Date </td> </tr> <tr> <td colspan="2" style="border: none;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> <td style="border: none; text-align: right;"> Date </td> </tr> </table>				11) <i>Jake Pelegrin</i>	Authorization 10/7/25	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
11) <i>Jake Pelegrin</i>	Authorization 10/7/25											
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.												

Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter	Relating clause/ Summary	Current Stage	Next Step
	029-25	11/5/2027	A-E 2, 3, 4, 5, 8, and 14	Certificates of Authorization. Clarifying and adding detail to the statutory requirements for certificates of authorization.	Rule draft is posted for EIA comments and internal Fiscal Estimate is requested.	Submittal of rule draft to Clearinghouse.
			A-E 6	Examination Requirements. Considering updating Land Surveyor examination requirements.	Scope approval for next steps.	Scope to Governor's Office.
			A-E 3 and 12	Architects Continuing Education. Considering adding required subject matter to architects' continuing education.	Drafting scope statement.	Presentation of the scope statement to the section, rules committee, and full board.