



PROFESSIONAL LAND SURVEYOR SECTION
Room 121C, 1400 East Washington Avenue, Madison
Contact: Erin Karow (608) 266-2112
January 4, 2018

The following agenda describes the issues that the Professional Land Surveyor 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 record of the actions of the Professional Land Surveyor Section.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

A. Adoption of Agenda (1-3)

B. Approval of Minutes of October 12, 2017 (4-5)

C. Administrative Updates (6-11)

- 1) Department Updates
- 2) Election of Officers
- 3) Appointment of Liaisons and Alternates
- 4) Delegation of Authorities

D. Legislative/Administrative Rule Matters (12-17)

- 1) Scope Statement for A-E 7, Relating to Minimum Standards for Property Surveys
- 2) Update on Pending Legislation and Pending and Possible Rulemaking Projects

E. 2017 Wisconsin Act 59, Update on Budget Provisions (18-19)

F. Speaking Engagement(s), Travel, or Public Relation Request(s) – Discussion and Consideration (20-21)

- 1) NCEES Central Zone Interim Meeting – May 3rd - May 5th, 2018 in Rapid City, South Dakota – Attendance Consideration

G. Deliberation on Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Election of Officers
- 3) Appointment of Liaison(s)
- 4) Delegation of Authorities
- 5) Administrative Matters
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters

- 9) Legislative/Administrative Rule Matters
- 10) Liaison Reports
- 11) Board Liaison Training and Appointment of Mentors
- 12) Informational Items
- 13) Disciplinary Matters
- 14) Presentations of Petitions for Summary Suspension
- 15) Petitions for Designation of Hearing Examiner
- 16) Presentation of Stipulations, Final Decisions and Orders
- 17) Presentation of Stipulations and Interim Orders
- 18) Presentation of Proposed Final Decision 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 Engagement(s), Travel, or Public Relation Request(s)

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. Credentialing Matters (22-23)

- 1) Application Reviews

J. Deliberation on Division of Legal Services and Compliance Matters

- 1) Administrative Warnings
- 2) Stipulations, Final Decisions and Orders
- 3) Case Closing(s)
- 4) Monitoring

K. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Stipulations, Final Decisions and Order
- 9) Stipulations and Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decision and Orders

- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Proposed Interim Orders
- 17) Petitions for Assessments and Evaluations
- 18) Petitions to Vacate Orders
- 19) Remedial Education Cases
- 20) Motions
- 21) Petitions for Re-Hearing
- 22) 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 DATE: APRIL 3, 2018

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 1400 East Washington Avenue, 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, 608-266-2112.

**LAND SURVEYOR SECTION
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS
October 12, 2017**

PRESENT: Bruce Bowden, Daniel Fedderly, Ruth G. Johnson, Christina Martin (*via GoToMeeting*)

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

CALL TO ORDER

Bruce Bowden, Chair, called the meeting to order at 9:03 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Daniel Fedderly moved, seconded by Christina Martin, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Ruth G. Johnson moved, seconded by Daniel Fedderly, to approve the minutes of July 27, 2017 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

Legislative Liaison Appointment

MOTION: Daniel Fedderly moved, seconded by Christina Martin, that the Board delegates authority to Bruce Bowden, to speak on behalf of the Land Surveyors Section, to the Occupational License Study and the Occupational License Review Council regarding the legislatively mandated reports. Motion carried unanimously.

CLOSED SESSION

MOTION: Ruth G. Johnson moved seconded by Daniel Fedderly, 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.). Bruce Bowden, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Bowden-yes; Daniel Fedderly-yes; Ruth G. Johnson-yes; Christina Martin-yes. Motion carried unanimously.

The Section convened to Closed Session at 9:52 a.m.

RECONVENE TO OPEN SESSION

MOTION: Ruth G. Johnson moved seconded by Daniel Fedderly, to reconvene in Open Session. Motion carried unanimously.

The Section reconvened to Open Session at 10:17 a.m.

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

MOTION: Daniel Fedderly moved, seconded by Ruth G. Johnson, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

DELIBERATION ON CREDENTIALING MATTERS

Application Reviews

Steven Arnold

MOTION: Daniel Fedderly moved, seconded by Ruth G. Johnson, to issue an intent to deny regarding the application of Steven Arnold, unless the applicant submits proof of meeting the experience requirements pursuant to Wis. Stat § 443.06 (1) and Wis. Admin. Code § A-E 6.03(1)(a)2.b. (Subdivision plats prepared in accordance w/ Wis. Stat. or local ordinances) and c. (certified survey maps prepared in accordance with Wis. Stat. or local ordinances). Motion carried unanimously.

Ryan Klarner

MOTION: Christina Martin moved, seconded by Daniel Fedderly, to approve the application of Ryan Klarner, once all requirements are met. Motion carried unanimously.

ADJOURNMENT

MOTION: Ruth G. Johnson moved, seconded by Daniel Fedderly, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:19 a.m.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Laura Smith, Bureau Assistant, on behalf of Erin Karow, Executive Director		2) Date When Request Submitted: 11/24/17 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: Professional Land Surveyor Section			
4) Meeting Date: 1/4/2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters/Updates 1) Election of Officers 2) Appointment of Liaisons and Alternates 3) Delegation of Authorities	
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: 1) The Section should conduct Election of its Officers for 2018 2) The new Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Section should review and then consider continuation or modification of previously delegated authorities			
11) Authorization			
<i>Laura Smith</i>		11/24/2017	
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.			

Professional Land Surveyor Section

January 5, 2017

2017 ELECTION RESULTS	
Board Chair	Bruce Bowden
Vice Chair	Daniel Fedderly
Secretary	Ruth G. Johnson
2017 LIAISON APPOINTMENTS	
Credentialing Liaison	Bruce Bowden
Administrative Rules Liaison	Bruce Bowden
Monitoring and Professional Assistance Procedure (PAP) Liaison	Daniel Fedderly
Continuing Education Liaison	Daniel Fedderly, Bruce Bowden
Travel Liaison	Bruce Bowden
Screening Panel	Ruth G. Johnson, Daniel Fedderly

MOTION: Daniel Fedderly moved, seconded by Matthew Janiak, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Daniel Fedderly moved, seconded by Matthew Janiak, that, in order to facilitate the completion of assignments between meetings, the Section delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Section, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Section in accordance with the law. Motion carried.

Delegated Authority for Application Denial Reviews

MOTION: Matthew Janiak moved, seconded by Daniel Fedderly, that the Section counsel or another department attorney is formally authorized to serve as

the Section's designee for purposes of Wis. Admin. Code § SPS 1.08(1).
Motion carried.

Document Signature Delegation

MOTION: Matthew Janiak moved, seconded by Daniel Fedderly, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Section, by order of succession, to sign documents on behalf of the Section. In order to carry out duties of the Section, the Chair, chief presiding officer, or longest serving member of the Section, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Section delegates the authority to Executive Director or designee to sign the name of any Section member on documents as necessary and appropriate. Motion carried.

Credentialing Authority Delegations

MOTION: Daniel Fedderly moved, seconded by Matthew Janiak, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried.

Travel Delegation

MOTION: Daniel Fedderly moved, seconded by Matthew Janiak, to delegate authority to approve any Section member travel to the travel liaison. Motion carried.

April 6, 2017

Delegation of Authority to the Monitoring Liaison and Department Monitor

MOTION: Ruth G. Johnson moved, seconded by Christina Martin, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Ashley Ayres Monitoring and Intake Supervisor Division of Legal Services and Compliance		2) Date When Request Submitted: December 18, 2017								
		Items will be considered late if submitted after 4:30 p.m. and less than: <ul style="list-style-type: none"> ▪ 10 work days before the meeting for Medical Board ▪ 14 work days before the meeting for all others 								
3) Name of Board, Committee, Council, Sections: Professional Land Surveyor Section										
4) Meeting Date: January 4, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Appointment of Monitoring Liaison and Delegated Authority Motion								
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	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: Adopt or reject the Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor document as presented in today's agenda packet.										
11) <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> <div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Ashley Ayres </div> Signature of person making this request </td> <td style="width: 40%; border: none; text-align: center;"> Authorization December 18, 2017 Date </td> </tr> <tr> <td style="border: none; padding-top: 10px;"> Supervisor (if required) </td> <td style="border: none; text-align: center; padding-top: 10px;"> Date </td> </tr> <tr> <td colspan="2" style="border: none; padding-top: 10px;"> Executive Director signature (indicates approval to add post agenda deadline item to agenda) </td> <td style="border: none; text-align: center; padding-top: 10px;"> Date </td> </tr> </table>				<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> Ashley Ayres </div> Signature of person making this request	Authorization December 18, 2017 Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date
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Supervisor (if required)	Date									
Executive Director signature (indicates approval to add post agenda deadline item to agenda)		Date								
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Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors to enforce Board/Section orders as explained below.

Current Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain the signature or written authorization from the Liaison.
8. Grant or deny a request to appear before the Board/Section in closed session.
9. (*Except Pharmacy*) Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.
10. (*Except Pharmacy*) Grant Respondent’s petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison.
 - a. Year 1: 49 screens (including 1 hair test, if required by original order)
 - b. Year 2: 36 screens (plus 1 hair test, if required by original order)
 - c. Year 3: 28 screens plus 1 hair test
 - d. Year 4: 28 screens plus 1 hair test
 - e. Year 5: 14 screens plus 1 hair test
11. (*Dentistry only*) – Ability to approve or deny all requests from a respondent.

Current Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

1. Grant full reinstatement of licensure if CE is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
 2. Suspend the license if Respondent has not completed Board/Section-ordered CE and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof completion and/or payment have been received.
 3. Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
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Proposed (New) Delegations to the Monitoring Liaison

The Monitoring Unit is proposing the following additions to the Monitoring Liaison's authority:

1. Board Monitoring Liaison may determine whether Respondent's petition is eligible for consideration by the full Board/Section.
2. Board Monitoring Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Helen Leong, Administrative Rules Coordinator		2) Date When Request Submitted: December 20, 2017 <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: Professional Land Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors			
4) Meeting Date: January 04, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Statement of Scope for A-E 7, relating to Minimum Standards for Property Surveys	
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 (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: If the Statement of Scope was approved by the Governor's Office and published in the Administrative Register on December 26, 2017, then the Section will take action to implement the Statement of Scope for A-E 7: <ol style="list-style-type: none"> 1. Motion for Implementation 2. Discussion of substantive proposals to amend A-E 7, relating to Minimum Standards for Property Surveys 			
11) Authorization			
Signature of person making this request		Date	
<i>Helen Leong</i>		<i>December 20, 2017</i>	
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. 			

STATEMENT OF SCOPE

Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors

Rule No.: A-E 7

Relating to: Minimum Standards for Property Surveys

Rule Type: Permanent

1. Finding/nature of emergency (Emergency Rule only):

Not applicable.

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

The Professional Land Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors (A-E Board) has determined that chapter A-E 7, relating to Minimum Standards for Property Surveys, needs to be reviewed and potentially amended to provide clarification for professional land surveyors.

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

A comprehensive review will be undertaken to evaluate and potentially amend A-E 7 to provide clarification for professional land surveyors. Licensees have raised questions to the Professional Land Surveyors Section regarding how to apply various sections consistently for property surveys, such as whether the exemption in A-E 7.025 is intended to be from parts of A-E 7.05 or the rule in its entirety. As a result of such questions, licensees have requested the Professional Land Surveyors Section undertake a comprehensive review of the chapter to ensure consistency and clarity in the application of minimum standards. The alternative of not reviewing and potentially amending the rules would be less beneficial to affected entities.

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

Section 15.08 (5) (b), Stats., provides an examining board, "shall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains..."

Section 443.015 (2), Stats., provides that "each section of the examining board may promulgate rules governing the professional conduct of individuals, firms, partnerships, and corporations registered, permitted, certified, or granted a certificate of authorization by that section."

Section 443.02 (4), Stats., provides that "no person may engage in or offer to engage in the practice of professional land surveying in this state or use or advertise any title or description tending to convey the impression that the person is a professional land surveyor unless the person has been granted a license under this chapter to engage in the practice of professional land surveying."

Section 443.12 (1), Stats., provides that "the professional land surveyor section may reprimand a professional land surveyor, or limit, suspend, or revoke the license of any professional land surveyor, for the practice of any ... incompetence, or misconduct in the practice of professional land surveying."

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

The Department estimates approximately 120 hours will be needed to perform the review and develop any rule changes. The Department will assign existing staff to perform the review and develop the rule changes. No additional resources will be required.

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

Licensed professional land surveyors and persons who use their services.

7. 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:

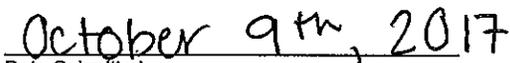
None.

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

The rule changes contemplated in this project are not expected to have any negative economic impacts on any of the affected entities.

Contact Person: Helen Leong, Administrative Rules Coordinator
Division of Policy Development, Department of Safety and Professional Services
(608) 266 – 0797 DSPSAdminRules@wisconsin.gov


Department Head of Authorized Signature


Date Submitted

Chapter A-E 7

MINIMUM STANDARDS FOR PROPERTY SURVEYS

<p>A-E 7.01 Scope. A-E 7.02 Definitions. A-E 7.025 Survey report, requirements. A-E 7.03 Boundary location. A-E 7.04 Descriptions.</p>	<p>A-E 7.05 Maps. A-E 7.06 Measurements. A-E 7.07 Monuments. A-E 7.08 U.S. public land survey monument record.</p>
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A-E 7.01 Scope. The minimum standards of this chapter apply to every property survey performed in this state except:

(1) If other standards for property surveys are prescribed by statute, administrative rule, or ordinance, and the standards are more restrictive than those in this chapter, the more restrictive standards govern; and,

(2) The professional land surveyor and his or her client may agree in a signed statement to exclude any land surveying work from the requirements of this chapter except the preparation of a U.S. public land survey monument record and a map of work performed unless there is an existing map and a survey report is filed in lieu of a map. The map prepared by the professional land surveyor for the client shall include:

(a) A note which states that an agreement to exclude work from the requirements of this chapter has been made and a list of those exclusions and the names of the parties making the agreement along with the signature of each party.

(b) The accuracy of linear measurements between points, if the minimum accuracy established by s. A-E 7.06 (2) has been waived.

(c) The relative positional accuracy in decimal feet, if the minimum positional accuracy established by s. A-E 7.06 (3) has been waived.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (2), Register, May, 1989, No. 401, eff. 6-1-89; am. (2), cr. (2) (a) to (c), Register, December, 1993, No. 456, eff. 1-1-94; CR 15-036: am. (2) (intro.) Register January 2016 No. 721, eff. 2-1-16; CR 15-039: am. (2) (intro.), (a), (c), r. (2) (d), (e) Register May 2016 No. 725, eff. 6-1-16.

A-E 7.02 Definitions. For the purposes of this chapter:

(1) "Practice of professional land surveying" has the meaning given in s. 443.01 (6s), Stats.

(2) "Relative positional accuracy" means the length of the semi-major axis, expressed in feet or meters, of the error ellipse representing the uncertainty due to random errors in measurements in the location of the monument, or witness, marking any corner of the surveyed property at the 95 percent confidence level, 2 standard deviations; and is estimated by the results of a correctly weighted least squares adjustment of the survey.

(3) "Survey report" means a report that may be prepared when there is an existing map recorded or filed within the last 6 years and no new monuments are established in the survey.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

A-E 7.025 Survey report, requirements. A survey report as defined in A-E 7.02 (3), shall include the purpose of the survey, information concerning the documents that were examined for the survey, the measurements that were made to verify the locations of the monuments found, and a copy of the map that was recorded or filed. The survey report shall be in compliance with all sections of this chapter except s. A-E 7.05 (1), (2), (3), and (4).

History: CR 15-039: cr. Register May 2016 No. 725, eff. 6-1-16, correction made under s. 35.17, Stats., Register May 2016 No. 725.

A-E 7.03 Boundary location. Every property survey shall be made in accordance with the records of the register of

deeds as nearly as practicable. The professional land surveyor shall acquire data necessary to retrace record title boundaries such as U.S. Public Land Survey Monument Records, deeds, surveys, maps, certificates of title, highway, and center line or right-of-way lines, and other boundary line locations. The professional land surveyor shall make field measurements necessary for the location of the parcel and shall analyze the data and make a careful determination of the position of the boundaries of the parcel being surveyed. The professional land surveyor shall set monuments marking the corners of the parcel unless monuments already exist at the corners.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-036: am. Register January 2016 No. 721, eff. 2-1-16; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

A-E 7.04 Descriptions. Descriptions defining land boundaries created by a professional land surveyor for conveyance or to more accurately delineate land boundaries, or for other purposes shall be complete, providing unequivocal identification of lines or boundaries. The description shall contain necessary references to adjoining together with data and dimensions sufficient to enable the description to be mapped and retraced and shall describe the land surveyed by government lot, recorded private claim, quarter-quarter section, section, township, range, and county. The forms of descriptions of property shall be one of the following:

(1) By metes and bounds commencing with a monument at a section corner or quarter section corner of the quarter section in which that land is located or a monument established by the U.S. Public Land Survey that it is not the center of the section, or commencing with a monument at the end of a boundary line of a recorded private claim or federal reservation in which the land is located. Descriptions shall meet the requirements in s. A-E 7.06 (3).

(2) By land boundaries being surveyed as a platted lot or outlot in a recorded subdivision or recorded addition to a recorded subdivision, the lots or outlots in that plat shall be described by the name of the plat and the lot or outlot and the block in the plat for all purposes.

(3) By land boundaries being surveyed as an existing lot, outlot or parcel, on a recorded certified survey map, the survey shall be described by lot, outlot or parcel number and certified map number for all purposes.

(4) By the parcel described as an aliquot part of a section from the public land system.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. Register, May, 1989, No. 401, eff. 6-1-89; CR 15-039: r. and recr. Register May 2016 No. 725, eff. 6-1-16.

A-E 7.05 Maps. A map shall be drawn for every property survey, unless a survey report is filed as provided in s. A-E 7.02 (3), showing information developed by the survey. The map shall:

(1) Be drawn on media with the minimum size of 8 1/2 x 11 inches and to a commonly accepted scale which shall be clearly stated and graphically illustrated by a bar scale on each map sheet containing a graphical depiction of the survey unless otherwise required by law.

(2) Be referenced as provided in s. 59.73 (1), Stats., along with a north arrow and reference to a monumented line.

(3) Show the length and bearing of the boundaries of the parcels surveyed. Bearings, angles, and distances on any property survey map shall be in accordance with s. A-E 7.06 (5). Where the boundary lines show bearings, lengths or locations which vary from those recorded in deeds, abutting plats, or other instruments, there shall be the following note placed along such line, "recorded as (show recorded bearing, length or location)". Curve data shall be shown by any 3 of the following: central angle, radius, long chord bearing and length, and arc length.

(4) Describe all monuments used for determining the location of the parcel boundary and show by bearing and distance their relationship to the surveyed parcel. All monuments shall be indicated by whether such monuments were found or set including a description of the monument with a legend for all symbols and abbreviations used on the map.

(5) Show observed evidence of possession or use by others in the parcel or across any perimeter line of the property.

(6) Show surveyed parcel bounded by water or inaccessible areas, the part shall be enclosed by a meander line showing complete data along all lines extending beyond the enclosure. The true boundary shall be clearly indicated on the map.

(7) Identify the professional land surveyor's name and address, the person or entity for whom the survey was made, completion date of the field work, and description of the parcel as provided in s. A-E 7.04.

(8) Bear the stamp or seal, name and address and signature of the professional land surveyor under whose direction and control the survey was made with a statement certifying that the survey complies with this chapter and is correct to the best of the professional land surveyor's knowledge and belief.

(9) Be filed as required by s. 59.45 (1), Stats., on media, or electronically if acceptable by the county.

(10) Identify boundary lines on the survey. Boundary lines shall be clearly differentiated from other lines on the map.

(11) Coordinate values when shown on the face of the map they shall comply with and be subject to the provisions of s. 236.18, Stats., and include coordinate system, datum and adjustment.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (4) and (5), cr. (7), Register, May, 1989, No. 401, eff. 6-1-89; correction in (6) made under s. 13.93 (2m) (b) 5., Stats., Register, March, 1993, No. 447; am. (1) to (5) and (7), Register, January, 1999, No. 517, eff. 2-1-99; CR 15-036; am. (6) Register January 2016 No. 721, eff. 2-1-16; CR 15-039; r. and recr. Register May 2016 No. 725, eff. 6-1-16; correction in (intro.), (9) made under s. 35.17, Stats., Register May 2016 No. 725.

A-E 7.06 Measurements. (1) Measurements shall be made with instruments and methods capable of attaining the required accuracy for the particular circumstances involved.

(2) The minimum accuracy of linear measurements between points shall be the larger of 2/100ths of a foot or better than 1 part in 3,000 on all lines of the survey.

(3) The maximum allowable deviation in relative positional accuracy for a survey is plus or minus 0.07 foot plus 50 parts per million, based on the direct distance between the two corners being tested. In certain circumstances, the size or configuration of the surveyed property, or the relief, vegetation or improvements on the surveyed property will result in survey measurements for which the maximum allowable relative positional precision may be exceeded at the discretion of the licensee performing the survey. The licensee shall provide justification for exceeding the maximum allowable relative positional accuracy.

(4) Any closed traverse depicted on a property survey map shall have a latitude and departure closure ratio of less than 1 in 3,000.

(5) Bearings or angles on any property survey map shall be shown to at least the nearest 30 seconds. Distances shall be shown to the nearest 1/100th foot.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (5), Register, May, 1989, No. 401, eff. 6-1-89; CR 15-039; am. (1) to (3), (5) Register May 2016 No. 725, eff. 6-1-16.

A-E 7.07 Monuments. The type and position of monuments to be set on any survey shall be according to s. 236.15 (1), Stats., unless determined by the nature of the survey, the permanency required, the nature of the terrain, the cadastral features involved, and the availability of material. Coordinate values are not acceptable in lieu of monuments.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; CR 15-039; am. Register May 2016 No. 725, eff. 6-1-16.

A-E 7.08 U.S. public land survey monument record.

(1) **WHEN MONUMENT RECORD REQUIRED.** A U.S. public land survey monument record shall be prepared and filed with the county survey records as part of any land survey within 60 days of setting or accepting the corner which includes or requires the perpetuation, restoration, or use of a U.S. public land survey corner and when any of the following situations arise:

(a) There is no U.S. public land survey monument record for the corner on file in the office of the county surveyor or the register of deeds for the county in which the corner is located; or,

(b) The professional land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record filed in the office of the county surveyor or register of deeds for the county in which the corner is located; or,

(c) The witness ties or U.S. public land survey monument referenced in an existing U.S. public land survey monument record have been destroyed or disturbed, except where the witness ties and the U.S. public land survey monument referenced in an existing U.S. public land survey monument record have been found and verified and a note stating this has been placed on the property survey.

(2) **FORM REQUIRED.** A U.S. public land survey monument record shall be prepared on the board-approved form or on a form substantially the same as the board-approved form which includes all the elements required by this section. A form used for this purpose shall be entitled, "U.S. Public Land Survey Monument Record".

Note: A copy of the board-approved form is available from the Department of Safety and Professional Services, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(3) **MONUMENT RECORD REQUIREMENTS.** A U.S. public land survey monument record shall show the location of the corner and shall include all of the following elements:

(a) The identity of the corner, as referenced to the U.S. public land survey system.

(b) A description of any record evidence, monument evidence, occupational evidence, testimonial evidence or any other material evidence considered by the professional land surveyor, and whether the monument was found or placed.

(c) Reference ties to at least 4 witness monuments. Witness monuments shall be concrete, natural stone, iron, bearing trees or other equally durable material, except wood other than bearing trees.

(d) A plan view drawing depicting the relevant monuments and reference ties which is sufficient in detail to enable accurate relocation of the corner monument if the corner monument is disturbed.

(e) A description of any material discrepancy between the location of the corner monument as restored and the monument location of that corner as previously established.

(f) Whether the corner was restored through acceptance of an obliterated evidence location or a found perpetuated location.

(g) Whether the corner was determined through lost-corner-proportionate methods.

(h) The directions and distances to other public land survey corners which were used as evidence or used for proportioning in determining the corner location.

(i) The stamp and signature or seal and signature of the profes-

sional land surveyor under whose direction and control the corner location was determined and a statement certifying that the U.S. public land survey monument record is correct and complete to the best of his or her knowledge and belief.

History: Cr. Register, February, 1987, No. 374, eff. 3-1-87; am. (1) and (3) (c), Register, May, 1989, No. 401, eff. 6-1-89; am. (3) (a) to (h), Register, January, 1999, No. 517, eff. 2-1-99; reprinted to restore dropped copy in (1) (intro.) Register November 2007 No. 623; CR 15-036: am. (1) (b), (3) (b), (i) Register January 2016 No. 721, eff. 2-1-16; CR 15-039: am. (1) (intro.), (c), (3) (e), (f) Register May 2016 No. 725, eff. 6-1-16.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Helen Leong, Administrative Rules Coordinator		2) Date When Request Submitted: December 20, 2017 <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: Professional Land Surveyors Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors			
4) Meeting Date: January 11, 2018	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2017 Wisconsin Act 59, Update on Budget Provisions	
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 (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: SECTION 1904. 440.03 (4m) of the statutes is created to read: (4m) Except as otherwise permitted in chs. 440 to 480, the department may require a credential holder to submit proof of the continuing education programs or courses that he or she has completed only if a complaint is made against the credential holder.			
11) Authorization			
Signature of person making this request		Date	
<i>Helen Leong</i>		<i>December 20, 2017</i>	
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.			

(e) Colleges, universities or other educational institutions approved by the professional land surveyor section.

(f) Other technical or professional societies or organizations.

(3) An advisory committee selected by the professional land surveyor section will make recommendations as to approval of courses, credit, PDH value for courses and other methods of earning credit.

(4) Credit for college or technical school courses approved by the professional land surveyor section shall be based upon course credit established by the college or technical school.

History: CR 09-032: cr. Register December 2009 No. 648, eff. 1-1-10; CR 15-036: am. (1) (a), (c), (2) (intro.), r. (2) (d), am. (2) (e), (3), (4) Register January 2016 No. 721, eff. 2-1-16.

A-E 10.05 Certificate of completion, proof of attendance. (1) Each licensee shall certify on the renewal application full compliance with the continuing education requirements set forth in this chapter.

(2) The professional land surveyor section may conduct a random audit of its licensees on a biennial basis for compliance with these requirements. It is the responsibility of each licensee to retain or otherwise produce evidence of compliance.

(3) The professional land surveyor section may require additional evidence demonstrating compliance with the continuing education requirements, including a certificate of attendance or documentation of completion or credit for the courses completed.

(4) If there appears to be a lack of compliance with the continuing education or professional development requirements, the professional land surveyor section shall notify a licensee in writing and request submission of evidence of compliance within 30 days of the notice.

(5) The professional land surveyor section may require a licensee to appear for an interview to address any deficiency or lack of compliance with the continuing education or professional development requirements.

History: CR 09-032: cr. Register December 2009 No. 648, eff. 1-1-10; CR 15-036: am. Register January 2016 No. 721, eff. 2-1-16.

A-E 10.06 Recordkeeping. It shall be the responsibility of the licensee to maintain records of continuing education or professional development hours for at least 2 bienniums from the date the certificate or statement of attendance is signed. The recordkeeping shall include all of the following:

(1) The name and address of the sponsor or provider.

(2) A brief statement of the subject matter.

(3) Printed program schedules, registration receipts, certificates of attendance, or other proof of participation.

(4) The number of hours attended in each program and the date and place of the program.

History: CR 09-032: cr. Register December 2009 No. 648, eff. 1-1-10; CR 15-036: am. (intro.) Register January 2016 No. 721, eff. 2-1-16.

A-E 10.07 Waiver of continuing education. (1) A renewal applicant seeking renewal of licensure without having fully complied with the continuing education requirements shall file a renewal application along with the required fee, and a statement setting forth the facts concerning non-compliance and requesting a waiver of the requirements. The request for waiver shall be made prior to the renewal date. Extreme hardship shall be determined on an individual basis by the professional land surveyor section. If the professional land surveyor section finds from the affidavit or any other evidence submitted that extreme hardship has been shown, the professional land surveyor section shall waive enforcement of the continuing education requirements for the applicable renewal period.

(2) In this section, extreme hardship means an inability to devote sufficient hours to fulfilling the continuing education requirements during the applicable renewal period because of one of the following:

(a) Full-time service in the uniformed services of the United States of America for a period of one year during the biennium.

(b) An incapacitating illness documented by a statement from a licensed physician.

(c) A physical inability to travel to the sites of approved programs documented by a licensed physician.

(d) A retirement from the occupation of professional land surveying whereby the renewal applicant no longer provides professional land surveying services.

(e) Any other extenuating circumstances.

(3) A renewal applicant who prior to the expiration date of the license submits a request for a waiver, shall be deemed to be in good standing until the final decision on the application by the land surveyor section.

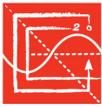
History: CR 09-032: cr. Register December 2009 No. 648, eff. 1-1-10; CR 15-036: am. (1), (2) (d) Register January 2016 No. 721, eff. 2-1-16.

A-E 10.08 Comity. An applicant for registration from another state who applies for registration to practice professional land surveying under s. A-E 6.06, shall submit proof of completion of continuing education obtained in another jurisdiction within the 2 years prior to application.

History: CR 09-032: cr. Register December 2009 No. 648, eff. 1-1-10; CR 15-036: am. Register January 2016 No. 721, eff. 2-1-16.

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Erin Karow, Executive Director		2) Date When Request Submitted: 12/12/2017 <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: A-E Joint Board – Professional Land Surveyor Section											
4) Meeting Date: 1/4/2018	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagement(s), Travel, or Public Relation Request(s) -Discussion and Consideration 1) NCEES Central Zone Interim Meeting – May 3-5, 2018 in Rapid City, South Dakota									
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 (Fill out Board Appearance Request) <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: The board will consider making a motion to accept or deny the travel request of Christina Martin to attend the NCEES Central Zone Interim meeting in May.											
11) Authorization <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Erin Karow</i></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: right;">December 12, 2017</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black; text-align: right;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				<i>Erin Karow</i>	December 12, 2017	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	
<i>Erin Karow</i>	December 12, 2017										
Signature of person making this request	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.											



2017-18
BOARD OF DIRECTORS/OFFICERS

December 11, 2017

Patrick J. Tami, P.L.S.
President

MEMORANDUM

James J. Purcell, P.E.
President-Elect

TO: Member Board Administrators

Daniel S. Turner, Ph.D., P.E., P.L.S.
Past President

FROM: Jerry T. Carter, Chief Executive Officer

Timothy W. Rickborn, P.E.
Treasurer

SUBJECT: Funded Delegate Notification for the 2018 Central Zone Interim Meeting

Maurice L. Bowersox, P.E.
Central Zone Vice President

The 2018 Central Zone interim meeting will be held May 3-5 in Rapid City, South Dakota. A meeting summary is attached.

Paul J. Tyrell, P.E., P.L.S.
Northeast Zone Vice President

Christopher P. Knotts, P.E.
Southern Zone Vice President

Funded Delegate. In accordance with NCEES policy, the Council will pay the meeting registration, travel, and lodging expenses (up to three nights) for three delegates from each eligible member board to attend the zone interim meeting. These delegates must be members or associate members.

Brian R. Hanson, P.E.
Western Zone Vice President

Jerry T. Carter
Chief Executive Officer

Please notify NCEES of your member board's funded delegates by completing and returning the attached form for each delegate by **Wednesday, January 31**. Delegates will not be allowed to book travel until this form is received.

As required by the NCEES *Bylaws*, if your board authorizes an associate member to be a voting delegate, provide a letter from your chair, printed on board letterhead, designating this individual as a voting delegate.

Please provide contact information for the funded delegates rather than the board office. Once meeting registration opens in January, NCEES will send an invitation package to each delegate via email with meeting information and instructions for making necessary travel arrangements. NCEES will make the hotel reservations for all funded delegates based on information provided during registration.

For questions regarding NCEES-funded delegates, contact Sherrie Saunders at ssaunders@ncees.org or 800-250-3196.

/ld

Attachments