



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING**
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
April 12, 2022

The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a description of the actions of the Committee.

AGENDA

10:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes of January 18, 2022 (3-4)**
- C. Reminders: Conflicts of Interests, Scheduling Concerns**
- D. Introductions, Announcements, and Recognition**
- E. Administrative Matters – Discussion and Consideration**
 - 1) Department, Staff, and Committee Updates
 - 2) Committee Members
 - a. Bronek, Peter A.
 - b. Heins, Duane A.
 - c. Kneesel, Thomas J.
 - d. Moegenburg, Peter A.
 - e. Wagner, David J.
- F. Discussion and Consideration of Items Added After Preparation of Agenda**
 - 1) Introductions, Announcements and Recognition
 - 2) Administrative Matters
 - 3) Credentialing Matters
 - 4) Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports
 - 5) Practice Matters
 - 6) Legislative and Administrative Rule Matters
 - 7) Liaison, Panel, and Committee Reports
 - 8) Informational Items
 - 9) Appearances from Requests Received or Renewed
 - 10) Speaking Engagements, Travel, or Public Relation Requests, and Reports

G. Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).

H. Review and Consideration of Applicants’ Appraisal Experience and Appraisal Reports, Including Any Reports Mailed or Received After Preparation of the Agenda

1) Certified Residential Appraiser Applicant:

- a. Jane Bartolai **(5-45)**

I. Deliberation of Items Added After Preparation of the Agenda

- 1) Credentialing Matters
- 2) Appearances from Requests Received or Renewed

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

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

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

ADJOURNMENT

NEXT MEETING: JUNE 21, 2022

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Virtual, 4822 Madison Yards Way, Madison
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April 12, 2022**

**REAL ESTATE APPRAISERS BOARD
APPLICATION ADVISORY COMMITTEE MEETING
2021 WISCONSIN PUBLIC RECORDS LAW FACILITATED TRAINING
10:15 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING**

A quorum of the Real Estate Appraisers Application Advisory Committee may be present; however, no board business will be conducted.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board’s agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Interpreters for the hearing impaired provided upon request by contacting the Affirmative Action Officer at 608-266-2112 and Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
JANUARY 18, 2022**

PRESENT: Peter Bronek, Duane Heins, Thomas Kneesel

EXCUSED: Peter Moegenburg, David Wagner

STAFF: Adam Barr, Acting Executive Director; Jameson Whitney, Legal Counsel; Katlin Schwartz, Bureau Assistant; Kimberly Wood, Program Assistant Supervisor-Advanced; and other Department Staff

CALL TO ORDER

Thomas Kneesel, Chairperson, called the meeting to order at 10:07 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF SEPTEMBER 21, 2021

MOTION: Peter Bronek moved, seconded by Duane Heins, to approve the Minutes of September 21, 2021 as published. Motion carried unanimously.

INTRODUCTION, ANNOUNCEMENTS, AND RECOGNITION

Recognition: Wanda Wood, Certified Residential Appraisers Member (Resigned: 12/31/2021)

MOTION: Duane Heins moved, seconded by Peter Bronek, to recognize and thank Wanda Wood for her years of dedicated service to the Committee and State of Wisconsin. Motion carried unanimously.

**REVIEW AND CONSIDERATION OF APPLICANTS' APPRAISAL EXPERIENCE
AND APPRAISAL REPORTS, INCLUDING ANY REPORTS MAILED OR RECEIVED
AFTER PREPARATION OF THE AGENDA**

Certified Residential Appraiser Applicant:

Amanda Koss

MOTION: Peter Bronek moved, seconded by Duane Heins, to recommend issuing a Notice of Intent to Deny the application of Amanda Koss, and to request that the applicant submit three new reports that demonstrate compliance with USPAP standards 1 and 2. **Reason for Denial:** The reports submitted are in violation of USPAP standards 1 and 2 due to lack of support for site value, failure to adequately summarize rationale for highest and best use opinion, and lack of sufficient information regarding lack of site adjustments. Motion carried unanimously.

Licensed Appraiser Applicant:

Mary Ellen Schultz

MOTION: Duane Heins moved, seconded by Peter Bronek, to recommend issuing a Notice of Intent to Deny the application of Mary Ellen Schultz, and to request that the applicant submit three new reports in which the applicant is properly acknowledged. **Reason for Denial:** The reports submitted lack proper foundation to support the applicant's request for licensure under USPAP Standard 2-3 because the applicant is not acknowledged in any of the submitted reports. Motion carried unanimously.

ADJOURNMENT

MOTION: Duane Heins moved, seconded by Peter Bronek, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:33 a.m.