



**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING**
Virtual, 4822 Madison Yards Way, Madison
Contact: Tom Ryan (608) 266-2112
September 27, 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 April 12, 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. Application Review Timelines – Discussion and Consideration (5)**
- G. 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

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 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 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: NOVEMBER 1, 2022

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

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board’s agenda, please visit the Department website at <https://dps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer at 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
APRIL 12, 2022**

PRESENT: Peter Bronek, Peter Moegenburg, David Wagner

EXCUSED: Duane Heins, Thomas Kneesel

STAFF: Tom Ryan, Executive Director; Jameson Whitney, Legal Counsel; Katlin Schwartz, Bureau Assistant; and other Department Staff

CALL TO ORDER

Peter Bronek called the meeting to order at 10:04 a.m. A quorum was confirmed with three (3) members present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES OF JANUARY 18, 2022

MOTION: Peter Moegenburg moved, seconded by David Wagner, to approve the Minutes of January 18, 2022 as published. Motion carried unanimously.

CLOSED SESSION

MOTION: Peter Moegenburg moved, seconded by David Wagner, 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 individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). Peter Bronek, read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Peter Bronek-yes; Peter Moegenburg-yes; and David Wagner-yes. Motion carried unanimously.

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

**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:

Jane Bartolai

MOTION: Peter Bronek moved, seconded by Peter Moegenburg, to recommend issuing a Notice of Intent to Deny the application of Jane Bartolai, and to request that the applicant submit one (1) new mass appraisal report or three (3) residential appraisal reports that demonstrate compliance with USPAP Standards specifically to include USPAP Standards 1, 2, and 6, as appropriate. **Reason for Denial:** The documents submitted failed to demonstrate understanding of USPAP Standard 6 due to failure to convey competence associated with highest and best use analysis, model specification, and model calibration concepts; lack of sufficient information to enable the intended user of the appraisal to understand the report properly; failure to state the identity of the client; failure to express an effective date; failure to express a type and definition of value; and lack of a signed certification. Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Peter Moegenburg moved, seconded by Peter Bronek, to reconvene into Open Session. Motion carried unanimously.

The Board reconvened into Open Session at 10:24 a.m.

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

MOTION: Peter Bronek moved, seconded by Peter Moegenburg, 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: Peter Bronek moved, seconded by David Wagner, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:25 a.m.

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

AGENDA REQUEST FORM

1) Name and title of person submitting the request: DSPS		2) Date when request submitted: 8/23/2022 <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 Application Advisory Committee			
4) Meeting Date: 9/27/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Application Review Timelines	
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 applicable: N/A	
10) Describe the issue and action that should be addressed: <p>The Committee will discuss timelines in the review of files. Division of Professional Credential Processing staff person James Kuehn will join the discussion.</p>			
11) Authorization			
Signature of person making this request			Date
Supervisor (Only required for post agenda deadline items)			Date
Executive Director signature (Indicates approval for post agenda deadline items)			Date
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 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.			