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**PROFESSIONAL LAND SURVEYOR SECTION**  
**Room 121A, 1400 East Washington Avenue, Madison**  
**Contact: Brittany Lewin (608) 266-2112**  
**July 28, 2016**

*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**

**9:30 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

**A. Adoption of Agenda (1-3)**

**B. Approval of Minutes of April 27, 2016 (4-6)**

**C. Administrative Updates**

- 1) Staff Updates

**D. Legislative/Administrative Rule Matters**

- 1) Update on Pending Legislation and Pending and Possible Rulemaking Projects

**E. U.S. Public Land Survey Monument Record Form – Discussion and Consideration (7-9)**

**F. Informational Items – Discussion and Consideration**

- 1) National Council of Examiners for Engineering and Surveying (NCEES) Annual Meeting Materials **(10)**

**G. Deliberation on Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Section Officers
- 3) Appointment of Section Liaison(s)
- 4) Administrative Updates
- 5) Education and Examination Matters
- 6) Credentialing Matters
- 7) Practice Matters
- 8) Legislative/Administrative Rule Matters
- 9) Liaison Reports
- 10) Informational Items
- 11) Disciplinary Matters
- 12) Presentations of Petitions for Summary Suspension
- 13) Petitions for Designation of Hearing Examiner
- 14) Presentation of Proposed Stipulations, Final Decisions and Orders

- 15) Presentation of Proposed Final Decision and Orders
- 16) Presentation of Interim Orders
- 17) Petitions for Re-Hearing
- 18) Petitions for Assessments
- 19) Petitions to Vacate Orders
- 20) Requests for Disciplinary Proceeding Presentations
- 21) Motions
- 22) Petitions
- 23) Appearances from Requests Received or Renewed
- 24) 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. Deliberation on Credentialing Matters

- 1) Application Reviews (**11-12**)
  - a. Anderson, James
  - b. Fenili, Alexander

#### J. Deliberation on Education and Examination Matters

#### K. Deliberation on Division of Legal Services and Compliance (DLSC) Matters

#### L. Deliberation on Order(s) Fixing Costs

- 1) Travis J. Kramer, Respondent (ORDER0004685)(DHA Case # SPS-16-0013)(DLSC Case # 15 LSR 001) (**13-18**)

#### M. 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) Proposed Stipulations, Final Decisions and Order
- 9) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decision and Orders
- 12) Matters Relating to Costs/ Orders Fixing Costs
- 13) Case Closings
- 14) Proposed Interim Orders
- 15) Petitions for Assessments and Evaluations
- 16) Petitions to Vacate Orders
- 17) Remedial Education Cases
- 18) Motions
- 19) Petitions for Re-Hearing
- 20) 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 DATE October 12, 2016**

**LAND SURVEYOR SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
April 27, 2016**

**PRESENT:** Bruce Bowden, Matthew Janiak, Ruth G. Johnson

**Excused:** Daniel Fedderly

**STAFF:** Brittany Lewin, Executive Director; Samantha Weishan, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Matthew Janiak, Chair, called the meeting to order at 9:30 a.m. A quorum of three (3) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- *Correction under item J; Divison to Division*
- *Correction under item J 2 A; Respodent to Respondent*

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to adopt the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to approve the minutes of January 7, 2016 as published. Motion carried unanimously..

**CLOSED SESSION**

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

The Section convened into Closed Session at 9:57 a.m.

**RECONVENE TO OPEN SESSION**

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to reconvene in Open Session at 1:12 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,**

**IF VOTING IS APPROPRIATE**

**MOTION:** Bruce Bowden moved, seconded by Ruth, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

**CREDENTIALING MATTERS**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to approve the application of the following individuals once all requirements are met:

1. Brown, Jason
2. Glaszcz, Brian
3. Indermuehle, Ted R..
4. Sikora, Krystle
5. Wilkowski, Andrew
6. Erickson, James A.
7. Reimer, Mitchell

Motion carried unanimously.

**Jason Homulos**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, the Section intends to deny the application of Jason Homulos, unless the applicant submits proof of meeting the education and experience requirements pursuant to Wis. Stat s 443.06 (2)(bm) and Wis . Admin. Code s A-E 6.03. Motion carried unanimously.

**Eric Larson**

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, the Section intends to deny the application of Eric Larson, unless the applicant submits proof of meeting the experience requirements pursuant to Wis. Stat s. 443.06 (2)(bm) and Wis . Admin. Code s A-E 6.03 (1)(a) 2b and c . Motion carried unanimously.

**EDUCATION AND EXAMINATION MATTERS**

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to grant the continuing education waiver requests for the following individuals once all requirements are met:

1. J.D.A.
2. S.L.F
3. J.B.H.
4. B.C.K.
5. J.B.M.

Motion carried unanimously.

**DISCIPLINARY MATTERS**

**Proposed Stipulations, Final Decisions and Orders**

*13 LSR 004, 15 LSR 006, 16 LSR 001 – John L. Stone*

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against John L. Stone, DLSC Case No. 13 LSR 004, 15 LSR 006, and 16 LSR 001. Motion carried unanimously.

*14 LSR 003 – William W. Rowland*

**MOTION:** Bruce Bowden moved, seconded by Matthew Janiak, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against William W. Rowland, DLSC Case No. 14 LSR 003. Motion carried unanimously.

*15 LSR 003 – Thomas C. McClone*

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against Thomas C. McClone, DLSC Case No. 15 LSR 003. Motion carried unanimously.

### **Deliberation on Proposed Final Decision and Orders**

*Travis J. Kramer, Respondent, (DHA Case # SPS-16-0013)(DLSC Case # 15 LSR 001)*

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to delegate to Michael J Berndt, Department Chief Legal Counsel, the Section's authority to preside over and resolve disciplinary matter 15 LSR 001 against Travis J Kramer, respondent DHA case # SPS-16-0013. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:12 p.m.

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

**AGENDA REQUEST FORM**

<b>1) Name and Title of Person Submitting the Request:</b>  Nifty Lynn Dio, Bureau Assistant On behalf of Brittany Lewin, Executive Director		<b>2) Date When Request Submitted:</b>  07/11/2016  Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
<b>3) Name of Board, Committee, Council, Sections:</b>  Professional Land Surveyor Section			
<b>4) Meeting Date:</b>  07/28/2016	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  U.S. Public Land Survey Monument Record form	
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b>  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A	
<b>10) Describe the issue and action that should be addressed:</b>  Please review the attached form and Admin Code link below for discussion at the Section meeting  <a href="http://docs.legis.wisconsin.gov/code/admin_code/a_e/7/08/2">http://docs.legis.wisconsin.gov/code/admin_code/a_e/7/08/2</a>			
<b>11) Authorization</b>			
<b>Nifty Lynn Dio</b>		<b>07/11/2016</b>	
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	
<b>Directions for including supporting documents:</b> 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.			

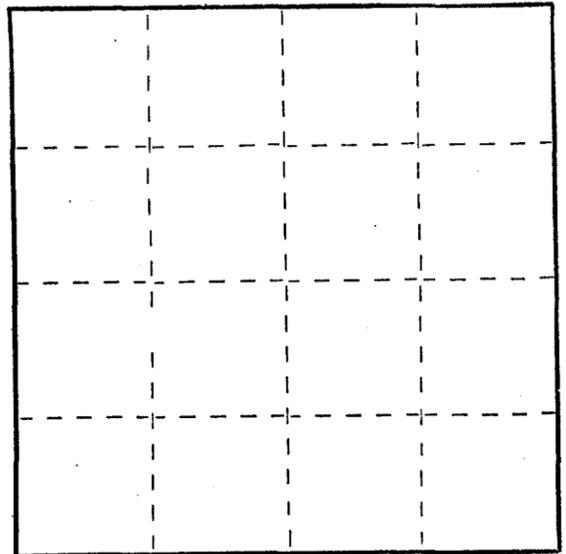
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## U. S. PUBLIC LAND SURVEY MONUMENT RECORD

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**I N S T R U C T I O N S :** This record shall show the location of the corner and shall include all of the following nine elements (a through i).

- (a) Identify the corner by reference to the U.S. public land survey system.  
○ = Corner monument restored.



- (b) Describe any record evidence, monument evidence, occupational evidence, testimonial evidence or any other material evidence you considered, and whether the monument was found or placed.
- (c) In the plan view drawing below, provide reference ties to at least 4 witness monuments, or, if the location is within a municipality, to at least 2 witness monuments. (Witness monuments shall be made of concrete, natural stone, iron or other equally durable material, ~~except wood.~~) Describe witness monuments.
- (d) Show 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. Indicate north.

(e) Describe any material discrepancy between the location of the corner as restored or reestablished and the location of that corner as previously restored or reestablished by distance and direction. Show the discrepancy on the plan view drawing under (d), above. Show the distances between the corner as previously restored or reestablished and (1) the corner as restored or reestablished, and (2) to at least 2 of the witness monuments shown on the drawing in (d), above.

(f) Was the corner restored through acceptance of (1) an obliterated evidence location, or, (2) a found perpetuated location?

(g&h) Was the corner reestablished through lost corner proportionate methods? If so, show the method, including the directions and distances to other public land survey corners used as evidence or used for proportioning in determining the corner location?

Affix Land Surveyor Seal

(i) I, \_\_\_\_\_  
(type or print name) certify that the corner location shown on this record was determined by me or under my direction and control and that this U.S. Public Land Survey Monument Record is correct and complete to the best of my knowledge and belief.

Signature

Date

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

**AGENDA REQUEST FORM**

1) Name and Title of Person Submitting the Request: <b>Brittany Lewin Executive Director</b>		2) Date When Request Submitted:  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:  <b>7/28/16</b>	5) Attachments: Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>Informational Items NCEES Annual Meeting Materials</b>	
7) Place Item in: <input type="checkbox"/> Open Session <input checked="" type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled?  <input type="checkbox"/> Yes ( <a href="#">Fill out Board Appearance Request</a> ) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed:  For informational purposes, the links to the NCEES Annual Meeting information is found here: <a href="http://ncees.org/about/governance/ncees-annual-meeting/">http://ncees.org/about/governance/ncees-annual-meeting/</a>  The Section has delegated Chairman Matthew Janiak to attend and vote on behalf of the Section.			
11) Authorization			
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.			