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**TELECONFERENCE/VIRTUAL MEETING  
PROFESSIONAL LAND SURVEYOR SECTION  
Room 121A, 1400 East Washington Avenue, Madison  
Contact: Brittany Lewin (608) 266-2112  
October 12, 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 July 28, 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. Speaking Engagement(s), Travel, or Public Relation Request(s)**

- 1) NCEES Annual Meeting Travel Report
- 2) Wisconsin Society of Land Surveyors Annual Institute Presentation Request

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

**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 (10-11)**

- 1) Application Reviews

J. Deliberation on Education and Examination Matters

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

L. 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

M. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

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

O. Open Session Items Noticed Above not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING DATE JANUARY 5, 2017**

**PROFESSIONAL LAND SURVEYOR SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS  
MEETING MINUTES  
JULY 28, 2016**

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

**STAFF:** Brittany Lewin, Executive Director; Nilajah Hardin, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Matthew Janiak, Chair, called the meeting to order at 9:31 a.m. A quorum of four (4) members was confirmed.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- *Under I. 1) Application Reviews, Add Items: “c. Nelson, Trent” and “d. Jason Homulos”*

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

**APPROVAL OF MINUTES**

**Amendments to the Minutes**

- *The Date Noted at the Bottom of Each Page is Updated to Read: “April 27, 2016”*

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to approve the minutes of April 27, 2016 as amended. Motion carried. Abstained: Daniel Fedderly

**U.S. PUBLIC LAND SURVEY MONUMENT RECORD FORM**

**MOTION:** Bruce Bowden moved, seconded by Daniel Fedderly, to update the U.S. Public Land Monument Record form and authorize the Chair to review and approve for posting to the DSPS Website. 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.). Matthew Janiak 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; Matthew Janiak-yes; Ruth G. Johnson-yes. Motion carried unanimously.

The Section Convened to Closed Session at 9:58 a.m.

## **RECONVENE TO OPEN SESSION**

**MOTION:** Bruce Bowden moved, seconded by Daniel Fedderly, to reconvene in Open Session at 11:25 a.m. Motion carried unanimously.

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

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

## **ORDER(S) FIXING COSTS**

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

**MOTION:** Ruth G. Johnson moved, seconded by Bruce Bowden, to adopt the Order Fixing Costs in the matter of disciplinary proceedings against Travis J. Kramer, Respondent, (ORDER0004685)(DHA Case # SPS-16-0013)(DLSC Case # 15 LSR 001). Motion carried unanimously.

## **CREDENTIALING MATTERS**

### **Application Reviews**

*Anderson, James*

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, to approve the application of James Anderson, once all requirements are met. Motion carried unanimously

*Homulos, Jason*

**MOTION:** Bruce Bowden moved, seconded by Ruth G. Johnson, to approve the application of Jason Homulos, once all requirements are met. Motion carried unanimously

*Fenili, Alexander*

**MOTION:** Bruce Bowden moved, seconded by Daniel Fedderly, the Section intends to deny the application of Alexander Fenili, 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. and c. Motion carried unanimously.

*Nelson, Trent*

**MOTION:** Daniel Fedderly moved, seconded by Ruth G. Johnson, the Section intends to deny the application of Trent Nelson, unless the applicant submits proof of meeting the experience requirements and to provide additional Professional Land Surveyor references pursuant to Wis. Stat § 443.06 (1) and Wis. Admin. Code §§ A-E 6.03 (1)(a)1.b., and A-E 6.06 (2). Motion carried unanimously.

**ADJOURNMENT**

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

The meeting adjourned at 11:26 a.m.

**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>10/12/16</b>	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page?  <b>U.S. Public Land Survey Monument Record Form – Discussion and Consideration</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:  Attached is a revised draft of the U.S. Public Land Survey Monument Record form for the Section's review and approval.			
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.			

# Wisconsin Department of Safety and Professional Services

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Ship To: 1400 E. Washington Avenue  
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E-Mail: [dspd@wisconsin.gov](mailto:dspd@wisconsin.gov)  
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## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS, AND PROFESSIONAL LAND SURVEYORS

### PROFESSIONAL LAND SURVEYOR SECTION

#### U.S. PUBLIC LAND SURVEY MONUMENT RECORD

**Instructions:** Per Wis. Admin. Code § A-E 7.08, 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 situations in Wis. Admin. Code § A-E 7.08(1)(a), 7.08(1)(b) or 7.08(1)(c) arise.

<b>Surveyor's Last Name</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>MI</b> <input type="text"/>	<b>Credential Number</b> <input type="text"/>
<b>Address</b> (street, city, state, zip) <input type="text"/>			<b>Project ID</b> <input type="text"/>

Identify the corner, as referenced to the U.S. public land survey system.

O = corner monument restored

A 4x4 grid of squares with dashed lines, used for identifying survey corners. The grid is intended for marking the location of a corner monument relative to the U.S. public land survey system.

**Describe any record of evidence, monument evidence, occupational evidence, testimonial evidence or any other material evidence considered by the Professional Land Surveyor, and whether the monument was found of placed.** (Attach additional sheets, if necessary.)

<input type="text"/>

# Wisconsin Department of Safety and Professional Services

Document a plan view drawing below.

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

Describe any material discrepancy between the location of the corner monument as restored and the monument location of that corner as previously established.


Was the corner:

- restored through acceptance of an obliterated evidence location.
- a found perpetuated location.
- determined through lost-corner-proportionate methods. **If so**, show the method, including directions and distances to other public land survey corners which were used as evidence or used for proportioning in determining corner location.

## CERTIFICATION

I 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 (**Form #3189**) is correct and complete to the best of my knowledge and belief, in accordance with Wisconsin Administrative Code § A-E 7.08.

Signature:

Date:  /  /

Affix Land Surveyor Seal