



**VIRTUAL TELECONFERENCE
REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE MEETING
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
May 4, 2016**

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 record 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 March 3, 2016 (3-4)**
- C) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - 2) Department and Staff Updates
 - 3) Other Informational Items
 - 4) Committee Roster
 - a) Peter Bronek – Certified Residential Appraiser Member
 - b) Duane Heins – Certified General Appraiser Member
 - c) Frank Hopp – Certified General Appraiser Member
 - d) Thomas Kneesel – Real Estate Appraisers Board Representative
 - e) Peter Moegenburg – Certified General Appraiser Member
 - f) David Wagner – Certified General Appraiser Member
 - g) Wanda Wood – Certified Residential Appraiser Member
- D) Nominations, Elections, and Appointments**
- E) Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, or Any Reports Mailed or Received After Preparation of the Agenda (5-6)**
 - 1) Travis Campbell
 - 2) Sarah Springer
 - 3) Samuel Cable
 - 4) Eric Strauss
 - 5) Christina Ploetz

- F) Items Added After Preparation of Agenda
- 1) Introductions, Announcements and Recognition
 - 2) Administrative Updates
 - 3) Credentialing Matters
 - 4) Practice Matters
 - 5) Legislation/Administrative Rule Matters
 - 6) Liaison Report(s)
 - 7) Informational Item(s)
 - 8) Appearances from Requests Received or Renewed
 - 9) Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports
- G) Public Comments

ADJOURNMENT

The next scheduled meeting is June 30, 2016.

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
VIRTUAL/TELECONFERENCE
MEETING MINUTES
March 3, 2016**

PRESENT: Peter Bronek, Frank Hopp, Thomas Kneesel, Peter Moegenburg, Wanda Wood,

EXCUSED: Duane Heins, David Wagner

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

CALL TO ORDER

Thomas Kneesel, Chair, called the meeting to order at 10:01 a.m. five (5) members were present.

ADOPTION OF AGENDA

Amendments to the Agenda

- *Correction to C.4. g: Wanda Wood is a Residential Apprasier*

MOTION: Frank Hopp moved, seconded by Pete Moegenburg, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Peter Bronek moved, seconded by Wanda Wood , to approve the minutes of January 19, 2016 as published. Motion carried unanimously.

NOMINATIONS, ELECTIONS, AND APPOINTMENTS

Credentialing Liaison

MOTION: Pete Moegenburg moved, seconded by Peter Bronek, to affirm the Chair's appointment of Frank Hopp, whose authority includes but is not limited to review of qualifying education for equivalency. Motion carried unanimously.

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

Floyd De Bow

MOTION: Pete Moegenburg moved, seconded by Frank Hopp, to recommend denial of the appraisal reports. **Reason For Denial:** Reports do not comply with USPAP Standards 1 and 2. If the applicant wishes to continue to pursue licensure, please submit two completed USPAP compliant appraisal reports, such as 1004, 1025, 1073 . Including the work files and a detailed description of hours spent working on each report. Motion carried unanimously.

Shaun Melarvie

MOTION: Peter Bronek moved, seconded by Frank Hopp, to recommend denial of the Assessor reports. **Reason For Denial:** Reports do not comply with USPAP Standard 6. Motion carried unanimously.

ADJOURNMENT

MOTION: Frank Hopp moved, seconded by Pete Moegenburg, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:02 a.m.

DRAFT

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

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Eleanor Shea, LPPA		2) Date When Request Submitted: 4/22/16 <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: REA Application advisory Committee			
4) Meeting Date: 5/4/16	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Applications for review	
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: Consideration of the applicants on page 2 of this request.			
11) Authorization Eleanor Shea, 4/22/2016 <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> 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.			

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

Applicant	Type:	Committee member	Date sent	Worksheet rec'd	Meeting date	Recommend:
Campbell, Travis	Cert gen	Duane Heins	3/29/16	NO	5/4/16	?
Springer, Sarah	License appr	Wanda Wood	4/7/16	No	5/4/16	?
Cable, Samuel	License appr	Pete Moegenburg	4/7/16	No	5/4/16	?
Stauss, Eric	Cert Gen	Pete Moegenburg	4/15/16	No	5/4/16	?
Ploetz, Christina*	Cert Res	Wanda Wood	4/20/16	NO	5/4/16	?

*Assigned recently, unsure if it will be ready for the meeting or not.