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**VIRTUAL/TELECONFERENCE**

**REAL ESTATE APPRAISER  
APPLICATION ADVISORY COMMITTEE MEETING  
Room 121C, 1400 East Washington Avenue, Madison  
Contact: Tom Ryan (608) 266-2112  
January 19, 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) Welcome New Members**
  - 1) Peter Bronek
- C) Approval of Minutes of November 3, 2015 (3-4)**
- D) Administrative Updates**
  - 1) Appointments/Reappointments/Confirmations
  - 2) Department and Staff Updates
  - 3) Other Informational Items
  - 4) Committee Roster
    - a) Peter Bronek – Licensed 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 General Appraiser Member
- E) Nominations, Elections, and Appointments**

- F) **Review and Consideration of Applicants' Appraisal Experience and Appraisal Reports, or Any Reports Mailed or Received After Preparation of the Agenda (5-6)**
- 1) David Sprenger
  - 2) Yuxue Jia
  - 3) Paul Nyland
  - 4) Matthew Hietpas
  - 5) David Didier
  - 6) Corey Sell
  - 7) Thomas Hittman
- G) **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
- H) **Public Comments**

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

- D) **Credentialing Matters**
- J) **Deliberation of Items Added After Preparation of the Agenda**
- 1) Credentialing Matters
  - 2) Appearances from Requests Received or Renewed
- K) **Consulting with Legal Counsel**

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

- L) **Open Session Items Noticed Above not Completed in the Initial Open Session**
- M) **Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate**

**ADJOURNMENT**

The next scheduled meeting is March 3, 2016.

**REAL ESTATE APPRAISERS  
APPLICATION ADVISORY COMMITTEE  
MEETING MINUTES  
NOVEMBER 3, 2015**

**PRESENT:** Duane Heins (*via GoToMeeting*), Frank Hopp (*via GoToMeeting*), Thomas Kneesel, Peter Moegenburg (*via GoToMeeting*), David Wagner (*via GoToMeeting*), Wanda Wood (*via GoToMeeting, joined the meeting at 10:04 a.m.*)

**STAFF:** Tom Ryan, Executive Director; and Nilajah Hardin, Bureau Assistant; and other Department staff

**CALL TO ORDER**

Thomas Kneesel, Chair, called the meeting to order at 10:02 a.m. five (5) members were present.

**ADOPTION OF AGENDA**

*Wanda Wood joined the meeting at 10:04 a.m.*

**MOTION:** Frank Hopp moved, seconded by Peter Moegenburg, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES**

**MOTION:** Peter Moegenburg moved, seconded by Frank Hopp, to approve the minutes of July 28, 2015 as published. Motion carried unanimously.

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

**Travis Campbell**

**MOTION:** Frank Hopp moved, seconded by Peter Moegenburg, to recommend denial of the appraisal reports. **Reason For Denial:** Reports do not comply with USPAP Standards 1 and 2. Motion carried.

*(David Wagner recused himself from voting in the matter of Travis Campbell)*

**Floyd De Bow**

**MOTION:** Frank Hopp moved, seconded by Duane Heins, to recommend denial of the appraisal reports. **Reason For Denial:** Reports do not comply with USPAP Standards 1 and 2. Motion carried unanimously.

**Leslie Grenzow**

**MOTION:** Peter 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. Motion carried unanimously.

**Emily Ellefson**

**MOTION:** Wanda Wood moved, seconded by Peter Moegenburg, to table the matter of Emily Ellefson pending receipt of additional appraisal reports. Motion carried unanimously.

**Mark Sojkowski**

**MOTION:** Frank Hopp moved, seconded by Wanda Wood, to table the matter of Mark Sojkowski pending receipt of additional information. Motion carried unanimously.

**Matthew Hietpas**

**MOTION:** Peter 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. Motion carried unanimously.

**Jared Tetzner**

**MOTION:** Frank Hopp moved, seconded by Peter Moegenburg, to table this matter of Jared Tetzner pending receipt of additional information. Motion carried unanimously.

*Approval was recommended prior to the meeting for the following applicants on the agenda: Gina Redetzke, Jeffrey Jens, and Megan Reichert (Michuda).*

**ADJOURNMENT**

**MOTION:** Frank Hopp moved, seconded by Wanda Wood, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:21 a.m.

**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:  1/6/16  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:  REA Application advisory Committee			
4) Meeting Date:  1/19/16	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 ( <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:  Consideration of the applicants on page 2 of this request.			
11) <span style="float: right;">Authorization</span>  <b>Eleanor Shea, 1/6/2016</b> <hr/> Signature of person making this request <span style="float: right;">Date</span>  <hr/> Supervisor (if required) <span style="float: right;">Date</span>  <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) <span style="float: right;">Date</span>			
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:
Sprenger, David	Cert Gen	Pete Moegenburg	11/5/2015			
Jia, Yuxue	Cert Gen	Duane Heins	11/6/2015			
Nyland, Paul	Cert Gen	Frank Hopp	11/6/2015			
Hietpas, Matthew (resubmission #2)	Cert Gen	Duane Heins	11/20/2015			
<b>Didier, David</b>	<b>Lic. Appr.</b>	<b>Wanda Wood</b>	<b>11/30/2015</b>	<b>12/23/2015</b>	<b>1/19/2016</b>	<b>Denied</b>
Sell, Corey	Cert Gen	Frank Hopp	12/17/2015			
Hittman, Thomas	Lic. Appr.	Wanda Wood	12/18/2015			