



**REAL ESTATE APPRAISER
APPLICATION ADVISORY COMMITTEE MEETING
Room 121A, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
November 3, 2015**

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 July 28, 2015 (3-4)**
- C) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations
 - 2) Department and Staff Updates
 - 3) Other Informational Items
- 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) Jeffrey Jens
 - 2) Megan Reichert (Michuda)
 - 3) Travis Campbell
 - 4) Floyd De Bow
 - 5) Leslie Grenzow
 - 6) Emily Ellefson
 - 7) Mark Sojkowski
 - 8) Gina Redetzke
 - 9) Matthew Hietpas
 - 10) Jared Tetzner
- 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

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.).

H) **Credentialing Matters**

I) Deliberation of Items Added After Preparation of the Agenda

- 1) Credentialing Matters
- 2) Appearances from Requests Received or Renewed

J) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

K) Open Session Items Noticed Above not Completed in the Initial Open Session

L) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

ADJOURNMENT

**REAL ESTATE APPRAISERS
APPLICATION ADVISORY COMMITTEE
MEETING MINUTES
July 28, 2015**

PRESENT: Duane Heins, Frank Hopp, Peter Moegenburg, Wanda Wood

EXCUSED: Marla Britton, David Wagner

STAFF: Tom Ryan, Executive Director; and Kelly Williams, Bureau Assistant; and other Department staff.

CALL TO ORDER

Frank Hopp, Vice Chair, called the meeting to order at 10:04 a.m. four (4) members were present.

ADOPTION OF AGENDA

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

APPROVAL OF MINUTES

Amendments to the Minutes:

- *Correction- Minutes of approval are for May 5, 2015.*

MOTION: Peter Moegenburg moved, seconded by Wanda Wood, to approve the minutes of May 5, 2015 as amended. Motion carried unanimously.

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

Corey Gipp

MOTION: Wanda Wood moved, seconded by Frank Hopp, to request that Corey Gipp submit to DSPS current work product or a demonstration report for the period covering USPAP 2014-2015 or later. Motion carried unanimously.

Allison Packer Ungar

MOTION: Wanda Wood moved, seconded by Duane Heins, to request that Allison Ungar submit to DSPS current individual work product or an individual demonstration report from Allison Ungar for the period covering USPAP 2014-2015 or later. Motion carried unanimously.

Matthew Hietpas

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 unanimously.

ADJOURNMENT

MOTION: Peter Moegenburg moved, seconded by Duane Heins, to adjourn the meeting.
Motion carried unanimously.

The meeting adjourned at 10:50 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: 10/22/15				
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: 11/3/15	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page?				
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: Applicants for review and approval of Appraisal Reports:						
Applicant	Credential Type:	Assigned to:	Date Assigned	Worksheet received?	Meeting Date	Anticipated Decision:
Jens, Jeffrey	Cert Gen	Frank Hopp	7/30/2015	N	11/3/15	
Reichert, Megan (now Michuda)	Cert Gen	Dave Wagner	7/15/2015	N	11/3/15	
Campbell, Travis	Cert Gen	Frank Hopp	8/25/2015	10/8/2015	11/3/15	Denial
De Bow, Floyd	Cert Res	Frank Hopp	8/25/2015	N	11/3/15	
Grenzow, Leslie	Cert Gen	Pete Moegenburg	9/11/2015	10/22/2015	11/3/15	Denial
Ellefson, Emily	Licensed Appraiser	Wanda Wood	9/11/2015	N	11/3/15	Table for additional report
Sojkowski, Mark	Cert Res	Wanda Wood	9/11/2015	N	11/3/15	Table for additional report
Redetzke, Gina	Cert Gen	Duane Heins	9/24/2015	N	11/3/15	
Hietpas, Matthew (resubmission)	Cert Gen	Pete Moegenburg	10/2/2015	N	11/3/15	
Tetzner, Jared	Cert Res	Wanda Wood	10/5/2015	N	11/3/15	Table for additional report

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

11)

Authorization

Eleanor Shea, 10/22/15

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.