

CITY OF SHEBOYGAN

BOARD OF LICENSE EXAMINERS - SPECIAL MEETING MINUTES

Tuesday, September 09, 2025

Persons with disabilities who need accommodations to attend this meeting should contact the Building Inspection office, (920) 459-3477. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to the Building Inspection office at 920-459-3477 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. Roll Call

Board Members Present: Craig Seider, Todd Thone, Dan Zelm, Sam Payne, Martin Perez

Staff/Officials Present: Building Inspector Pat Eirich (Secretary), Gary Van Auken (Licensing Specialist)

Others Present: Benjamin Vergunst (applicant)

2. Call to Order

Vice-Chair Craig Seider called the meeting to order at 5:00 P.M.

3. Pledge of Allegiance

Pledge of Allegiance was recited by all present.

4. Introduction of Commission members and staff

Each member introduced themselves to attendees and attendees introduced themselves to board members.

MINUTES

5. Review minutes of August 5, 2025 Board of License Examiners meeting.

Reviewed minutes of August 5, 2025. Motion by Dan Zelm, seconded by Todd Thone to approve the minutes of **August 5, 2025**. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Neil M. Raffensperger, #476, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Craig Seider to approve Carpenter license. Motion carried.

7. Review and discuss qualifications and experience of Benjamin A. Vergunst, #471, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Sam Payne to approve Carpenter license. Motion carried.

8. Discuss review of contractor applications and consistency in review to meet ordinance and qualifications required.

Pat and Gary presented ordinance qualifications and experience requirements for the different licenses. Board understands requirements and acknowledged their responsibilities. Item to be carried over for final approval to next meeting.

NEXT MEETING DATE

9. Next scheduled meeting: October 7, 2025 at 5:00 P.M.

Motion by Todd Thone, seconded by Martin Perez to have next meeting on **October 7, 2025** at 5:00 P.M.
Motion carried.

ADJOURN

10. Motion to Adjourn

Motion by Dan Zelm, seconded by Martin Perez to adjourn at 5:31 P.M.

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*