

**CITY OF SHEBOYGAN**  
**BOARD OF LICENSE EXAMINERS MINUTES**

**Tuesday, December 05, 2023**

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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:** Ald. Zack Rust, Andy Hopp, Todd Thone and Dan Zelm

**Staff/Officials Present:** Building Inspector Pat Eirich (Secretary)

**Others Present:** Clayton Schmeling, Oswaldo Rosales

2. Call to Order

Ald. Zack Rust called the meeting to order at 5:00 P.M.

3. Pledge of Allegiance

Pledge was recited by all present.

4. Introduction of Commission members and staff

Each member introduced themselves to applicants. Applicants introduced themselves to board members.

**MINUTES**

5. Approve minutes of October 3, 2023 meeting.

Reviewed minutes of October 3, 2023. Motion by Dan Zelm, seconded by Todd Thone to approve minutes. Motion carried.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

6. Review and discuss qualifications and experience of Matthew Pomerence, applying for a Carpenter license.

Motion by Dan Zelm, seconded by Todd Thone to hold over till next meeting as Mr. Pomerence was not present. Motion carried.

7. Review and discuss qualifications and experience of Clayton Schmeling, #40275, applying for a Carpenter license held over from October meeting.

Motion by Andy Hopp, seconded by Todd Thone to grant city carpenter license and to send to city council. Motion carried.

8. Additional Applications received after Agenda published:

Review and discuss qualifications and experience of Oswaldo Rosales, contractor #3774, applying for a carpenter license.

Motion by Andy Hopp, seconded by Dan Zelm to hold until next meeting for review of proof of experience and to discuss qualifications. Motion carried.

**NEXT MEETING DATE**

9. Next scheduled meeting: **February 6, 2024** at 5:00 P.M.

Motion by Andy Hopp, seconded by Dan Zelm to have next meeting on **February 6, 2024** at **5:00** P.M.  
Motion carried.

**ADJOURN**

10. Motion to Adjourn

Motion by Dan Zelm, seconded by Todd Thone to adjourn meeting at 5:30 P.M. Motion carried.

***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*