

CITY OF SHEBOYGAN
BOARD OF LICENSE EXAMINERS MINUTES

Tuesday, February 11, 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: Ald. Zach Rust, Dan Zelm, Todd Thone

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

Others Present: Javier Reyes Ortiz

2. Call to Order

Ald. Zach 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 attendees. Attendee introduced himself to board members.

MINUTES

5. Approve minutes of December 3, 2024 Board of License Examiners meeting.

Reviewed minutes of December 3, 2024. Motion by Dan Zelm, seconded by Todd Thone to approve the minutes of December 3, 2024. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Kris R Johnson, #225, applying for a General Contractor license.

Mr. Johnson passed exam on January 31, 2025 (94%). Motion by Dan Zelm, seconded by Todd Thone to grant General Contractor license and send to council. Motion carried.

7. Review and discuss qualifications and experience of Javier Reyes Ortiz, #2843, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Todd Thone to change application to Carpenter Accessory license, grant said license and send to council. Motion carried.

8. Review and discuss complaint received from Mr. Wade Kever concerning deck project performed by Jason Reinhardt, Absolute Builders and Glass LLC, a city licensed carpenter who holds state credentials. Letter sent to Mr. Reinhardt allowing written response to complaint. No response received.

Motion by Todd Thone, seconded by Dan Zelm, to suspend (not allow renewal) of carpenter license for 2025 as well as registration of state credentials for 2025. Motion carried.

9. Review duties and responsibilities of board membership with board candidates in attendance. Allow questions from/to candidates.

Responsibilities include:

- review of all license applications, questions to applicants, and approval when qualifications/experience according to ordinances are met;
- review of complaints filed by residents against licensed contractors.

No board candidates were in attendance.

NEXT MEETING DATE

10. Next scheduled meeting: April 1, 2025 at 5:00 PM

Motion by Todd Thone, seconded by Dan Zelm to have next meeting on Date: April 1, 2025 at 5:00 P.M.
Motion carried.

ADJOURN

11. Motion to Adjourn

Motion by Dan Zelm, seconded by Todd Thone to adjourn at 5:30 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*