BOARD OF LICENSE EXAMINERS AGENDA

December 01, 2026 at 5:00 PM

City Hall - Room 106, 828 Center Avenue, Sheboygan, WI

It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W.2d 408 (1993).

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. All Commmittee members may attend the meeeting remotely.

OPENING OF MEETING

1. Roll Call
2. Call to Order
3. Pledge of Allegiance
4. Introduction of Commission members and staff

MINUTES

5. Review minutes of Tuesday, October 06, 2026

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Elba Mueller #69840 applying for a Carpenter License

NEXT MEETING DATE

7. Next scheduled meeting: February 02, 2027 at 5:00 PM

ADJOURN

8. Motion to Adjourn

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

CITY OF SHEBOYGAN

BOARD OF LICENSE EXAMINERS MINUTES

Tuesday, October 06, 2026

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OPENING OF MEETING

1. Roll Call

Board Members Present: Joe Heidemann, Todd Thone, Dan Zelm, Sam Payne.

Staff present: Director Taylor Zeinert, Licensing Clerk Annel Garcia (secretary)

Other present: Yamil A. Perez, Adam Uraynar, Austin Jaeger.

2. Call to Order

Ald. Joe Heidemann called the meeting to order at 5:15 PM

3. Pledge of Allegiance

Pledge of Allegiance was recited by all present

4. Introduction of Commission members and staff

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

MINUTES

5. Review minutes of June 2nd, 2026 Board of License Examiners Meeting.

Review minutes of June 2ND Motion by Dan Zelm, seconded by Todd Thone to approve the minutes of June 2nd , 2026. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Yamil A. Perez #5108, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Sam Payne to table pending letter from Kellman Restoration. Motion carried

7. Review and discuss qualifications and experience of Adam Uraynar #61428, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Sam Payne to approve carpenter accessory contractor. Motion carried.

8. Review and discuss qualifications and experience of Austin Jaeger #69238, applying for a Carpenter Accessory license.

Motion by Todd Thone, seconded by Sam Payne to approve carpenter accessory contractor. Motion carried.

NEXT MEETING DATE

9. Next scheduled meeting: December 01, 2026 at 5:00 PM

ADJOURN

10. Motion to Adjourn

Motion by Dan Zelm, seconded by Sam Payne to adjourn at 5:25 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:

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BUILDING INSPECTION DIV
828 Center Avenue, Su
Sheboygan, WI 53081-4442
Phone: (920) 459-3477
Fax: (920) 459-0210
buildinginspection@sheboyganwi.gov

$50 app fee - pd

Customer No.: 69840 Application Date: 10/20/24 Approved: _____ on: _____
Payment Card
Check/Card #: _____ Amount Pd: _____ Bill #: _____ Printed: _____

In the city of Sheboygan, Wisconsin, for the year ending December 31, 2026. The application/temporary License fee of $ 50 has been paid to the Building Inspection Division as shown by receipt # 206391989. The license/certificate fee of $ 200 is to be made upon application approval for each license/certificate.

DO NOT COMPLETE BLANKS ABOVE THIS LINE

Please type or print neatly and legibly in black or dark blue ink - pencil not acceptable. Incomplete applications will be rejected.

TO THE BOARD OF LICENSE EXAMINERS, CITY OF SHEBOYGAN, WISCONSIN

All license applications requiring Board of License Examiners approval must be submitted by Wednesday prior to the scheduled meeting.

The undersigned hereby applies for a (select those that apply):

Annual: X **Temporary:** _____ **Temporary Job Location:** _____

License		Board Meeting	Exam
General Contractor	_____	YES	YES
Carpenter	✓	YES	NO
Carpenter-Accessory	_____	YES	NO

Note: Temporary does not attend Board Meeting

Certificate			
Moving/Razing	_____	*Excavating*	_____
Concrete/Asphalt	_____	*Masonry*	_____
Steel Erecting	_____	*Tuckpointing*	_____
Roofing	_____	*Siding*	_____
Doors/Windows	_____	*Insulation*	_____
Drywall	_____	*Fences*	_____
Cabinets/Countertops	_____	*Waterproofing*	_____

All of the following questions/blanks must be completed:

1 First Name Elba Middle Initial _____ Last Name Mueller
Home Address 689 South Pier Drive Cell #: ( ) _____
City Sheboygan State WI Zip(+4) 53081

2 Preferred Email emueller@kelmann.com

3 Name of Current Employer: Kelmann Restoration
How long have you been employed: years: _____ months: 1. Number of employees: 150
Business Address Same as above Work #: (920) 912 0798
City _____ State _____ Zip(+4) _____ - _____

4 State Credentials: Dwelling Contractor #: _____ - DC Dwelling Qualifier: 6199 - DCQ

5 Work Experience **(Do not list contract work)**: For whom were you employed? How did you gain your construction experience?

For Mueller Signature Properties Address 151 Guilford Street Sheboygan Falls
From Date 09-14, 2020 To Date 10-7, 2026
For _____ Address _____
From Date _____, _____ To Date _____, _____
For _____ Address _____
From Date _____, _____ To Date _____, _____
For _____ Address _____
From Date _____, _____ To Date _____, _____

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6 State in detail type of construction work you have performed: Managed residential renovations, including kitchens bathrooms, layout modifications, drywall, flooring, doors, windows, cabinetry, and roofs interior finishes in general as well as siding, balconies & decks.
Type of construction work you expect to complete in the future: Residential Restoration and remodeling projects included carpentry-related repairs, interior renovations, reconstruction and supervision of residential and commercial projects.

7 Have you attended a trade school? NO. If yes, give date, name and address of school(s) attended:
Experience gained through residential renovation project management and construction supervision

8 Did you serve an apprenticeship period? NO, If so, state with whom, and dates:

9 Have you held a City Contractor related license/certification? NO. If YES, list type and dates:

Have you ever had a City contractor license/certification denied, refused, or revoked? NO.
If YES, list date and reason:

10 Have you read the Ordinance and all amendments to date which were passed by the Common Council of the City of Sheboygan, Wisconsin, pertaining to the License/Certification you are applying for? yes. Are you familiar with the definition of, and can perform the work required under the City Ordinance? Familiar with construction practices through project management and supervision of qualified subcontractors, No hands-on carpentry experience

11 If you are granted a license/certification, will you comply with the Ordinance and its amendments, and with the orders of the Inspector? yes.

I, the applicant, mentioned in the foregoing application for a City of Sheboygan Contractor License/Certification, have read each of the foregoing questions from 1 to 11 inclusive; to which I have made answer, and said answers in each instance are true and correct. I understand false statements or willful omission of pertinent information will be grounds for denial or revocation of a license/certificate.

I, the applicant, further acknowledge:

a) Receipt of City Ordinance Chapter 12 Division 12-II-3 - Contractors
b) License/Certification applied for expires at end of current calendar year
c) It is my responsibility to renew license prior to expiration until such time as not needed
d) It is my responsibility to submit timely a valid Certificate of Insurance (COI)

APPLICANT SIGNATURE

10/19/2026
DATE

Signature Witnessed by:
Print Witness Name: Savanna Kapenka
Witness Address: 828 Center Ave
Sheboygan, WI 53081

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APPLICANT:

It is important to emphasize the process and procedures provided for in city and state codes for required inspections. Please read the "Required Building Inspections" handout carefully and adhere to the requirements. If a required inspection is not requested of an inspector, a penalty inspection fee of $50 will be assessed. The inspection, at your own expense, is still required even if this means having to uncover, dismantle, or excavate the area.

BUILDING INSPECTION DIVISION

After you read the "Required Building Inspections" handout, please sign below. **This sheet must accompany your license/certification application and will be kept on file.**

Applicant *Signature* — Date of Signature: 10/19/26

Elba Mueller

Applicant (*please print name)*

FOR SOLE PROPRIETORS, PARTNERSHIPS, OR LLCs WITH NO EMPLOYEES, PLEASE READ AND SIGN BELOW TO WAIVE WORKER'S COMPENSATION REQUIREMENT. (CORPORATIONS ARE *NOT* ELIGIBLE FOR THIS OPTION.)

Please be advised that _____ have/has no employees at this time. If in the future employees are hired, a certificate of insurance reflecting a policy of workman's compensation will be provided.

Signature: _____ **Date:** _____

State of Wisconsin

DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

COMMITTED TO EQUAL OPPORTUNITY IN EMPLOYMENT AND LICENSING

DWELLING CONTRACTOR QUALIFIER

NO. 6199 - DCQ Expires: 10/22/2028

ELBA MUELLER
689 SOUTH PIER DR,
SHEBOYGAN, WISCONSIN 53081
UNITED STATES

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified on the front of this card. To verify the current status of this credential, use "Lookup a License" at dsps.wi.gov.

The named person has complied with Wisconsin Statutes and holds the credential specified. Signature: Elba Mueller

Ch 440.11, Wis Statutes, requires you to notify the Department of a name or address change within 30 days. Please submit corrected information via the web at dsps.wi.gov or by mail to DSPS at PO Box 8935, Madison WI 53708-8935.

City of Sheboygan
spirit on the lake.

COPY

November 18, 2026

Ms. Elba Mueller
689 South Pier Dr
Sheboygan WI 53081

Dear Ms. Mueller,

The meeting for the Board of License Examiners to discuss your application for a Carpenter Contractor license is scheduled for Tuesday, December 1, 2026, at 5:00 P.M. in conference room 106 at City Hall. Please plan to arrive five minutes early. You will be asked about your application and your carpenter qualifications and experience. This is a mandatory meeting. If you do not attend, your application may be denied.

Please come to City Hall at 828 Center Avenue. Park and enter the building on the north side by the flag poles. As you enter the building, conference room 106 will be straight ahead on the first floor.

If you have any questions, please feel free to call me at (920) 459-3491.

BOARD OF EXAMINERS FOR BUILDING CONTRACTORS

Savanna Kapelka

Savanna Kapelka
Secretary, Board of License Examiners

BUILDING INSPECTION DIVISION

828 Center Ave, Suite 208
Sheboygan, WI 53081-4442

920-459-3477 (Phone)
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