



BOARD OF LICENSE EXAMINERS AGENDA

February 03, 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 Committee 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 December 2, 2025 Board of License Examiners meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Seth Steffen, #6734, applying for a Carpenter Contractor license.
7. Review and discuss qualifications and experience of Brian L Van Wageningen, #34933, applying for a Carpenter Contractor license.

NEXT MEETING DATE

8. Next scheduled meeting: April 7, 2026 at 5:00 P.M.

ADJOURN

9. 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*

BOARD OF LICENSE EXAMINERS MINUTES

Tuesday, December 02, 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: Dan Zelm, Todd Thone, Sam Payne, Martin Perez

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

Others Present: Boyd Philippi (by phone), Jeffrey Hassinger (by phone)

2. Call to Order

Sam Payne 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 October 7, 2025 Board of License Examiners meeting.

Reviewed minutes of **October 7, 2025**. Motion by Dan Zelm, seconded by Todd Thone to approve the minutes of **October 7, 2025**. Motion carried.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

6. Review and discuss qualifications and experience of Boyd Philippi Jr, #1506, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Todd Thone to approve temporary carpenter. Motion carried.

7. Review and discuss qualifications and experience of Jeffrey Hassinger, #2715, applying for a Carpenter Contractor license.

Motion by Dan Zelm, seconded by Martin Perez to approve taking General Contractor exam. Motion carried.

8. Review and discuss qualifications and experience of Juan Carlos Castro, #50122, applying for a Carpenter and Moving/Razing Contractor license. Item 5.

Motion by Dan Zelm, seconded by Todd Thone to Deny application for carpenter contractor and moving/razing as applicant did not show, has a lack of experience submitted and did not supply enough additional information when requested by board. Motion carried.

NEXT MEETING DATE

9. Next scheduled meeting: February 3, 2026 at 5:00 P.M.

Motion by Todd Thone, seconded by Dan Zelm to have next meeting on **February 3, 2026** at 5:00 P.M. Motion carried.

ADJOURN

10. Motion to Adjourn

Motion by Dan Zelm, seconded by Sam Payne to adjourn at 5:23 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*

Customer No.: 6734

Application Date: 01/06/2026 MA

Approved: _____ on: _____

Card

Payment

Check/Card #: _____

Amount Pd: _____ Bill #: _____ Printed: _____

In the city of Sheboygan, Wisconsin, for the year ending December 31, 20 26. The application/temporary license fee of

\$ 75.00 has been paid to the Building Inspection Division as shown by receipt # _____.

The license/certificate fee of \$ _____ 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:

Temporary: _____

Temporary Job Location: _____

License		
General Contractor	Board Meeting	Exam
<u>S</u>	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 Seth Middle Initial P Last Name Steffen
 Home Address 1395 Stand Hill Circle Cell #: 483-0994
 City West Bend State WI Zip(+4) 53090-8209

2 Preferred Email sssteffen@kelvraann.com Number of employees: 80

3 Name of Current Employer: Kelvraann Restoration Work #: (920) 689 6688

How long have you been employed: years: 5 months: 5 Zip(+4) 53081-8485
 Business Address 4307 S TAYLOR DR. State WI

City Sheboygan To Date 2017 Dwelling Qualifier: 4323 - DCQ

4 State Credentials: Dwelling Contractor #: 1395 Stand Hill Circle, West Bend, WI - DC

5 Work Experience (Do not list contract work): For whom were you employed? How did you gain your construction experience?
 For Self Employed - Steffen Interiors LLC Address 1395 Stand Hill Circle, West Bend, WI
 From Date 2005 - 2017, To Date 2017
 For CAPP COMMUNITIES - MAINTENANCE Address 425 W WALTERS ST. PORT WASHINGTON
 From Date MAY 2017, To Date JUNE 2024
 For Anderson Ashton - CONST. SUPERINTENDENT Address 2746 S 166th St. New Berlin, WI
 From Date JUNE 2024, To Date MAY 2025
 For Home Inspector - Wisconsin Address -
 From Date APRIL 2023, To Date APRIL 2025

6 State in detail type of construction work you have performed:

Int/Ext Remodeling;

*Repairs, Framing, Electrical, Plumbing, Insulating,
Drywall, Painting, Finish Carpentry, Flooring,*

Type of construction work you expect to complete in the future: *General Contracting,*

Project Management, Restoration

7 Have you attended a trade school? NO. If yes, give date, name and address of school(s) attended:

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? _____ If YES, list type and dates:

HOME INSPECTOR LICENSE, WI - ~~2021~~ - ~~2023~~ 2023-2025

Have you ever had a City contractor license/certification denied, refused, or revoked? _____

If YES, list date and reason:

NO

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? Yes.

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)

Signature Witnessed by: _____

APPLICANT SIGNATURE

Print Witness Name: _____

Witness Address: _____

DATE

APPLICANT:

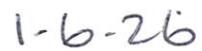
It is important to emphasize the process and procedures provided for in city and state codes for required inspections. Please read the "Required Building Inspections" handout carefully and adhere to the requirements. If a required inspection is not requested of an inspector, a penalty inspection fee 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



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: _____

Customer No.: 34933

Application Date: 12/1/2025

Approved: _____

on: _____

Card

Payment

Check/Card #: _____

Amount Pd: _____

Bill #: _____

Printed: _____

In the city of Sheboygan, Wisconsin, for the year ending December 31, 20 _____. The application/temporary license fee of \$ _____ has been paid to the Building Inspection Division as shown by receipt # _____. The license/certificate fee of \$ _____ is to be made upon application approval for each license/certificate.

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Annual:

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

All of the following questions/blanks must be completed:

1 First Name Brian Middle Initial L

Last Name VanWagenen

Home Address 386 Niagara St

Cell #: (920) 377 0027

City Kiel State WI

Zip(+4) 53042

2 Preferred Email b1probuilders@gmail.com

Number of employees: 0

3 Name of Current Employer: Sels

Work #: (920) 377 0027

How long have you been employed: years: 8 months: _____

Zip(+4) 53042

Business Address 386 Niagara St

City Kiel State WI

4 State Credentials: Dwelling Contractor #: _____ - DCQ Dwelling Qualifier: 112201249 - DCQ

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

For BPK Glass Pro LLC

Address 3325 Behrens Pkwy Sheboygan

From Date April, 2017

To Date Present, _____

For _____

Address _____

From Date _____, _____

To Date _____, _____

For _____

Address _____

From Date _____, _____

To Date _____, _____

For _____

Address _____

From Date _____, _____

To Date _____, _____



6 State in detail type of construction work you have performed: Framing new windows & doors, drywall, windows & doors, roofing, siding, framing interior walls, insulation

Type of construction work you expect to complete in the future: General carpentry, windows, doors, framing, drywall, Troweling

7 Have you attended a trade school? No. If yes, give date, name and address of school(s) attended:

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? Yes If YES, list type and dates: Windows/Doors
2017 - present

Have you ever had a City contractor license/certification denied, refused, or revoked? **DO**

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? Yes.

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APPLICANT SIGNATURE

DATE

Signature Witnessed by:

Print Witness Name:

Witness Address:

APPLICANT:

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Applicant Signature

12/1/05
Date of Signature

Brian Van Wagenen
Applicant (please print name)

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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: _____