

WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES



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STATE OF WISCONSIN
BEFORE THE ARCHITECT SECTION OF THE WISCONSIN EXAMINING BOARD OF
ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS
AND PROFESSIONAL LAND SURVEYORS

IN THE MATTER OF DISCIPLINARY :
PROCEEDINGS AGAINST :
 : FINAL DECISION AND ORDER
STEVE J. SHULFER, BRADLEY S. KONING, :
AND SKETCHWORKS ARCHITECTURE, LLC, :
RESPONDENTS. : **ORDER 0007101**

Division of Legal Services and Compliance Case No. 18 ARC 013

The parties to this action for the purpose of Wis. Stat. § 227.53 are:

Steve J. Shulfer
Middleton, WI 53562

Bradley S. Koning
Middleton, WI 53562

Sketchworks Architecture, LLC
Middleton, WI 53562

Architect Section of the Wisconsin Examining Board of Architects, Landscape
Architects, Professional Engineers, Designers and Professional Land Surveyors
P.O. Box 8366
Madison, WI 53708-8366

Division of Legal Services and Compliance
Department of Safety and Professional Services
P.O. Box 7190
Madison, WI 53707-7190

The parties in this matter agree to the terms and conditions of the attached Stipulation as the final disposition of this matter, subject to the approval of the Architect Section of the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors (Section). The Section has reviewed this Stipulation and considers it acceptable.

Accordingly, the Section in this matter adopts the attached Stipulation and makes the following Findings of Fact, Conclusions of Law and Order.

FINDINGS OF FACT

1. Respondent Steve J. Shulfer (Birth Year 1971) is registered by the State of Wisconsin as an architect, having registration number 8652-5, first issued on July 8, 1998 and current through July 31, 2022. Respondent's most recent address on file with the Wisconsin Department of Safety and Professional Services (Department) is in Middleton, Wisconsin 53562.

2. Respondent Bradley S. Koning (Birth Year 1975) is registered by the State of Wisconsin as an architect, having registration number 10060-5, first issued on April 26, 2006 and current through July 31, 2022. Respondent's most recent address on file with the Department is in Middleton, Wisconsin 53562.

3. Respondent Sketchworks Architecture, LLC (formerly known as Shulfer Architects, LLC) is authorized by the State of Wisconsin as an architectural firm, having certificate of authorization number 3063-11, first issued on October 11, 2006 and current through January 31, 2022. Respondent's most recent address on file with the Department is in Middleton, WI 53562.

4. Respondents Steve J. Shulfer and Bradley S. Koning are identified in Department records as the responsible licensees in charge of Respondent Sketchworks Architecture, LLC.

5. On December 4, 2018, the Department received a complaint alleging that Respondent Sketchworks Architecture, LLC was practicing architecture without a certificate of authorization (COA). The Division of Legal Services and Compliance (DLSC) subsequently opened Case Number 18 ARC 013 for investigation.

6. On April 4, 2019, the Department requested that Respondents Shulfer and Koning provide a response to the complaint, and copies of their continuing education (CE) certificates for the 2016-2018 biennium.

7. On April 22, 2019, Respondents sent Sketchworks Architecture, LLC's COA renewal form to the Department to reinstate its expired certificate. Department records show that Respondent Sketchworks Architecture, LLC's COA was expired from February 1, 2018 to April 22, 2019.

8. A review of Respondent Koning's CE transcript for the 2016-2018 biennium revealed that, while he had completed the total required number of CE hours, he had completed only 5 of the 16 required CE hours for Health, Safety, Welfare (HSW) topics.

9. A review of Respondent Shulfer's CE transcript for the 2016-2018 biennium revealed that, while he had completed the total required number of CE hours, he had completed only 9 of the 16 required CE hours for HSW topics.

10. As of May 10, 2019, Respondent Shulfer had completed only 12.5 of the 16 required HSW hours for the 2016-2018 biennium.

11. As of May 10, 2019, Respondent Koning had completed all necessary HSW hours for the 2016-2018 biennium.

12. None of the Respondents have been involved in any disciplinary process in the past.

13. In resolution of this matter, Respondents consent to the entry of the following Conclusions of Law and Order.

CONCLUSIONS OF LAW

1. The Architect Section of the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors has jurisdiction to act in this matter pursuant to Wis. Stat. § 443.11, and is authorized to enter into the attached Stipulation pursuant to Wis. Stat. § 227.44(5).

2. By the conduct described in the Findings of Fact, Respondents Steve J. Shulfer and Bradley S. Koning violated Wis. Stat. § 443.08(2)(a)2. by practicing or offering to practice architecture as agents of a firm when the firm's certificate of authorization was expired.

3. By the conduct described in the Findings of Fact, Respondents Steve J. Shulfer and Bradley S. Koning violated Wis. Admin. Code § A-E 8.09(1) by failing to comply with the requirements of Chapter 443 of the Wisconsin Statutes, rules, and all other federal, state and local codes which relate to the practice of architecture.

4. By the conduct described in the Findings of Fact, Respondents Steve J. Shulfer and Bradley S. Koning violated Wis. Admin. Code § A-E 12.03(1) by failing to complete at least 24 contact hours of continuing education, of which 16 contact hours shall be in HSW topics, during the 2016-2018 biennium.

5. By the conduct described in the Findings of Fact, Respondent Sketchworks Architecture, LLC violated Wis. Stat. § 443.08(5)(a) by furnishing architectural services when the firm had not complied with Chapter 443 of the Wisconsin Statutes.

6. As a result of the above violations, Respondents Steve J. Shulfer and Bradley S. Koning are subject to discipline pursuant to Wis. Stat. § 443.11(1)(c) and (e).

7. As a result of the above violations, Respondent Sketchworks Architecture, LLC is subject to discipline pursuant to Wis. Stat. § 443.11(2).

ORDER

1. The attached Stipulation is accepted.
2. Respondent Steve J. Shulfer is REPRIMANDED.
3. Respondent Bradley S. Koning is REPRIMANDED.
4. Respondent Sketchworks Architecture, LLC is REPRIMANDED.

5. Respondent Steve J. Shulfer's architect registration (no. 8652-5) is LIMITED as follows:

- a. Within sixty (60) days of the date of this Order, Respondent Steve J. Shulfer shall successfully complete three and one-half (3.5) CE hours for HSW topics from a provider pre-approved by the Section's monitoring liaison, including taking and passing any exam(s) offered for the course(s).
- b. Respondent Steve J. Shulfer shall submit proof of successful completion of the ordered education in the form of verification from the institution providing the education to the Department Monitor at the address stated below.
- c. The education completed by Respondent Steve J. Shulfer pursuant to this Order shall be retroactively applied to his CE requirements for the 2016-2018 biennium, and may not be used to satisfy the requirements of the 2018-2020 biennium or any other requirements with the Section.

6. Within ninety (90) days from the date of this Order, Respondent Steve J. Shulfer shall pay one-third of the COSTS of this matter in the amount of \$289.00.

7. Within ninety (90) days from the date of this Order, Respondent Bradley S. Koning shall pay one-third of the COSTS of this matter in the amount of \$289.00.

8. Within ninety (90) days from the date of this Order, Respondent Sketchworks Architecture, LLC shall pay one-third of the COSTS of this matter in the amount of \$289.00.

9. Requests for pre-approval, proof of successful course completion, and payment of costs (made payable to the Wisconsin Department of Safety and Professional Services) shall be sent by Respondents to the Department Monitor at the address below:

Department Monitor
Division of Legal Services and Compliance
Department of Safety and Professional Services
P.O. Box 7190, Madison, WI 53707-7190
Telephone (608) 267-3817; Fax (608) 266-2264
DSPSMonitoring@wisconsin.gov


You may also submit this information online via DSPS' Monitoring Case Management System at: <https://dpsmonitoring.wi.gov/>

10. In the event Respondents violate any term of this Order, Respondents' credentials (numbers 8652-5, 10060-5, and 3063-11), or Respondents' right to renew their credentials, may, in the discretion of the Section or its designee, be SUSPENDED, without further notice or hearing, until Respondents have complied with the terms of the Order. The

Section may, in addition and/or in the alternative, refer any violation of this Order to the Division of Legal Services and Compliance for further investigation and action.

11. This Order is effective on the date of its signing.

WISCONSIN ARCHITECT SECTION OF THE WISCONSIN EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND SURVEYORS

by: 
A Member of the Section

30 November 2020
Date

STATE OF WISCONSIN
BEFORE THE ARCHITECT SECTION OF THE WISCONSIN EXAMINING BOARD OF
ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS,
DESIGNERS AND PROFESSIONAL LAND SURVEYORS

IN THE MATTER OF DISCIPLINARY :
PROCEEDINGS AGAINST :

STEVE J. SHULFER, BRADLEY S. KONING, :
AND SKETCHWORKS ARCHITECTURE, LLC, :
RESPONDENTS. :

STIPULATION

ORDER 0007101

Division of Legal Services and Compliance Case No. 18 ARC 013

Respondents Steve J. Shulfer, Bradley S. Koning, and Sketchworks Architecture, LLC and the Division of Legal Services and Compliance, Department of Safety and Professional Services stipulate as follows:

1. This Stipulation is entered into as a result of a pending investigation by the Division of Legal Services and Compliance. Respondents consent to the resolution of this investigation by Stipulation.

2. Respondents understand that by signing this Stipulation, Respondents voluntarily and knowingly waive the following rights:

- the right to a hearing on the allegations against Respondents, at which time the State has the burden of proving those allegations by a preponderance of the evidence;
- the right to confront and cross-examine the witnesses against Respondents;
- the right to call witnesses on Respondents' behalf and to compel their attendance by subpoena;
- the right to testify on Respondents' own behalf;
- the right to file objections to any proposed decision and to present briefs or oral arguments to the officials who are to render the final decision;
- the right to petition for rehearing; and
- all other applicable rights afforded to Respondents under the United States Constitution, the Wisconsin Constitution, the Wisconsin Statutes, the Wisconsin Administrative Code, and other provisions of state or federal law.

3. Respondents are aware of Respondents' right to seek legal representation and have been provided an opportunity to obtain legal counsel before signing this Stipulation.

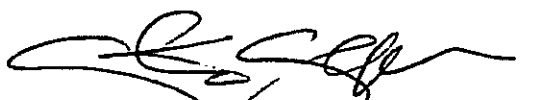
4. Respondents agree to the adoption of the attached Final Decision and Order by the Architect Section of the Wisconsin Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors (Section). The parties to the Stipulation consent to the entry of the attached Final Decision and Order without further notice, pleading, appearance or consent of the parties. Respondents waive all rights to any appeal of the Section's order, if adopted in the form as attached.

5. If the terms of this Stipulation are not acceptable to the Section, the parties shall not be bound by the contents of this Stipulation, and the matter shall then be returned to the Division of Legal Services and Compliance for further proceedings. In the event that the Stipulation is not accepted by the Section, the parties agree not to contend that the Section has been prejudiced or biased in any manner by the consideration of this attempted resolution.

6. The parties to this Stipulation agree that the attorney or other agent for the Division of Legal Services and Compliance and any member of the Section ever assigned as an advisor in this investigation may appear before the Section in open or closed session, without the presence of Respondents, for purposes of speaking in support of this agreement and answering questions that any member of the Section may have in connection with deliberations on the Stipulation. Additionally, any such advisor may vote on whether the Section should accept this Stipulation and issue the attached Final Decision and Order.

7. Respondents are informed that should the Section adopt this Stipulation, the Section's Final Decision and Order is a public record and will be published in accordance with standard Department procedure.

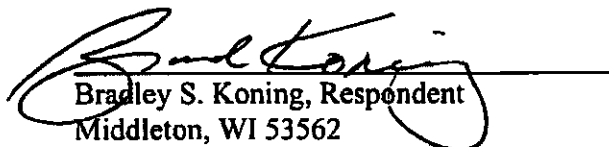
8. The Division of Legal Services and Compliance joins Respondents in recommending the Section adopt this Stipulation and issue the attached Final Decision and Order.



Steve J. Shulfer, Respondent
Middleton, WI 53562
Credential No. 8652-5

9.9.2020

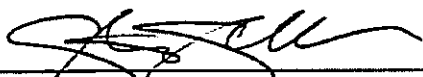
Date



Bradley S. Koning, Respondent
Middleton, WI 53562
Credential No. 10060-5

09.09.20

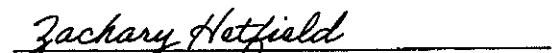
Date



Sketchworks Architecture, LLC, Respondent
By: Steve J. Shulfer or Bradley S. Koning, Responsible Licensees
Middleton, WI 53562
Credential No. 3063-11

9.9.2020

Date


Zachary Hetfield, Attorney
Division of Legal Services and Compliance
P.O. Box 7190
Madison, WI 53707-7190

10/26/20

Date