



DOOR COUNTY TOURISM ZONE COMMISSION  
 EXECUTIVE COMMITTEE  
 Thursday, September 20th, 2018 at 9:00 A.M.  
 City of Sturgeon Bay – Community Room  
 421 Michigan Street – 920-746-2900

*In order for everyone to hear the discussion please, turn off your cell phone.  
 Thank you.*

	Accountant – Mary Horton		3	Town of Jacksonport – Elizabeth Le Clair	
	Administrator– Kim Roberts		4	Town of Gibraltar – Bill Weddig	
			5	Town of Gibraltar – Dick Skare	
1	City of Sturgeon Bay - Josh Van Lieshout, Chair		6	Town of Sevastopol – Jim Nellen	
2	Town of Baileys Harbor – Bryan Nelson		7	At Large – Kathleen Maci Schmidt	
				Quorum = 4	

**Roll Call**

**Comments, correspondence and concerns from the public**

**Business Items**

1. Approval of the Agenda.
2. Approval of the Minutes of August 16th, 2018 Full Commission Meeting.
3. Report by the Door County Visitor Bureau on marketing efforts.
4. Report from Administrative Assistant on current activities, projects and issues associated with permitting new members.
5. Discussion on the current comparable occupancy numbers.
6. Consideration of approving reports and payables plus receipts to date.
7. Consideration and discussion of professional services with regards to advocating for the Commission and member municipality interests in regards to legislative developments.
8. Consideration and discussion of a Good Neighbor Policy.
9. Consideration and discussion of 2015 policy on minimum financial reserves.
10. Report from Commissioners on feedback from local boards on recent issues.
11. **Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; to wit: enforcement actions against lodging providers who have failed to obtain lodging permits and to timely remit monthly room tax report and tax payments.**
12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee.

**Adjournment**

**Public Notice**

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Josh Van Lieshout, Tourism Zone Commission Chairperson at 920.746.6905 or at [jvanlieshout@sturgeonbaywi.org](mailto:jvanlieshout@sturgeonbaywi.org) . No action will be taken by any governmental body at the

above-stated meeting other than the governmental body specifically referred to above in this notice. Copies of reports and other supporting documentation are available for review at the offices of the Commission located at 10568 Country Walk Lane, Suite #102, Sister Bay during normal business hours. The Tourism Zone Commission office can be contacted by phone: 920-854-6200 or at [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com).

### **2018 Meetings - Tourism Zone Commission**

**September 20 - City of Sturgeon Bay, Community Room - 421 Michigan St, - 920.746.2900 (Executive Committee)**

**October 18 – (Full Commission): Town of Sevastopol – 4528 STH 57 – 920-746-1245**

**November 15 - City of Sturgeon Bay, Community Room - 421 Michigan St, - 920.746.2900 (Executive Committee)**

**December 20 – (Full Commission) – Town of Clay Banks – 6098 CTH OO – 920-746-9617**

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Meetings of the full Commission generally alternate months with Executive Committee meetings. Unless otherwise noted, all meetings begin at 9 a.m. Zone meetings are open to the public and input is welcome. If the Agenda includes a Closed Session, all non-Commission members will be asked to leave for that portion of the meeting only.

#### **The mission of the Door County Tourism Zone Commission is to:**

- Collect the room tax on behalf of its member municipalities in a fair and efficient manner.
- Work in partnership with the Door County Visitor Bureau to support its marketing efforts in tourism promotion and development for the Tourism Zone as a single destination for transient tourists, which are reasonably likely to generate paid overnight stays.
- Keep all parties and businesses associated with the Tourism Zone and the Room Tax informed on the Commissions activities.