



**DOOR COUNTY TOURISM ZONE COMMISSION**  
**Administrative Assistant's Report**  
**February 2016**

**Compliance: Late Letters Sent**

- The number of October "No Reports" letters sent: fifty (50) to owner managed properties on 12/16/15.
  - As of 12/30/15: thirty eight (38) remained to report and a second notice was mailed.
  - As of 1/12/16: ten (10) remained to report. A final notice with a deadline has been mailed.
  - As of 2/9/16: three (3) remain to report. All have been referred to Attorney Vande Castle.
- The number of November "No Reports" letters sent: twenty (20) to owner managed properties on 1/13/16.
  - As of 1/28/16: six (6) remained to report and a second notice was mailed.
  - As of 2/9/16: four (4) remain to report.

**Unpaid tax/fees/penalties:** The total outstanding due as of 2/9/16 is: **\$2,656.41 from six (6)** permit holders. The tax and interest that is due is \$11356.41 – the compliance penalty is a result of non-permitting.

First Notice	Second Notice	Third Notice	Attorney	Settlement	Collections	Compliance Penalty
	\$ 46.91	\$ 25.70		\$ 94.22		\$ 1,300.00
	\$ 204.68			\$ 243.29		
	\$ 126.31			\$ 66.68		
	\$ 379.57			\$ 115.50		
	\$ 53.55					
\$ -	\$ 811.02	\$ 25.70	\$ -	\$ 519.69	\$ -	\$ 1,300.00
\$ 2,656.41	Total Outstanding					

- **Permits:** (11) permits have been issued since January reporting. Eight (8) of which were due to compliance (72.8% of new permits were are result of compliance efforts).
  - City of Sturgeon Bay – seasonal- compliance
  - Village of Ephraim – year round- compliance
  - Town of Sevastopol – year round
  - Town of Washington – seasonal – compliance
  - Town of Liberty Grove – year round
  - Town of Washington – seasonal – compliance
  - Town of Liberty Grove – seasonal – compliance (deactivated permit found renting again- re-permitted)
  - Town of Liberty Grove- year round – compliance
  - Town of Washington – seasonal – compliance
  - Town of Gibraltar -seasonal – compliance (deactivated permit found renting again- re-permitted)
  - Town of Nasewaupee- seasonal
- **Unpermitted Properties:**
  - I am currently working on permitting ten (10) unpermitted properties that are advertising online.
- **Other news:**
  - **BLIS contract** – I did reach out to Greg and Justin to see if they would have an updated draft of the proposal and MOI for this meeting. I did speak with Greg and he is available for a phone conference if need be. They have been doing research throughout the state to update the MOU. They don't want the project held up because of the research they need to put into a new MOU; work has begun on the upgrades that are effecting current operations such as unauthorized payments being submitted and paid.



Greg Swain  
to Justin, me ▾

2:35 PM (17 hours ago) ☆ ↶ ▾

Hi Kim,

We have been working at trying to better understand the opportunity that is before both of us, and we have been doing data collection in order to get a rough idea on what the potential is for the "product". Yesterday we had a discussion and went over some data that we have collected the past couple of weeks. We have been gathering statistics and I believe we are getting a better feel on how to best market the software. We have another meeting set up for next Monday, and have I have hopes to get a draft, shortly thereafter.

I will not have anything ready for you by tomorrow. I am available to meet on the 18<sup>th</sup> if you feel it would be beneficial, but wondering if the first draft, once i have it ready, be best reviewed by you and Josh first. This is taking a bit longer than I had anticipated, but we are doing our best to make sure that what we present is accurate, well researched, and well thought out. In our discovery we have learned a lot, and are even more excited about the possibilities now than we were before.

Justin has already begun work on a number of the changes we have discussed and outlined. We want to make sure that we don't hold up the development while we explore the offering.

Greg

- A meeting was held with Greg Swain on 1/7/15. All agreed to the following: Less liability for DCTZC in exchange for a lesser percentage of sales, BLIS holds all liability, BLIS holds all copyright and trademark (can't be patented), BLIS owns source code and intellectual knowledge associated with software which protects the DCTZC, and upgrades and modifications would be the responsibility of the DCTZC unless such improvements would globally benefit program and others using it. Swain agreed to redraft the proposal removing the credit payment system and redraft the MOU in which he would address the value of the percentage split, value of the software and liability issues in which the DCTZC would be held harmless.
- **ACT 55 reporting:**
  - On January 28<sup>th</sup> we met with Jack Money Penny to go over what has been communicated from the WDOR for reporting with the changes made with ACT 55. With the information provided a letter was sent on 2/3/16 to all clerks, administrators and town board chairs with how reporting will be take place.
  - The DCTZC will provide a draft of the reporting with all fields filled out so that all the municipality has to do is transfer the information to the online filing page. The WDOR has specifically said that the municipality must do the filing; we can't do it for them.
  - A copy of the letter is attached to my report.

## DOOR COUNTY TOURISM ZONE COMMISSION

PO Box 55, Sister Bay, WI 54234

920-854-6200, Fax: 920-854-9019

E-mail: [info@doorcountytourismzone.com](mailto:info@doorcountytourismzone.com)

Website: [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com)

February 3, 2016

Dear Member Municipality,

With the approval of Act 55 (the 2015-2017 Wisconsin State Budget), the state modified section 66.0615, Wisconsin Stats. Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue. The form reporting 2016 is due by May 1, 2017.

First, I'd like to cover the reporting requirements and then second, address how the Door County Tourism Zone will handle the reporting.

The form contains five sections and the information listed below must be reported for the previous calendar year.

### Section I

- Gross amount of room taxes collected (whole dollars)
- Room tax rate imposed (percentage)

### Section II

- Amount forwarded to a tourism entity (DCVB)/commission in whole dollars.
- Name of tourism entity(DCVB)/commission

### Section III

- For each tourism entity/commission listed in Section II, enter all the members of its governing body including:
  - First and last name of each member
  - Name of business entity the member owns, operates, or is employed by (if any).

### Section IV

- For each expenditure of \$ 1,000 or more, enter:
  - Date
  - Recipient amount
  - Amount (whole dollars)
  - Description (optional)
- *Items of note*
  - This information is provided by the tourism entity/commission to the municipality
  - It is acceptable for a joint tourism entity/commission to report the same expenditures for its participating municipalities. In this situation, each municipality would report the same expenditures.
  - Expenditures must be attached in an acceptable file format (PDF, JPEG, TIF, Excel or Microsoft Word.)
  - A single entry for payroll is acceptable.
  - For all other expenditures, report the ultimate recipient (ex. For credit card payments, list the ultimate recipient)

### Additional Information:

- The WDOR will post all completed forms and attachments to their website.
  - The form will be public information and accessible from the WDOR website.
- Municipalities must electronically file (e-file) form with the WDOR; the DCTZC cannot complete the filings for its member municipalities.
- If form is not received by the WDOR by May 1 of each year for reporting of the previous year, a financial penalty will be imposed to the municipality. The statute provides for provisions that the late penalty cannot be paid by room tax revenues; the penalty must be paid from other funds such as a municipality's general fund.

Now that we know what will be required for reporting, we have established how the reporting will occur for the Door County Tourism Zone and its member municipalities. Each March, the DCTZC will draft a copy of the reporting form with all the required information that each municipality will need to e-file. It will be an exact copy so that you will be able to match up each entry space to what you will see when completing the online filing. The supplemental information will be provided to each municipality in the acceptable format as outlined by the WDOR so that the attachments can be uploaded with ease. WDOR has clearly stated that it will not allow the DCTZC to file on your behalf, should this change the DCTZC will certainly revisit the issue.



## Wisconsin Room Tax Report

Within the 2015-2017 Budget (2015 Wisconsin Act 55), the state modified sec. 65.0615, Wis. Stats. Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due **May 1, 2017**.

### General Information

- Municipalities must electronically file (e-file) form with DOR
- E-file form will allow attachments
- Acceptable formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel
- 18MB maximum is the total combined size for all attachments

### Form Information

The information listed below must be reported for the previous calendar year (2016).

#### Section I

- Gross amount of room taxes collected (whole dollars)
- Room tax rate imposed (percentage)

#### Section II

- Amount forwarded to a tourism entity/commission (whole dollars)
- Name of the tourism entity/commission

#### Section III

- For each tourism entity/commission listed in Section II, enter the members of its governing body including:
  - First and last name of each member
  - Name of business entity the member owns, operates, or is employed by (if any)

#### Section IV

- For each expenditure of \$1,000 or more, enter:
  - Date
  - Recipient name
  - Amount (whole dollars)
  - Description (optional)
- Items of note:
  - This information is provided by the tourism entity/commission to the municipality
  - It is acceptable for a joint tourism entity/commission to report the same expenditures for its participating municipalities. In this situation, each municipality would report the same expenditures.
  - Expenditures may be attached in an acceptable file format
  - A single entry for "Payroll" is acceptable
  - For all other expenditures, report the ultimate recipient (ex. for credit card payments, list the ultimate recipient)

#### Section V

- If your municipality collected room tax on May 13, 1994, you must attach:
  - Room tax ordinance in effect on May 13, 1994
  - Municipality's financial statement closest to May 13, 1994

### Publication

- DOR will post all completed forms and attachments on our website

### Additional Information

- Review:
  - DOR Local Room Tax Fact Sheet at: [revenue.wisconsin.gov/pub/ga/frm/ltx.pdf](http://revenue.wisconsin.gov/pub/ga/frm/ltx.pdf)
  - 2015 Wisconsin Act 56 at: <http://docs.legis.wisconsin.gov/2015/related/acts/55>

If you have questions, contact us at [igs@revenue.wi.gov](mailto:igs@revenue.wi.gov).

Wisconsin Department of Revenue  
Division of State and Local Finance  
Local Government Services Bureau  
January 14, 2016

The aspects required for reporting that are to come from the DCVB will be supplied by the DCVB to the DCTZC. We will not need any information from the local community marketing entities. The only responsibility that will fall to our member municipalities is the completion of the online form by May 1 of each year and returning a confirmation of the filing to the DCTZC.

Sincerely,

Other news (cont.)

- All original permits have only been kept in paper form. It has always been a concern of mine that there is no backup of these records. I have been working on scanning the originals. We now have scans of original permit saved to the hard drive, external hard drive and uploaded to the Carbonite cloud. This will be an ongoing project as I have time.
- I have been working on auditing all agent websites. Disappointingly, I have found quite a few that were not permitted. I will continue this process until all fourteen (14) agent websites have been completed.
- I finished a spreadsheet to track Airbnb. Interestingly as of 2/5/16 there were eighty (80) listings in total for Door County. Eight (8) of the eighty (80) were not in Door County, but in Kewaunee/Algoma or across the bay in Michigan. Two (2) are in the process of being permitted on Washington Island and only one (1) of the seventy two (72) is unpermitted: it is a wholesaler that is moving excess for Meadow Ridge (there is no information to track either the owner or the individual doing the advertising).
  - The town of Liberty Grove and the City of Sturgeon Bay have the highest number of listings on Airbnb – 17
  - A few permit holders are that have one or two units are paying for an extra Airbnb listing for extra exposure.
  - I now have a way for Airbnb to add listings and track them outside of Access and use the listing name to search as well as our information. If as we have in the past the URL information is lost due to the use of the app “sticky notes”, I will be able to just to do a search for the listing number in the excel spreadsheet. (Recently with the merger of Homeaway and VRBO I lost all the tags within both sites with the URL changes.)
    - Having a print out of the listing on record with permit information will also assist in a backup in case of loss of information with URL’s.
  - The next project will be to tackle the larger sites and create a hard copy of the listings with a similar spreadsheet. (VRBO)
- Airbnb Letter:
  - I sent out another request 2/9/16 to finish up the final few municipalities: Ephraim, Nasewaupsee, and the Village of Forestville in hopes to be able to say we had all municipalities participate.
  - The Village of Ephraim confirms that the letter has been signed and will be mailed to Airbnb.

Respectfully Submitted,



Kim Roberts  
Administrator

Removed Properties 1/16/16 to 02/9/2016

Municipality	Permit #	Removed	Lodging Name	Lodging Address	Owner	Reason for Removal
Town of Liberty Grove	32-56-1191-08	1/28/16	Wagon Trail #31	1098 CTH ZZ	Leonard Peterson Administrative Trust	Property Sold. New permit issued to new owners #32-56-1586-08
Town of Baileys Harbor	08-56-1351-06	2/3/16	Tommerhus	3876 Fairview	Paul & Leona Lysne	Property for sale and can't be rented.
Village of Ephraim	11-56-1534-00	2/4/16	Prairie Garden House	2854 Shannon	Robert & Patsy Weich	No longer renting property – for sale.
Town of Brussels	04-56-1366-13	2/9/16	Gina's Place	1487 CTH DK	Gina Wautier	Property for sale and will use as primary residence until sold.

## Airbnb Current Listings

Airbnb Listing #	Airbnb Listing Name	Owner Name	DCTZC Permit Number	DCTZC Property Name	Notes	MUNI
4709576	Heart of the Door Homestead	Nicole Henquinet	02-56-1455-00	Heart of the Door Homestead, LLC		2
8673829	Door County Cabin in the Woods	Karen Berndt	02-56-1564-00	Door County Cabin in the Woods		2
1254037	Cedar Creek Lodge	Michael Servais	02-56-1019-00	Cedar Creek Lodge		2
4861518	Beautiful Beach House	Mary & Ray Spangler	02-52-0393-00	Cedar Beach Inn		2
3831684	New- Private- Secluded Home	Patrick Donley	06-56-1521-00	Donely - 6058 CTH OO		6
4950769	The Treehouse at Plum Bottom	Chad Luburger/ Marlyn & Pamela Moore	08-56-1284-00	The Treehouse at Plum Bottom/ The Carriage House at Plum Bottom	permitted for two units - owner is hedging bets with three listings	8
7340588	The Cabin at Plum Bottom	Chad Luburger/ Marlyn & Pamela Moore	08-56-1284-00	The Treehouse at Plum Bottom/ The Carriage House at Plum Bottom	permitted for two units - owner is hedging bets with three listings	8
7989119	Breathtaking Water View Condo	Michael and Leigh Dicks	08-53-1554-00	Landmark Resort - Dicks Rental		8
8163799	The Cottage at Plum Bottom	Chad Luburger/ Marlyn & Pamela Moore	08-56-1284-00	The Treehouse at Plum Bottom/ The Carriage House at Plum Bottom	permitted for two units - owner is hedging bets with three listings	8
6677520	Sunset Bluff Getaway in Egg Harbor	Michael & Christina Hauge	08-53-0384-05	Sunset Bluff Condo - Unit 2- Hauge		8
8992284	Beautifully Quiet Blufftop GuestRm	Gerri Friedberg	08-53-159-00	Friedberg - Personal Guest Room	* duplicate listing she says she can't get Airbnb to remove	8
8798538	Small Condo/Pool, Bluff top View	Gerri Friedberg	08-53-1569-00	Friedberg - Personal Guest Room	* duplicate listing she says she can't get Airbnb to remove	8
474747	Vacation Condo in Door County WI	Frederick R. Carson	08-53-0945-00	Landmark - Unit 3334 - Carson		8
7324007	The Pink House	Sandra DeLegge	09-56-1545-00	The Pink House		9
9602336	Downstown Sunset View Apartment	Kathy Navis	09-53-1576-00	Sunset View Apartment		9
525258	Quiaint Cozy A-Frame in Door County	Tim & Kristin Mahoney	09-56-1308-00	Quaint Cozy A-Frame		9
1747509	House on Golf Course & by Beach	Kevin Murphy & Steve Brunke	09-55-0753-00	The Fifth hole		9
6034377	3 Bedroom Condo Meadow Ridge Resort	Unknown	N/A	N/A	unable to track down owner info - wholesaler	9
10015145	Lawler Guest House	Greg and Dan Lawler	12-56-1573-00	Lawler Guest House		12
5123586	Relax & Refocus at Hesed House	Jerry & Jane Noskowiak	12-56-1446-00	Hesed House		12
1894636	Cedar Creek Lodge II	Michael Servais	12-56-1357-00	Cedar Creek Lodge #2		12
6738821	Country Home	John Heikkila	14-56-1539-00	Heikkila - Country House		14
185416	Door County Waterfront Cottage	Lane Kendig and Elaine Carmichael	27-56-1156-00	Kendig Snake Island		27
230311	Awesome Log Home Door Co, WI	Cheryl M Robertson	27-56-1211-00	Maple Haven Bed and Breakfast		27
9953250	Door County Country Home	Terry Kinney	27-55-0737-00	Door County Country Home		27
634251	Door County Lakefront Cottage	Diane Christell	32-56-1250-00	Door County Lakefront Cottage		32
5394977	Three Sisters Farm Meadow House	Tim and Kathleen Kay	32-56-1523-00	Summer Sleeping House - Kay	permitted for three units	32
9818691	Charming 1880's Log Cabin	Terry & Kermit Bott	32-55-0770-00	Doc's Hideaway		32
8036265	Three Sisters Garage Loft	Tim and Kathleen Kay	32-56-1523-00	Summer Sleeping House - Kay	permitted for three units	32
10732512	Private BR/BA, FRPLCE, Historic B&B	Dennis Statz	32-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	32
8346814	Three Sister Meadow Main House	Tim and Kathleen Kay	32-56-1523-00	Summer Sleeping House - Kay	permitted for three units	32
1017049	Door County Getaway - Sleeps 6	James Hedman	32-53-1306-00	Northbluff Retreat		32
896560	Terra Cottages Gills Rock 2	Deborah "Sophie" Taubert Gehan	32-55-0124-00	Terra Cottages	permitted for five units	32
1036370	Eclectic Style Cottage	Tim Raduenz	32-56-0930-00	EBDC- Raduenz		32
897991	Terra Cottages Gills Rock, Door Co.	Deborah "Sophie" Taubert Gehan	32-55-0124-00	Terra Cottages	permitted for five units	32
8282578	The Cottage on Cottage Rd	Mark and Kari Speltz	32-56-1560-00	The Cottage on Cottage Road		32
3904298	Tree Tops Delight II	Eileen and Geordge True	32-56-1331-00	Tree Top Delight - True	permitted for two units	32

## Airbnb Current Listings

Airbnb Listing #	Airbnb Listing Name	Owner Name	DCTZC Permit Number	DCTZC Property Name	Notes	MUNI
9091864	Porthaven	Joe Fittshur	32-56-1329-00	Port Haven Executive Home		32
1300502	Treetops Delight in Northern Door	Eileen and Geordge True	32-56-1331-00	Tree Top Delight - True	Permitted for two units	32
896385	Sunny Cottage in Ellson Bay	Deborah "Sophie" Taubert Gehan	32-55-0124-00	Terra Cottages	permitted for five units	32
63831822	Nor Dor Escape	Benjamin Piller	32-56-1418-00	Piller-Gill Rock		32
1807644	First Floor with Forest View	Loren & Helen Fandrei	32-56-1341-00	Granpa's House Rental Door Co WI		32
4860774	Huge House on Glidden Drive	Mary & Ray Spangler	33-56-0400-00	Mary's Beach House		33
3047435	Cottage on Lake in State Park	Barb & Gil Hoffman	33-56-1429-00	Cottage on Lake		33
2613362	The Cotter Cottage	Brandon Cotter	34-56-1371-00	The Cotter Cottage		34
3518762	Downtown Sturgeon Bay, Door County	Hans Reumschuessel	35-56-1437-00	Downtown Sturgeon Bay		35
3324489	Downtown Sturgeon Bay, Arbor	RME Holdings - Robert Esposito	35-53-1452-00	Arbor and Postcard - RME Holdings	Permitted for two units	35
8129738	Sturgeon Bay Doll House	Patrice Sebastian	35-56-1565-00	Sturgeon Bay Doll House		35
10704789	Private BR/BA, WHRPL, Historic B&b	Dennis Statz	35-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	35
9506189	Diplomat Bed and Breakfast	Tami Dal Santo	35-54-1544-00	Diplomat Bed and Breakfast	permitted for six units	35
4692800	The Magnolia Suite	Diane Allen & Mike Perski	35-53-1096-00	The Magnolia		35
3190446	Downtown Sturgeon Bay - Postcard	RME Holdings - Robert Esposito	35-53-1452-00	Arbor and Postcard - RME Holdings	Permitted for two units	35
10569102	Private BR/BA, FRPLCE, Historic B&B	Dennis Statz	35-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	35
10700860	Private BR/BA, Whrlpl, Historic B&B	Dennis Statz	35-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	35
8972104	Sturgeon Bay / Door County Glamper	Bruce Joffe	35-59-1582-00	Sturgeon Bay Door County Glamper		35
10731586	Private BR/BA, FP & WHO, Historic B&B	Dennis Statz	35-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	35
3280736	Door County Waterfront Cottage	CenterPointe Yacht Services	35-56-0911-00	CenterPointe Marina	permitted for three units	35
10730935	Private BR/BA, FP & WHP, Historic B&B	Dennis Statz	35-52-0856-00	White Lace Inn	permitted for eighteen - six units listed on Airbnb	35
10283729	Historic Family Farm	Tom Mickelson	35-56-1579-00	Historic Family Farm		35
6253565	Lake Lane Cottages in Door County	Rob Vogel	35-56-0869-00	Lake Lane Cottages		35
5974438	Charisma 34ft Sailboat	Helen & Robin Urban	35-59-1501-00	Charisma Sailboat		35
8008557	Cozy Door County Waterfront Cottage	Lee Adams	35-55-1555-00	Adams- Cozy Cottage on Memorial		35
5585456	On the shore of Lake Michigan	Ann Emmerich	36-56-1487-00	Emmerich - On the Shore of Lake Michigan		36
1327057	3 Bedroom Cottage with a Water View	Mark and Jill Schwarzbauer	39-56-1320-00	La Bella Casa Di Mattoni		39
5586852	Door County Bayshore Sunset View	Helen & Robin Urban	42-56-1500-00	Urban - 1052 Bayshore		42
8898775	Viking Village 2 Bedroom Flat	Andrew Valentincic			Compliance letter sent 1/29	46
10907613	Sunrise A Frame on the lake	Andrew Valentincic			Compliance letter sent 1/29	46
4799617	Rustic Shoreline Cottage on Island	Kathleen Cascio	46-56-1510-00	Danish Log Cabin		46
5580349	Queit Vacation Home	Debra L. Sheridan	46-56-1526-00	Island Legacy House		46
6006127	Highview Lodge, 40 Private Acres	Matthew T Reese	46-56-1279-00	Highview Lodge		46
714587	Quiet Cabin with Deck in Woods	Jim Beneda	46-56-1575-00	Quiet Cabin in the Woods - Beneda		46
10943813	Not Door County Comes up in Door County Search					Outside DC
7476396	Not Door County Comes up in Door County Search					Outside DC
1075853	Not Door County Comes up in Door County Search					Outside DC
443694	Not Door County Comes up in Door County Search					Outside DC
11010408	Not Door County Comes up in Door County Search					Outside DC
6313367	Not Door County Comes up in Door County Search					Outside DC

Airbnb Listing #	Airbnb Listing Name	Owner Name	DCTZC Permit Number	DCTZC Property Name	Notes	MUNI
6693529	Not Door County Comes up in Door County Search					Outside DC
1471844	Not Door County Comes up in Door County Search					Outside DC

MUNI		# of Airbnb Properties
2	Baileys Harbor	4
6	Clay Banks	1
8	Town of Egg Harbor	8
9	Village of Egg Harbor	5
12	Gibraltar	3
14	Town of Forestville	1
27	Nasewaupee	3
32	Liberty Grove	17
33	Sevastopol	2
34	Sister Bay	1
35	City of Sturgeon Bay	17
36	Town of Sturgeon Bay	1
39	Gardner	1
42	Union	1
46	Washinton Island	6