



DOOR COUNTY TOURISM ZONE COMMISSION

Administrator's Report

July 2016

**Compliance: Late Letters Sent**

- The number of April 2016 “No Reports” letters sent: Thirty eight (38) to owner managed properties on 6/13/16.
  - Eighteen (18) remain as of 6/28/16
  - Seven (7) remain as of 7/14/16

**Unpaid tax/fees/penalties:** The total outstanding due as of 7/14/16 is: \$1,026.58 from eight (8) permit holders.

First Notice	Second Notice	Third Notice	Attorney	Settlement/ Payment Plan	Collections	Attorney
\$ 10.79		\$ 25.38		\$ 76.49		444.15
\$ 2.79		\$ 25.05		\$ 53.55		25.17
\$ 0.71				\$ 100.73		25.17
\$ 3.54				\$ 66.68		25.03
\$ 25.85				\$ 115.50		
\$ 43.68	\$ -	\$ 50.43	\$ -	\$ 412.95	\$ -	519.52
\$ 1,026.58	Total Outstanding					

- **Permits:** (27) twenty seven permits have been issued since June reporting – eleven (11) due to compliance efforts. (12) Twelve properties were permitted during the same period in 2015. As of 7/14/16 there are 1021 permits.

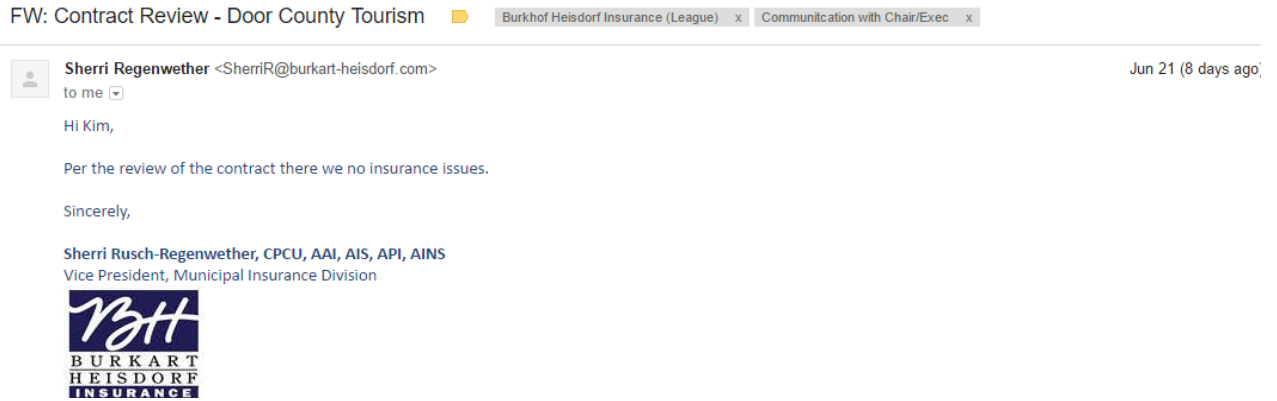
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| <ul style="list-style-type: none"> <li>• Town of Gibraltar – year round</li> <li>• Village of Ephraim – seasonal – <b>compliance</b></li> <li>• Town of Nasewaupsee – year round</li> <li>• Town of Gibraltar – year round – <b>compliance</b></li> <li>• Town of Liberty Grove- seasonal</li> <li>• Town of Liberty Grove- seasonal</li> <li>• Town of Baileys Harbor- seasonal</li> <li>• Town of Liberty Grove – seasonal</li> <li>• Town of Jacksonport–seasonal– <b>compliance</b></li> <li>• Town of Gibraltar- seasonal</li> <li>• Town of Baileys Harbor- seasonal</li> <li>• Town of Gibraltar – seasonal</li> <li>• Village of Egg Harbor- year round– <b>compliance</b></li> <li>• Town of Gibraltar- seasonal</li> </ul> | <ul style="list-style-type: none"> <li>• Town of Gardner – seasonal</li> <li>• Town of Nasewaupsee – year round</li> <li>• Town of Egg Harbor – seasonal</li> <li>• Town of Washington – seasonal</li> <li>• City of Sturgeon Bay – year round – <b>compliance</b></li> <li>• Town of Egg Harbor – year round – <b>compliance</b></li> <li>• Village of Egg Harbor – seasonal – <b>compliance</b></li> <li>• City of Sturgeon Bay – seasonal- <b>compliance</b></li> <li>• Village of Ephraim – seasonal-<b>compliance</b></li> <li>• Village of Ephraim – year round – <b>compliance</b></li> <li>• Town of Gibraltar – seasonal</li> <li>• Town of Gibraltar–seasonal -reactivation through <b>compliance</b></li> <li>• Town of Sevastopol - seasonal</li> </ul> |
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• **Unpermitted Properties:**

I am currently working on permitting twenty four (24) unpermitted properties that are advertising online or have contacted the office regarding permitting. In 2015, there were sixteen (16) unpermitted properties that were advertising online.

- **BLIS Contract:**

- As request at the June meeting, our insurance company reviewed both the agreement and contract with BLIS. There were no insurance issues.
- The contract and agreement with BLIS were executed on 7/5/16. Work will begin by using a mirror of the program with hopes that it will be complete by January 1, 2017.



- **Municipal Code Issue:**

- There was a code issue with one property that has been corrected. The property was opened under the correct municipal code (with the correct permit number coding as well) but somehow it changed from 02 to 12 to 34 to 1 2 again. The errors with the code caused money to go to the wrong municipalities. Emails have been sent to the municipalities that were affected:

It has come to our attention that a property that was correctly coded when the permit was opened experienced a coding issue that resulted in revenues being directed to incorrect municipalities.

We have taken steps not only to correct the issue but also prevent it from happening by improving our back office programming. Your municipality can also help by reviewing your permitted properties report that you receive twice a year and reporting any discrepancies.

With the reporting cycle for May 2016 the error has been squared away between the municipalities. The room tax revenue check that will be mailed after next week's meeting will include documentation for your records.

Please let me know if you have any questions.

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- I have worked with Justin to create a fix to prevent such an issue occurring again. For about \$125 he will create an auto fill from the permit that I enter. It will also cause an error message if the two don't agree.

- **Tweak**

- Work with Tweak is progressing. Currently we are in the process of finalizing the copy for the digital brochure and our Facebook page is being created so that the sponsored ad's can be created.

Respectfully Submitted,

Kim Roberts  
Administrator

Removed Properties 6/10/16 to 07/14/2016

Municipality	Permit #	Removed	Lodging Name	Lodging Address	Owner	Reason for Removal
Village of Sister Bay	34-56-1610-00	6/10/16	Sister Bay Lake House	10863 Bayshore Dr	Teresa N Bess	Property Sold.
Village of Egg Harbor	09-56-1515-06	6/10/16	Alpenwood	5070 Alpen Lake	EJ & ML Audette Holdings	Long term lease through JR Vacation Rentals
City of Sturgeon Bay	35-59-1582-00	6/10/16	Sturgeon Bay Glamper	118 S 5 <sup>th</sup> Ave	Bruce Joffe	Camper sold.
Town of Washington	46-50-0553-00	6/15/16	Townliner Motel	1930 Townline	Brother Too of WI, Inc.	Property sold. New owner permit #46-50-1629-00
Village of Egg Harbor	09-56-1283-02	6/15/16	Sounds of the Bay	7669 Point Beach	Brian Fecteau	No longer renting.
Town of Liberty Grove	32-56-1205-00	6/21/2016	Amazing Lakefront Getaway	9501 Marshalls Point Bay Rd	Greg & Julie Brush	Property sold.
Town of Liberty Grove	32-56-1189-02	6/22/2016	Alluring Acres	251 STH 42	Robert & Cynthia Holm	No longer renting.
Town of Gardner	39-56-0971-00	6/23/2016	Gordon's Isle View	3911 & 3913 Rileys Pt. Rd.	Jerome & Karen Gordon	New ownership- new permit #1648.
Town of Liberty Grove	32-56-1600-00	6/30/2016	Bunkhouse, The	12252 STH 42	Crow's Nest LLC	Long term rentals only for 3 months or more.
City of Sturgeon Bay	35-56-1559-00	6/30/16	Little Yellow House	714 N 5 <sup>th</sup> Ave	Joan Schiels – Jan Mills	Not renting – living in the house