



DOOR COUNTY TOURISM ZONE COMMISSION

Administrator's Report

May 2016

**Compliance: Late Letters Sent**

- The number of February 2016 “No Reports” letters sent: Eighteen (18) to owner managed properties on 4/11/16.
  - Nine (9) remain as of 4/14/16
  - One (1) remains as of 5/12/16
- The number of March 2016 “No Reports” letters sent: Twenty two (22) to owner managed properties on 5/9/16.
  - Fifteen (15) remain as of 5/12/16

**Unpaid tax/fees/penalties:** The total outstanding due as of 5/12/16 is: \$1,711.39 from five (5) permit holders.

First Notice	Second Notice	Third Notice	Attorney	Settlement/ Payment Plan	Collections	Compliance Penalty
\$ 25.83				\$ 179.57		
\$ 25.38				\$ 53.55		
				\$ 600.00		
				\$ 200.73		
				\$ 66.68		
				\$ 115.50		
				\$ 444.15		
\$ 51.21	\$ -	\$ -	\$ -	\$ 1,660.18	\$ -	\$ -
\$ 1,711.39	Total Outstanding					

- **Permits:** (21) twenty permits have been issued since April reporting –ten (10) due to compliance efforts. (16) Sixteen permitted during the same period in 2015. As of 5/12/16 there are 1009 permits.

- Village of Sister Bay – seasonal – compliance
- Town of Gardner- seasonal
- Town of Liberty Grove-year round – compliance
- Town of Egg Harbor – seasonal
- Town of Baileys Harbor- seasonal
- Village of Sister Bay – seasonal
- Town of Egg Harbor- year round
- Town of Liberty Grove- seasonal
- City of Sturgeon Bay – seasonal
- Town of Gibraltar- seasonal – compliance
- Town of Gibraltar – seasonal
- Village of Sister Bay- year round-compliance
- Town of Jacksonport – year round- compliance
- Town of Jacksonport- year round
- Town of Egg Harbor- year round - compliance
- Town of Liberty Grove-seasonal-compliance (addition of another property to a permit)
- Village of Sister Bay – year round
- Town of Egg Harbor – year round-compliance
- Village of Sister Bay – year round
- Town of Sevastopol- seasonal-compliance
- City of Sturgeon Bay- year round- compliance – two units

- **Unpermitted Properties:**

I am currently working on permitting nine (9) unpermitted properties that are advertising online or have contacted the office regarding permitting. In 2015, there were fifteen (15) unpermitted properties that were advertising online. The permitting process has been quicker in turn around after property owners have received their first letter.

- **BLIS contract:** The contract that was presented at the Executive Committee meeting in April was sent to Vande Castle as directed by the Executive Committee on 4/21/16.

Bill,

The Committee reviewed the updated contract for software upgrade and contract/agreement (previously submitted as the MOU) from BLIS today during the Executive Committee meeting. The Committee has asked that you review the documents for any glaring legal issues. All felt that this was a more straightforward approach to possible revenues from the room tax program.

Neither document has been signed and there are no outstanding issues from the Committee in regards to the documents.

Josh asked that I relay to you that the cap of revenue, ownership and liability as outlined in the agreement are in agreement with our discussion with BLIS in January. The January meeting with BLIS provided for discussion in which we asked for less % of ownership and revenue in exchange for their total liability for the room tax program.

The documents are attached for your review.

- **Ordinance Amendment:** The ordinance amendment has gone back to Vande Castle for final review now that Act 55 and AB 714 have been signed into law to make sure there are no adjustments that need to be made with the changes that have taken place since ACT 55.

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Ordinance Amendment



Door County Tourism Zone <info@doorcountytourismzone.com>  
to William, Josh

Apr 22 (11 days ago) ☆



Bill,

Now that (we hope) the last of the changes have been made to the room tax legislation with the completion of AB 714 Josh has asked that I send back to you the ordinance amendment to take a look at what we need to be reconciled with the revised room tax legislation.

I have attached the most recent versions that were worked on in September 2015 prior to the changes that came through the State budget.

You had also previously mentioned that we would need to revise the intergovernmental agreement - would you advise doing this at the same time?

- **Tweak update:**

- The script for the first explainer video has been completed and has gone to the production company for animation and voice over.
- The second explainer video will instruct permit holders in how to file online. Once we began discussing how we would complete the video, it occurred to me that it might raise an issue with what will happen with the upgrade to the back office system. What we document in the video now, might look different once the upgrade is complete.
  - I think that there may be immense benefit for permit holders to have this “how to” for the 2016 season in hopes of increasing online filing. However, I want to make sure that we are diligent with the budget and not create something that may cause confusion once the upgrade is complete.
  - Within the upgrade there are some programming changes scheduled to the online filing section such as reporting must be filed in calendar order, duplicate filings (to prevent permit holders from getting around late fees), pop ups for mandatory fields, removal of last month filing or add tracking to the system for the notice within the form, requirement of exemption information (CES#) and so on...
  - I ask that we “hold” the second video until the upgrade is complete. The timing of the upgrades still has to be worked out. When BLIS is in our system working on updates, it makes work close to impossible within the room tax program. I’m not sure how this will impact our contract with Tweak.

Respectfully Submitted,

Kim Roberts  
Administrator

Removed Properties 4/14/16 to 05/12/2016

Municipality	Permit #	Removed	Lodging Name	Lodging Address	Owner	Reason for Removal
Town of Gardner	39-56-1379-01	4/15/16	Sunflower Shores on the Bay	3364 Willow	John Yanda	Property Sold. New owner permitted 39-56-1611-01
Town of Liberty Grove	32-56-0533-02	4/19/16	King House	12377 Timberline	Edward & Luanne King	Agent:"Property sold" Made inactive. New owners permitted 32-56-1616-02
Town of Gibraltar	12-53-0299-01	4/28/16	Northhaven #41003 Escape from Reality	3765 Northhaven Dr #41003	Mark & Lindsay Bogatitus	No longer renting.
Village of Sister Bay	34-50-0336-00	5/3/16	Voyager Inn	10478 STH 57	Janes & Carol Mullaney	Property sold. New owners in the process of permitting.
Town of Gibraltar	12-56-1154-00	5/3/16	Wandering Pines	9262 Spring Rd	Laurel Key	Long term renter for foreseeable future.
Village of Sister Bay	34-54-0164-00	5/6/16	Inn on Maple	2378 Maple Drive	William & Louise Robbins	Sold. New owners in the process of permitting