

**Town of Sturgeon Bay**

**Resolution No. 2021-01**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE  
DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT**

**WHEREAS**, the Town of Sturgeon Bay is a municipality located within the Door County Tourism Zone;  
and

**WHEREAS**, the Town of Sturgeon Bay imposes a room tax pursuant to Wis. Stat. 66.0615; and

**WHEREAS**, the Town of Sturgeon Bay entered into an intergovernmental agreement, the Door County Tourism Zone Commission Agreement, pursuant to Wis. Stat. 66.0615(1m)(b) and Wis. Stat. 66.0301 with other municipalities located in Door County ("the "Member Municipalities"); and

**WHEREAS**, the Tourism Zone Commission Agreement created the Door County Tourism Zone Commission for the purpose of monitoring the collection of room taxes, contracting with the Tourism Entity to obtain staff, support service and assistance in developing and implementing programs to promote the Tourism Zone to visitors, and to do all things necessary and provided for by Wis. Stat. 66.0615; and

**WHEREAS**, the Tourism Zone Commission Agreement includes the amount of room tax to be charged by all Member Municipalities, the duties of the Door County Tourism Zone Commission, and other fees and administrative costs to be charged; and

**WHEREAS**, the Tourism Zone Commission Agreement may be amended at any time by two-thirds (2/3) majority written vote of the Member Municipalities; and

**WHEREAS**, the Town of Sturgeon Bay wishes to amend the Door County Tourism Zone Commission Agreement and wishes to submit its proposed amendments to the other Member Municipalities of the Door County Tourism Zone Commission to be approved by those Member Municipalities.

**NOW THEREFORE, BE IT RESOLVED** by the Town of Sturgeon Bay, Door County, Wisconsin, that:

1. Paragraph 4 of the Door County Tourism Zone Commission Agreement be amended to increase the Room Tax Rate to eight percent (8%).
2. Paragraph 9 of the Door County Tourism Zone Commission Agreement be amended to read:

9. Distribution of Tax. *Of the Room Tax collected, seventy percent (70%) will be used by the Commission for the promotion of the Tourism Zone to visitors and to encourage overnight stays. The seventy percent (70%) shall be distributed to a contracted tourism entity in such manner as the Commission so determines to satisfy an agreed upon budget to promote the Tourism Zone. All funds in excess of the approved Tourism Entity budget shall be retained by the Commission in a reserve fund. These reserve funds need not be expended in the year they were collected and may be used in the proceeding budget cycle. These reserve funds can be used by the Commission to help promote local or special events within the Tourism Zone through the Tourism Entity. The tourism entity may from time-to-time present special non-budgeted promotions that may require the use of the reserve funds. The expenditure of these reserve funds for any reason shall be approved by the Commission by a two-thirds (2/3) assenting vote of the commissioners present at a meeting, properly noticed and at which a quorum is present. The remaining thirty percent (30%) shall be distributed to the municipality from which the Room Tax was collected "to use for" such purposes as the respective governing body determines.*

3. Paragraph 11 of the Door County Tourism Zone Commission Agreement be amended to reflect an increase to an eight percent (8%) room tax.

4. Paragraph 18 of the Door County Tourism Zone Commission Agreement be amended to read:

18. Administration. *Administrative expenses of the Commission, which include the cost of: issuing permits, monitoring collection of Room Tax, reviewing the progress of the contracted Tourism Entity, approving the Tourism Entity's budget, approving the payment of monthly expenses and preparing monthly, quarterly and annual reports to the participating municipalities plus any and all tasks and costs necessary in the operation of the Commission shall come from direct payment by the Member Municipalities. The amount owed by each Member Municipality shall be determined by its percentage share of the room tax collected, as shown on the previous year's Tourism Zone Audit, multiplied by the adopted budget of the Commission. These expenses also include, but are not limited to, the following: compensation to Commissioners for actual expenses and mileage while attending meetings or on official business for the Commission, wages paid to an administrative assistant, mileage paid to the administrative assistant when necessary in his/her work, rental of office space, accounting fees for the annual audit, insurance costs to cover bonding and anything else found necessary, office equipment, office supplies, postage, telephone, internet, utilities and any legal expenses, including litigation and any other expenses associated with the collection of unpaid Room Tax. The rate paid for mileage shall be the same as the standard Internal Revenue Service rate for business mileage adjusted periodically.*

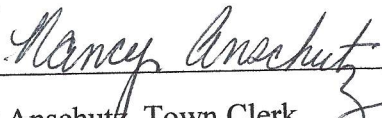
5. The Town Chairperson and/or Town Clerk is hereby authorized to submit this resolution to the other Member Municipalities in order to amend the Door County Tourism Zone Commission Agreement by two-thirds (2/3) majority.

**NOW, THEREFORE**, it is hereby resolved that the Town Board of the Town of Sturgeon Bay does hereby adopt the foregoing resolution at a regular meeting of the Board of Supervisors of the Town of Sturgeon Bay held this 5 day of APRIL 2021.



Dan Cihlar, Town Chair

Attest:

  
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Nancy Anschutz, Town Clerk