



# *Town of Baileys Harbor*

2392 COUNTY RD F, • PO BOX 308 • BAILEYS HARBOR, WI 54202 • DOOR COUNTY, WI

---

## **ANNUAL MEETING NOTICE**

Annual Town Meeting for the Town of Baileys Harbor will be held on  
Tuesday April 10, 2012 at 7:00 P.M. in the auditorium of the Town Hall,  
2392 County F, per Wisconsin State Statutes 60.11.

## ANNUAL MEETING APRIL 12, 2011

Robert Schultz called the Annual Meeting to order at 7:00PM in the auditorium of the Town Hall. Present were Robert Schultz, Donald Sitte, Barbara Anschutz, Peter Jacobs, Roberta Thelen, Douglas Smith, Lois Pluff, Steve Parent and 72 visitors. Jim Parent was not present; therefore Robert Schultz ran the meeting. He then explained the format for the Annual Meeting and that anyone can make or second motions. He also went on to thank Jim Parent for his years of service to the Town and asked for a round of applause from the audience.

Accept last year's minutes – Motion made/second Mike Meulemans/Frank Pammer to accept the minutes. Carried.

Accept financial report per auditors – Lois went over the report, starting with the General Fund. The difference of expenditures and revenues is because the Board designates funds for future year expenditures which does not show as actual revenue. In 2010, money was brought forward from the fund balance due to the County F project. The current designated fund balance is \$7,000 for the Town Hall, \$32,398 in Fire Dept. donations, \$115,000 for fire truck replacement (this will be decreasing due to a new truck being purchased in 2011) and \$78,000 for road construction.

For the Wastewater Fund, as with previous years, depreciation makes the fund seem to be at a loss. Our auditors have suggested that we review our billing and determine if increases are in order. We will be taking a look at other Towns in Door County.

The Marina Fund generally runs as a break even, however \$6,000 was transferred from the General Fund due to the purchase of a new fish grinder as the old one had broke. We also purchased a backup, since it's a very important piece of equipment.

Our total debt obligation is only at \$393,600 as of Dec. 31, 2010. The Town is able to borrow up to \$24 million based on the total valuation, so we are in a very good situation.

Motion made/second Bryan Nelson/John Hammarstrom to accept the financial report per auditors. Carried.

Old business – accept reports as printed – Motion made/second Bob Bultman/Frank Pammer to accept the Clerk's, Fire Chief's and Constable's Reports.

New Business – Update on Anclam Park project – Jim Rossol explained the history and formation of the Anclam Park landscaping project and how the landscaping architect (Lakeshores Landscaping) was selected. Steve Parent explained the technical details and the formation of a bulkhead line ordinance, which is a mechanism that will allow the Town to maintain the current beach without having to get new permits every year. It essentially establishes a new high water mark. Currently, the plan and the ordinance are in the hands of the DNR awaiting approval.

Update on new maintenance building – With the purchase of a new fire truck this year, the fire station won't be big enough to house both the maintenance department and the fire department. Rather than build a new fire station, the Board decided to build a new maintenance building, located on Summit Road by the Rec. Park. The building itself will be around \$443,000 with site work coming in at around \$52,000. Susan Bauldry asked why a mound system was being used, rather than hooking up with sewer. Steve Parent explained that every foot of trench would have to be blasted in order to do that, which would greatly increase the cost.

Bob – Roads report – County F was finished last year and the improvements help with storm water runoff and snow melting. We also did some work on Ward Street. Bob will be looking at Frogtown Road and Chapel Lane for this year, but nothing is confirmed yet, as we have to look at funding sources and budgetary constraints. Karen Smuda asked about a sidewalk on Bluff Road. Steve explained that there would be enough room on the south side for a dedicated walkway. It will be considered as a possible future project. As for the Chapel Lane/Frogtown Road projects, landowners will be made aware and have a chance to give input.

Roberta – Baileys Harbor Community Association report – Roberta explained what the BHCA does and went over the list of events they sponsor throughout the year. They also help compile a brochure which helps to promote the Town and its businesses. The calendar year for the Association ends in October.

## ANNUAL MEETING APRIL 12, 2011

Barb – Town Hall/Cemetery/Parks/Historical Society – Barb worked with Sue Bauldry on the design of a sign for the cemetery. It is currently being designed and will hopefully be installed before Memorial Day. The Town Hall west stair case will be repaired in early spring. The lower level of the Town Hall will be getting new carpeting.

For parks, improvements will be made at School Park, such as picnic tables and a sign, so people will know it's a park and enable it to be utilized a little better. A bocce ball court and horseshoe pit will be added at the Rec. Park. Jim Rossol also stated there is possibly grant funding available for the Anclam Park project and that Steve Leonard is working on that aspect.

Sue Bauldry presented information on the Baileys Harbor Historical Society. They've had very good turnout for all of their presentations. This year, some of the presentations include the McArdle family in May, Krowas Farms in June, Harbor Fish Market in July and oral history training in September. DVDs of the programs from the past year are available for checkout in the McArdle Library. The BHHS is also looking for monetary donations in order to have a historical survey done. Sue also mentioned that even though the current Core debate is over, everyone should be proactive in thinking about future discussions, because it could come up again years down the road. We should have a clear plan of what we want it to look like.

Peter – Plan Commission – The Plan Commission was busy last year working on the Smart Growth review. The Plan Commission and Town Board will be holding a joint meeting at some point in the near future to continue the process. The Bike Plan is currently undergoing its final revisions and will be talked about soon. Bridgette Moroney asked about the Bike Plan. Bryan Nelson gave her a brief history of the steps taken to prepare the plan.

John Hammarstrom presented some information on the Marina. It will be open for the Trout Tournament. There will be dredging taking place on May 18. The last time it was done was 2006. The dredging will probably have to be an ongoing situation, given the current depth of the lake overall, and will be looked at on a regular basis. Right now there is narrow channel with a depth of about 2 ½ to 3 ½ feet.

Any other business per State Statutes – Agnes Kubicz asked about emergency warning systems. Bill Becker suggested buying a weather radio. It actually was talked about at a prior meeting. There are a couple of problems. The coverage of a siren system is very limited so there would have to be several of them spread throughout the entire town, which would be very costly. The other problem is that somebody has to turn it on and there's no infrastructure for that. People do ask about this and there are some different systems available, so the Board will possibly look at some of them in the future.

Question raised about people cleaning up after their dogs in School Park. A dog-bag station will be installed.

“Dark Sky” compliant street lights will hopefully be installed in the rest of the Town this year, depending on budgets.

Bridgette Moroney voiced her concern about trees being cut on Point Drive. Bob explained that it is a Town road and is therefore subject to routine maintenance.

Set date for Annual Meeting 2012 – Date is set for April 10, 2012.

Motion made/second Doug Smith/Mike Meulemans to adjourn at 8:00PM. Carried.

Douglas Smith  
Town Clerk

## **2011 CLERK/ ADMINISTRATOR REPORT**

The new public works building is now complete and our maintenance staff is acclimating well to their new base of operations. An open house will be scheduled in the near future for everyone to see and explore the new building.

A bocce ball court, along with a horseshoe pit, has been installed at the Recreational Park on Summit Road, with several benches to surround it donated by the Baileys Harbor Woman's Club. Thanks to the Parks Committee for researching this project, to our maintenance staff for installing the court and pit, and to the Woman's Club for the benches!

I would also like to thank our town employees, both maintenance and waste water departments, for the incredible job they did during the wind storm on September 29/30. Roads were cleared of debris almost immediately and the waste water system didn't miss a beat. Thank you Don Prust, Bert Sawyer, Ryan Weisgerber, Jeff Kita and Mark Franke!

Many of the big changes over the last year, as I'm sure you've heard about, are all of the various voting/election law changes. Please be patient with me and our election workers as we muddle our way through the new (and constantly changing, as it seems) statutes.

The Town Building Inspector is at the Town Hall on Wednesday mornings from 8:30AM to 9:30AM, but can also be reached by phone at (920) 609-7598 and is more than willing to schedule appointments other than his time on Wednesdays.

Recycling is held on the 2nd and 4th Saturdays of the month between 10:00AM and 1:00PM. During the winter months (November 1st through March), it is located at the Baileys Harbor Fire Station on Park Road. Beginning April 14th, it will return to the Baileys Harbor Recreational Park on Summit Road.

If any of you have any questions or concerns about Town Government/Operations, please don't hesitate to contact me at (920) 839-9509 or [tbaileysharbor@dcwis.com](mailto:tbaileysharbor@dcwis.com). If you wish to visit me in person, my office hours are Monday through Thursday from 9:00AM to 3:00PM and Friday from 10:00AM until Noon. If you can't make it between those hours, please call me and we can set up an appointment.

## **2011 CONSTABLE REPORT**

The following Constable Report includes Mark Merrill and Gary Nelson.

They have worked a total of 376 hours and traveled 7,180 miles. They have assisted with the following items: 3 911 traces, 10 alarms, 21 accidents, 7 fights & disturbances, 4 training, 22 open door building security, 1 fraud, 3 vehicle defect checks, 1 dumping complaint, 3 Town Board, 17 road obstructions, 5 thefts/missing property, 1 roller blade ordinance, 13 dog and animal, 4 disabled vehicles, 7 driving complaints/traffic complaints, 5 traffic stops, 4 citations, 4 warnings, 4 suspicious vehicles, 10 agency assists, 2 gunshots, 8 well being, 2 found property, 2 damage to property, 1 parking complaint, 1 citation, 3 burning complaints, 1 underage alcohol, 1 suicide attempt, 1 fireworks complaint, 1 public intoxication, 2 campers removed, 2 trespassing complaints, 1 prowler, 2 civic dispute, 1 suspicious boat, 1 suspicious activity

## 2011 BAILEYS HARBOR FIRE DEPARTMENT REPORT

The Baileys Harbor Fire Department has had a safe and successful year. Here are a few of the Interesting facts from 2011:

- \* We responded to a total of 105 calls.
- \* Of those, 82 were from our Mid-Door group. (Baileys Harbor, Ephraim, Gibraltar)
- \* We had 45 calls in Baileys Harbor alone, 5 in Ephraim and 32 in Gibraltar and 23 mutual aid calls.
- \* Our department has about 32 people on the roster.
- \* We continue to put an emphasis on training so that we can have the most qualified crew possible to serve the Town. The department has logged a total of 863.25 hours in calls and 796 hours for meetings/training/maintenance. We also logged 318 hours in out of station training (NWTC, etc.)
- \* We had (2) high school students complete Firefighter 1 Certification through N.W.T.C. Also, at this time there is one new member taking Entry Level Firefighter at this time.
- \* Some of our firefighters were instrumental once again in setting up 2011's fire prevention program at Gibraltar school and continue to improve it every year.
- \* The Fire Dept. is continuing the use of the KNOX BOX program. Knox Box is a small key vault used to secure your house keys in and is mounted to your house / business. If the fire department is called to your house for an alarm and no one is home, the key holder is unavailable or the occupant is unable to answer the door, we can have the County's Communication center release our master key from the fire truck to open your Knox Box and get your keys so we won't have to force entry to determine if there is any fire / emergency. This is highly recommended for people with alarm systems, seasonal residents and commercial properties without 24 hour personnel on site. If you have a key holder, many times we are unaware of who it is or they may not be available. We also have temporary ones available to fit on a door for people who may have a medical condition that would make it impossible for them to open the door for medical personnel. The 1st responders also have access to the truck and key. Please contact the Fire Chief, Brian Zak at 421-0198 for more information. The cost of these vaults start at about \$150.00 and once the box is mounted by the owner the Fire Department can activate its use with the County's Communication Center.
- \* The Fire Department also took delivery of a new Ford Brush Truck (#20) which replaced our 1977 brush truck. We kept the truck as a tow vehicle for our 6-wheeler.

The department recently purchased a new Thermal Imaging Camera and a Trax system for the departments 6-Wheeler. These purchases were made possible with money that the department raised through the pancake breakfast. We appreciate the following and would like your continued support on the 4th of July.

The department also purchased the Door County Sheriff Departments Boat last fall and we are presently outfitting the boat for the upcoming season. In 2011 we had approximately 13 water related calls.

Lastly, for those of you who follow Facebook, we are currently online and can be found at Baileys Harbor Fire and Rescue. Please follow us as we will be updating what is going on in the department, posting pictures as we have available and recommendations/items that we feel you should know about.

Sincerely

Brian Zak – Fire Chief



**TOWN OF BAILEYS HARBOR, WISCONSIN**  
General Fund  
Detailed Comparison of Budgeted and Actual Revenues  
Year Ended December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Taxes</b>				
Property tax	\$ 1,186,528	\$ 1,186,528	\$ 1,186,348	\$ (180)
Forest taxes	-	-	766	766
Room taxes	60,000	60,000	68,962	8,962
Total Taxes	1,246,528	1,246,528	1,256,076	9,548
<b>Intergovernmental</b>				
State				
Shared taxes	14,432	14,432	14,433	1
Payment in lieu of taxes	21,000	21,000	23,473	2,473
Highway aids	83,219	83,219	83,219	-
Fire insurance dues	10,000	10,000	10,823	823
Forest cropland	-	-	1,596	1,596
Other state aid payments	-	-	2,251	2,251
County recycling	2,500	2,500	4,671	2,171
Total Intergovernmental	131,151	131,151	140,466	9,315
<b>Licenses and Permits</b>				
Liquor licenses	5,800	5,800	5,530	(270)
Operators licenses	500	500	740	240
Cigarette licenses	200	200	75	(125)
Holding tank permits	100	100	-	(100)
Total Licenses and Permits	6,600	6,600	6,345	(255)
<b>Fines, forfeits, &amp; penalties</b>				
Parking tickets	-	-	70	70
<b>Public Charges for Services</b>				
Park rental	75	75	470	395
Town hall rental	2,000	2,000	1,842	(158)
Cemetery	500	500	3,240	2,740
Building inspections	800	800	1,080	280
Title search fee	700	700	690	(10)
Launching fees	2,200	2,200	3,142	942
Total Public Charges for Services	6,275	6,275	10,464	4,189
<b>Miscellaneous</b>				
Interest	8,000	8,000	6,475	(1,525)
Donations				
Fire department	-	3,000	3,053	53
First responders	-	-	140	140
Miscellaneous	-	-	1,400	1,400
Insurance refund	2,000	2,000	4,005	2,005
Total Miscellaneous	10,000	13,000	15,073	2,073
<b>Total Revenues</b>	<b>\$ 1,400,554</b>	<b>\$ 1,403,554</b>	<b>\$ 1,428,494</b>	<b>\$ 24,940</b>





**TOWN OF BAILEYS HARBOR, WISCONSIN**  
 General Fund  
 Detailed Comparison of Budgeted and Actual Expenditures  
 Year Ended December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>General Government</b>				
Town chairman	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
Town supervisors	16,000	16,000	16,000	-
Town clerk	31,000	31,000	27,875	3,125
Town treasurer	9,000	9,000	8,691	309
Board of review	1,100	1,100	900	200
Elections	5,000	5,000	3,112	1,888
Administration	5,000	5,000	3,193	1,807
Legal	9,000	9,000	9,026	(26)
Accounting and audit	7,000	7,000	5,820	1,180
Advertising	1,000	1,000	1,311	(311)
Office expenses	14,000	14,000	12,916	1,084
Postage	2,500	2,500	2,130	370
Property and liability insurance	16,000	16,000	16,459	(459)
Assessment of property	43,919	43,919	43,919	-
Mileage reimbursement	1,200	1,200	1,045	155
Maintenance personnel	71,500	78,500	76,919	1,581
Maintenance supplies/truck	16,000	16,000	13,867	2,133
Town hall	70,000	76,500	75,820	680
Telephone	3,000	3,000	2,836	164
Fringe benefits	63,000	63,000	55,932	7,068
Equipment repairs	3,000	3,000	2,260	740
Equipment outlay	9,500	9,500	7,932	1,568
Dues and subscriptions	2,000	2,000	1,575	425
Overpayment on taxes	-	-	1,328	(1,328)
Contingency	45,000	-	-	-
<b>Total General Government</b>	<b>451,719</b>	<b>420,219</b>	<b>397,866</b>	<b>22,353</b>
<b>Public Safety</b>				
Town constable	11,200	11,200	13,342	(2,142)
Fire department	130,250	153,000	139,116	13,884
Fire truck replacement fund	80,000	80,000	79,541	459
First responders	30,000	30,000	30,002	(2)
Fire insurance	10,000	10,000	9,527	473
<b>Total Public Safety</b>	<b>261,450</b>	<b>284,200</b>	<b>271,528</b>	<b>12,672</b>
<b>Public Works</b>				
Roads	334,000	334,000	269,247	64,753
Sidewalks	10,000	8,000	4,583	3,417
Street lighting	24,000	24,000	22,537	1,463
Signs	500	500	1,256	(756)
Maintenance building	2,500	2,500	2,849	(349)
Snow removal	45,000	45,000	26,908	18,092
Recycling	20,200	20,200	19,224	976
<b>Total Public Works</b>	<b>436,200</b>	<b>434,200</b>	<b>346,604</b>	<b>87,596</b>

(Continued)



# TOWN OF BAILEYS HARBOR, WISCONSIN

General Fund

## Detailed Comparison of Budgeted and Actual Expenditures (Continued)

Year Ended December 31, 2011

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
Health and Human Services				
Cemetery	13,250	8,750	2,765	5,985
Dog boarding	750	750	750	-
Total Health and Human Services	14,000	9,500	3,515	5,985
Culture and Recreation				
Launch ramp renovation	1,500	2,500	2,438	62
Recreation field and parks	50,500	46,000	43,169	2,831
Anclam park	15,000	15,000	10,129	4,871
Pavilion and playground	3,800	4,800	4,664	136
Bicycle study/Coastal Byway	300	2,050	2,050	-
Historical society	2,500	2,500	2,500	-
Marina	111,000	119,700	119,640	60
Total Culture and Recreation	184,600	192,550	184,590	7,960
Conservation and Development				
Planning	2,000	2,000	780	1,220
Smart growth	2,500	2,500	320	2,180
Baileys Harbor Community Association	25,000	29,200	29,176	24
Room tax contingency	34,700	28,750	1,043	27,707
Total Conservation and Development	64,200	62,450	31,319	31,131
Debt Service				
Debt Retirement				
Principal	50,850	131,100	131,100	-
Interest	15,535	15,535	15,452	83
Total Debt Service	66,385	146,635	146,552	83
Capital Outlay				
Public works building	20,000	574,550	578,524	(3,974)
Total Expenditures	\$ 1,498,554	\$ 2,124,304	\$ 1,960,498	\$ 163,806





**TOWN OF BAILEYS HARBOR, WISCONSIN**  
Statement of Revenues, Expenses and Changes in Net Assets  
Proprietary Fund - Wastewater Utility  
Year Ended December 31, 2011

	2011
Operating Revenues	
Charges for services	\$ 322,284
Other revenue	7,350
Total Operating Revenues	<u>329,634</u>
Operating Expenses	
Wages and fringe benefits	176,162
Operating supplies and expenses	67,984
Billing, accounting and collecting	16,635
Office supplies and expenses	4,831
Accounting and audit	6,630
Insurance	9,475
Outside services employed	4,563
Repairs and maintenance	55,875
Depreciation	256,837
Total Operating Expenses	<u>598,992</u>
Operating Loss	<u>(269,358)</u>
Nonoperating Revenues (Expenses)	
Interest income	7,005
Interest and fiscal charges	(2,120)
Total Nonoperating Revenues (Expenses)	<u>4,885</u>
Change in Net Assets	(264,473)
Net Assets - January 1	<u>5,068,601</u>
Net Assets - December 31	<u>\$ 4,804,128</u>

The notes to the basic financial statements are an integral part of this statement.



**TOWN OF BAILEY'S HARBOR, WISCONSIN**  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
Marina Fund  
Year Ended December 31, 2011

Revenues

Public charges for services

Docking fees

Launch fees

Seasonal fees

Gas and diesel sales

Other

Total Public Charges for Services

Budgeted Amounts	Actual Amounts	Variance with Budget - Positive (Negative)
\$ 26,000	\$ 21,644	\$ (4,356)
6,000	5,511	(489)
32,600	39,667	7,067
43,200	63,415	20,215
7,500	6,779	(721)
115,300	137,016	21,716

Expenditures

Operation and maintenance

Wages and fringe benefits

Maintenance and supplies

Utilities

Gas purchases

Insurance

New equipment

Miscellaneous

Total Expenditures

45,000	43,569	1,431
5,700	15,097	(9,397)
5,500	5,821	(321)
39,500	56,055	(16,555)
3,500	4,183	(683)
5,000	-	5,000
11,100	12,272	(1,172)
115,300	136,997	(21,697)

Net Change in Fund Balance

- 19 19

Fund Balance - January 1

44 44 -

Fund Balance - December 31

\$ 44 \$ 63 \$ 19