



# *Town of Baileys Harbor*

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

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## **2012 ANNUAL REPORT**

## MINUTES FROM ANNUAL MEETING APRIL 10, 2012

Donald Sitte called the Annual Meeting to order at 7:00PM in the auditorium of the Town Hall. Present were Donald Sitte, Robert Schultz, Barbara Anschutz, Roberta Thelen, Peter Jacobs, Douglas Smith, Lois Pluff, Steve Parent and 77 visitors.

Accept last year's minutes – Motion made/second Terry Goode/Jim Jennings to approve the minutes from last year. Carried.

Accept financial report per auditors – With the general fund, the revenue number was \$1.4 million and the expenses were \$1.9 million. The difference is due to the capital outlay of the public works building. The debt proceeds do not show as revenue. We moved \$166,496.00 from our fund balance. These were funds that were set aside in prior years. Road construction, for example, has \$136,581.00 plus the money in our budget for 2012. The new loan was for a total of \$698,500.00. It includes the public works building, the new marina hydraulic dredger and refinancing of the baseball lighting loan. The interest rate is 3% fixed for 7 years, amortized over 10 years.

Motion made/second Mike Meulemans/Jim Jennings to accept the financial report. Carried.

Accept reports as printed – Doug reported that recycling will be returning to the Rec. Park on Summit Road. He also asked Town employees Ryan Weisgerber, Mark Franke, Jeff Kita, Don Prust and Bert Sawyer to stand. Doug thanked them for their excellent service during the windstorm on Sept. 29 and 30 and asked for a round of applause.

Motion made/second Rozanna Gerdman/Jim Jennings to approve the reports as printed. Carried.

New Business – Don read through a report from the Town's engineer, Steve Parent, of Baudhuin, Inc., a copy of which is available upon request. Don then opened up the meeting to questions from the floor.

Jim Jennings asked if Frogtown Road was going to be repaired this year. Steve Parent reported that the Town applied to the Army Corps. several years ago when the road collapsed to get some funding. Funding was not available at that time, but we were recently informed that funding has opened up to do a study on the best way to repair it. Rather than resurface it this year, we wanted to wait and see what they come up with for grant money and ideas for fixing it. Bob explained that part of Frogtown will be in the plans for this year, beginning near Maxwellton Braes to where the curve goes north near the lake.

Rich Henquinet spoke and explained that he has 51 acres of land that has been in the family for 30 years. They are currently trying to sell it, but they're having a hard time. They've dropped the asking price by 33%. The property is located at County Roads A & E. They would just like to ask their Baileys Harbor neighbors, friends and administration for advice on how to generate interest from people to potentially purchase this property. He asked anyone with advice to talk to him after the meeting.

Francha Barnard requested that when the project starts on the south end of Frogtown, the heavy trucks not enter the north end. Bob explained that loaded trucks will enter via the south end, but empty trucks would leave via the north end. Loaded machinery will be kept off.

Tim Tishler asked about a weight restriction on Frogtown. Bob explained that while it's under construction, we may have to lift it. We will do our best to keep heavy trucks off of the north end of the road.

Howard Williamson asked if there is a place to take lawn clippings and brush. Roberta explained that the old Baileys Harbor dump will be converted into the Baileys Harbor Green Site where people can bring this sort of compostable waste. There are a few things to work out, but it will be in place within the next couple of years.

## MINUTES FROM ANNUAL MEETING APRIL 10, 2012

Suzanne Bauldry asked about an electronics recycling program. Roberta stated that we are looking into some of the options for this, in addition to hazardous material disposal, etc.

Chuck Stage stated that hauling the sand from the marina dredging was a bad idea. Don explained that since we are working on making the Baileys Harbor Green Site, they needed to find a spot to take the sand. Chuck feels that area shouldn't be treated as a dump site. Steve explained that in trying to make that property more usable, there needs to be some fill brought in over time. Since it will eventually be cemetery, the soil needs to be deep enough and this will help that situation.

Suzanne Bauldry asked if the Dark Sky street lighting was complete. Doug explained that the neighborhood areas were all converted, such as downtown Baileys Harbor, Frogtown Road and the Sun Plaza area. For the outlying country areas, Bob explained that the lights were a little bit too dim. That could change and if anyone in the country would prefer them, we can look into it.

Charles Tishler asked if a street light could be placed at the intersection of Serene Drive and Cherry Road, just south of the cemetery. Don stated there will be a road check on April 28th and the Board will take a look at it.

Don Sitte asked Mike Meulemans to stand up. Don explained that for the last year, Mike has taken over the design and updating of the Town's website and has not charged the Town anything for it and asked for a round of applause.

Bob Bultman thanked the Town Board for supporting the Dark Sky program and encouraged them to take a look at converting even the rural areas as well as the lights by the Town Hall and Fire Station.

Suzanne Bauldry asked how the Treasurer's office will change now that it will be an appointed position. Don explained that at the end of her term next year, she will be hired for a three year term. Lois explained that nothing will really change and that it gives the Town Board the opportunity to hire a qualified candidate when she decides to step down.

Bob Bultman asked where sample ballots could be viewed before the election. Doug explained that he has samples in his office and that the Government Accountability Board doesn't recommend posting them anywhere else.

Roy Cole complimented the Board on the audio system for the auditorium.

Bill Becker reminded everyone about the Polkafest at the Town Hall on April 22.

Suzanne Bauldry thanked the Board for their support of the Historical Society. They will be doing a program on the 4th of July festival this year. They have old movies, slides and pictures of past years. She also stated they're always looking for help and new members.

Set date for Annual Meeting 2013 – Due to various election law changes, the annual meeting is being moved to the third Tuesday of April. Meeting date will be April 16, 2013 at 7:00PM.

Motion made/second Doug Smith/Jim Jennings to adjourn at 7:45PM. Carried.

Douglas Smith  
Town Clerk/Administrator

## **2012 CLERK/ ADMINISTRATOR REPORT**

The first phase of the Anclam Park landscaping plan has been completed, for which the Town received approximately \$103,000 in grant money from the Great Lakes Restoration Initiative. This first phase should help prevent future beach contamination by allowing better filtration of storm water runoff. The second phase, slated to begin this year, will focus on more of the aesthetic/recreational aspects of the park. We will also be receiving grant money for this phase from the Scenic Byways program.

The revisions to the Baileys Harbor Comprehensive (aka, Smart Growth) Plan have been formally adopted by the Plan Commission and the Town Board, ending an almost 3-year review process. The Plan Commission will now have the task of implementation of the plan.

Michael J. Walker, assessor for the Town of Baileys Harbor, has officially retired. He was assessor for 36 years (wow!) and I am honored that I got to work with him for about 6 of those years. I'd like to thank Mike for all of his hard work and dedication. Taking his place will be Troy Zacharias of Action Appraisers and Consultants, Inc. Troy is quite familiar with Door County, as he's been working with villages and towns here for many years, including Jacksonport since 1984. He can be reached at (888) 796-0603.

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.

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 April 15th), it is located at the Baileys Harbor Fire Station on Park Road. The rest of the time, it is located at the Baileys Harbor Recreational Park on Summit Road.

## **2012 CONSTABLE REPORT**

911 Traces - 9, Alarms - 15, Vehicle Defect Checks - 3, Building Security/Open Doors - 13, Disabled Vehicles - 10, Well Being Checks - 7, Road Obstructions - 14, Attempt to Locate - 8, Dog & Animal - 7, Accidents - 17, Training - 5, Agency Assist - 6, Noise Complaint - 3, Suspect Activity - 4, Town Board Assists - 8, Theft - 4, Damage to Property - 6, Driving/Traffic Complaints - 6, Traffic Citations - 5, Written Warnings- 1, Escorts - 2, Parking Complaints - 4, Civil Disputes - 3, Deaths - 3, Shots Fired - 3, Lockouts - 1, Burning Complaints - 2, Trespass - 1, Campers - 1, Airplane Incident - 1, Dumping Complaint - 1, Peddling Complaint - 1, Found Property - 3, Title Transfers - 1, fireworks complaints - 6, disturbances of the peace/disorderly conduct - 6

Miles: 6,096

Hours: 348.5

Constables Mark Merrill & Gary Nelson

## 2012 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 2012:

- \* We responded to a total of 106 calls.
- \* Of those, 76 were from our Mid-Door group. (Baileys Harbor, Ephraim, Gibraltar)
- \* We had 29 calls in Baileys Harbor alone, 11 in Ephraim and 36 in Gibraltar and 29 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 628.25 hours in calls and 1129.25 hours for meetings/training/maintenance. We also logged 686 hours in out of station training (NWTC, etc.)
- \* We had (2) firefighters complete the Entry Level Firefighter classes as well as (8) firefighters complete the Entry Level Driver Operator classes.
- \* Some of our firefighters were instrumental once again in setting up 2012'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 went through the ISO recertification this past fall. I am proud to say that with all of the hard work of the members that we were able to lower the rating to a 6 and an 8.2. This was the first re-rate in 17 years. Hopefully everyone can see a reduction in their homeowners insurance because of this.

The department continues to have success in raising money through our pancake breakfast. We are looking at what we can purchase with this money to help the department in the future.

The department also finished up on the outfitting of our Water Rescue Boat and responded to 7 calls this past summer.

We are always looking for new members to join the department. Please feel free to contact me about joining. 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 For the Year Ended December 31, 2012

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Taxes</b>				
Property tax	\$ 1,255,238	\$ 1,255,238	\$ 1,255,238	\$ -
Managed forest lands	-	-	766	766
Room taxes	60,000	65,000	73,571	8,571
<b>Total Taxes</b>	<b>1,315,238</b>	<b>1,320,238</b>	<b>1,329,575</b>	<b>9,337</b>
<b>Intergovernmental</b>				
State				
Shared taxes	10,824	10,824	10,825	1
Payment in lieu of taxes	22,000	22,000	23,555	1,555
DNR boat projects	-	-	102,075	102,075
Highway aids	83,219	83,219	83,219	-
Fire insurance dues	10,000	10,000	12,354	2,354
Forest cropland	-	-	152	152
Other state aid payments	-	-	3,182	3,182
County recycling	2,500	2,500	2,757	257
<b>Total Intergovernmental</b>	<b>128,543</b>	<b>128,543</b>	<b>238,119</b>	<b>109,576</b>
<b>Licenses and Permits</b>				
Liquor licenses	5,200	5,200	4,900	(300)
Operators licenses	500	500	700	200
Cigarette licenses	75	75	75	-
Holding tank permits	100	100	-	(100)
<b>Total Licenses and Permits</b>	<b>5,875</b>	<b>5,875</b>	<b>5,675</b>	<b>(200)</b>
<b>Fines, forfeits, and penalties</b>				
Parking tickets	-	-	83	83
<b>Public Charges for Services</b>				
Park rental	300	300	150	(150)
Town hall rental	2,000	2,000	1,885	(115)
Cemetery	500	500	1,860	1,360
Building inspections	500	500	2,792	2,292
Title search fee	500	500	1,638	1,138
Launching fees	2,400	2,400	3,137	737
<b>Total Public Charges for Services</b>	<b>6,200</b>	<b>6,200</b>	<b>11,462</b>	<b>5,262</b>
<b>Miscellaneous</b>				
Interest	8,000	8,000	4,904	(3,096)
Donations				
Fire department	-	506	3,295	2,789
Miscellaneous	-	1,000	1,000	-
Sale of town property	-	-	3,153	3,153
Insurance refund	2,000	2,000	3,926	1,926
<b>Total Miscellaneous</b>	<b>10,000</b>	<b>11,506</b>	<b>16,278</b>	<b>4,772</b>
<b>Total Revenues</b>	<b>\$ 1,465,856</b>	<b>\$ 1,472,362</b>	<b>\$ 1,601,192</b>	<b>\$ 128,830</b>





# **TOWN OF BAILEYS HARBOR, WISCONSIN**

## **General Fund**

### **Detailed Comparison of Budgeted and Actual Expenditures For the Year Ended December 31, 2012**

	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	34,750	34,750	32,352	2,398
Town treasurer	9,000	9,000	9,145	(145)
Board of review	1,100	1,100	900	200
Elections	10,000	10,000	8,258	1,742
Administration	6,300	8,100	7,989	111
Legal	9,000	7,200	6,077	1,123
Accounting and audit	7,000	7,000	5,906	1,094
Advertising	1,200	1,200	949	251
Office expenses	13,800	13,800	11,818	1,982
Postage	2,500	2,500	3,189	(689)
Property and liability insurance	17,000	17,000	17,637	(637)
Assessment of property	45,000	45,000	47,944	(2,944)
Mileage reimbursement	1,200	1,200	361	839
Maintenance personnel	72,500	79,500	79,394	106
Maintenance supplies/truck	16,000	16,000	13,067	2,933
Town hall	67,000	63,000	49,231	13,769
Telephone	3,000	3,000	2,932	68
Fringe benefits	5,600	55,600	54,535	1,065
Equipment repairs	3,000	3,000	3,725	(725)
Equipment outlay	10,000	10,000	2,612	7,388
Dues and subscriptions	2,000	2,000	1,100	900
Overpayment on taxes	-	-	65	(65)
Contingency	25,000	-	-	-
<b>Total General Government</b>	<b>384,950</b>	<b>412,950</b>	<b>382,186</b>	<b>30,764</b>
<b>Public Safety</b>				
Town constable	11,900	11,900	11,465	435
Fire department	245,900	246,406	220,609	25,797
First responders	24,500	24,500	19,929	4,571
Fire insurance	10,000	10,000	7,162	2,838
<b>Total Public Safety</b>	<b>292,300</b>	<b>292,806</b>	<b>259,165</b>	<b>33,641</b>
<b>Public Works</b>				
Roads	334,000	309,000	288,340	20,660
Sidewalks	10,000	10,000	9,942	58
Street lighting	19,000	19,000	19,341	(341)
Signs	1,000	1,000	(120)	1,120
Maintenance building	5,000	5,000	5,530	(530)
Snow removal	45,000	40,000	36,132	3,868
Recycling	21,210	21,210	19,991	1,219
<b>Total Public Works</b>	<b>435,210</b>	<b>405,210</b>	<b>379,156</b>	<b>26,054</b>

(Continued)



# **TOWN OF BAILEYS HARBOR, WISCONSIN**

## **General Fund**

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

**For the Year Ended December 31, 2012**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
<b>Health and Human Services</b>				
Cemetery	13,000	10,900	8,495	2,405
Dog boarding	1,000	1,000	1,000	-
<b>Total Health and Human Services</b>	<b>14,000</b>	<b>11,900</b>	<b>9,495</b>	<b>2,405</b>
<b>Culture and Recreation</b>				
Launch ramp renovation	6,300	6,300	-	6,300
Recreation field and parks	48,500	49,600	48,065	1,535
Anclam park	31,500	71,200	169,653	(98,453)
Pavilion and playground	7,600	5,000	3,948	1,052
Bicycle study/Coastal Byway	300	300	-	300
Historical society	2,500	2,500	2,500	-
Marina	50,000	83,600	83,441	159
<b>Total Culture and Recreation</b>	<b>146,700</b>	<b>218,500</b>	<b>307,607</b>	<b>(89,107)</b>
<b>Conservation and Development</b>				
Planning	7,000	7,000	1,743	5,257
Smart growth	1,500	1,500	3,331	(1,831)
Baileys Harbor Community Association	30,000	30,000	26,734	3,266
Room tax contingency	5,000	-	-	-
<b>Total Conservation and Development</b>	<b>43,500</b>	<b>38,500</b>	<b>31,808</b>	<b>6,692</b>
<b>Debt Service</b>				
Debt Retirement				
Principal	107,350	107,350	107,350	-
Interest	31,846	31,846	31,838	8
<b>Total Debt Service</b>	<b>139,196</b>	<b>139,196</b>	<b>139,188</b>	<b>8</b>
<b>Capital Outlay</b>				
Public works building	10,000	43,300	43,218	82
<b>Total Expenditures</b>	<b>\$ 1,465,856</b>	<b>\$ 1,562,362</b>	<b>\$ 1,551,823</b>	<b>\$ 10,539</b>





**TOWN OF BAILEYS HARBOR, WISCONSIN**  
Statement of Revenues, Expenses and Changes in Net Position  
Proprietary Fund - Wastewater Utility  
For the Year Ended December 31, 2012

Operating Revenues	
Charges for services	\$ 325,728
Other revenue	9,950
Total Operating Revenues	<u>335,678</u>
Operating Expenses	
Wages and fringe benefits	163,631
Operating supplies and expenses	65,139
Billing, accounting and collecting	20,154
Office supplies and expenses	3,146
Accounting and audit	6,731
Insurance	11,495
Outside services employed	1,909
Repairs and maintenance	32,167
Miscellaneous	87
Depreciation	261,681
Total Operating Expenses	<u>566,140</u>
Operating Loss	<u>(230,462)</u>
Nonoperating Revenues (Expenses)	
Interest income	4,455
Interest and fiscal charges	(1,649)
Total Nonoperating Revenues (Expenses)	<u>2,806</u>
Change in net position	(227,656)
Net Position - January 1	<u>4,804,128</u>
Net Position - December 31	<u>\$ 4,576,472</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**  
**For the Year Ended December 31, 2012**

**Revenues**

Public charges for services

Docking fees

Launch fees

Seasonal fees

Gas and diesel sales

Other

Total Public Charges for Services

Total Revenues

**Expenditures**

Operation and maintenance

Wages and fringe benefits

Maintenance and supplies

Utilities

Gas purchases

Insurance

Dredging

New equipment

Miscellaneous

Total Expenditures

**Excess of Revenues Over (Under)**

Expenditures

**Other Financing Sources**

Transfer in from general fund

Net Change in Fund Balance

Fund Balance - January 1

Fund Balance - December 31

Budgeted Amounts	Actual Amounts	Variance with Budget - Positive (Negative)
\$ 25,000	\$ 22,746	\$ (2,254)
6,600	6,413	(187)
38,250	40,807	2,557
53,500	57,255	3,755
7,550	6,516	(1,034)
130,900	133,737	2,837
130,900	133,737	2,837
45,000	51,933	(6,933)
10,800	12,890	(2,090)
5,500	7,020	(1,520)
49,800	51,320	(1,520)
4,200	3,271	929
-	656	(656)
5,000	595	4,405
10,600	10,366	234
130,900	138,051	(7,151)
-	(4,314)	(4,314)
5,000	5,000	-
5,000	686	(4,314)
62	62	-
\$ 5,062	\$ 748	\$ (4,314)

## **BAILEYS HARBOR HISTORICAL SOCIETY**

The Baileys Harbor Historical Society (BHHS) was organized in 2009 for the purpose of exploring and disseminating the history of Baileys Harbor. Each summer the society has presented a series of free, public events about the interesting and lively history of our town. The BHHS would like to expand its membership to include more of our individuals, families, and businesses. To support local history and the BHHS, visit their website [www.baileysharborhistoricalsociety.org](http://www.baileysharborhistoricalsociety.org), print a membership form, and send it in to the indicated address. The event schedule for this summer is found below.

### **2013 Events Schedule**

June 6, 2013 7PM: General Meeting-Commercial Fishing in Baileys Harbor by Trygvie Jensen, author of *Wooden Boats and Iron Men*.

July 17, 2013 7PM: Moonlight Bay History by Nancy Rafal

August 15, 2013 7PM: (Annual Nominating Meeting)-Baseball in Baileys Harbor by Bill Becker & Bob Schultz

September 12, 2013 7PM: (Annual Election Meeting)-Zahn Family History by Randy Zahn