

TOWN BOARD MEETING - TOWN OF JACKSONPORT

January 28, 2025 at 7 p.m. at the Town Hall/Fire Station

3365 County Rd V, Sturgeon Bay, WI 54235

Zoom: <https://us02web.zoom.us/j/87849691910?pwd=cLyfT5Qh4afTn1SaFbg8FnnMUAlw9p.1>

Meeting ID: 878 4969 1910

Passcode: TownBoard

Prior to the start of the meeting, town invoices will be available for review.

1. Call to Order.
2. Pledge of Allegiance
3. Roll Call/ Quorum
4. Meet n' Greet
5. Approval of the Agenda.
6. Approval of the Minutes of the Previous Town Board Meetings:
 - December 17, 2024
7. Clerk-Treasurer's Report
8. Committee Reports
 - Chair Report
 - Fire Advisory Committee
 - Parks Committee
 - Plan Commission
 - Technology Committee
 - Tourism Zone
 - Building & Grounds Committee
 - Cemetery Committee
9. Payment of Accounts
10. Public Comment (3 min. max. per individual, 30 min. max. overall)
11. Pending Business- (Discussion/Action)
 - a. Fees for Lakeside Park Pavilions
 - b. Kangaroo Lake Ordinance
 - c. Fire Department Purchases
 - d. Short-Term Rental Letter & Good Neighbor Policy
 - e. Town Hall Rentals & Equipment
 - f. Review process for individual Permit Applications submitted by Pearce
 - g. Open Meetings Law
 - h. Closed Session Interviews: Maintenance Position and Cleaning Position
The Town Board will convene into closed session pursuant to WI Statute 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - Motion:
 - Roll call vote:
 - i. Open session: *The Town Board will reconvene into open session pursuant to WI Statutes 19.85(2) for discussion and possible action regarding matters discussed in closed session*
 - Approval of action taken in closed session
12. Announcements
 - Please Check the Jacksonport Website to Confirm Committee Meeting Dates, Times, and Locations
 - Parks Meeting February 3, 2025
 - Recycling 2nd & 4th Saturdays: February 8 and February 22, 2025
 - Election (Spring Primary): February 18, 2025. Polls open 7am – 8pm.
 - Town Board Meeting: February 25, 2025
13. Agenda items for next month
14. Adjourn

Note: Discussion and/or action may occur on any of the above agenda items, except when specifically identified.

Posted: January 24, 2025

Chairperson: Thomas Wilson

Jacksonport Town Hall / Fire Station

Clerk: Colleen Huberty

<http://www.jacksonportwi.gov>

TOWN BOARD MEETING - TOWN OF JACKSONPORT

December 17, 2024 at 7 p.m. at the Town Hall/Fire Station

3365 County Rd V, Sturgeon Bay, WI 54235

Zoom: <https://us02web.zoom.us/j/5256623428?pwd=b2hDQ1pjZFICOFdXdEMwTERNZTAydz09&omn=85162624838>

Meeting ID: 525 662 3428 Passcode: jport

Prior to the start of the meeting, town invoices will be available for review.

1. Call to Order: Meeting was called to order by Tom Wilson at 7:00pm
2. Pledge of Allegiance was recited led by Al Scharrig
3. Roll Call/ Quorum: A quorum was established. Present were Town Chairperson, Tom Wilson; Supervisor 1, Renn Jervis. Supervisor 2, Theresa Cain-Bieri was excused. Clerk Huberty was present.
4. Meet & Greet: Paul Schumacher, Gwen Graboyes, Ed Ritger, Rob Hall, David Hubbard, Rita Hookstead, Al Scharrig, Nathan LeClair
5. Minutes of the Previous Town Board Meetings: **Motion (RJ/TW) to approve the minutes of all listed meetings with the following change to the minutes of the November 19, 2024 meeting: "Welcome to Jacksonport Signs" should be all county roads, not just County Rd T." Motion carried.**
 - Budget Workshop October 23, 2024
 - Public Budget Hearing, Special Meeting of Electors and Town Board Meeting of November 19, 2024
 - Joint Public Hearing with Town of Sevastopol: December 11, 2024
6. Clerk-Treasurer's Report was read by Clerk Huberty. See attached.
7. Committee Reports
 - **Chair Report** – Christmas Party was a huge success – had to set up extra tables. Thanks to the Jacksonport Women's Club, 4H and Jacksonport Business Association for all of their work to make it happen. Park looks great thanks to the Parks Committee and the volunteers. Many thanks to Dave's Tree Service who decorated the trees. Thanks to JR who lent electricity to the surrey. Proposed a new purchase agreement for the property across the street, which was sent to the sellers. The basketball backboard was damaged and although no one seems to know who broke it, GFL (our recycling company) has said they will fix it. Internet is going in. Have an opportunity to hire a new maintenance man as Mike Leibfried has retired after 4 years. We have posted the position, and we will be working on this. There has been discussion regarding Maifest – JABA has done this in the past with help from the Fire Department. Rob Geitner is looking for more volunteers. Katie Schoenfeld from Island Fever with help from Dar Kramer so if you would like to volunteer please let them know. *Chairperson Wilson introduced the Fire Chief to give an update on equipment purchases:*
 - **Fire Chief Report:** Extra donation money received last year will be used to purchase a new UTV and skid unit which is specifically designed for the UTV purchased. The UTV will be at Polar Bear Day on January 1.
 - **Parks Committee:** read by Clerk Huberty. See attached.
 - **Plan Commission:** sent two things on to the Town Board from their last meeting which are addressed in the agenda.
 - **Technology Committee:** given by Tom Wilson – approved extending County V into Elm and into West Jacksonport, so the workers will be installing there soon. They are hanging placards when they are ready for you to hook up your service.
 - **Tourism Zone:** No report
 - **Building & Grounds Committee:** No report
 - **Cemetery Committee:** No report
8. Payment of Accounts: **Motion (RJ/TW) to pay the accounts as presented. Motion carried.**
9. Public Comment (3 min. max. per individual, 30 min. max. overall)
Paul Schumacher – last two Plan Commission meetings – urges Plan commission to let presentation on "no wake boating" to occur.

Gwen Graboyes: Will send a draft sample ordinance for the Jacksonport part of Clark lake. There is a meeting in Sevastopol set for Jan 15. This is the joint meeting with the Jacksonport Plan Commission.

David Hubbard: he understands that the Plan Commission has passed on to the Town Board a recommendation to move forward with the Kangaroo Lake No Wake Enhancing Boats Ordinance. Urges the Town Board to make sure they send this on to the DNR for approval

Tom Maher: Based upon Sevastopol meeting last week. Progress is very encouraging and respectfully requests Jacksonport do as much as they can to assist in the closing of Schauer Road. The reduction of 1.2 million cars due to closing the road will greatly affect those 30 homes of which 10 are year round. Secondly – There is a tree in town ROW which is threatening on schauer Road. It is located at 5608 Schauer Road; requests that this dead tree be removed for safety reasons.

10. Pending Business- (Discussion/Action)

- a. 2025 Compensation Schedule: **Motion (TW/RJ)– to go with the compensation schedule as presented.**
The board noted that they might need to update the schedule for maintenance once a new maintenance person is hired.
- b. Schauer Road: 400,000 cars and 1.2 million visitors visit Schauer Park which creates a very busy road. Parking is an issue. Sevastopol approached the county, DNR and Town of Jacksonport and they have come up with a 3 plan approach. Tom described the 3 plans. Plan 3 is recommended by the county and others – it calls for reconfiguring the road going into Schauer Park with the balance of the existing road turned into a bike/walking path. This affects Jacksonport because Schauer Rd will be cut off. The road is slowly deteriorating with all of the traffic.
Fire Chief –initial response is from Sturgeon Bay and they would take the south entrance. Jacksonport does use the entrance through Schauer as it is shorter. The best route in can change, based on the traffic. If Schauer is backed up with traffic, they have to go all the way around and that does take longer. Perhaps we could make the path wide enough for an ambulance to get through; it doesn't need to be an engine, but an ambulance would be a good thing to send through.
Schauer Road will become a county road. Sevastopol supported option 3 with the stipulation that it doesn't cost more than \$50,000.00. The County needs Jacksonport and the DNR to approve and work together.
Motion (TW/RJ): that Jacksonport supports Option 3 of the County plan to redo Schauer Road into Cavepoint Park, close down Jacksonport's portion and create a dead end. The State must provide land for a turnaround. This project is to be funded through various sources, such that Jacksonport's portion will not exceed \$18,000.00. Motion carried.
- c. Clark Lake: is in committee. The Plan Commission is working on.
- d. Consideration of Kangaroo Lake Ordinance Restricting Artificial Wake Enhancement: Baileys Harbor has received DNR approval and moved to adopt the Ordinance.
Motion: (TW/RJ) to adopt the Kangaroo Lake ordinance subject to DNR approval and 60 day review (TW/RJ) Motion carried
- e. Short-Term Rentals: Plan Commission passed a short motion on December 3, 2024, that recommends the *“Town adopt a resolution to all STR owners to adopt good neighbor policy, etc. that town board adopt a resolution or send a letter to all STR owners in Jacksonport (whichever appropriate) that adopts the Good Neighbor policies, requires STR owners to provide commercial trash receptacles on-site (STRs may not use town trash receptacles in parks), that occupancy numbers of STR units comply with Door County Sanitation Ordinance as to waste disposal system sized per bedrooms on home and occupancy 2 per bedroom, and that owners are required to sign and return the letter/resolution acknowledging their receipt and agreement. Further note town is not establishing an ordinance with more restrictive terms at this time in the anticipation that STR owners will work to comply with the terms of the resolution/letter.* Chairperson Wilson noted that owners should sign and return the letter.
Motion: (TW/RJ) to have Town Attorney Create a letter that STR owners will sign. It will include the Good Neighbor Policy as established by Home Host, as well as those recommendations presented by the Plan Commission. There needs to be a listed contact within an hour's drive of the home. Motion carried
- f. Secure Notice Enclosures for Park Pavilions: **Motion:(RJ/TW) to approve the Parks Committee recommendation and purchase the enclosures as proposed. Motion carried.**

11. Announcements: were read by the Town Chairperson

- Please Check the Jacksonport Website to Confirm Committee Meeting Dates, Times, and Locations
- Recycling 2nd & 4th Saturdays: December 28, 2024; January 11, 2025; January 25, 2025
- Town Board Meeting: January 21, 2025

12. Agenda items for next month

13. Adjourn: **Motion (TW/RJ) to adjourn the meeting. Motion carried.** Meeting adjourned at 7:45pm.

Clerk's Report:

Municipal Elections: Our Town Board is up for re-election. Election packets were picked up by all of our incumbents. Their papers must be filed with the clerk by January 7th to run for office.

Dates for Elections for 2025: WEC released the dates for 2025 elections:

- February 18: Spring Primary if required
- April 1: Spring Election

Treasurer's Report:

Door County Tourism Zone check received: \$24,791.11

12.17.24 PARKS COMMITTEE REPORT

Les Kiehnau, Parks Committee Chairman

Various members of the Parks Committee are gathering additional information necessary to estimate a reasonable rental rate to reserve a Lakeside Park pavilion.

Work on the Comprehensive Outdoor Recreation Plan also continues.

After discussion, the Parks Committee unanimously passed a motion recommending the Town Board obtain two enclosed message centers. One message center should be mounted to the west side of each Lakeside Park pavilion's water heater enclosure. These message boards will be used to appropriately display use rules, reservations, and any other appropriate notices. Two message centers, Belson Outdoors Model # MCP-ME, are listed at a total cost of \$828.00 plus shipping, or \$414.00 plus shipping per unit. The 25½" L x 20" H x 3" D units should be ordered in the charcoal color to best match the water heater enclosure color. Further specifications and ordering information have been provided to the Town Clerk.

The next Parks Committee meeting is scheduled for January 13th at 7 PM at the Town Hall, all are welcome to attend.

End of report.

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



November 12th, 2024

Subject: Town of Baileys Harbor
Kangaroo Lake

Dear Town Officials:

Thank you for submitting the draft ordinance regulating activities on the waters in the Town of Baileys Harbor, Door County, for review.

The primary purpose of this administrative review is to provide guidance based on consideration of the effect of the ordinance on the state from the standpoint of uniformity and enforcement and the effect of the ordinance on an affected town, village, city, lake district or town sanitary district in view of pertinent local conditions. Proposed ordinances shall be sent to the Wisconsin DNR at least 60 days prior to final action being taken by the local unit of government. After reviewing the proposed ordinance, I have found that it is consistent with chapter 30 of Wisconsin's state statutes.

Per the requirements of s. 30.77(4), Wis. Stats, all ordinances shall be prominently posted by the local authority at all public access points within the local authority's jurisdiction. The posting requirements of NR 5.15, Wis. Adm. Code are below:

Posting requirements. The posting requirements for local authorities under s. 30.77 (4), Stats., shall be a sign with a minimum of 3 inch lettering stating "Local Ordinance" posted at each public landing. The sign shall list, in letters with a minimum height of one inch, a summary, synopsis, or outline of those regulations more restrictive than state law, or shall contain a map made of a durable material showing those areas with local restrictions, or both, including but not limited to speed limits, water ski hours and personal watercraft restrictions, if any.

If you require anything further, please do not hesitate to reach out to me. Thank you!

Sincerely,

Marcus Medina

Marcus Medina, Recreation Warden
Division of Public Safety and Resource Protection

Colleen Huberty

From: Schwartz, Zakry <zschwartz@co.door.wi.us>
Sent: Friday, January 3, 2025 11:09 AM
To: Colleen Huberty
Cc: Hansen, Holly
Subject: RE: Jacksonport's percentage of Kangaroo Lake

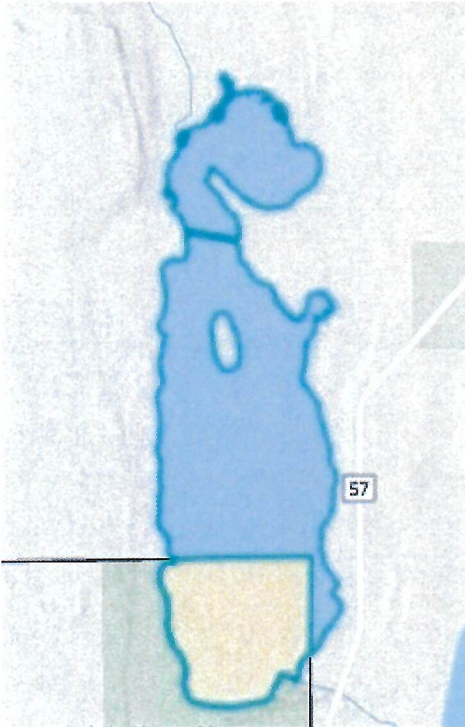
Hello Colleen,

From my calculations, Jacksonport owns 0.44 Sq Miles out of the total of 1.829 Sq Miles meaning Jacksonport owns 24.05% of Kangaroo Lake.

Showing my work:

Jacksonport's municipal boundary was used as a clipping boundary from Kangaroo Lake to create a new polygon. Utilizing ArcGIS Pro, I calculated the new polygon that was entirely within Jacksonport to be 0.44 Sq Miles. I then checked to see what the total Sq Miles was for Kangaroo Lake which was 1.829 Sq Miles. Doing $(0.44 / 1.829) * 100 = 24.05\%$.

Figure 1: Blue is Kangaroo Lake (not Jacksonport) and tan is Kangaroo Lake (Jacksonport).



Thank you,

Zakry Schwartz
GIS/Land Information Coordinator
Door County Register of Deeds
421 Nebraska St Sturgeon Bay, WI 54235
Phone: (920) 746-2391

Email: zschwartz@co.door.wi.us | Website: <https://www.co.door.wi.gov/>

From: Colleen Huberty <clerk@jacksonportwi.gov>
Sent: Thursday, January 2, 2025 7:50 AM
To: Schwartz, Zakry <zschwartz@co.door.wi.us>
Subject: RE: Jacksonport's percentage of Kangaroo Lake

Thank you so much for this, Zak. And yes – if you can calculate a number I will be so grateful 😊

Colleen M Huberty
Town Clerk-Treasurer
Town of Jacksonport
Door County

Hours: M, T, F 10am – 3pm

Address: 3365 County Road V
Sturgeon Bay, WI 54235

Main Phone: (920) 823-8136

Email: clerk@jacksonportwi.gov

Website: jacksonportwi.gov

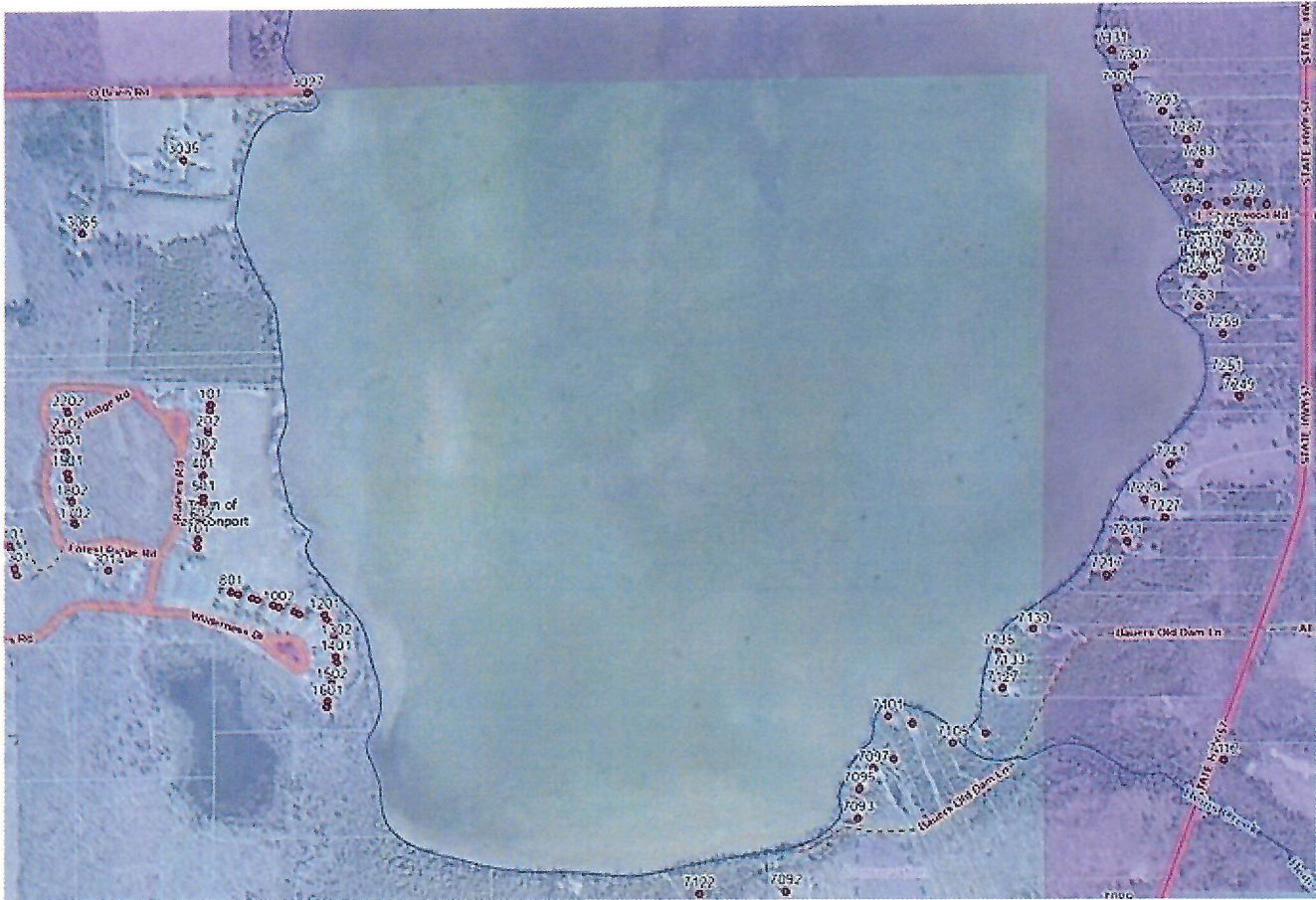
MyVote Wisconsin (voter status, address change, absentee requests): <https://link.edgepilot.com/s/b30dddb1/wKRKn-NqvECxS07w0Gl6Uw?u=https://myvote.wi.gov/en-us/>

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From: Schwartz, Zakry <zschwartz@co.door.wi.us>
Sent: Tuesday, December 31, 2024 9:33 AM
To: Colleen Huberty <clerk@jacksonportwi.gov>
Subject: RE: Jacksonport's percentage of Kangaroo Lake

Hey Colleen,

Here's a snapshot from our GIS map online of where the municipal border ends (Jacksonports responsibility). I am guessing you're more interested in obtaining a number? If so, I can calculate that for you, just let me know.



Thank you,

Zakry Schwartz

GIS/Land Information Coordinator

Door County Register of Deeds

421 Nebraska St Sturgeon Bay, WI 54235

Phone: (920) 746-2391

Email: zschwartz@co.door.wi.us | Website: <https://www.co.door.wi.gov/>

From: Colleen Huberty <clerk@jacksonportwi.gov>

Sent: Monday, December 30, 2024 3:31 PM

To: Schwartz, Zakry <zschwartz@co.door.wi.us>

Subject: Jacksonport's percentage of Kangaroo Lake

Hi Zak:

Wondering if you are able to tell me how much of Kangaroo Lake Jacksonport is responsible for, or better yet, if you can help me figure it out using the new GIS?

Please advise and thanks

Colleen M Huberty

Town Clerk-Treasurer

Town of Jacksonport

Door County, Wisconsin

ORDINANCE NO.2025-01

**An Ordinance Restricting Certain Artificial Wake Enhancement
For Kangaroo Lake**

WHEREAS, in the interest of public health, safety, and/or welfare, including the public's interest in preserving natural resources, the Town of Jacksonport ("Town") has the authority to enact ordinances covering waters within its jurisdiction if the ordinances are not contrary to or inconsistent with Wis. Stat. Chapter 30, and they relate to the equipment, use, or operation of boats or to any activity regulated by Wis. Stats. § 30.60 - §30.71; and

WHEREAS, The Towns of Baileys Harbor and Jacksonport share ownership of Kangaroo Lake; and

WHEREAS, If there is more than one jurisdiction with authority over an inland lake, an ordinance pertaining to the equipment, use or operation of boats on inland lakes is valid and enforceable per Wis. Stat. § 30.77 (3)(ac)(2.) if the following applies: *"At least 50 percent of the towns, villages and cities having jurisdiction over the lake have enacted an identical ordinance and at least 60 percent of the footage of shoreline of the lake is within the boundaries of these towns, villages and cities;* and

WHEREAS, The Town of Baileys Harbor has enacted Ordinance #2024-03 *"An Ordinance Restricting Certain Artificial Wake Enhancement"*; and

WHEREAS, The Town of Baileys Harbor owns 75.95% of Kangaroo Lake and the Town of Jacksonport owns 24.05% of Kangaroo Lake; and

NOW, THEREFORE, the Board of Supervisors of the Town of Jacksonport, Door County, Wisconsin does hereby approve and adopt the Ordinance as presented by Baileys Harbor, Wisconsin and does ordain as follows:

Section 1. Applicability and Enforcement

The provisions of this ordinance shall apply to the entirety of Kangaroo Lake. This ordinance shall be enforced by all officers of Jacksonport, Door County, Wisconsin and all other individuals empowered to enforce ordinances in the Town.

Section 2. Certain Artificial Wake Enhancement Prohibited

- (1) Prohibited Equipment: No person may use or employ ballast tanks, ballast bags or fins to cause a boat to operate in a bow-high manner, or in a manner which increases or enhances a boat's wake.
- (2) Prohibited Operation: No person may operate a boat in an artificially bow-high manner having the effect of increasing the boat's wake. Such prohibited operation shall include wake enhancement by use of ballast tanks, or ballast bags, or fins, or continuous operation at transition speed (the speed below planing speed in which a boat is operating in plowing mode).
- (3) Certain Operations Excluded: In no event shall any of the following operations be deemed a violation of the Ordinance, provided such operations do not use or employ ballast tanks, water sacks or wake enhancing fins:
 - i) Water skiing
 - ii) Tubing
 - iii) Brief transition operation to empty a boat of bilge water
 - iv) Brief transition operation of a boat accelerating into a planning condition.

Section 3. Penalty

- (1) Wisconsin state boating penalties as found in Wis. Stat. § 30.80, and deposits established in the Uniform Deposit and Bail Schedule established by the Wisconsin Judicial Conferences, are hereby adopted by reference, except all references to fines are amended to forfeitures and all references to imprisonment are deleted.
- (2) To the extent that the penalty for any violation of the Ordinance is not provided under Wisconsin state boating penalties as found in Wis. Stat. § 30.80, any person violating this Ordinance shall forfeit \$500 for the first offense and shall forfeit \$1000 for the second and subsequent offenses within one (1) year. Deposits established in the Wisconsin Circuit Court Fee, Forfeiture, Fine and Surcharge Tables shall also apply to any violation.

Section 4. Severability

Should any portion of this Ordinance or the affected Code Section(s) be held invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 5. Effective Date

Upon adoption, this Ordinance shall take effect on the day after the date on which the ordinance is published. It is understood that the Ordinance, to be effective, must also be signposted and provided to the Department of Natural Resources as required by law.

Enacted on _____, 2025

TOWN OF JACKSONPORT

Theresa Cain-Bieri (Town Vice-Chairperson)

CLERK’S CERTIFICATE OF ENACTMENT:

I hereby certify that the foregoing Ordinance was duly enacted by the Town of Jacksonport Board of Supervisors on the date indicated above.

Dated: _____, 2025

(Colleen Huberty, Town Clerk)

Published on _____, 2025 by _____

Lab.

MTECH Inc.

1072 MARAUDER STREET
SUITE 210
CHICO, CA 95973
Phone: 530-894-5091
Fax: 530-894-5092

Quotation

Quote JACKSONPORT FIRE DEPARTMENT
To: 3365 COUNTY RD. V
Sturgeon Bay, WI 54235
United States

Quote Number:	15555	Contact:	AUSTIN GULLEY
Quote Date:	12/12/2024	Expires:	01/11/2025
Customer:	JACKSONPORTF	Inquiry:	
Salesman:	Steve Kleppe	Terms:	Check
Ship Via:	FLAT RATE \$800	Phone:	+1 (920) 677-8949
FOB:	CHICO, CA	FAX:	

1. This is an estimate only. Modification to line items may affect final pricing.
2. Price does not include sales tax (if applicable), crating or freight charges.
3. Commercial address with a forklift or loading dock is required to qualify for QTAC UTV skid flat rate shipping.

Item	Part Number Description	Revision	Quantity	Price
1	2300.007-02 QTAC 85EMS High Pressure Pump Build, Electric Hose Reel, Includes: - Welded, 85-gallon PolyTough™ internally baffled tank - Honda GX200, 5.5 HP manual start engine - Waterax Versax 6 2-stage pump (Max 105 GPM, 120 PSI) - Hannay electric hose reel - Black Commercial Grade Rubber Reel Hose, 3/4" X 75' - Brass Bullseye Nozzle w/ 1/4" turn shut off, 3/4" - 1-1/2" drain - 4" fill tower - 1" gated auxiliary discharge - Auxiliary draft suction (draft hose kit sold separately) - Water level sight tube - Grab rails and welded copolymer patient litter platform - Red with white graphics		1	\$8,545.0000 /EA
2	FR800 QTAC (Central/Eastern) flat rate shipping fee to a commercial address within the Contiguous U.S. Additional services such as lift gate, appointment requests, school, secure location, military base, or farm delivery will require additional fees.		1	\$800.0000 /EA

Total: \$9,345.00

Steve Kleppe
skleppe@qtacfire.com
1-888-797-5100 EXT 166

By DAVID HINES
MTECH Inc.



Dear Short-Term Rental Owner,

Enclosed, please find a copy of the **“Good Neighbor Policy for Short-Term Rental Owners”** which has been approved by the Jacksonport Town Board. We kindly ask that you carefully read through the policy and keep it for your records.

Please note that at this time, the Town is not enacting any ordinance with more restrictive terms to regulate short-term rentals within the Town. However, we want to emphasize that compliance with the enclosed policies is essential. If owners fail to adhere to the outlined guidelines, it may be necessary for the Town to adopt a more restrictive ordinance to address resident concerns. This policy is intended to provide owners with information regarding good neighbor practices, specifically addressing complaints the Town has previously received.

We appreciate your cooperation in ensuring a positive experience for both short-term rental guests and the local community. Should you have any questions or need clarification regarding the policy, please feel free to contact us.

Thank you for your attention to this matter.

Very truly yours,

Town Board

Town of Jacksonport
3365 County Road V
Sturgeon Bay, WI 54235
(920)823-8136
clerk@jacksonportwi.gov

cc: Attorney Eric Larson, Municipal Law and Litigation Group, SC
Lisa Bieri, Chairperson, Town of Jacksonport Plan Commission

Good Neighbor Policy for Short-Term Rental Owners

As a short-term rental owner, it is essential to maintain a positive relationship with neighbors and contribute to the well-being of the community. This Good Neighbor Policy outlines key expectations for guests and hosts to ensure a peaceful, respectful, and safe environment for all. **Please review and adhere to the following guidelines:**

1. 24-Hour Contact Information

- Provide a reliable 24-hour contact for your guests. The contact person must be available within **one hour's drive** from the property at all times. Ensure the contact is reachable and responsive to any issues that may arise during a guest's stay.

2. Respect for Neighbors

- Treat your neighbors as you would want to be treated. Maintain a considerate attitude towards those living in the area. Please remind your guests to be mindful of the local community and to act with respect for everyone around them.

3. Occupancy Limits

- Always **obtain prior approval** before allowing any additional persons beyond your booking agreement. Adhere to occupancy limits as stated in your agreement and local regulations. **Maximum occupancy is 2 persons per bedroom** to comply with the Door County Sanitation Ordinance and ensure safe waste disposal.

4. Noise and Quiet Hours

- Be considerate of the neighborhood's right to peace and quiet. **Quiet hours are in effect after 10:00 PM.** Excessive noise, including loud music and shouting, is prohibited. Remind guests that they should respect the quiet enjoyment of neighbors' homes and properties.

5. Fireworks and Grilling

- **Fireworks and charcoal grilling on decks are prohibited** for the safety and enjoyment of everyone in the neighborhood. Please ensure guests are aware of this rule.

6. Property Maintenance and Cleanliness

- Keep the rental property **clean, presentable, and free of trash**. Ensure that guests clean up after themselves and dispose of trash in the appropriate **commercial trash receptacles** provided on the property.
- Under no circumstances are guests allowed to use town hall or park trash receptacles.
- Ensure your property complies with Door County sanitation regulations regarding waste disposal. The system should be sized according to the number of bedrooms and the occupancy limit.

7. Pets

- Guests with pets are responsible for keeping the yard clean. **Prolonged barking** that disturbs neighbors is prohibited. Pets must remain **on the rented property** at all times and must be **leashed when outside** the property for walks.

8. Parking

- Encourage guests to use the **driveway and/or garage** for parking before utilizing street parking. Be mindful of other drivers and neighbors' access to their properties.
- **Drive responsibly** in the neighborhood, always keeping in mind the safety of children and others in the community.

By following these guidelines, we can ensure a harmonious environment for all residents and visitors. Thank you for your commitment to being a responsible and considerate neighbor.

Please review and provide this policy to your guests upon their booking confirmation.

Technology Committee
Town of Jacksonport
January 15, 2025
Meeting Minutes

Meeting called to order at 9:00am January 15, 2025 in the Fire Department Training Room, Jacksonport Town Hall by Bob Kufrin.

Present: Bob Kufrin, David Crawford (zoom), Joe McMahon, Tom Wilson (zoom), Jon Craig, Lynn Wilson.

Minutes: Meeting Minutes from 12/16/24 approved. Motion by Joe McMahon, seconded by Tom Wilson.

Agenda:

Comments and Correspondence: none

New Business:

Update with Todd Kruse, Frontier Communications liaison.

Performance Bond is approved.

Construction will move forward barring weather conditions. Equipment is ordered.

Motion to move to closed session to discuss proprietary design and permit information. Motion by Lynn Wilson, seconded by Joe McMahon. Approved. Discussion and review.

Motion to move to open session. Motion by Joe McMahon, seconded by Lynn Wilson. Approved.

Review and discussion of individual boring permits. Motion for the committee to review and approve phase permits for town roads only; permits for individual parcel/ customer borings will not come to the committee. Motion by Bob Kufrin, seconded by David Crawford. Approved.

Motion to approve permit 254289. Motion by Bob Kufrin, seconded by Joe McMahon. Approved.

Motion by Lynn Wilson, seconded by Tom Wilson to adjourn. Approved. Meeting adjourned at 10:18am.

Frontier websites to know: frontier.com/shop; frontier.com/myfiber

Next Meeting: TBA. Fire Training Room.

TOWN BOARD MEETING - TOWN OF JACKSONPORT MINUTES

October 22, 2024 at 7 p.m. at the Town Hall/Fire Station

3365 County Rd V, Sturgeon Bay, WI 54235

1. Call to Order: Vice-Chairperson, Theresa Cain-Bieri called the meeting to order at 7:00pm
2. Pledge of Allegiance was recited
3. Roll Call/ Quorum: A quorum was present with Vice-Chairperson, Theresa Cain-Bieri; Supervisor 1, Renn Jervis. Chairperson, Tom Wilson was excused. Clerk Huberty was present
4. Meet n' Greet: Paul Schumacher, Mike and Deb Brzinski, Bob Kufrin, David Crawford, Eileen Pounds, Gay Pustaver, Mike Desmond
5. Approval of the Agenda: **Motion (RJ/TCB) to approve the agenda as presented. Motion carried**
6. Approval of the Minutes of the Previous Town Board Meetings: **Motion (RJ/TCB) to approve all minutes as presented. Motion carried.** See bullets points immediately following
 - Special Town Board Meeting: September 18, 2024
 - Town Board Meeting: September 24, 2024
 - Special Town Board Meeting: September 30, 2024 *
7. Clerk-Treasurer's Report: Read by Clerk Huberty. Please see attached.
8. Committee Reports
 - **Chair Report:** Vice Chairperson, Cain-Bieri gave the report as Chairperson Wilson was excused. Supervisor Cain-Bieri has been receiving phone calls and emails regarding wake boarding and short-term rental ordinance possibilities. These are on the agenda for Plan Commission so both are in very preliminary stages. These are items to look for in the future on the agenda
 - Parks Committee: no report
 - Plan Commission: meeting tomorrow
 - Technology Committee: on agenda for later in meeting. Technology Chairperson, Bob Kufrin, reported that he received an email from Todd; Frontier is waiting for the permit. They are ready to go.
 - Tourism Zone: Supervisor Cain-Bieri gave a report: Lawsuits are outstanding in some municipalities. The Tourism Zone might take on STR licensing for a fee if municipalities are in favor of it.
 - Building & Grounds Committee: no report
 - Cemetery Committee: Paul Schumacher, Chairperson read report
9. Payment of Accounts (TCB/RJ)
10. Public Comment (3 min. max. per individual, 30 min. max. overall)

Deb Brzinski would like to put up a garden shed – can she put up if small enough?

Eileen Pounds inquired about having a sign about the beaches being private at the launch. Someone called the police on her dog in her own back yard.

Mae Muehl inquired about a no engine breaking sign coming into Jacksonport. It was requested at the county, but nothing came of it. Mae can write to Thad Ash

Gay Pustaver thanked the Town Board for helping with road closure

David Crawford asked if Schauer Road was reverting to the county?
11. Pending Business- (Discussion/Action)
 - a. Tax Insert: The Board discussed changes to the insert and made the following:
 1. Fiber is coming; see reverse side (and place fiber update on reverse). Create bolded noticable link and/or qr code
 2. Subscribe to town website for updates, meeting agendas and notices. Publish bold link
 3. Take quarry off insert
 4. Keep phragmites on the insert
 5. Driveway permits are required for new driveways
 6. Change dates at the bottom on dog licenses
 7. Use orange paper if available**Motion (TCB/RJ) to approve two sided tax insert with changes discussed. Motion carried**
 - b. Frontier Permit Approval Procedure: The Board discussed the best procedure for a blanket permit. Add exhibit A as prepared by attorney. All roads need to be included with all possibilities

Motion (TCB/RJ): Approve the blanket permit with exhibit A prepared by Attorney Larson, listing all Jacksonport roads and any work or type of construction they might be doing. Technology will be granted the authority for this Underground Right-of-Way Permit (only on this project) to approve the permit and plans as they are received from Frontier and pass them along to the Town Board on a timely basis. Motion carried.

- c. Coastal Management Grant: **Motion (RJ/TCB) – Have Bay Lakes Regional Planning Commission* write the Coastal Management Grant for \$100,000. Motion carried.**
- d. Special Meeting of Electors: Budget
Motion: (TCB/RJ) Schedule special meeting of electors on November 19, 2024 at 6:30. Notice to include the hearing, special meeting of electors, and monthly Town Board meeting to immediately follow (TCB/RJ) Motion carried

12. Announcements

- Please Check the Jacksonport Website to Confirm Committee Meeting Dates, Times, and Locations
- Recycling 2nd & 4th Saturdays: November 9, 2024 & November 23, 2024
- Last date to drop off brush at Greensite: November 2, 2024 (8am – 2pm)
- Town Board Meeting: November 19, 2024
- Town Offices Closed: November 29, 2024
- December board meeting will be 12/17

13. Agenda items for next month:

Fee schedule and compensation schedule

14. Adjourn: **Motion (TCB/RJ) to adjourn. Motion carried.** Meeting adjourned at 8:04

*Respectfully submitted,
Colleen Huberty
Town Clerk-Treasurer*

**Amended per Board Request*

OCTOBER 2024 CLERK/TREASURER REPORT

Clerk's Report:

Presidential Election: We are in the home stretch

In-person Absentee Voting began today and will run during office hours through November 1, 2024.

Registrations can no longer be mailed or emailed in; they must be done in-person with the clerk

We have scheduled our election inspectors for the election.

Eileen Pounds (our Chief Inspector) and I will be attending an election security meeting at the county this Thursday.

Voting equipment will be tested October 29 at 2:30pm

We have been told we will have observers at this election.

Land Purchase

- **Coastal Management Grant:** Bay Lake is writing the Grant for this, requesting \$100,000 in funds.
- **DCCF:** We are waiting to hear on the progress of this grant application.

Frontier: Construction is beginning on a subset of Area 1. We are working with Frontier to come up with a "Blanket Permit" for our roads.

Cemetery Committee Report as of October 18, 2024

Given by Paul Schumacher, Chairperson – Cemetery Committee

Mike (Leibfried) continued to clean up the perimeter of the cemetery. It is looking great. Mike also cleaned and inspected the Town sign within the cemetery, near the pump. The plywood substrate of this sign is rotting and needs replacement.

I viewed the headstones in the old portion of the cemetery and identified eight stones in need of repair/straightening. I'll forward photos and names a bit later.

Mike and I found at least six corner markers in the new portion, along the south edge (along road). We marked these with green metal short rods. We will be able to find corner markers going north if we keep these end markers unburied and marked. They were several inches below ground level and could only be found using metal detector.

Good start at finding corner markers.

Paul