

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
**REQUEST FOR CONSIDERATION**

**Board of Trustees – 5/21/2018**

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**File No.** #MTG-BOT-180521-54

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**From:** Daniel Guild, Administrator

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**Question:** Should the Board of Trustees modify Sec 78.103 (C) re the Weston Tourism Commission to allow for non-Weston residents to serve on the Tourism Commission as a representative of the hotel/lodging industry?

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**Background**

The Clerks Department identified an issue with the reappointment of Joyce Elliot as the representative of the hotel/lodging industry on the Tourism Commission, due to the fact she is not a Weston resident, which is required by Village Code 78.103 (C). Approving this action will modify the code and allow for Elliot or other non-Weston residents to represent the hotel industry on the Weston Tourism Commission. Attorney Yde has reviewed the modifications.

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**Public Review:** No Prior Official Review.

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**Fiscal Impact:** None

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**Recommendation:** Administrator recommends approval.

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**Recommended Language for Official Action**

**I move to approve the Administrator's recommendation to modify Municipal Code Sec 78.103 (C) and adopt Ordinance 18-014.**

**Additional actions**

- Post revised ordinance online.
- Connect with Joyce Elliot and process her appointment
- Schedule Tourism Commission meeting.

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Are there additional reference documents which have been attached to this report?

## Daniel Guild

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**From:** Joyce Elliott  
**Sent:** Friday, May 11, 2018 11:23 AM  
**To:** Barb Ermeling; Sherry Weinkauff; Hooshang Zeyghami; Kevin Ostrowski; Mark Maloney; Wally Sparks; Yee Leng Xiong; Jon Ziegler; Carrie Sukup; Dick Yaeger; Bob Bender; Daniel Guild  
**Subject:** Request Change of Weston Tourism Commission

Good Morning

Today, I, Joyce Elliott, went to the Village of Weston and took my oath for the Weston Tourism Commission and was informed after doing so that I needed to be an adult resident of the Village of Weston to serve on this commission.

I currently do reside in Gleason, WI and is employed at Weston Inn & Suites as the GM.

I am have been voted upon by the members of the Wausau Area Hotel & Lodging Association to serve on this commission to represent the 4 hotels in Weston (American Inn, Holiday Inn Express, Fairfield and Weston Inn & Suites) for the last term and this upcoming term.

I would like to submit the following change:

(c) **Weston Tourism Commission.** The Weston Tourism Commission (the "Commission") shall consist of five members who shall serve without compensation. All members shall be residents and/or employed in the Village of Weston. At least one of the members shall represent the Wisconsin hotel and motel industry.

It currently reads:

(c) **Weston Tourism Commission.** The Weston Tourism Commission (the "Commission") shall consist of five members who shall serve without compensation. All members shall be adult residents of the Village of Weston. At least one of the members shall represent the Wisconsin hotel and motel industry.

Please note that prior to this oversight the Weston Board of Trustees did approved my appointment to the Tourism Commission for the 2018-2019 term. As stated I did take my acceptance oath and wish to continue my appointment on the Weston Tourism Commission and ask for the change to be made at the next meeting to confirm my commitment to the Village of Weston and the hotels in Weston.

Thank you for the consideration of change to allow me to continue as a member of the Weston Tourism Commission.

Joyce Elliott, GM  
Weston Inn & Suites

Title GM  
Company Weston Inn & Suites

Sec. 78.103. Tax moneys.

- A. **Collection of tax.** This section shall be administered by the Village Finance Director/Treasurer. The Room Tax is imposed for each calendar quarter, or first partial calendar quarter, and is due within thirty (30) days of the end of that quarter. A return shall be filed with the Village Finance Director/Treasurer, with each quarterly payment. The return shall itemize the gross receipts of the preceding calendar quarter from the retail furnishing of rooms or lodging, the amount of taxes imposed for such period, and such other information as the Village Finance Director/Treasurer deems necessary. Every person required to file such quarterly return shall, with the first return, elect to file on an annual calendar year or fiscal year. An annual return shall be filed with the Village Finance Director/Treasurer summarizing the quarterly returns, reconciling and adjusting for errors in the quarterly returns, and containing such additional information as the Village Finance Director/Treasurer requires. The annual return shall be filed within 90 days of the close of each calendar or fiscal year. The annual returns shall be made on forms as prescribed by the Village Finance Director/Treasurer. All returns shall be signed by the person required to file a return or duly authorized agent. The Village Finance Director/Treasurer may, for good cause, extend the time for filing any return for up to thirty (30) days after its original due date.
- B. **Distribution of tax.** Some of the Room Tax shall be retained by the Village for unrestricted use and the remaining amount shall be forwarded to the Weston Tourism Commission for tourism promotion and tourism development. Beginning with the Room Tax collected on January 1, 2017, the Village shall retain, each year, the greater of either 30% of the Room Tax collected for that year or one of the following amounts:
1. For the fiscal year 2017, the same dollar amount of the Room Tax retained as the Village retained in its 2014 fiscal year.
  2. For the fiscal year, 2018, the same dollar amount of the Room Tax retained as the Village retained in its 2013 fiscal year.
  3. For the fiscal year, 2019, the same dollar amount of the Room Tax retained as the Village retained in its 2012 fiscal year.
  4. For the fiscal year, 2020, the same dollar amount of the Room Tax retained as the Village retained in its 2011 fiscal year.
  5. For the fiscal year, 2021 and thereafter, the same dollar amount of the Room Tax retained as the Village retained in its 2010 fiscal year.
- C. **Weston Tourism Commission.** The Weston Tourism Commission (the "Commission") shall consist of five members who shall serve without compensation. ~~All members shall be adult residents of the Village of Weston.~~ At least one of the members shall represent the Wisconsin hotel and motel industry. All members, except the Wisconsin hotel and motel industry representative, shall be residents of the Village of Weston. The Wisconsin hotel and motel industry representative must be employed by, or have an ownership interest in, a hotel or motel located in the Village of Weston.

1. Appointments. Members of the Commission shall be appointed by the Village President and confirmed by a majority vote of the members of the Village Board who are present when the vote is taken. Members shall serve for a one year term, at the pleasure of the appointing official, and may be re-appointed. The Commission shall, from among its members, elect a chairperson, vice chairperson, and secretary.
2. Meetings.
  - a. All meetings of the Commission shall be at the call of the Chairperson or upon written request of any two (2) members directing the Secretary to hold such meetings.
  - b. Three (3) members present at the meeting shall constitute a quorum.
  - c. Notice of the time and place of all Commission meetings shall be posted in accordance with Wisconsin State Statutes.
  - d. The Commission shall keep minutes of its proceedings and shall keep other pertinent records that may come into the Commission's possession. Commission records are subject to the Wisconsin Public Records Law, subject to the confidentiality requirements of the Wisconsin Room Tax Statute. The Chairperson or his/her designee shall be designated to serve as custodian of the Commission's records.
  - e. The Commission shall have the power to make such rules and regulations as may be required for the ordinary conduct of its business.
3. Powers and Duties.
  - a. The Commission shall have the powers and duties conferred upon it by Wis. Stat § 66.0615. All Room Tax revenue provided to the Commission shall be spent on tourism promotion and tourism development within the Village of Weston including, but not limited to, marketing projects, transient tourist information services and tangible municipal development activities.
  - b. Any contract entered into by the Commission shall not be valid and enforceable until approved by the Village Board.
  - c. The Commission shall provide an annual report to the Village Board itemizing the amounts and purposes for which the Room Tax revenues were Chapter 78 Taxation and Special Assessments Page 6 allocated.

(Ord. of 1-16-1989 and Ord. of 8-16-04, § 1(10)) [Amended via Ord. No 15-027, 11/18/2015; Ord. No 17-005, 2/22/2017]