



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
SPECIAL MEETING AGENDA OF THE BOARD OF TRUSTEES**

Weston Municipal Center Board Room  
4747 Camp Phillips Road, Weston, WI 54476

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**MONDAY, JULY 31, 2023, AT 5:30 P.M.**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If a quorum of other government bodies are present this would constitute a meeting pursuant to "State of Wisconsin ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993)". Therefore, no official actions other than those of the BOARD OF TRUSTEES shall take place.

Any interested persons may attend the meeting via the Zoom link listed below.

**Join Zoom Meeting:**

<https://zoom.us/j/5445915099>

**Join Zoom Meeting by Phone:**

+1 312 626 6799 US (Chicago)

**Meeting ID: 544 591 5099**

**AGENDA ITEMS**

1. Special Board of Trustees Meeting called to order by President Maloney
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk for Board of Trustees
  - a. Maloney{p}, Zeyghami{vp}, Cronin, Ermeling, Hartinger, Pinsonneault, Weiland,

**PUBLIC COMMENTS**

**MINUTES FROM PREVIOUS MEETINGS.**

4. [Approval 07/13/2023 Special Board of Trustees Meeting](#)

**ORDINANCES**

5. [Ordinance 23-013 – An Ordinance to Amend Chapter 78 Taxation and Special Assessments Sec. 78.103 Tax Moneys](#)

**NEW BUSINESS**

6. Board President's Appointment to Tourism Commission
7. [Discussion and/or action on Letter of Support for Reappointment of Craig Mortensen to the RMMSD Commission Board](#)
8. [Discussion and/or action on Village Web Design](#)

**MOVE TO CLOSED SESSION PER Wis. Stat. §19.85(1)(c)** to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to wit – Conduct Interviews for Administrator Position

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES**

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**RECONVENE INTO OPEN SESSION**

- Discussion/possible action on Administrator Position

**REMARKS FROM TRUSTEES**

**REMARKS FROM THE PRESIDENT**

**FUTURE ITEMS**

Next meeting date(s):

Monday, August 21, 2023, Board of Trustee Meeting

**ADJOURN**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Village Clerk at 715-359-6114 or [clerks@westonwi.gov](mailto:clerks@westonwi.gov) to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the Village will make a good faith effort to accommodate your request.

This Notice was posted at the Village Municipal Center, on [www.westonwi.gov](http://www.westonwi.gov) and transmitted to media partners on July 27, 2023.



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
SPECIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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Thursday, July 13, 2023, at 6:30 p.m.

**AGENDA ITEMS**

1. **Special Board of Trustees Meeting called to order by President Maloney**  
Maloney called the special meeting to order at 6:30 p.m.
2. Pledge Allegiance to the Flag
3. **Roll Call by Clerk for Board of Trustees**

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	YES
Ermeling, Barb	YES
Hartinger, Jasper	YES (left meeting at 6:45 p.m.)
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	YES (left meeting at 7:45 p.m.)
Zeyghami, Hooshang	ABSENT

**PUBLIC COMMENTS**

None.

**MOVE TO CLOSED SESSION PER Wis. Stat. §19.85(1)(c)** to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to wit – Conduct Interviews for Administrator Position. Present in closed session - Cronin, Ermeling, Hartinger (left at 6:45 p.m.), Maloney, Pinsonneault, and Weiland (left at 7:45 p.m.)

***Motion by Cronin, second by Pinsonneault to move to closed session at 6:38 p.m.***  
***Motion carried.***

**Yes Vote: 6 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass**

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	YES
Ermeling, Barb	YES
Hartinger, Jasper	YES
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	YES
Zeyghami, Hooshang	ABSENT

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

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**RECONVENE TO OPEN SESSION**

*Motion by Cronin, second by Ermeling to reconvene to open session at 9:27 p.m.  
Motion carried.*

**Yes Vote: 4 No Votes:0 Abstain:0 Not Voting: 3 Result: Pass**

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	YES
Ermeling, Barb	YES
Hartinger, Jasper	EXCUSED
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	EXCUSED
Zeyghami, Hooshang	ABSENT

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

No action taken.

**NEW BUSINESS**

4. Discussion and/or action on Board President's Appointments to Tourism Commission  
Approved on April 18, 2023.

*Motion by Cronin, second by Pinsonneault to take Weiland off and put Maloney  
on Tourism Commission. Motion carried.*

**Yes Vote: 4 No Votes:0 Abstain:0 Not Voting: 3 Result: Pass**

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	YES
Ermeling, Barb	YES
Hartinger, Jasper	EXCUSED
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	EXCUSED
Zeyghami, Hooshang	ABSENT

**REMARKS FROM TRUSTEES**

None.

**REMARKS FROM THE PRESIDENT**

None.

**FUTURE ITEMS**

Next meeting date(s):

- July 17, 2023, Board of Trustees Regular Meeting at 6:00 p.m.

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

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**ADJOURN**

*Motion by Cronin, second by Ermeling to adjourn at 9:35 p.m.*

**Yes Vote: 4 No Votes:0 Abstain:0 Not Voting: 3 Result: Pass**

<u>Trustee</u>	<u>Present</u>
Cronin, Steve	YES
Ermeling, Barb	YES
Hartinger, Jasper	EXCUSED
Maloney, Mark	YES
Pinsonneault, Jim	YES
Weiland, Jamie	EXCUSED
Zeyghami, Hooshang	ABSENT

**VILLAGE OF WESTON  
ORDINANCE 23-013**

**AN ORDINANCE TO AMEND CHAPTER 78 TAXATION AND SPECIAL  
ASSESSMENTS SEC. 78.103 TAX MONEYS**

**NOW THEREFORE**, be it ordained by the Board of Trustees of the Village of Weston, in the State of Wisconsin, as follows:

**SECTION 1:**            **AMENDMENT** “Sec 78.103 Tax Moneys” of the Weston Municipal Code is hereby *amended* as follows:

AMENDMENT

Sec 78.103 Tax Moneys

1. **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.
2. **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:
  - a. For the fiscal year 2017, the same dollar amount of the Room Tax retained as the Village retained in its 2014 fiscal year.
  - b. For the fiscal year, 2018, the same dollar amount of the Room Tax retained as the Village retained in its 2013 fiscal year.
  - c. For the fiscal year, 2019, the same dollar amount of the Room Tax retained as

- the Village retained in its 2012 fiscal year.
- d. For the fiscal year, 2020, the same dollar amount of the Room Tax retained as the Village retained in its 2011 fiscal year.
  - e. 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.
3. **Weston Tourism Commission.** The Weston Tourism Commission (the “Commission”) shall consist of ~~six~~**five** members. 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.
- a. **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.
  - b. **Meetings.**
    - i. 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.
    - ii. ~~Three~~**Four** (4) members present at the meeting shall constitute a quorum.
    - iii. Notice of the time and place of all Commission meetings shall be posted in accordance with Wisconsin State Statutes.
    - iv. 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.
    - v. The Commission shall have the power to make such rules and regulations as may be required for the ordinary conduct of its business.
  - c. **Powers and Duties.**
    - i. 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.
    - ii. Any contract entered into by the Commission shall not be valid and enforceable until approved by the Village Board.
    - iii. The Commission shall provide an annual report to the Village Board itemizing the amounts and purposes for which the Room Tax

revenues were allocated.

(Ord. of 1-16-1989 and Ord. of 8-16-04, § 1(10))

**SECTION 2: REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 3: SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 4: EFFECTIVE DATE** This Ordinance shall be in full force and effect from and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE VILLAGE OF WESTON BOARD OF TRUSTEES

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mark Maloney	_____	_____	_____	_____
Barbara Ermeling	_____	_____	_____	_____
Hooshang Zeyghami	_____	_____	_____	_____
Steve Cronin	_____	_____	_____	_____
Jamie Weiland	_____	_____	_____	_____
Jasper Hartinger	_____	_____	_____	_____
Jim Pinsonneault	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Mark Maloney, Village President,  
Village of Weston

\_\_\_\_\_  
Pamela Brehm, Village Clerk, Village  
of Weston



# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Board of Trustees, July 31, 2023
<b>Description:</b>	Discussion and Possible Action on Letter of Support for Reappointment of Craig Mortensen to the RMMSD Commission Board.
<b>From:</b>	Keith Donner, P.E., Administrator
<b>Question:</b>	Should the Village provide a letter of support to the Marathon County Board for the reappointment of Craig Mortensen to the Rib Mountain Metropolitan Sewerage District Board of Commissioners?

## Background

I was contacted on Monday, July 24<sup>th</sup>, by Eric Donaldson, Director of the Rib Mountain Metropolitan Sewerage District, relative to a current or upcoming vacancy on the RMMSD Board of Commissioners with the term of Craig Mortensen expired or due to expire. Mr. Mortensen's confirmation for reappointment was not approved by the Marathon County Board during a meeting on July 18<sup>th</sup>. Mr. Donaldson is now following up on a request from Marathon County Administrator, Lance Leonard, to obtain letters of support from RMMSD member communities based on discussion by the County Board. I received a follow-up e-mail from Mr. Donaldson on Tuesday, July 25<sup>th</sup>. The e-mail includes a reference to [§200 Wisconsin Statutes](#) which pertains to Metropolitan Sewerage Districts. The appointment of Commissioners for RMMSD is described in §200.09 "Commissioners", (1)(a) the applicable parts of which reads as follows:

"Except as provided in par. (b), a district formed under this subchapter shall be governed by a 5-member commission appointed for staggered 5-year terms. Except as provided in par. (b) and sub. (11), commissioners shall be appointed by the county board of the county in which the district is located. .... Commissioners shall be residents of the district. ..."

<b>Attached Docs:</b>	E. Donaldson e-mail to K. Donner, dated July 25, 2023 L. Leonard/E. Donaldson e-mail string dated July 18 & 19, 2023 Craig Mortensen Bio
<b>Prior Review:</b>	None
<b>FISCAL IMPACT:</b>	None
<b>Recommendations:</b>	Approve Letter of Support for Reappointment to RMMSD Board of Commissioners

## Recommended Language for Official Action

**Proposed Motion(s):** To be determined

**Additional action:** To be determined

**From:** [Eric Donaldson](#)  
**To:** [cvoll@charter.net](mailto:cvoll@charter.net); [Michael Heyroth](#); [George Peterson \(gpeterson@rothschildwi.com\)](mailto:gpeterson@rothschildwi.com); [Keith Donner](#)  
**Cc:** [Sandra Balz](#); [craig](#); [Jim Pauls](mailto:jmstrehlow@gmail.com); [jmstrehlow@gmail.com](mailto:jmstrehlow@gmail.com); [klbmosinee@hotmail.com](mailto:klbmosinee@hotmail.com); ["Robert Stavran"](#)  
**Subject:** Craig Mortensen's Commissioner appointment  
**Date:** Tuesday, July 25, 2023 2:57:09 PM  
**Attachments:** [RE Seeking a new recommendation relative to Appointment to the RMMSD.msg](#)  
[Craig M August 2023.docx](#)

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All-

Thanks for chatting with me this week regarding our commissioner appointment issue.

To summarize, RMMSD has five commissioners that serve staggered 5 year terms. Each year one commissioner is up for reappointment. If that commissioner indicates they want to stay on for another five year term, the other four commissioners vote on whether or not to recommend the commissioner to the Marathon County Administrator, currently Lance Leonhard. The County Administrator then takes the recommendation to the County Board of Supervisors where a 2/3 vote is necessary to confirm.

In last week's Supervisor meeting, Craig did not get the 2/3 vote. So, Mr Leonhard sent the attached email and my response is included.

All this is covered in Chapter 200, Wisconsin Statutes.

If you want to watch the video, it can be found here:

<https://www.youtube.com/watch?v=ISUCZFifnH0>

If that doesn't work, go to [co.marathon.wi.us](http://co.marathon.wi.us) then click on Government and in the drop down window, click on Meeting Videos then find the video under Past Live Streams that is titled: Marathon County Board Regular Meeting Pt. 1 – 7/18/2023

RMMSD is planning to go to a Marathon County meeting on August 17th, present evidence in response to the comments made during the 18 July Supervisor meeting and ask that Craig's confirmation vote be re-visited. Having a letter from the community to the Metro would be a big help with this plan. I've attached a document with information that may help you write such a letter.

Call or email if you have questions and thanks for the help.

Later-

Eric.

Eric Donaldson, PE  
Director, RMMSD

**From:** [Eric Donaldson](#)  
**To:** [Lance.Leonhard@co.marathon.wi.us](mailto:Lance.Leonhard@co.marathon.wi.us)  
**Cc:** [Sandra Balz](#)  
**Subject:** RE: Seeking a new recommendation relative to Appointment to the RMMSD

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Mr. Leonhard-

Thanks for the email and it is unusual and disappointing that Mr. Mortensen was not confirmed. Mr. Mortensen has been on the Commissioner Board for about 6 years and has been confirmed by the Marathon County Board of Supervisors twice before.

If you need letters from the communities, I'm sure I can get them.

Is there a phone number I can reach you at to discuss this?

Let me know.

Later-

Eric.

Eric Donaldson, PE  
Director, RMMSD  
715-359-7852

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**From:** Sandra Balz <[rmmsd@ribmountainmetro.com](mailto:rmmsd@ribmountainmetro.com)>  
**Sent:** Wednesday, July 19, 2023 10:27 AM  
**To:** Eric Donaldson <[eric.rmmsd@ribmountainmetro.com](mailto:eric.rmmsd@ribmountainmetro.com)>  
**Subject:** FW: Seeking a new recommendation relative to Appointment to the RMMSD

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**From:** Lance Leonhard <[Lance.Leonhard@co.marathon.wi.us](mailto:Lance.Leonhard@co.marathon.wi.us)>  
**Sent:** Tuesday, July 18, 2023 7:53 PM  
**To:** Sandra Balz <[rmmsd@ribmountainmetro.com](mailto:rmmsd@ribmountainmetro.com)>  
**Subject:** Seeking a new recommendation relative to Appointment to the RMMSD

Good evening, Mr. Donaldson,

This evening, the Marathon County Board of Supervisors voted to NOT confirm Mr. Mortensen's re-appointment to the sewerage district. During the discussion there was considerable discussion relative to the ensuring that the various constituent communities were in favor of the appointment.

Therefore, I respectfully request that the sewerage district confer with representatives of the communities served by the sewerage district to bring forward a recommendation for my consideration. Moreover, I would respectfully request a letter of support from the top administrative or elected official from each of the constituent communities for the individual that the district is recommending.

I would greatly appreciate if you could act promptly on this matter, as the next board meeting is scheduled for August 18, 2023.

Thank you for your consideration and should you have any questions, please don't hesitate to contact me.

Sincerely,

Lance Leonhard  
Administrator  
Marathon County

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**Statement of Confidentiality**

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Rib Mountain Metropolitan Sewerage District (RMMSD) is a wastewater treatment plant (WWTP) that serves the Village of Weston, Village of Rothschild, Rib Mountain Sanitary District, Village of Kronenwetter and the City of Mosinee. All five of those communities have collection systems that convey wastewater to RMMSD's sewer interceptor and then to the WWTP for treatment. RMMSD also accepts hauled wastewater (septic and holding tank) from residents not on municipal sewer.

RMMSD is governed by a 5-member commissioner board made up of people from the sewer service area. Mr Craig Mortensen joined the Metro in October 2017 after Mr Paul Wirth was unable to complete his term. Marathon County Board of Supervisors confirmed this appointment. Mr Mortensen was then reappointed in August 2018 to serve a 5-year term.

In July 2023, RMMSD's Commissioner Board voted unanimously recommending reappointment of Mr Mortensen to another 5-year term then notified the communities and Marathon County. Marathon County did not confirm Mr Mortensen's appointment.

Mr Mortensen is a small business owner, MPE LLC/Future Products Corporation, and has helped the Metro manage our business relationships with vendors and contractors. RMMSD is designing a construction project that includes replacement of a lot of 1986 equipment. Mr Mortensen's experience with small business is needed to get through design and construction and the Communities will benefit from Mr Mortensen's appointment to the Commissioner Board.

**VILLAGE OF WESTON, WISCONSIN**  
**NATHAN CROWE, TECHNOLOGY SERVICES DIRECTOR**  
**SPECIAL REPORT TO THE BOARD OF TRUSTEES**  
**FOR JULY 2023**

## **1. Website Redesign Progress**

In May, I presented to CivicPlus the feedback we had gathered from general discussion with Board members, staff, and the survey that was open to the public. The main focal points for the new site design were:

- Upcoming events and calendar items need to be up front and center
- Eliminate the need to scroll so far to reach additional information.
- Easy links on homepage to access popular pages.

In the submittal form to Civic Plus, the following notes were given:

- Items noted that should be accessible from the home page
  - Agenda Center, Calendar, News and Events, Report a Problem, hours of operations and contacts. Permits and Inspections, GIS Mapping, refuse/recycling/yard waste, newsletter and newsletter signup.
- Branding-
  - Informed Civic Plus that we have branding guides, but functionality and ease of use should be prioritized over branding.
- Social Media
  - Informed them that easy links to social media should be maintained on every page.
- Site Examples
  - After discussion with Trustees Pinsonneault and Weiland, I provided the following sites as examples of what we were looking for.
    - <https://www.ankenyiowa.gov>
    - <https://www.cityofbalchsprings.com>
    - <https://ci.alamogordo.nm.us>

To review the current design proposal, please use the link below:

<https://xd.adobe.com/view/846b1d99-2a0d-4597-802e-722a37bdab3e-d138/?fullscreen>

- Hover over each area to see changes
- This is not mobile ready yet. That will be reviewed at a future date.
- All text and imagery are examples and can be changed at anytime.