

2020 County Board Orientation Overview

1. Board meetings – 3rd Thurs. except April and November
2. Policy Planning – Monday of Committee week
3. Committee Structure – Chapter 1
4. Future Agendas and Public Comment
5. Role of Administrator
6. Monthly Reports to the Board
7. Annual Budget And 2020 Calendar

MAY 2020

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6 4:30 New Supervisor Orientation	7	8	9
10	11 9 am VALTC 3pm PRD 4:30 PWI	12 4:30 J&L 6:30 HHS	13 7:30am Executive	14	15	16
17	18	19	20	21 6pm County Board	22	23
24	25	26	27	28	29	30
31						

29 Supervisors
 Non-Partisan
 Elected by District

COUNTY BOARD

CEO Prepares
 Annual Budget

COUNTY ADMINISTRATOR

CORPORATION
 COUNSEL

**Executive
 Committee**

**Health & Human
 Services Board**

**Public Works &
 Infrastructure**

**Judiciary & Law
 Committee**

**Veterans,
 Aging & Long
 Term Care**

**Planning,
 Resources &
 Development**

County
 Administrator

Health

Facilities

Clerk of Courts

Hillview Health
 Care Center &
 Carroll
 Heights

Land Conservation

Corporation
 Counsel & Child
 Support

Human Services

Highway

Family Court
 Commissioner

Lakeview
 Health Center

Zoning, Planning &
 Land Information

County Clerk

Solid Waste

District Attorney

Veterans
 Services

Register of Deeds

Finance
 Department

Elected Officers

- Sheriff
- County Clerk
- District Attorney
- Treasurer
- Register of Deeds
- Clerk of Courts

Emergency
 Services

County Surveyor

Information
 Technology

Medical Examiner

Personnel

Mediation

Treasurer

Sheriff

Five Elected
 Circuit Court Judges

County Library
 System

Expectations of the County Board

From Traditional Governance primarily acting on Legislation, or approving staff action plans instructing management

Toward Governance based on Policy

- Board of Directors, addressing the most difficult policy issues
- Build capacity to work effectively together
- Develop productive relationships with staff

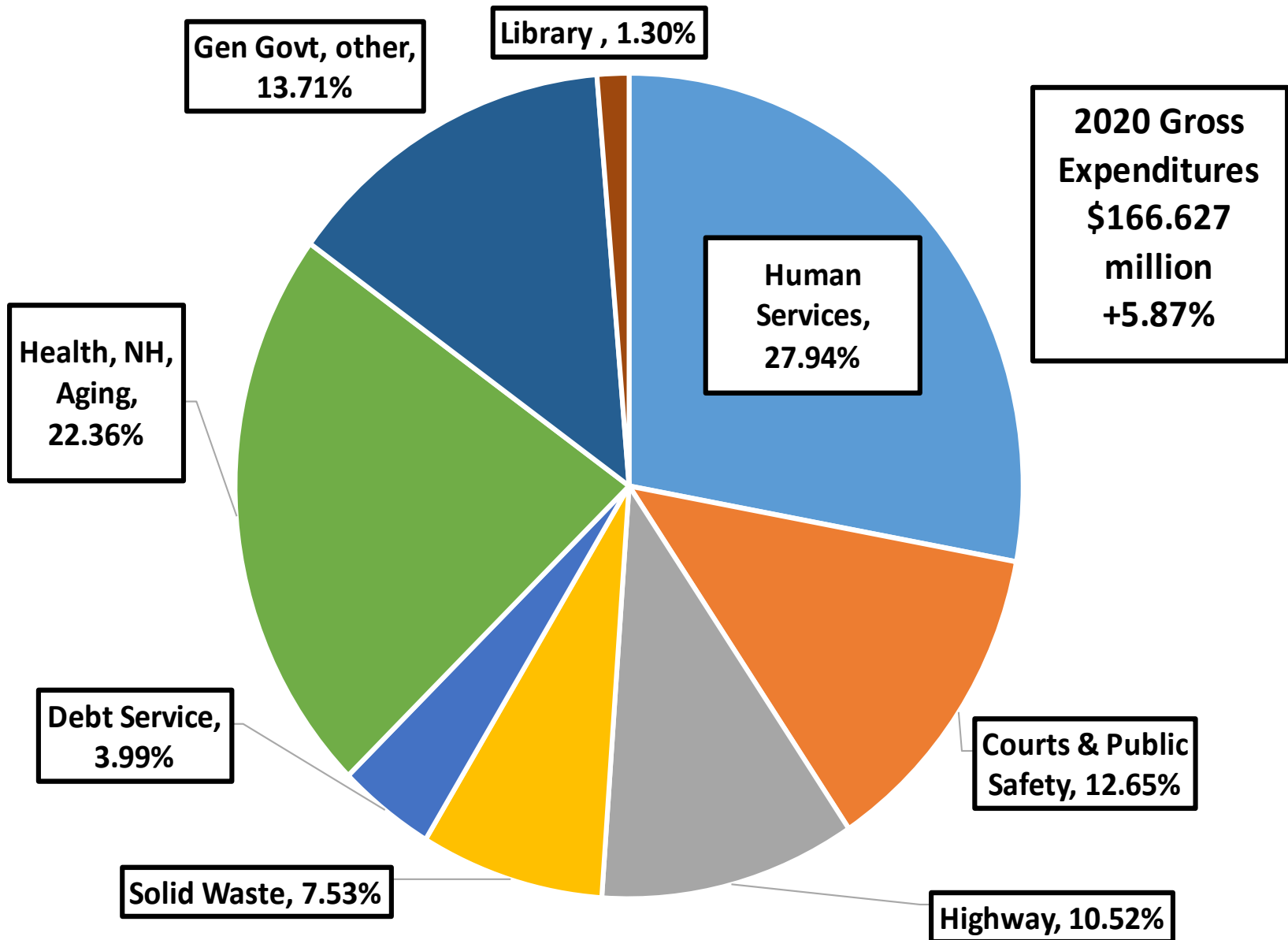
Personal Commitment

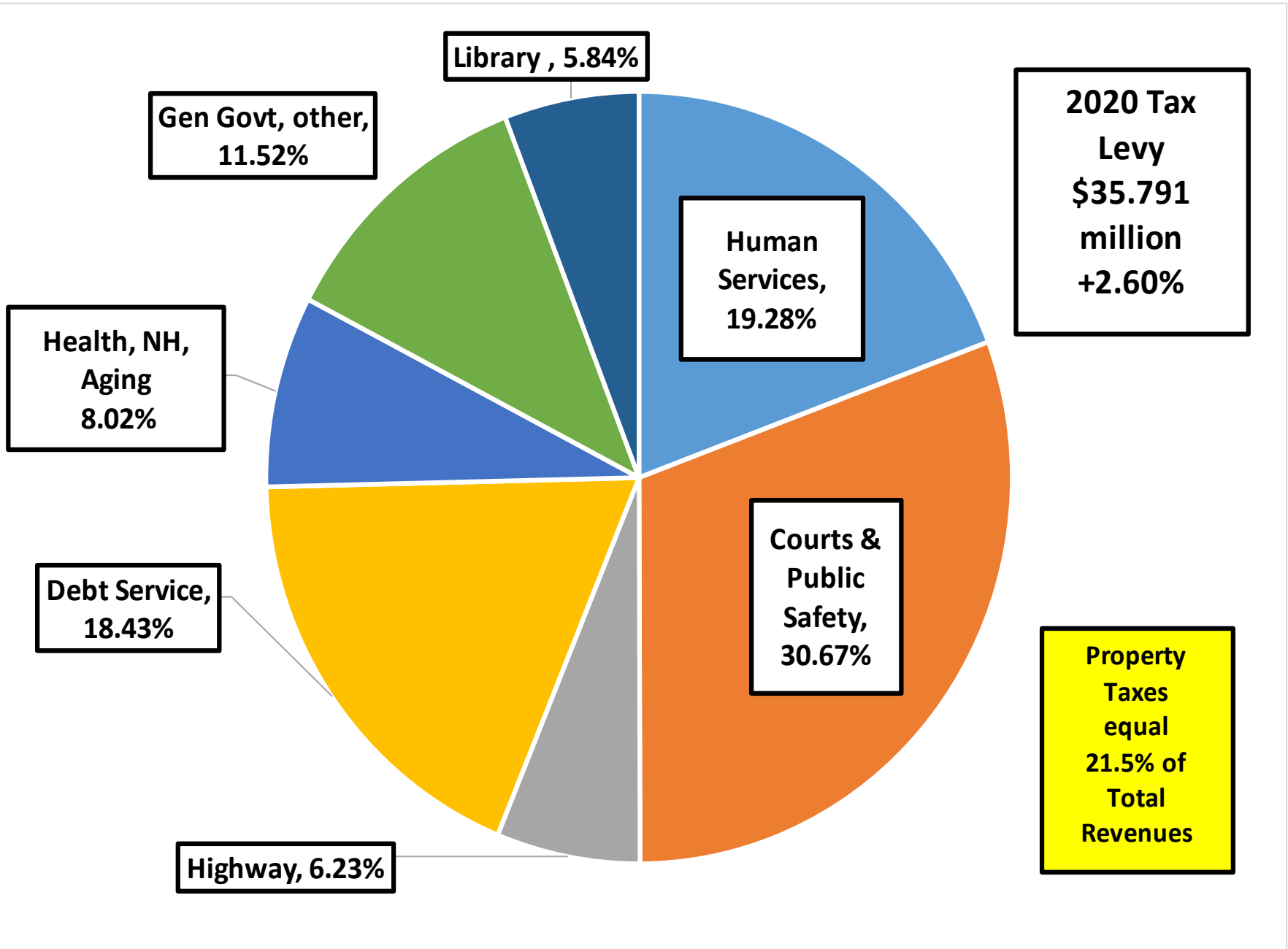
“Board members arrive with dreams, vision and values. Their fervently held beliefs and sincere desire to make a difference impel them to board membership in the first place. Board members want to make a difference in the lives of their constituents”

Dr. John Carver Boards that make a difference

County Administrators Role

- Translate politics and administration
- Align Staff priorities with governing body goals
 - Governing body and staff expectations & contributions
 - Passion and data
- Reports to the Board and committees





La Crosse County Budgeted Full Time Equivalent Employees (FTE's)

1,192.21



1,155.71



1,135.80



1,098.11



1,094.95



2016

2017

2018

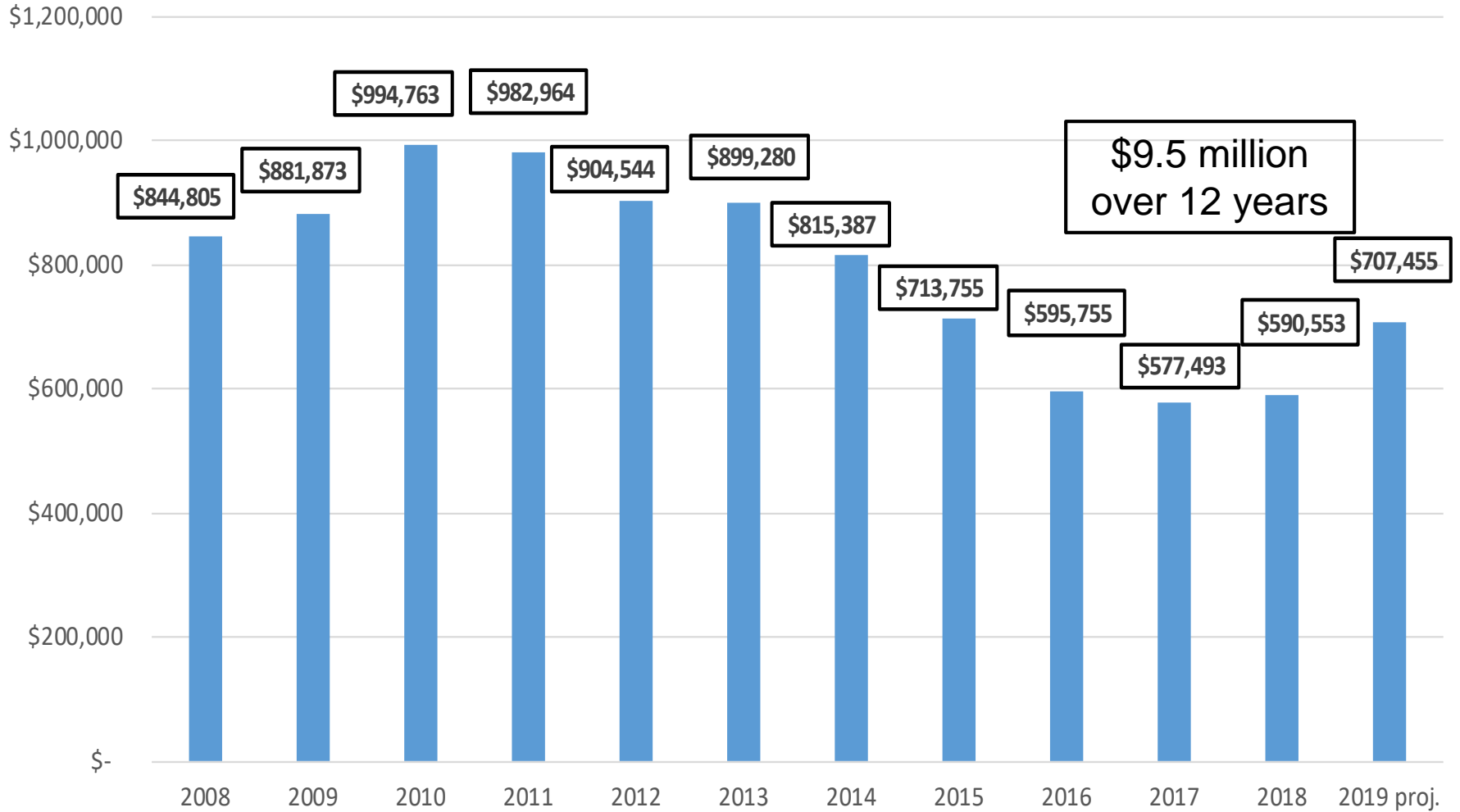
2019

2020

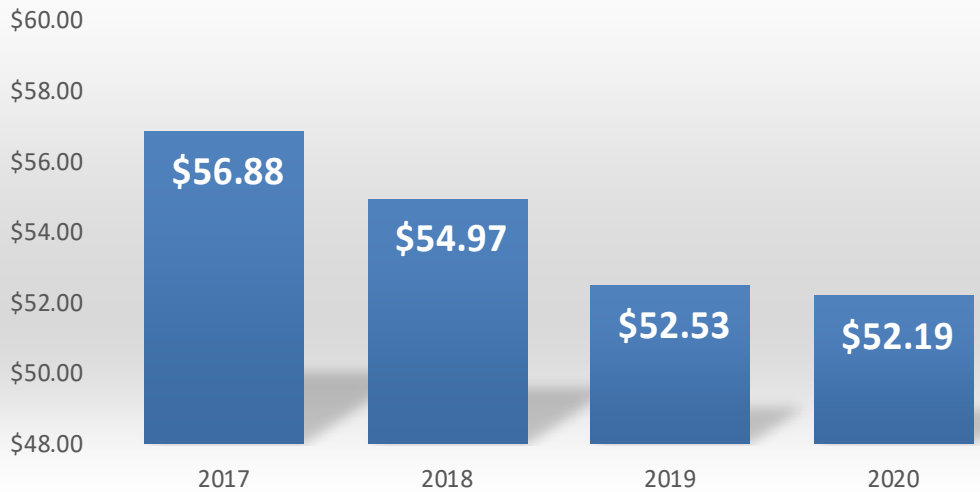
2020 Budget Results

- No Levy increase: Human Services, Health and Highway
- No Levy Hillview Health Care Center operations
- Levy support for Lakeview restrained by MVHS commission
- Very slight changes or decrease in most departments
- Continue improving emergency radio system, and conducting study to evaluate improvements to date
- Begin landfill expansion as planned
- Across the board raise of 1.75% similar to Midwest Salary Survey (WI public sector). No increase in health insurance premiums, w/ 4 month employee premium waiver
- Contingency to address salaried pay study in mid-year
- First year increase in Highway in annual borrowing to \$5million each year, begin to address unmet road needs

Total MVHS Revenue Non-La Crosse County



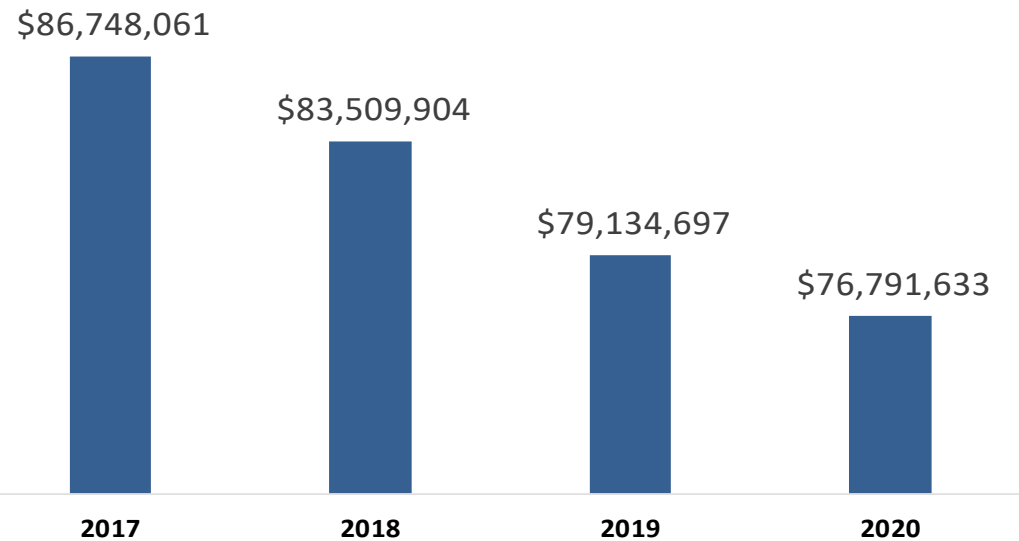
Total Governmental Debt (millions)



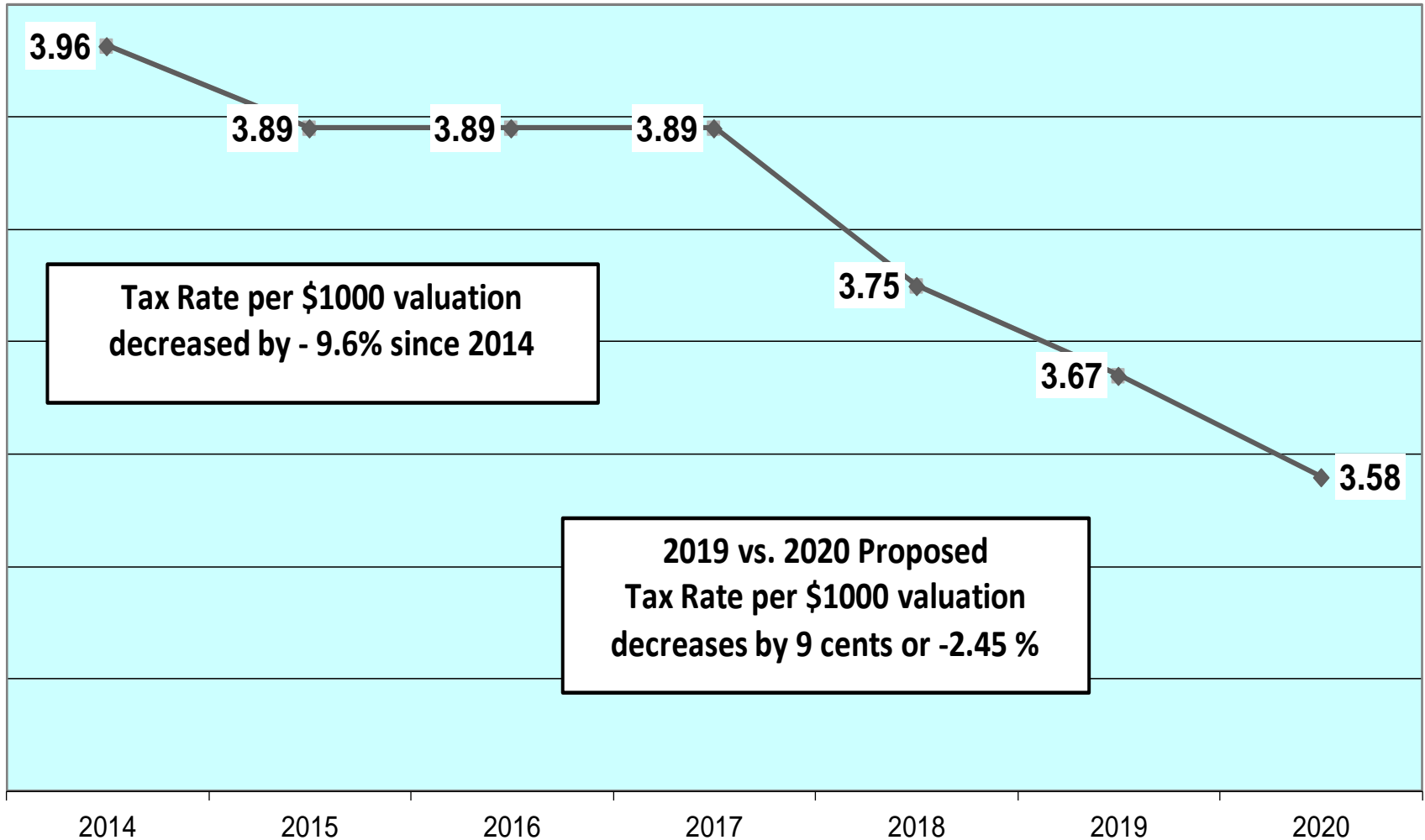
While the 2020 Budget borrows \$5 million for Roads, Total Outstanding Principal of debt continues to decline

Since 2017 the County pays off more in Outstanding Principal each year than new borrowing

Total County Debt



County Tax Rate 2014 thru 2020



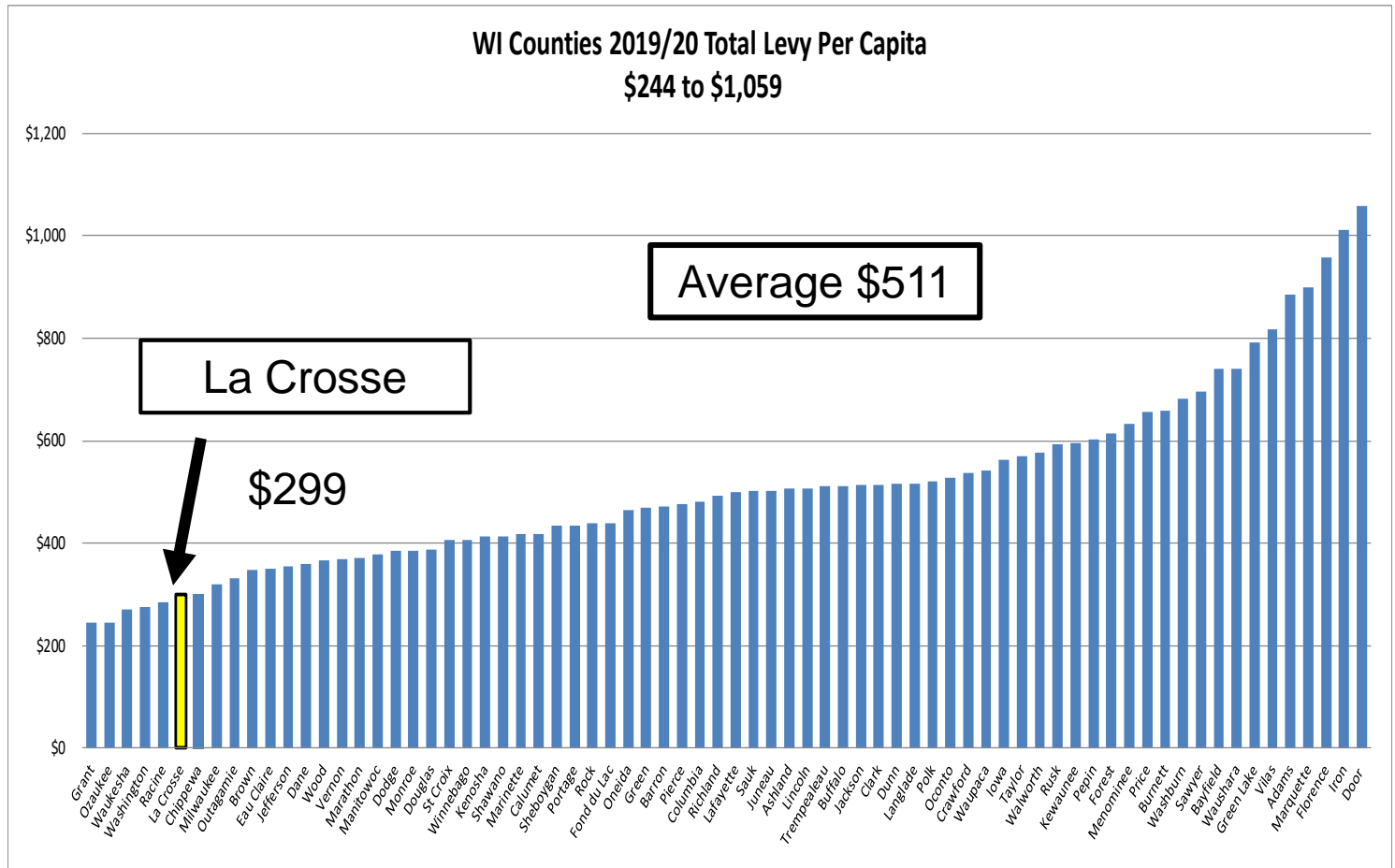
LA CROSSE COUNTY PROPERTY TAXES ARE ONE OF THE LOWEST IN THE STATE (County Portion of Taxes)

Levy per Capita (per person) – Compared with all 72 WI Counties

67th out of 72 Counties
6th Lowest Total County Levy per person

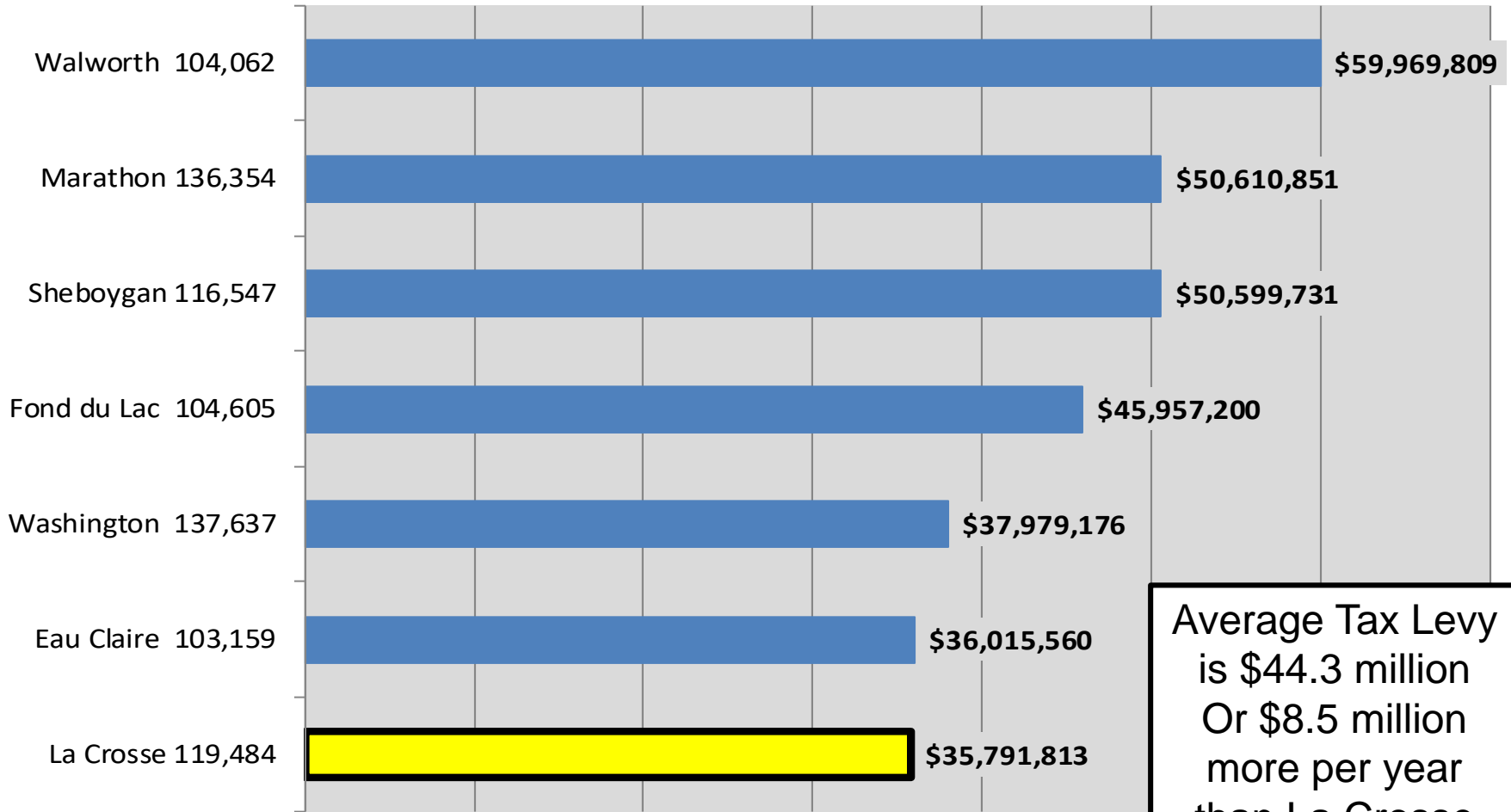
WI Avg. is \$511,
71% higher than La Crosse
\$212 more per person

\$25.3 million more per year



2019/2020 County Property Tax Levy

Counties most similar to La Crosse by Population (103,159 – 137,637)



Average Tax Levy is \$44.3 million
Or \$8.5 million more per year than La Crosse

La Crosse County Board 2020

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
				Organizing Meeting of 2020-2022 Term								
				Voting System and committees	New Member Orientation	Advance: Board Goal Setting						
Executive Committee						Budget Process Overview						
County Board Planning Committee (Mon of committee week)	Holmen Community Center, Hwy Storm Water and 2019 Highlights	Associate County Administrator Tax Foreclosure Process	Veterans' Services Voter Security	Good Bye Supervisors COVID 19 Operations Update	Zoning orientation COVID 19, Budget and Operations Impact	Xcel plant Land Use Ordinances	Coulecap Land Use Ordinances	CAFR & Audit Land Use Ordinances	2021 Budget Overview Highway Debt Sale	2021 Budget	2021 Budget	2021 Goals and Priorities Highlights of 2020
Budget and Finance Reporting							Budget Message to Depts.	Dept. & Admin Work	Committee Review	County Admin Budget & Board Review	Budget Adopted	

May 5, 2020

Note: Policy Planning Topics are for illustration. Actual topics may be different than shown.

2021 Budget Decision Making Process & Status

- 2019 Audit and Comprehensive Annual Financial Report (CAFR)
- Equalized Value and New Construction estimates received
- Debt Service and effect on Levy of increased Hwy Debt
- Department Requests reviewed by Finance & Administrator
- Administrators' Budget completed and distributed September
- Overview Summary: October 5th Planning
- Committee Review of Departments October cycle
- Special Executive Committee Meeting Thursday Oct. 27
- Changes by committees to Executive Committee and/or full board in November (*Supervisors should go through committees if possible*)
- Resolutions for Changes to Fees, Personnel positions at Nov 4 Planning meeting, after action by Exec committee
- Public Hearing Nov 9

Parliamentary Procedure and Effective Meetings

Sources of Procedure

- Wisconsin Statute
- County Ordinance
- Robert's Rules of Order
- *Robert's Rules of Order, New Revised, current edition, shall prevail regarding the parliamentary procedure when not in conflict with any Wisconsin Statute or rule of the County Board. (La Crosse County Code, s. 2.03(4)(a)).*

MOTIONS

- First, you obtain the floor
 - Obtain recognition from the Committee or County Board Chair
 - Always address the Chair when speaking or directing your comments to the Chair
- Make your motion
 - Speak clearly and concisely
 - Stay on the subject and avoid personal attacks
 - Wait for a second to the motion
 - Motion is not before the body until stated by the chair
 - Maker of motion may not withdraw motion once stated by the chair, it is the property of the body

DEBATE


- DEBATE ON THE QUESTION
- Members remarks must be germane to the question before the assembly
- Speakers must address their remarks to the chair, maintain a courteous tone, avoid injecting a personal tone into the debate
- As a general rule, the Chair will recognize a Supervisor who has not yet spoken on the issue before recognizing a Supervisor that has already spoken.

Resolutions

- Written motions
- Utilized for actions of a temporary nature, such as approval of contracts, grants, bids, or studies; buying or selling property, etc
- Reviewed by County Administrator, the Finance Director, and Corporation Counsel shall review all resolutions prior to introduction.
- Resolutions shall be submitted to the appropriate Standing Committee prior to introduction of the County Board.
- All resolutions appropriating or committing funds shall include a fiscal note.
- At the committee level, resolutions may only be amended by the originating Standing Committee.
- Resolutions submitted to a Standing Committee shall be reported to the County Board by that Committee.
- The Title, the “Resolved” portions of the resolution and the fiscal note shall be read for consideration at the County Board meeting, unless reading of the entire resolution is requested by a majority of the Supervisors present.

Format and Structure of a Resolution

- Board Resolution #
- Committee Action
- Re: Title = Subject
- Whereas clauses = Reasoning, Background, Why?
- Resolved clauses = What Action is taken?
- Fiscal Note: Is it budgeted?
- Signature Block
- Review and Recommendations
- Requested by and Drafted by

	RESOLUTION # _____	ITEM # _____ BOARD ACTION	COMMITTEE ACTION	COMMITTEE ACTION
	TO: HONORABLE MEMBERS OF THE LA CROSSE COUNTY BOARD OF SUPERVISORS	Adopted: _____ For: _____ Against: _____ Abstain: _____ Abs/Excd: _____ Vote Req: _____ Other Action: _____	Adopted: _____ For: _____ Against: _____ Abstain: _____ Abs/Excd: _____	Adopted: _____ For: _____ Against: _____ Abstain: _____ Abs/Excd: _____

RE: TITLE OF THE RESOLUTION

WHEREAS, ; and,

WHEREAS, ; and,

WHEREAS, ; and,

NOW THEREFORE BE IT RESOLVED, .

BE IT FURTHER RESOLVED, .

FISCAL NOTE:

Date: _____

Date: _____

COMMITTEE CHAIR

COMMITTEE CHAIR

RECORDING CLERK

RECORDING CLERK

	Reviewed Only	Recommended	Not Recommended	
Co. Admin.	_____	_____	_____	Requested By:
Fin. Director	_____	_____	_____	Date Requested:
Corp.	_____	_____	_____	Drafted By:
Counsel	_____	_____	_____	
Board Chair	_____	_____	_____	

Adopted by the La Crosse County Board this ____ Day of _____, 2014

Ordinances

- Ordinances are to be utilized for conditions of a more permanent nature so that the public is able to access the information effectively.
- Drafted by the Corporation Counsel Office and shall have attached an analysis of the ordinance clarifying the intent of the legislation. Changes in the wording of ordinances shall be included on a copy of the ordinance showing the deleted language and the words to be changed or added. Deleted language is **GREYED OUT**; new text is UNDERLINED.
- A proposed ordinance shall be reviewed by the originating Standing Committee prior to introduction to the County Board. Some ordinances require a public hearing.
- Ordinances have 'two readings' in front of the County Board. After introduction to the County Board, the ordinance may be debated at the first or second reading.
- For consideration of an ordinance, the ordinance title and subject matter shall be read, unless reading of the entire ordinance is requested by a majority of the Supervisors present.

VOTING

- Wis. Stat., s. 59.02(2) “Ordinances may be enacted and resolutions may be adopted by a majority vote of a quorum or by such larger vote as may be required by law.”
- Robert’s Rules of Order, Chapter 13, Voting, page 400, states: “The basic requirement for approval of an action or choice by a deliberative assembly, except where a rule provides otherwise, is a majority vote. The word majority means “more than half”; and when the term majority vote is used without qualification-as in the case of the basic requirement-it means more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting.”
- So, a majority of those present.

VOTING - Situations requiring greater than a majority vote.

- Motion to suspend rules – 2/3 vote of supervisors *present*
- County Ordinance requires 2/3 vote of the *entire membership* to approve non-budget items:
 - Transfer of monies from a budgeted purpose to a purpose that was not budgeted
 - Transfers from the contingency accounts to an individual department's budget for expenditures that were not anticipated or provided for in the budget
 - To add new employees or positions outside of the budget process (unless they are fully funded by outside sources)
 - To approve all new programs receiving grant funds outside of the budget that are funded in whole or in part by County funds
- State Law requires 3/4 vote of the *entire membership* for the issuance of debt that causes County to increase the debt levy rate as defined in s. 59.605(1)(b). Wis. Stat., s. 67.045(1).

The Open Meetings Law

§§19.81-19.98 Wis. Stat.

Open meetings law requires all meetings of all state and local governmental bodies be publicly held in places reasonably accessible to members of the public and open to all citizens at all times unless otherwise expressly provided by law.

The Open Meetings Law

(Wis. Stat. ss. 19.81 – 19.98)

- **Under the Open Meetings Law, a “meeting” of a governmental body occurs whenever two requirements are satisfied:**
 - There is a purpose to engage in governmental business, and
 - The number of members present is sufficient to determine the course of action.

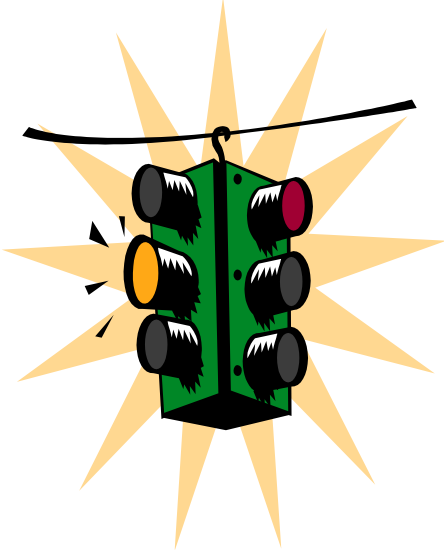


- **E-mail, texting and instant messaging may have enough of the aspects of a discussion to be considered a meeting.**



The necessary ingredient for violation of the open meetings law is communication between a sufficient number of members.

Attorney General's Caution



- **The Attorney General cautions against using e-mail and other electronic messaging as a means of communication between members when it is used to carry on private debate and discussion of public business.**

What Can Be Done To Reduce Risk Of Violating The Law?

- **Refrain from clicking the “Reply to All” or “Forward” button when responding to an e-mail. Respond only to originator.**
- **Do not keep up a series of back and forth e-mails with fellow board members.**

Requirements For Open Meetings

Wis. Stat. ss. 19.81(2) and 19.83

- Advance public notice of each of its meetings.
- Conduct of all business in open session, unless an exemption to the open session requirement applies.
- Meetings shall be held in places reasonably accessible to members of the public and shall be open to all citizens at all times unless otherwise expressly provided by law.

The Public Records Law

(Wis. Stat. ss. 19.31 – 19.39)

- **Public Policy**
 - Providing persons with “greatest possible information regarding affairs of government and the official acts of those officers and employees who represent them”.

Records: Defined

- **Record includes: every form of information “created or kept by an authority” except where a specific exception exists. (Wis. Stat. s. 19.32(2))**
- **Electronically created and stored data can be a public record. (Wis. Stat. s. 16.612)**
- **E-mail, flash drives and hard drives may include public records.**

Response to Request

1. Elected official is custodian of his/her records.
2. Response must be “as soon as practicable and without delay.”
3. Reasons for denial must be specific and sufficient (Specific exemption or balancing test)
4. If request is in writing, response must be in writing.