AGENDA
BOARD OF SUPERVISORS
May 14, 2020 1:00 PM
Room 1284-County Board Room
Government Center - 1101 Carmichael Road, Hudson, Wisconsin

NOTICE
Due to Coronavirus COVID-19 pandemic and Governor Evers’ Safer At Home Executive Order #28, County Board members are encouraged to attend the meeting via the use of technology utilizing the Zoom platform.

WELCOME AND INTRODUCTIONS
David Peterson, County Board Chair
Patrick Thompson, County Administrator

ROLL CALL

ORIENTATION PRESENTATIONS
1. Wisconsin Counties Association Presentation - What Are Counties? (3 minute video)
2. Roles and Responsibilities - Andrew Phillips of Von Briesen & Roper, S.C.
3. Open Meeting Law Review - Corporation Counsel Scott Cox and Heather Amos
4. Budget and Strategic Plan - County Administrator Patrick Thompson and Assistant County Administrator Ken Witt
5. Roberts Rules of Order, Rules and Bylaws - Corporation Counsel Scott Cox

INSTRUCTIONAL
1. Meeting Portal, Per Diem and Mileage Reimbursement Review - County Clerk Cindy Campbell

FINAL QUESTIONS
ROLES AND RESPONSIBILITIES

St. Croix County Board Meeting - May 14, 2020
THE PECULIAR NATURE OF WISCONSIN COUNTY GOVERNMENT
COUNTY STRUCTURE

- County authority comes from Chapter 59
  - Municipal authority comes from the Constitution

- Counties are a body corporate that can sue and be sued
  - Does that mean that counties resemble private corporations in business structure?

- Powers are limited by state statute
  - Administrative Home Rule

- Counties are governed by a board of supervisors
  - Board size ranges from 7 - 38
Sec. 59.03(1) - Every county may exercise any organizational or administrative power, subject only to the constitution and to any enactment of the legislature which is of statewide concern and which uniformly affects every county.
QUIZ

• Name the 3 branches of Federal Government
  - Legislative (House and Senate)
  - Executive (President)
  - Judicial (Federal Courts)

• Name the 3 branches of State Government
  - Legislative (Assembly and Senate)
  - Executive (Governor)
  - Judicial (State Courts)

• Name the 3 branches of City Government
  - Legislative (City Council)
  - Executive (Mayor)
  - Municipal Courts
QUIZ

- Name the 3 branches of County Government
  - Legislative (County Board)
  - Executive?? (Executive, Administrator, Administrative Coordinator)
  - Judicial??

WHY ARE COUNTIES DIFFERENT THAN EVERY OTHER LAYER OF GOVERNMENT??

DOES THAT MEAN THAT COUNTRIES MUST OPERATE DIFFERENTLY THAN OTHER LAYERS??
FORMS OF COUNTY GOVERNMENT

Three types

• County Executive (11 counties)
• County Administrator (28 counties)
• County Administrative Coordinator (33 counties)
COUNTY EXECUTIVE (S. 59.17)

- Appoints and supervises department heads subject to board confirmation
- Appoints members to Boards and Commissions
- Submits an annual budget to the county board
- Has veto authority
  - may veto ordinances and resolutions
  - has broader veto authority than Governor
  - county board can override veto with 2/3 vote
COUNTY ADMINISTRATOR (S. 59.18)

- Chief administrator of the county
- Responsible for coordinating all administrative and management functions not vested by law with other officers
- Appoints and supervises Department Heads
- Appoints members to boards and commissions
- Submits annual budget
ADMINISTRATIVE COORDINATOR (S. 59.19)

• “The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.”

• Similar to county administrator but does not have appointment authority and coordinates rather than supervises

• Some counties meet the requirement by appointing an elected official
COUNTY BOARD SUPERVISORS

- Supervisors serve primarily a legislative function
- The legislative function is largely limited to policy making, law making, budgetary approval and cooperative decision making
- No operational control resides with individual supervisors
COUNTY BOARD FUNCTIONS

• Involve, represent and be accountable to the public
• Determine services to be provided
• Adopt budget - levy taxes
• Regulate within statutory authority
• In other words, ENACT POLICY
COUNTY BOARD CHAIR

- Presides over meetings of the county board of supervisors
- Administers oaths
- Countersigns all ordinances
- Commonly acts as spokesperson for the county board
- Provides guidance and direction on moving issues through the board
- Typically appoints committee members subject to board confirmation

- Wis. Stat. § 59.12
COUNTY BOARD SUPERVISORS

• Supervisors authority is collective versus individual

• When appointed to a committee chair position, a supervisor has the authority to set the agenda for committee meetings, preside at meetings and make reports and recommendations on the committee’s behalf

• So do “supervisors” actually “supervise” anything?

• Thank you legislature for creating confusion with the name!
BOARD ROLES & RESPONSIBILITIES (DUAL)

County Board

• Adopts policy

• Holds staff accountable for implementing policy

Role is that of “visionary”
ADMINISTRATION ROLES & RESPONSIBILITIES
STAFF ROLES & RESPONSIBILITIES (DUAL)

- Have an obligation to carry out duties in a manner consistent with the policy direction of the board
- Make recommendations and give professional advice
- Do not make policy other than internal as authorized
ADMINISTRATION (DEPARTMENT HEADS & STAFF)

- Implementation of policies and strategies
- Shorter term
- Day to day operations
- Related to smaller functions
- Addresses department or individual issues
- Requires attention to detail
- Requires specialized training
COUNTY STAFF COMPARED TO COUNTY BOARD SUPERVISORS

**Staff**
Education
Experience
Background checked
Bonded
Professionally current
Professional associations

**Board**
Elected by people
Local connection
POLICY VS. ADMINISTRATION

- Policy (Board) = “What” and “Why”

- Administrative/Operations (Staff) = “Where,” “When” and “How”
POLICY VS. ADMIN/OPS

Policy
- “What” - Will the county establish a hiking trail system?
- “Why” - Will the system benefit the county?

Admin/Ops
- “How” - Who will build and maintain the system?
- “When” - What is the timeframe for implementation?
- “Where” - Where will the system need to be maintained?
HOW OUR COURTS VIEW THE DISTINCTION BETWEEN POLICY AND ADMINISTRATION

• The county boards function is primarily policy making and legislative, while the county executive functions as an administrator and manager. See, e.g., 80 Op. Atty Gen. 49 (1991). Policy has been defined as “a high-level overall plan embracing the general goals and acceptable procedures esp. of a governmental body.” Webster’s New Collegiate Dictionary 890 (1977). “Legislative power, as distinguished from executive power, is the authority to make laws, but not to enforce them, or appoint the agents charged with the duty of such enforcement.” See 2A MCQUILLIN, MUNICIPAL CORPORATIONS § 10.06 at 311 (3d ed. 1996). “The crucial test for determining what is legislative and what is administrative has been said to be whether the ordinance is one making a new law, or one executing a law already in existence.” Id.

Schuette v. Van De Hey, 205 Wis.2d 475 (Ct. App. 1996).
LEADERSHIP ROLES

- Department heads (non-elected) have the leadership role in their departments within the guidelines of the policies and procedures set by the board of supervisors and clarified through directives from the executive or administrator.
LEADERSHIP ROLES

• Individual county board supervisors have no management or leadership role outside of committees and commissions; their authority is collective as a member of the board.
What Happens Without Distinction Between Policy and Administration?

- Time spent on the trivial
- Reading reams of documents
- Long-running meetings that accomplish little
- Committees that are window dressing for what staff want to do
- Meddling in administration
- Staff in control of board agendas
- Reactivity vs. proactivity
- Executive/Administrative Committee serving as the de facto Board
- Confusion about what is going on
- Rubber stamping or meddling
- No incisive way to evaluate the Executive/Administrator/Administrative Coordinator
COMMITTEE ROLES & RESPONSIBILITIES
COUNTY BOARD COMMITTEES

- Wis. Stat. § 59.13

  The board may, by resolution designating the purposes and prescribing the duties thereof and manner of reporting, authorize their chairperson to appoint before June 1 in any year committees from the members of the board, and the committees so appointed shall perform the duties and report as prescribed in the resolution.
STANDING COMMITTEE FUNCTIONS

- Policy oversight for departments, offices and other entities
- Monitor performance
- Review and make budget recommendations
- Draft ordinances and resolutions
- In other words, assist in POLICY DEVELOPMENT
WHAT IS THE COMMITTEE INVOLVEMENT?

• Counties are structured so that the committees do much of the preliminary work, and then make recommendations to the full board.

• Committees have the knowledge, expertise and a better perspective of what is needed, what is achievable, how much it would cost (or save) to implement the new strategies and goals.

• Committees know who in the community their departments and programs serve.
Wisconsin County Organizational Chart (for counties without Exec)
CONSTITUTIONAL OFFICERS
WHERE DO CONSTITUTIONAL OFFICERS FALL ON THE ORG CHART??

Clerk of Courts

Register of Deeds

Treasurer

Sheriff

Clerk
CONSTITUTIONAL OFFICERS

- Article VI, s. 4 and Article VII, s. 12 of the Wisconsin Constitution provides for the election and appointment of county officers.

- Constitutional Officers
  - Coroner
  - Register of Deeds
  - District Attorney
  - Sheriff
  - Clerk of Court
  - County Clerk
  - Surveyor
  - Treasurer
The Constitutional Officer “Dual Persona”
Broad Assessment

“Most of what the majority of boards do either does not need to be done or is a waste of time when done by the Board. Conversely, most of what boards need to do for strategic leadership is not done.”
Working together as a goal

Between Board Members and the Administrative Team

- Know your job and try not to interfere with that of the administration.
- Devote the time needed to do a good job. Read the background materials the administration prepares.
- Admit what you don't know.
- Do not jump to conclusions; instead, hear and weigh all the facts.
Working together as a goal

Between Board Members and the Administrative Team (cont.)

- Don't make promises outside board meetings, not only for legal reasons, but also out of respect for the ethics of the situation and regard for the other board members, the administration and employees.

- Listen to what your constitutional officers and employees have to offer and let them know you are listening.
Working together as a goal

Between Board Members and the Administrative Team (cont.)

- If someone complains to you about a member of the administration, listen but do not agree. Being supportive of the administration shows that you have confidence in yourself and in the county management team. If the complaint is serious, ask the person to put it in writing and ask the board as a whole to analyze it in light of the appropriate committee structure.
Working together as a goal

- Staff has an obligation to remain “politically neutral” - they should never take a position based on politics.

- Supervisors should not assume staff are “taking a side” if the answer they receive on a professional question is not what they hoped for.
Working together as a goal

A key to staff success is to remain “politically savvy while politically neutral”
Visit us online:
www.vonbriesen.com

Thank you for your attention and service to Wisconsin county government!
POLICY

- The policy of Wisconsin is that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business.

- The open meetings law requires that “all meetings of all state and local governmental bodies shall be publicly 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.”
When does it apply?

- Applies to EVERY MEETING of a GOVERNMENTAL BODY.

- All provisions must be liberally construed to achieve the purpose of open government.
Definition of “Governmental Body”

- Includes a “state or local agency, board, commission, committee, council, department of public body corporate and politic created by constitution, statute, ordinance, rule or order.” Wis. Stat. § 19.82(1)
- Virtually any collective governmental entity, including purely advisory bodies.
- The County Board and subcommittees are considered “governmental bodies” under the statute.
Krueger v. Appleton Area School District Board of Education

- Recent Wisconsin Supreme Court decision from June 2017 which clarified the definition of “governmental body.”

- The Wisconsin Supreme Court explained that a “governmental body” includes more than just deliberate meetings involving governmental business between two or more officials. It also includes groups of individuals, such as the Communication Arts Materials Review Committee of the Appleton School District, which was composed of 17 individuals from the school who gathered to review curriculum.

- This recent decision of the Wisconsin Supreme Court has required governmental entities to review which boards, committees, councils, etc. must follow the open meetings law.
Definition of “Meeting”

- “The convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.”

- **Showers Test:** It is a meeting when (1) there is a purpose to engage in governmental business; and (2) the number of members present is sufficient to determine the governmental body’s course of action.

- If half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the body.
Showers Test

Purpose to Engage in Governmental Business

- Any formal or informal action on matters within the governmental body’s realm of authority; includes discussion, decision, or information gathering.

Number of Members Present

- Power to control the course of action is either affirmative action (i.e.: to pass) or negative power (i.e.: to defeat).
- Negative quorum = The number of members sufficient in size to defeat a course of action.
Open Meetings and Technology

- Telephone conferences, video conferences, virtual meetings, internet chat rooms, and instant messaging can become a “meeting” if certain conditions are met.
- Email can constitute a meeting
  - Email features like “reply all” and “forward” make it possible for a message to be instantaneously transmitted to enough members to create a quorum.
“Walking Quorums”

- A “walking quorum” is a series of gatherings among separate groups of members, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum.

- “Walking quorums” produce a predetermined outcome and may render publicly-held meetings a mere formality.

- If there is no tacit or express agreement, exchanges among separate groups of members may take place without violating the Open Meetings Law.
Notice

- Every meeting shall be preceded by public notice at least 24 hours in advance of a meeting unless for good cause such notice is impossible or impractical. In no case may there be less than 2 hours notice.

- Notice must give the “time, date, place and subject matter of the meeting, including that intended for consideration and any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.”

- If a subject/topic that was not specifically noticed comes up at a meeting, the governmental body should refrain from engaging in any information gathering or discussion or from taking any action that would deprive the public of information about the conduct of governmental business.
Accessibility

- All meetings shall be publicly held in places reasonably accessible to members of the public and shall be open to all citizens at all times.

- The open meetings law grants citizens the right to tape record or videotape open session meetings, as long as doing so does not disrupt the meeting.

- The open meetings law also permits a governmental body to set aside a portion of the meeting as public comment period.
Closed Session

There are 11 exemptions to the open meeting requirement that permit (but do not require) a governmental body to convene in closed session:

1. Judicial or quasi-judicial hearings
2. Consideration of dismissal, demotion, discipline, licensing, and tenure
3. Consideration of employment, promotion, compensation, and performance evaluations
4. Consideration of financial, medical, social or personal information
5. Deliberating or negotiating the purchasing of public properties or conducting other public business when there is competitive or bargaining implications
Closed Session (Cont’d)

6. Deliberating on unemployment insurance in a meeting at which all employer members or all employee members are excluded
7. Conferring with legal counsel with respect to litigation
8. Considering applications for probation or parole, or strategy for crime detection or prevention
9. Specified deliberations by the state council on unemployment insurance and worker’s compensation
10. Specified deliberations involving the location of a burial site
11. Consideration of requests of confidential written advice from an ethics board
Closed Session (Cont’d)

- Must convene in open session.
- Governmental body must pass a motion, by majority vote, to convene in closed session.
- Before voting, the chair must announce and record in open session the nature of the business to be discussed and the specific statutory exemption which is claimed to authorize closed session. This needs to be more than just stating the statute. Must explain reasoning.
- Voting should be done in open session unless that would compromise the need for the closed session.
Enforcement and Penalties

- Both the Attorney General and the St. Croix County District Attorney have authority to enforce the open meeting law.

- A district attorney has authority to enforce the open meetings law only after an individual files a verified open meetings law complaint with the district attorney. If a district attorney refuses to commence an open meetings law enforcement action or fails to act within 20 days, the individual who filed the complaint has a right to bring an action, in the name of the state, to enforce open meetings law.

- A court may void any action taken at a meeting held in violation of open meetings law.
Enforcement and Penalties (Cont’d)

- Any member of a governmental body who knowingly attends a meeting held in violation of the open meetings law, or otherwise violates the law, is subject to a forfeiture of between $25 and $300 for each violation and may be required to pay attorney’s fees. Wis. Stat. § 19.96

- One way a member can avoid liability is to factually prove that he or she relied, in good faith and in an open and unconcealed manner, on the advice of counsel whose statutory duties include the rendering of legal opinions as to the actions of the body.
Questions?

- Any questions?
- If at any time you have a question or concern related to the open meetings law, please contact an attorney in the Corporation Counsel Office at 715-381-4315:
  - Scott Cox, Corporation Counsel
  - Heather Amos, Assistant Corporation Counsel
  - Elizabeth Rohl, Assistant Corporation Counsel
2020 BUDGET

County Administrator's Recommended Budget

Patrick Thompson  |  November 5, 2019

Page 13
• Budget Guidelines
• Budget Process & Schedule
• County Initiatives
• County Financial Condition
• Debt Review
• WIPFLI Comparison for Health Center Campus
• Budget Sources and Uses
• Revenue Changes
• Expense Changes
• New Positions
• Employee Benefit Changes
• Mill Rate and Taxpayer Impact
• 2021 Projections/Assumptions
Budget Guidelines Established May 20, 2019 Align to Board Priorities:

- **Health Insurance Premium Increases** *(Adopting Effective Policies for Retention and Recruitment)*. Maintaining good, affordable, health insurance is a tool to retain and recruit staff.
- **New Positions of Need**, particularly in the Jail to accommodate the new special needs cells *(Pursuing Innovative Strategies to Address Health and Wellbeing Issues)*. With approved plans for construction, a certain number of additional positions will be needed in the jail with the new special needs cells. A jail staffing study should be conducted to determine how many.
- **Step Increases for Employees Below Market Rate** *(Adopting Effective Policies for Retention and Recruitment)*. Keeping employees that are below market, competitive in wage advancement for retention purposes.
- **Program Initiatives to Promote Health and Wellbeing** *(Pursuing Innovative Strategies to Address Health and Wellbeing Issues)*.
- **COLA Adjustment to the Wage Grid** *(Adopting Effective Policies for Retention and Recruitment)*. Keeping employee wages competitive.
- **Step Increases for Employees Above Market Rate** *(Adopting Effective Policies for Retention and Recruitment)*. Keeping employees’ competitive in wage advancement for retention purposes.
County Administrator Goals Aligned to Board Priorities in 2020 Budget:

- **Complete Nitrate Source Analysis** *(Pursing Innovative Strategies to Address Health and Wellbeing Issues)*. Financial resources were previously allocated from contingency fund and remain available.

- **Develop and Implement Regional Crisis Intervention Services Plan** *(Pursuing Innovative Strategies to Address Health and Wellbeing Issues)*. HHS staffing levels are keeping up with demand for services so that new crisis plans can be developed and implemented.

- **Complete Mandated Service Analysis** *(Evaluating and Prioritizing County Services)*. No budget impact projected, will use current staff resources to create analysis.

- **Implement Findings of McGrath Compensation Study** *(Adopting Effective Policies for Retention and Recruitment)*. Included in budget wages and benefits, moving 150 employees to new grades and modifying wage grid.

- **Create Employee Survey to Measure Satisfaction and Identify Trends** *(Adopting Effective Policies for Retention and Recruitment)*. Reallocated existing staffing support to Human Resources to assist with project.

- **Prepare Space Needs Study for Government Center Campus** *(Maintaining and Providing for Future Infrastructure)*. Included funding in 2019 Capital Improvement Plan Amendment.

- **Increase Health Center Campus Bed Utilization Rate** *(Achieving Financial Sustainability)*. Health Center Campus is fully authorized for the FTE’s to run at maximum capacity. Just waiting on Feds and State for the waiver.
Budget Process & Schedule

- **May 2019**  Capital Project Requests to Finance Director, CIP Team starts review, Administration Committee approves budget guidelines.
- **June 2019**  New Positions Request due to HR Director, CIP Team recommends capital projects to County Administrator, decides on final projects.
- **July 2019**  Departments start working on operating budget request.
- **Aug. 2019**  Department Head deadline for operating budget request, Budget meetings with County Administrator, Finance Director and Department Heads. Committee of the Whole Review of Capital Project Plan
- **Sept. 2019**  Standing Committees review of Capital and Operating Budgets, County Administrator finalizes recommendation.
- **Oct. 10th**  Committee of the Whole review of County Administrator Recommended Budget.
- **Nov. 5th**  Public Hearing on budget and approval of tax levy.
Department Work Plans
Department Heads create work plans based on adopted budget in support of task linked to Strategic Initiatives. Work plans are typically reviewed by the Standing Committees.

County Budget
Largest policy document annually adopted by the County Board. The spending decisions are based on support for Strategic Initiatives. Administration Committee approves Budget Guidelines which are an early indicator of budget direction.

County Administrator Goals
County Board by Resolution establishes goals for the County Administrator. They are guided by Strategic Initiatives and provide details and measurable goals.

County Board Strategic Initiatives
County Board establishes Strategic Initiatives annually for current issues, providing direction for County priorities.
Equalized Value up 9.54% - Net New Construction up 2.74%
(Highest rate of growth of 72 Counties)
County Bond Rating

St. Croix County’s Aa1 rating is second highest possible rating

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Note: Many small municipal issuers are non-rated.
Source: Moody’s Investors Service as of December 2017
- **2019 Debt Issue Payments Estimated** – Bond Sale Scheduled for November
- **Debt Structured to Decrease in Steps to Provide Taxpayer Relief or Space for Future Debt Issues Without Tax Rate Increase**
- **Final Payment on 2017A Loan in 2020**

### St. Croix County Debt Retirement Schedule - Current

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</tr>
<tr>
<td>2036</td>
<td>1,878,798</td>
<td>417,081</td>
<td>2,295</td>
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<tr>
<td>2037</td>
<td>1,880,270</td>
<td>404,800</td>
<td>2,285</td>
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<tr>
<td>2038</td>
<td>1,885,144</td>
<td>392,331</td>
<td>2,277</td>
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</tr>
<tr>
<td>2039</td>
<td>330,525</td>
<td>330</td>
<td></td>
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<td></td>
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<td></td>
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</table>
### Operating Revenue and Expense Forecast

<table>
<thead>
<tr>
<th>Description</th>
<th>WIPFLI 2020</th>
<th>St. Croix County 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Croix County Skilled Nursing Facility (revenue reduced for provision for bad debt $26,600 WIPFLI &amp; $20,000 St. Croix County)</td>
<td>4,797,300</td>
<td>5,320,013</td>
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<tr>
<td>Orchard View Assisted Living (CBRF)</td>
<td>1,887,700</td>
<td>1,830,212</td>
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<tr>
<td>Kitty Rhodes Dementia Crisis Stabilization Unit</td>
<td>1,269,300</td>
<td>989,285</td>
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<tr>
<td>Supplemental Payments</td>
<td>414,500</td>
<td></td>
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<tr>
<td>Tax Levy</td>
<td>-</td>
<td></td>
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<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$8,368,800</td>
<td>$8,666,733</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; wages</td>
<td>3,770,500</td>
<td>3,821,781</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>1,822,600</td>
<td>1,960,145</td>
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<tr>
<td>Bed Assessment</td>
<td>102,000</td>
<td></td>
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<tr>
<td>Supplies and Other Expenses</td>
<td>1,918,100</td>
<td>2,208,214</td>
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<tr>
<td>Provision for Bad Debt</td>
<td>27,000</td>
<td>Deduct above</td>
</tr>
<tr>
<td>Utilities</td>
<td>312,500</td>
<td>238,200</td>
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<tr>
<td><strong>Total expense excluding depreciation, amortization and interest</strong></td>
<td>$7,952,700</td>
<td>$8,330,340</td>
</tr>
<tr>
<td>Less estimated geothermal</td>
<td>97,700</td>
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<tr>
<td>Adjusted Income Available</td>
<td>$318,400</td>
<td>$336,393</td>
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### Major Revenue Sources – Affecting Operating Levy

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Net New Construction 2.74%</td>
<td>800,000</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>550,000</td>
</tr>
<tr>
<td>Interest Earned</td>
<td>285,000</td>
</tr>
<tr>
<td>Highway Projects Reduced</td>
<td>130,000</td>
</tr>
<tr>
<td>HRA Fund Reduction</td>
<td>600,000</td>
</tr>
<tr>
<td>Sum of Other Budget Changes</td>
<td>185,000</td>
</tr>
<tr>
<td><strong>Major Revenue Sources</strong></td>
<td><strong>$ 2,550,000</strong></td>
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### Major Expenditure Uses – Affecting Operating Levy

<table>
<thead>
<tr>
<th>Use</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Step Increases</td>
<td>400,000</td>
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<tr>
<td>WRS Rate Change</td>
<td>11,000</td>
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<tr>
<td>McGrath Plan Update</td>
<td>12,000</td>
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<tr>
<td>Union Contract Wage Increases</td>
<td>19,000</td>
</tr>
<tr>
<td>Health Insurance Premium Increase</td>
<td>100,000</td>
</tr>
<tr>
<td>New Positions on Tax Levy</td>
<td>45,000</td>
</tr>
<tr>
<td>Clerk of Courts Court Appointed Counsel</td>
<td>11,000</td>
</tr>
<tr>
<td>Emergency Communications Software</td>
<td>16,000</td>
</tr>
<tr>
<td><strong>Major Expenditure Uses</strong></td>
<td><strong>$ 2,550,000</strong></td>
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</table>
## Budgeted Revenues

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2020</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>34,336,285</td>
<td>36,366,478</td>
<td>2,030,193</td>
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<tr>
<td>Other Taxes</td>
<td>8,767,000</td>
<td>9,316,700</td>
<td>549,700</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>12,788,241</td>
<td>13,548,200</td>
<td>759,959</td>
</tr>
<tr>
<td>Permits, Fines, Penalties</td>
<td>690,200</td>
<td>757,700</td>
<td>67,500</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>16,407,170</td>
<td>18,481,221</td>
<td>2,074,051</td>
</tr>
<tr>
<td>Transportation Charges</td>
<td>8,434,500</td>
<td>8,671,674</td>
<td>237,174</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,168,525</td>
<td>1,819,504</td>
<td>650,979</td>
</tr>
<tr>
<td>Internal Service Funds</td>
<td>8,955,000</td>
<td>10,735,000</td>
<td>1,780,000</td>
</tr>
<tr>
<td><strong>Fund Balance</strong></td>
<td>6,375,095</td>
<td>4,514,909</td>
<td>(1,860,186)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$97,922,016</td>
<td>$104,211,386</td>
<td>$6,289,370</td>
</tr>
</tbody>
</table>

- Taxes Up Net New Const. $800,000 and Debt Service $1,200,000
- Sales Tax Growth
- HHS Funding and Charges for Services
- Health Insurance Program Increases
- Extra Debt Payment in 2019 with Fund Balance
Revenue Sources

- Property Taxes: 35%
- Sales and Other Taxes: 9%
- Other: 2%
- Grants & Aids: 13%
- Charges for Services: 18%
- Transportation Charges: 9%
- Internal Service Fund Transfers: 10%
- Fund Balance: 4%
Property Taxes: 31%
State and Federal Aids: 35%
Charges for Services: 31%
Other: 1%
Surplus Applied: 2%

HHS Revenue Sources

Property Taxes: 31%
State and Federal Aids: 35%
Charges for Services: 31%
Other: 1%
Surplus Applied: 2%

Highway Revenue Sources

Property Taxes & Reg Fees: 40%
State and Federal Aids: 14%
Charges for Services: 46%
Other: 0%
Public Safety Revenue Sources

- Property Taxes: 95%
- State and Federal Aids: 1%
- Charges for Services: 4%

General Government Revenues

- Taxes: 68%
- State and Federal Aids: 11%
- Charges for Services: 16%
- Other: 5%
<table>
<thead>
<tr>
<th>Budgeted Expenses</th>
<th>2019</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Government</td>
<td>12,710,905</td>
<td>13,249,199</td>
<td>538,294</td>
</tr>
<tr>
<td>Internal Service Funds</td>
<td>10,260,015</td>
<td>13,155,000</td>
<td>2,894,985</td>
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<tr>
<td>Capital Projects</td>
<td>2,753,500</td>
<td>2,747,700</td>
<td>(5,800)</td>
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<tr>
<td>Public Safety</td>
<td>13,632,111</td>
<td>14,411,109</td>
<td>778,998</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td>28,457,634</td>
<td>31,390,950</td>
<td>2,933,316</td>
</tr>
<tr>
<td>Highways</td>
<td>17,012,901</td>
<td>17,941,467</td>
<td>928,566</td>
</tr>
<tr>
<td>Education and Recreation</td>
<td>2,201,209</td>
<td>2,246,584</td>
<td>45,375</td>
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<tr>
<td>Conservation and Development</td>
<td>2,984,642</td>
<td>3,226,244</td>
<td>241,602</td>
</tr>
<tr>
<td>Debt Service</td>
<td>7,909,099</td>
<td>5,843,133</td>
<td>(2,065,966)</td>
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<tr>
<td><strong>Total</strong></td>
<td>$97,922,016</td>
<td>$104,211,386</td>
<td>$6,289,370</td>
</tr>
</tbody>
</table>

- New Positions, Health Insurance, Contract Increases
- Health Insurance
- New Positions, Operating Expense Increases
- HHS Program Expansion Due to Service Delivery Demands
- Pass Thru Contracts
- Extra Debt Payment in 2019
Expenses by Category

- Salaries: 37%
- Benefits: 15%
- Service/Supplies: 40%
- Capital: 2%
- Debt Service: 6%
<table>
<thead>
<tr>
<th>Department</th>
<th>Department Head/Requestor</th>
<th>Position/Title</th>
<th>Position Change Type</th>
<th>Grade</th>
<th>Step</th>
<th>FTE Change</th>
<th>Total Costs</th>
<th>Tax Levy Impact</th>
<th>County Administrator Recommendation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Support</td>
<td>Lisa Plunkett</td>
<td>Customer Service Representative</td>
<td>Change in FTE</td>
<td>55</td>
<td>2</td>
<td>0.17</td>
<td>$22,954.92</td>
<td>$7,674.46</td>
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<tr>
<td>Community Development</td>
<td>Ellen Denzer/Kevin Grabau</td>
<td>Land Use Conservation Specialist</td>
<td>Additional Position</td>
<td>64</td>
<td>2</td>
<td>1.00</td>
<td>$83,127.42</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Community Development</td>
<td>Ellen Denzer/Aaron Mason</td>
<td>Property Manager</td>
<td>Additional Position</td>
<td>62</td>
<td>6</td>
<td>1.00</td>
<td>$86,181.88</td>
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<tr>
<td>Community Development</td>
<td>Ellen Denzer/Brett Budrow</td>
<td>Planner/GIS Technician</td>
<td>Additional Position</td>
<td>59</td>
<td>6</td>
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<td>$76,922.32</td>
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<tr>
<td>Community Development</td>
<td>Ellen Denzer/Julie Peterson</td>
<td>Administrative Associate</td>
<td>Additional Position</td>
<td>55</td>
<td>6</td>
<td>1.00</td>
<td>$65,955.19</td>
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<tr>
<td>Community Development</td>
<td>Ellen Denzer/Tim Stieber</td>
<td>Recycling Specialist</td>
<td>Change in FTE</td>
<td>61</td>
<td>8</td>
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<td>$20,539.35</td>
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<tr>
<td>Emergency Support Services</td>
<td>Terry Andersen</td>
<td>Emergency Telecommunicator</td>
<td>Additional Position</td>
<td>61</td>
<td>6</td>
<td>1.00</td>
<td>$83,127.42</td>
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<td>Yes</td>
<td>Changed 10/5/2019 to Yes</td>
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<tr>
<td>Finance</td>
<td>Ken Witt/Fay Strenkne</td>
<td>Financial Associate II</td>
<td>Additional Position</td>
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<td>6</td>
<td>1.00</td>
<td>$79,688.17</td>
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<tr>
<td>HHS-Administration</td>
<td>Fred Johnson/Colleen Linder</td>
<td>Administrative Associate II</td>
<td>Additional Position</td>
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<td>6</td>
<td>0.20</td>
<td>$8,244.18</td>
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<tr>
<td>HHS-Behavioral Health</td>
<td>Fred Johnson</td>
<td>Health and Human Services Supervisor</td>
<td>Additional Position/Conversion</td>
<td>69</td>
<td>6</td>
<td>1.00</td>
<td>$14,663.26</td>
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<tr>
<td>HHS-Behavioral Health</td>
<td>Fred Johnson</td>
<td>Health and Human Services Supervisor</td>
<td>Additional Position</td>
<td>69</td>
<td>6</td>
<td>1.00</td>
<td>$115,692.71</td>
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<tr>
<td>HHS-CPS</td>
<td>Fred Johnson</td>
<td>Social Worker II</td>
<td>Additional Position</td>
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<td>4</td>
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<tr>
<td>HHS-CPS</td>
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<td>Additional Position</td>
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<tr>
<td>HHS-CPS</td>
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<td>Additional Position</td>
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<td>6</td>
<td>1.00</td>
<td>$100,708.55</td>
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<tr>
<td>HHS-CPS</td>
<td>Fred Johnson</td>
<td>Social Worker II</td>
<td>Additional Position</td>
<td>70</td>
<td>6</td>
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<td>$125,047.92</td>
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<tr>
<td>HHS-CPS</td>
<td>Fred Johnson</td>
<td>Social Worker II</td>
<td>Additional Position</td>
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<tr>
<td>HHS-Children Services</td>
<td>Fred Johnson</td>
<td>In Home Therapist</td>
<td>Additional Position</td>
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<td>6</td>
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<td>$100,708.55</td>
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<td>HHS-Children Services</td>
<td>Fred Johnson</td>
<td>Program Support Associate II</td>
<td>Additional Position</td>
<td>58</td>
<td>6</td>
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<td>Yes Offset with 1 FTE reduction</td>
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<tr>
<td>HHS-Children Services</td>
<td>Fred Johnson</td>
<td>Health and Human Services Supervisor</td>
<td>Additional Position</td>
<td>69</td>
<td>6</td>
<td>1.00</td>
<td>$115,692.71</td>
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<td>Partially Reclass 1 FTE Worker to HHS Supervisor $15,000 fund</td>
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<tr>
<td>HHS-Public Health</td>
<td>Fred Johnson</td>
<td>Health and Human Services Supervisor</td>
<td>Additional Position</td>
<td>69</td>
<td>6</td>
<td>1.00</td>
<td>$115,692.71</td>
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<td>Yes</td>
<td>Contingent for funding</td>
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<tr>
<td>HHS-Public Health</td>
<td>Fred Johnson</td>
<td>Public Health Nurse</td>
<td>Additional Position</td>
<td>65</td>
<td>6</td>
<td>1.00</td>
<td>$96,856.21</td>
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<td>Yes</td>
<td>Contingent for funding</td>
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<tr>
<td>Human Resources</td>
<td>Tarra Davies-Fox</td>
<td>Benefits Educator/Administrator</td>
<td>New Position</td>
<td>63</td>
<td>6</td>
<td>1.00</td>
<td>$89,380.63</td>
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<td>Yes</td>
<td>Fees .5 FTE Office Investigator</td>
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<tr>
<td>Information Technology</td>
<td>John Allegro</td>
<td>IT Endpoint - Specialist</td>
<td>Additional Position</td>
<td>63</td>
<td>6</td>
<td>1.00</td>
<td>$89,380.63</td>
<td></td>
<td>Yes</td>
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<tr>
<td>Judicial Department</td>
<td>Mike O'Keefe</td>
<td>COMPAS/Court Assessor</td>
<td>New</td>
<td>60</td>
<td>6</td>
<td>1.00</td>
<td>$79,688.17</td>
<td></td>
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<tr>
<td>Medical Examiner</td>
<td>Patty Schachtner</td>
<td>Program Coordinator</td>
<td>New Position</td>
<td>60</td>
<td>6</td>
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<td>$79,688.17</td>
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<td>Partially Funded .5 FTE</td>
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<tr>
<td>Sheriff's Office</td>
<td>Scott Knudson</td>
<td>Primary Services Deputy/Patrol</td>
<td>Additional Position</td>
<td>WPPA</td>
<td>2</td>
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<td>$55,447.20</td>
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<tr>
<td>Sheriff's Office</td>
<td>Scott Knudson</td>
<td>Corrections Officer I/I</td>
<td>Additional Position</td>
<td>WPPA</td>
<td>1</td>
<td>1.00</td>
<td>$88,085.81</td>
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<tr>
<td>Sheriff's Office</td>
<td>Scott Knudson</td>
<td>Corrections Officer I/I</td>
<td>Additional Position</td>
<td>WPPA</td>
<td>2</td>
<td>1.00</td>
<td>$89,638.21</td>
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<td>Yes</td>
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<tr>
<td>Sheriff's Office</td>
<td>Scott Knudson</td>
<td>Corrections Officer I/I</td>
<td>Additional Position</td>
<td>WPPA</td>
<td>3</td>
<td>1.00</td>
<td>$90,314.27</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Sheriff's Office</td>
<td>Scott Knudson</td>
<td>Open Records/Evidence Custodian</td>
<td>New Position/Conversion</td>
<td>63</td>
<td>6</td>
<td>1.00</td>
<td>$83,127.42</td>
<td></td>
<td>Yes Offset with position elimination</td>
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<tr>
<td>District Attorney's Office</td>
<td>Mike Nieskes</td>
<td>Special Prosecutor Contracted</td>
<td>Reduced FTE</td>
<td>contracted</td>
<td>0.50</td>
<td>$37,720.80</td>
<td>$37,720.80</td>
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<td>Reduced cost $456,875.45</td>
<td>Packet Pg. 80</td>
</tr>
</tbody>
</table>

Note: Positions that are new to the County have not been officially evaluated for placement on the wage grid and therefore grade and step are estimates.

Position Reductions

<table>
<thead>
<tr>
<th>Department</th>
<th>Position/Title</th>
<th>Position Change Type</th>
<th>Grade</th>
<th>Step</th>
<th>FTE Change</th>
<th>Total Costs</th>
<th>Tax Levy Impact</th>
<th>County Administrator Recommendation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Support Services</td>
<td>Patrick Thompson</td>
<td>Emergency Services Director</td>
<td>Authorized Position Reduction</td>
<td>70</td>
<td>6</td>
<td>1.00</td>
<td>$125,047.92</td>
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<td>Social Worker Behavioral Health</td>
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<td>1.00</td>
<td>$100,708.55</td>
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<td>Reclassified in Children Services</td>
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Note: Positions that are new to the County have not been officially evaluated for placement on the wage grid and therefore grade and step are estimates.
23.4 New FTE’s for 2020
• 3.9 General Government
• 2.3 Community Development
• 12.2 Health & Human Services
• 4 Sheriff’s Office
• 1 Emergency Services

4.5 FTE Reductions
• .5 District Attorney’s Office
• 2 Health & Human Services
• 1 Sheriff’s Office
• 1 Emergency Services
Summary of 2020 Employee Benefit Changes

- **Health Insurance Changes**
  - 10% Increase in Premiums – 22% recommended by actuary
  - Defer 12% Premium Increase ($1 million) to 2021 and Use Fund Balance of $3.6 million
  - Eliminate HRA Contributions (phase out balances by end of 2020)
    - Single $900, Employee+ $1350, Family $1800
  - Decrease Deductibles and Out of Pocket Limits (OOP)
    - Single Deductibles $1500 to $500 and OOP $2500 to $1750
    - Employee +1 Deductibles $2250 to $750 and OOP $3750 to $2500
    - Family Deductibles $3000 to $1000 and OOP $5000 to $3250
  - Telemedicine Copay from $40 to $0
  - Office Copays from $15/$30 to $20/$35
- **Dental Premiums 12% increase (75% employee funded)**
- **WRS Contribution Rate** – General 6.55% to 6.75% and Protected 10.55% to 11.65%
- Mill Rate $3.51 per thousand dollars of equalized value
- Mill Rate Decrease of 3.31%
- 6th Consecutive Year of Mill Rate Decrease
<table>
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<tr>
<th>County Tax Levy:</th>
<th>Actual</th>
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<th>Percentage</th>
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<td>Special Purpose Levies</td>
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<td>$34,336,285</td>
<td>$36,366,478</td>
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**Mill Rate (Taxes per $1,000 Valuation):**

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<th>2020</th>
<th>Percentage</th>
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<td>3.017439</td>
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<td>Debt Service Levy</td>
<td>0.488211</td>
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<td>0.123396</td>
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<tr>
<td><strong>Total Mill Rate</strong></td>
<td>3.629046</td>
<td>3.508999</td>
<td>-3.31%</td>
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- **Equalized Valuation reduced by TID Value:**
  - $9,461,518,600
  - $10,363,774,900
  - 9.54%

- **Median Home Value:**
  - $223,000
  - $223,000

- **County Taxes:**
  - $809.28
  - $782.51
2021 Budget Projections/Assumption

- Net New Construction Between $600,000 - $800,000
- Sales Tax Growth $400,000 - $500,000
- Health Insurance Increase of $1,000,000+
- Union Contract Wages $190,000
- Step Increase Would Cost $500,000
- Debt Service Levy Up $300,000
- No Increases in Operating Expenses
- No New Positions Affecting Tax Levy
RULES AND BYLAWS
OF THE
BOARD OF SUPERVISORS

ST. CROIX COUNTY
WISCONSIN

Originally Adopted on March 10, 1992
Restated on April 2, 2019
Effective April 2, 2019
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RULES AND BYLAWS OF THE BOARD OF SUPERVISORS OF ST. CROIX COUNTY, WISCONSIN

INTRODUCTION

St. Croix County is a body corporate of the State of Wisconsin. On April 1, 2004 it became a self-organized county pursuant to Wisconsin Statutes § 59.10 (intro). The county seat is located at 1101 Carmichael Road, Hudson, Wisconsin. St. Croix County exercises its powers through the Board of Supervisors.

St. Croix County government provides services that promote the safety, health and welfare of our citizens and other public entities, through innovation and cooperation in a fiscally responsible and accessible manner.

This restatement to the Rules and Bylaws shall be effective May 5, 2015.
ARTICLE ONE

BOARD OF SUPERVISORS

Section A. Designation. The Board of Supervisors shall be referred to hereinafter as the “County Board.”

Section B. Role. The role of the County Board is to set the strategic mission and priorities for the County, establish the general policies by which the County is guided in its management of County affairs, consider and act upon resolutions and ordinances, provide financial oversight and build community relationships in support of the mission and priorities. The County Board selects the County Administrator and monitors the County Administrator’s management of the daily operations and implementation of policy.

Section C. Powers. The County Board may exercise any of the powers conferred on it by the laws of the State of Wisconsin in accordance with these Rules and Bylaws.

Section D. Committee of the Whole.

1. Definition and Purpose. The Committee of the Whole is a device in which a legislative body is considered one large committee. All members of the legislative body are members of such a committee.

Under Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, when an assembly has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well-understood and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the “Committee of the Whole.”

These Bylaws of St. Croix County also permit the calling of a Committee of the Whole for any reason deemed appropriate by the party having the authority to call a meeting of the Committee of the Whole. Matters appropriate for a meeting of the Committee of the Whole will generally involve issues having a county-wide impact. Matters of utmost urgency would generally be better handled by calling a Special Meeting of the County Board. Matters simply needing further study and analysis should generally be referred to the most appropriate Standing Committee and not to the Committee of the Whole.

2. Causing a Meeting of the Committee of the Whole. Meetings of the Committee of the Whole shall be caused to occur by means of a motion to refer the matter to the Committee of the Whole in an action taken during a meeting of the County Board, or at the call of the County Board Chair or at the call of the County Board Vice-Chair.
3. Scheduling of the Meeting. When a meeting of the Committee of the Whole is caused to occur as provided in Section D. 2. above, then the Chair or in the Chair’s absence, the Vice-Chair, shall take steps to schedule the meeting as soon as shall be practical under the circumstances.

4. Presiding Officer. While the Chair of the Board may also serve as the Chair of the Committee of the Whole, the Chair, or in the absence of the Chair, the Vice-Chair, may choose to appoint any other Supervisor to serve as the presiding officer of the Committee of the Whole. It is the custom of this County to have the Vice-Chair serve as the presiding officer and for the Vice Chair to then offer the report of the Committee of the Whole to the County Board.

5. Quorum. A quorum of the Committee of the Whole is the same as that of the County Board.

6. Actions of this Committee. The Committee of the Whole may make and present recommendations by informal resolutions (meaning the resolutions need not be reviewed by legal, finance and administration) to the Standing Committee that is most appropriate to the matter being considered. Minutes are to be taken of the meetings of the Committee of the Whole in a manner similar to minutes of Standing Committee meetings.
Section E. Supervisory Districts and Terms. The County Board shall be comprised of one Supervisor from each of the 19 supervisory districts within the County. Supervisors shall be elected at the election to be held the first Tuesday in April next succeeding the expiration of the respective terms and shall take office on the third Tuesday in April following their elections.

<table>
<thead>
<tr>
<th>District 1</th>
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<tr>
<td>Town of Somerset Wards 1 &amp; 2</td>
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<td>Town of Pleasant Valley Ward 1</td>
<td>Town of Rush River Ward 1</td>
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<td>Village of Hammond Wards 1-4</td>
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<td>Village of Woodville Wards 1 &amp; 2</td>
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Section F. Absences, Vacancies and Removal.

1. Absences

   a. Supervisors are expected to attend all County Board meetings and all Standing Committee meetings to which they are assigned. If a Supervisor is unable to attend such meetings, the Supervisor is expected to notify the County Clerk, the respective Chair or Department Head, of the absence at least three hours prior to the start of the meeting. Telephone or video conference appearances shall not be allowed. If the meeting is held outside normal business hours, the Supervisor is expected to notify the County Clerk or Department Head prior to the close of business on the day of the meeting. In the case of a Standing Committee absence, the County Clerk or Department Head will report the expected absence to the respective Chair of the meeting. The respective Chair shall determine whether to excuse the absence. All absences should be noted in the minutes of the meeting along with an indication of whether the absence was excused. Notwithstanding lack of notification, the Chair shall have discretion to determine, exercisable in a reasonable and practical manner, whether the absence is excused or unexcused.

   b. The acting Chair will direct that a roll call or other action is taken to record the names of the Supervisors in attendance at a meeting.

   c. The acting Standing Committee Chair will report the name of any Supervisor who accumulates three or more unexcused absences or five total absences within a year from properly noticed Standing Committee meetings to the County Clerk. The County Clerk will track County Board meeting absences and will provide a quarterly report to the County Board of any member of the County Board or its Standing Committees who accumulates three unexcused or more absences or five total absences within any 12 month period. Absence totals are tallied individually by Standing Committee or County Board meetings.

   d. The County Board may, consistent with the requirements of Wisconsin law, take whatever action it deems appropriate with respect to a person who has three or more unexcused absences or five total absences within any 12 month period per County Board or Standing Committee. Such action may include censure, suspension, or removal from the County Board or Standing Committee.

   e. This provision shall not apply when a quorum is present of the County Board or Standing Committee at a non-member meeting held for the purpose of gathering information.
2. Vacancies

   a. If a vacancy occurs on the County Board the County Board Chair shall seek candidates and recommendations for candidates in the district in which the vacancy exists by publishing a notice of the vacancy in a newspaper likely to inform residents in the district and by contacting the mayor of any city, the president of any village, and the chair of any town located in the district in which the vacancy exists.

   b. The County Board Chair shall forward to the County Board each candidate who is both a qualified elector and a resident of the Supervisory District in which the vacancy exists for appointment. In the event that the County Board Chair forwards more than one candidate for appointment, the County Board shall conduct an election. The County Clerk shall prepare written ballots with the names of candidates in alphabetical order. One ballot shall be delivered to each County Board member present. County Board members shall vote for one candidate. Each County Board member shall sign and indicate his/her district number on the ballot. Ballots must be signed to be valid. The candidate receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote, the person receiving the lowest number of votes shall be dropped from the ballot. The clerk shall deliver one ballot to each County Board member present, repeating if necessary, until the position is filled.

   c. The person appointed shall serve for the unexpired portion of the term for which the person is appointed including any Standing Committee. In the event the County Board Chair does not forward candidate(s) to the County Board to fill the unexpired term within 60 days of vacancy the County Board Chair shall explain to the County Board why no such appointment/nomination has been made.¹

3. Removal

   a. Any member of the County Board, subunit or other governmental body of the County may be removed for cause by the County Board as provided in Wisconsin Statutes §§ 17.10 and 17.16.

   b. The Chair of each County committee has the responsibility to lead the work of the committee and to assure that each committee member is actively engaged. Upon determining that an individual committee member is not engaged due to failure to attend committee activities the committee Chair shall recommend to the County Board Chair removal of the committee member from said committee. The County Board Chair will notify the committee member of the recommended removal. Upon

¹ Unless otherwise noted in this document, day or days are defined as calendar days.
consultation with the committee member, the County Board Chair may recommend removal to the County Board, which will take action on the removal.

Section G. Compensation of Supervisors. Compensation for Supervisors shall be set by a resolution of the County Board. The resolution must be adopted prior to the earliest date on which nomination papers may be circulated for a County Board seat for the succeeding term. Supervisors shall also be entitled to per diem, mileage and expense reimbursement related to County business.

Section H. Compensation of Citizen Members. Citizen members of any board, committee, subunit or other governmental body are entitled to receive per diems and mileage for meetings attended in the same amount and at the same rates as Supervisors receive for attending County meetings. Citizen members of any board, committee, subunit or other governmental body shall be provided the Rules and Bylaws of the Board of Supervisors and shall comply with all provisions applicable to them. A citizen member is defined as any person appointed to any board, committee, subunit or other governmental body of St. Croix County as a citizen at large, and is not so appointed because the person holds a specific position with an organization.

Section I. Compensation, Per Diem, Mileage and Expense Reimbursement. Refer to the County’s Compensation, Per Diem, Mileage and Expense Reimbursement Policy.

Section J. County Internet Website. Supervisors shall choose what information is released about them on the St. Croix County Website. A Supervisor may choose to use the Government Center address, phone number, or his/her own personal information. A form will be provided for each Supervisor to indicate his/her choices. Each Supervisor shall be assigned a County-issued email address by district number for County business related matters.

Supervisors should be aware that as a public official, personal contact information will be provided according to Wisconsin public records laws upon request.

Section K. Ad hoc Committees.

The County Board may establish ad hoc committees for specific purposes and limited duration. The County Administrator shall appoint the members of ad hoc committees with County Board confirmation. Supervisor members of ad hoc committees shall be entitled to per diems and expense reimbursement for attending meetings in the same amount and at the same rates as they receive for attending County Board meetings.
ARTICLE TWO
OFFICERS

Section A. Officers; Election. The officers of the County Board shall consist of a Chair and a Vice-Chair. Both officers shall be elected by the County Board by secret ballot at the County Board’s first meeting following the spring election in April. A candidate for either office shall be nominated by another Supervisor. At the close of nominations each nominee for Chair shall address the County Board by responding to the following questions:

1. As County Board Chair, what will be your major objectives and priorities?

2. If you are elected, are there things you will try to change or do differently as County Board Chair?

3. How would you describe the style you will use in working with your fellow Supervisors, County committees, County Administrator and other staff?

If no candidate receives a majority on the first vote, a second vote will be taken on the three nominees receiving the most votes. If no nominee receives a majority on the second vote, a third vote will be taken on the two nominees with the most votes.

Section B. Term. The term of office for the Chair and the Vice-Chair shall be two years from the April election.

Section C. Powers and Duties of the County Board Chair. The County Board Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office.

1. Sets the agenda and conducts County Board Meetings in accordance with Article Three, Meetings of the County Board.

2. Customarily attends, or in certain specified cases, mandatorily by statute attends meetings of the following organizations and agencies to provide County Board representation. Except as provided below, the County Board Chair may not appoint a designee to attend a mandatory meeting, but may appoint a designee to attend any customary meeting. Mileage and per diems will be paid for attendance at both customary and mandatory meetings.
a. Mandatory Meetings

1) Tax Incremental District Joint Review Board (the Board Chair may appoint a designee)

2) District Board Appointment Committee of the Wisconsin Indianhead Technical College

3) District Board Appointment Committee of the Chippewa Valley Technical College

4) West Central Wisconsin Workforce Development Board/County Boards’ Consortium

5) Local Emergency Planning Committee (LEPC) – (the Board Chair may appoint a designee)

b. Customary Meetings

1) Chair/Member – Committee of the Whole

2) Member of one, but not more than two, Standing Committees

3) County/City – Attends meetings with municipal and county officials

4) Towns Association

5) Wisconsin Counties Association

6) Community Justice Collaborating Council

3. Other duties of the County Board Chair include the following:

a. Seeks candidates and make recommendations for candidates in vacant districts.

b. Appoints, with the approval of the County Board, a qualified elector and resident of the supervisory district in which a vacancy exists.

c. Authorizes County Board Supervisor attendance for compensation at a meeting for which a Supervisor is not a member.

d. Calls meetings of the Committee of the Whole.
e. Designates a newly elected member at the Organizational Meeting from each of the Standing Committees to be the Convener of the initial Standing Committee meeting.

f. Informs the Convener that the Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.

g. Acts as a voting member, if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.

h. Changes County Board meeting dates and times, if necessary.

i. In consultation with the County Administrator, makes discretionary additions to the County Board agendas for matters of urgency.

j. Directs the County Clerk on what items are to appear on the County Board agendas.

4. The County Board Chair shall not act as a chair of a Standing Committee.

Section D. Powers and Duties of the Vice-Chair. The County Board Vice-Chair shall exercise the powers and perform the duties described in these Rules and Bylaws, those assigned by the Board, those prescribed by Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, in cases to which they are applicable, and those which are normally ascribed to the office, which include:

1. Acts as Chair during the absence or incapacity of the Chair.

2. Acts as Chair when it is necessary for the Chair to temporarily vacate the seat.

3. Customarily serves as Chair of the Committee of the Whole.

4. Acts as a voting member if a quorum is not otherwise present for a Standing Committee or for the Council on Aging and Disabilities.

5. Performs such other duties as may be reasonably assigned by the Chair.

Section E. Permanent Absence.

1. County Board Chair. In the event the position of County Board Chair is vacant due to removal, resignation or death of the incumbent, the Board shall hold an election to fill the position of County Board Chair within 60 days of it becoming vacant. The County Board Vice-Chair shall assume all duties of the County Board Chair when such position is vacant and shall be paid meeting fees and the monthly salary to which the County Board Chair would otherwise be entitled until such time as the County Board elects a successor.
2. County Board Vice-Chair. In the event the position of County Board Vice-Chair is vacant due to removal, resignation or death of the incumbent the Board shall hold an election to fill the position of County Board Vice-Chair within 60 days of it becoming vacant.

Section F. Chair Pro tem. If both the Chair and Vice-Chair are absent from a County Board meeting, the County Board shall appoint a Chair pro tem to conduct the meeting.
ARTICLE THREE

MEETINGS OF THE COUNTY BOARD

Section A. Meeting Place, Dates and Times. County Board meetings shall be held as follows:

1. Regular Meeting Dates and Times. The County Board shall hold its regular meetings at the St. Croix County Government Center, 1101 Carmichael Road, Hudson, Wisconsin, the first Tuesday of each month except for the Organizational Meeting which is to be held at the date described below. The meetings in November, December, January, and February shall begin at 8:00 a.m. The meetings in March, April, May, June, July, August, September and October shall begin at 5:00 p.m. When necessary, meeting dates and times may be changed by the County Board Chair.

2. Annual Meeting. The annual meeting of the County Board, required by Wisconsin Statutes § 59.11 (1), shall be held as part of the regular meeting in October or November as determined by the County Board.

3. Orientation Session. An orientation session is customarily held for all incumbent and newly elected Supervisors after the even-year April elections and prior to the even-year April Organizational meeting. No County business is taken up at this session. Incumbent and newly elected Supervisors are entitled to per diem and mileage for this session.

4. Organizational Meeting. The Organizational Meeting is held the third Tuesday of April at 8:00 a.m. in even numbered years following the spring election. The Board elects the Chair and Vice-Chair, confirms County Administrator appointments to the Health and Human Services Board (and Council on Aging and Disabilities) and elects the remaining four Standing Committees. Any other County business before the County Board is handled as it would be at any other regular meeting.

5. Special Meetings. Special meetings may be called in accordance with Wisconsin Statutes § 59.11 (2).

6. Physical Presence Necessary. Each Supervisor must be physically present at a County Board meeting to be “in attendance.” Supervisors are not in attendance if listening by telephone or electronic manner, and may not vote by proxy on any matter.

Section B. County Clerk to Act as Clerk of the County Board.

1. The County Clerk shall act as Clerk of the County Board at all of the County Board’s regular, special, limited term, and Standing Committee meetings. Under the direction of the County Board Chair or other committee chairs, the County Clerk creates the agenda for County Board meetings; keeps and records true minutes of all the proceedings of the County
Board in a format chosen by the County Clerk, including all committee meetings, either personally or through the County Clerk’s appointee. The County Clerk publishes a certified copy of proceedings of County Board meetings in one or more newspapers pursuant to Wisconsin Statutes § 59.14 (2) (“Proceedings” means a brief, precise summary of every resolution adopted, ordinance enacted or other action taken by the County Board) Copies of all agendas and minutes of board meetings and committee meetings shall be filed in the County Clerk’s office. The County Clerk makes regular entries of the County Board’s resolutions and decisions upon all questions; records the vote of each supervisor on any questions submitted to the County Board, if required by any member present. Publishes ordinances as provided in Wisconsin Statute § 59.14(1) and performs all duties prescribed by law or required by the County Board in connection with its meetings and transactions.

2. With the permission of the affected Department Head, the County Clerk may delegate duties with respect to the preparation of committee agendas to a meeting organizer; and, may appoint a meeting organizer employee to record, prepare, and provide true minutes of an assigned committee meeting. Meeting Organizers are county employees whose job duties include preparing agendas and minutes. Meeting Organizers work with Department Heads, Committee Chairs and administration staff to prepare agendas.

Section C. Agendas. The County Clerk shall provide to all Supervisors at least seven (7) days prior to the date of a County Board meeting an agenda of items to come before the County Board. Matters of urgency arising after the agenda has been provided to Supervisors may be added to the agenda at the discretion of the County Board Chair and the County Administrator. Notice of these additional items and, if applicable, the resolution or ordinance will be provided to the Supervisors as soon as practicable, but not later than the Friday prior to the County Board meeting. A final agenda will be available the day of the County Board meeting.

1. Additional Agenda Items. The County Board Chair determines the items on any meeting agenda. Individual Supervisors of the County Board desiring to have an item placed on a County Board agenda shall:
   a. Voice the request at the County Board meeting under “Future Agenda Items.” If the Chair refuses to immediately accept the agenda item, the Supervisor may request another Supervisor to support placement of the item on the next meeting agenda. Upon such support by any one of the Supervisors, the item shall be placed on the agenda; or
   b. If the request comes after the last meeting and prior to the next meeting, seek approval from the County Board Chair at least ten (10) days prior to the next meeting to include the item. If the Chair refuses, does not respond or is otherwise unavailable, the Supervisor has the option of seeking another Supervisor to support the addition to the agenda. The Supervisor must refrain from discussing the merits of the agenda item when seeking the support of another Supervisor. Upon the filing of a petition
signed by two (2) Supervisors to the County Clerk with a copy to the County Administrator’s office at least five (5) days prior to the County Board meeting, the matter shall be placed on the agenda.

c. If the request is made to the County Board Chair less than ten (10) days prior to the next County Board meeting, the County Board Chair shall have full discretion on whether or not to place the item on the next Board meeting’s agenda.

d. Upon Chair refusal and lack of support by one other Supervisor, the item shall not be placed on the agenda.

Section D. Documents. All resolutions, reports and other documents relating to business to come before the County Board for action shall be submitted to the County Clerk eight (8) days prior to each meeting of the County Board. The County Clerk shall provide the collection of documents to all Supervisors not less than seven (7) days prior to each meeting of the County Board.

Section E. Procedures.

1. Before proceeding to business, the roll of the Supervisors shall be called and the names of those present and those absent shall be entered on the record. Ten Supervisors present at a County Board meeting shall constitute a quorum for the transaction of business.

2. No Supervisor shall absent himself/herself from a County Board meeting without first obtaining leave of absence from the County Board Chair or the County Clerk in the event that the Chair cannot be reached.

3. The order of business on a County Board meeting agenda shall be as follows:

   Call to Order
   Invocation or Moment of Silence
   Pledge of Allegiance to the Flag
   Roll Call
   Public Comment
   Consent Agenda
   1. Minutes of Previous Meeting
   2. Date of Next Meeting
   3. Rezonings
   4. Alterations of County Supervisor District Lines Due to Annexations
   5. Appointments
   6. Approval of Amendments to Town Zoning Ordinances
   7. Any other item deemed routine by the County Board Chair

   Presentations or Recognitions
   Annual Department Reports
County Administrator’s Report
1. Financial Update
Business
Request for Future Agenda Items
County Clerk’s Report of Correspondence
Announcements
Adjournment

The County Board Chair may modify the order of business.

4. The County Board Chair shall preserve County Board meeting order and decorum. The County Board Chair shall speak to points of order and shall also decide questions of order subject to an appeal to the County Board. No Supervisor shall speak more than once on such appeal except by leave of the Board. A majority vote of the Supervisors present shall overrule the County Board Chair.

5. Public comment guidelines for speaking or submitting written comments are as follows:
   a. The comment period is open to those who wish to speak or submit written comments to be read on any subject matter. However, if the item commented about is not on the agenda, Supervisors cannot discuss the item to any extent other than whether or not to add it as a future agenda item.
   b. Each speaker is limited to a maximum of three (3) minutes in length or as announced by the County Board Chair.
   c. No further comments will be allowed during the rest of the meeting unless approved by the County Board Chair whose decision may be appealed to the County Board.
   d. A comment card shall be completed and given to the County Board Chair who will call speakers up one at a time.
   e. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the County Board Chair will ask that the speaker hold his or her comments until the Public Hearing is called.

6. Minutes of County Board meetings shall be kept in accordance with Wisconsin Statutes § 59.23(2)(a). Draft minutes shall be transcribed by the County Clerk. The County Clerk shall provide copies of all draft meeting minutes to all Supervisors in their meeting packets. Upon approval of the minutes, or approval of the minutes with changes, at the subsequent County Board meeting, the minutes shall become official.
7. Every matter which comes before the County Board from a source other than a Standing Committee shall be referred to an appropriate Standing Committee by the County Board Chair without motion unless otherwise directed by a two-thirds vote of the County Board. Every committee shall report upon all items referred to it by the second meeting following the meeting of referral unless otherwise directed by the County Board. Once the subject matter has been referred to a Standing Committee, the presenter is strongly urged to appear before the Standing Committee.

8. All petitions for highways and bridges shall be presented to the County Board at the annual budget meeting.

9. Reports by County department heads shall be submitted in writing to the County Board annually.

10. The Chair of the Standing Committee shall verify the name and vote of each member on the original resolution or ordinance copy.

11. All questions shall be put to the County Board in the order they are moved, except privileged questions.

12. Procedural rules of the County Board may be suspended by a two-thirds vote of those Supervisors present.

Section F. Rules of Debate.

1. When any Supervisor wishes to speak in debate, or deliver any matter to the County Board, the Supervisor shall address directly to the County Board Chair, confine the Supervisor’s remarks to the question under debate, and avoid making derogatory personal comments about others.

2. In all cases, the Supervisor who shall first address the County Board Chair shall speak first; but when two Supervisors speak at the same time, the County Board Chair shall recognize the Supervisor who shall speak first.

3. When a question is under debate, no motion shall be received, except a motion:

   a. To adjourn (privileged).

   b. To take a recess (privileged).

   c. To lay on the table (privileged).

   d. To call for the previous question.
e. To postpone to a time certain.

f. To refer to a standing or *ad hoc* committee.

g. To amend.

h. To postpone indefinitely.

These motions shall have precedence in the order in which they are listed above.

4. A motion to adjourn, to take a recess, to lay on the table, and a call for the previous question, shall be decided without debate.

5. A motion to adjourn is always in order, except when a vote is being taken, but this rule shall not permit any Supervisor to move an adjournment when another Supervisor has the floor.

6. When a motion is made, it shall be stated by the County Board Chair prior to debate. If a question contains several points, any Supervisor may have it divided into separate questions.

7. A Supervisor called to order by the County Board Chair shall immediately relinquish the floor. The County Board Chair shall then clearly state the breach involved and then ask the County Board if the Supervisor should be allowed to continue to speak. This question is not debatable.

8. It shall be in order for any Supervisor voting on the prevailing side of a vote to move for a reconsideration of that vote on the same day of the vote or not later than the next County Board meeting. A motion for reconsideration having been put and lost, or not receiving a second, shall not be renewed.

9. In all matters not specifically provided for in these rules, *Robert’s Rules of Order Newly Revised*, and all subsequent editions thereof, shall govern in all cases to which they are applicable.

**Section G. Putting Questions and Voting.**

All questions shall be put to the County Board for a vote, unless otherwise required, in this form:

1. In a case where the result of a voice vote is in doubt, any Supervisor may call for a division (a counted vote).

2. If a Supervisor must leave the meeting during a debate or misses a vote, the Supervisor shall be required to vote or abstain upon the Supervisor’s return.
3. Any Supervisor may request a roll call vote. All votes on ordinances, resolutions, and motions involving the expenditure of funds shall be by roll call vote.
ARTICLE FOUR

COUNTY BOARD STANDING COMMITTEES

Section A. Standing Committees.

1. Health and Human Services Board
2. Administration Committee
3. Community Development Committee
4. Public Protection and Judiciary Committee
5. Transportation Committee

Section B. Populating Standing Committees. Except upon removal under Article One F. 3. b., each Supervisor shall be appointed or elected to at least one Standing Committee as the case may be but shall not serve on more than two. No Supervisor shall be the chair of more than one Standing Committee.

1. Appointed
   
   a. Members of the Health and Human Services Board shall be appointed by the County Administrator and confirmed by the County Board at the organizational meeting in April of even numbered years following the spring election pursuant to Wisconsin Statutes § 46.23(4)(b)2. Mid-term vacancies shall be appointed by the County Administrator subject to County Board confirmation. Citizen members are appointed by the County Administrator to the Health and Human Services Board pursuant to Wisconsin Statutes § 251.03.

2. Elected
   
   a. Members of the Administration, Community Development, Public Protection and Judiciary and Transportation Committees shall be elected immediately after County Board confirmation of the County Administrator’s appointments to the Health and Human Services Board. Elected Standing Committees are populated in order determined by election at the County Board organizational meeting.

   1. The County Clerk shall appoint three election tellers who shall assist the County Clerk in the tabulation of results.
   2. Nominations shall be made by County Board members and shall be prominently displayed.
   3. The County Clerk shall immediately prepare written ballots with the names of candidates in alphabetical order.
   4. When ballots have been prepared the Clerk shall call the roll and one ballot shall be delivered to each County Board member present.
5. County Board members shall vote for as many nominated candidates as there are positions to be filled. Nominees shall only receive one vote per ballot. Write-in votes are not allowed.

6. Each County Board member shall sign and indicate his/her district number on the ballot. Ballots must be signed to be valid.

7. Candidates receiving a majority vote of the number of County Board members present shall be declared elected. Should no one receive a majority vote, the person receiving the lowest number of votes shall be dropped from the ballot. The Clerk shall deliver one ballot to each County Board member present, repeating if necessary, until all positions are filled. In case of a tie vote, the successful candidate shall be determined by lot at the discretion of the County Clerk. If the number of candidates receiving a majority vote of County Board members present exceeds the number of positions to be filled, any person not receiving a majority vote shall be dropped from the ballot. The Clerk shall again deliver one ballot to each County Board member with only those receiving a majority vote remaining on the ballot. The person receiving the lowest number of votes shall be dropped from the ballot each succeeding ballot until the number of candidates receiving a majority vote equals the number of positions to be filled.

8. A ballot marked with more or less than the required number of votes, shall be considered improperly marked and discarded.

9. If a County Board member makes a mistake on his/her ballot, a second ballot shall be issued. A maximum of three ballots shall be issued per vote.

10. This process is repeated until all elected committee positions are filled.

Section C. Term of Office.

1. Health and Human Services Board. The term of office for each of the six Supervisor members of the HHS Board shall be three years, arranged so that the terms of two Supervisor members shall expire each year. If a Supervisor member is not re-elected to the County Board and the term he/she is serving on the HHS Board does not expire in the year the County Board term begins, a vacancy will be deemed to have occurred on the HHS Board and another Supervisor will be appointed to serve the remainder of the term. The term of office for each of the three citizen members of the HHS Board shall be three years, commencing upon appointment at the April County Board meeting, arranged so that the term of one citizen member shall expire each year, pursuant to Wisconsin Statutes § 46.23(4)(c). If HHS Board members cannot be selected at the times described in this paragraph, current members shall serve until successors are selected. Mid-term vacancies shall be appointed by the County Administrator subject to County Board confirmation.

2. Elected Standing Committees. The term of office of a member of an elected Standing Committee shall be two years. The term of office shall commence upon election to the committee at the organizational meeting in even numbered years following the spring
election. Any County Board Supervisor appointed under Article One F. 2. b. to fulfill an unexpired term shall automatically become a member of the Standing Committee(s) of their predecessor. The term of office of a member of an elected Standing Committee ends when the Supervisor is no longer a member of the County Board or is not re-elected to the Standing Committee at future organizational meetings.

Section D. Membership Limitations. No County employee may serve as a member of a Standing Committee.

Section E. Organization. Each Standing Committee shall self-organize. Each Standing Committee shall select its own chair and vice-chair. The County Board Chair shall designate a newly elected member from each of the Standing Committees to be the Convener of the initial Standing Committee meeting and it is the Convener with the assistance of the County Administrator who then sets the time, date and meeting agenda items and submits them to the County Clerk, or to the County Clerk’s appointee, to prepare and publish the initial meeting agenda. The Convener is to conduct the initial meeting of the Standing Committee until its chair is selected.

Section F. Standing Committee Meetings.

1. A Standing Committee shall meet at such intervals as are necessary to discuss or act on business. A majority of Standing Committee members shall constitute a quorum for the transaction of business. If a quorum is not otherwise present, the County Board Chair or County Board Vice-Chair may act as a voting member. Standing Committee meetings shall follow the rules contained in Article Three for County Board meetings except that due to practicalities of governmental operation, the timeframe for providing the agenda and packet materials will be provided to Supervisors as soon as practicable and without unreasonable delay. In all matters not specifically provided for in these rules, Robert’s Rules of Order Newly Revised, and all subsequent editions thereof, shall govern in all cases to which they are applicable.

2. Under the direction of the Standing Committee Chairs, the County Clerk creates and publishes the agendas of all Standing Committee meetings as well as keeps and records true minutes of all the proceedings in a format chosen by the County Clerk. The County Clerk, either personally or through the County Clerk’s appointee, provides copies of draft meeting minutes to all Standing Committee members in their meeting packets. Copies of all Standing Committee agendas and approved minutes shall be filed in the County Clerk’s office and posted on the County’s website, distributed to all Supervisors and media that have requested the information.

3. Introduce and Process Legislation. The County Board exercises its powers most often by adopting resolutions and ordinances. County Board Supervisors or Standing Committees seeking to introduce resolutions or ordinances shall abide by the Resolution and Ordinance Cover Sheet Drafting and Review Policy.
4. Additional Agenda Items. The Committee Chair determines the items on any meeting agenda. Individual Supervisors of a Standing Committee desiring to have an item placed on a Standing Committee agenda shall:

   a. Voice the request at the Standing Committee meeting under “Future Agenda Items.” If the Chair refuses to immediately accept the agenda item, the Supervisor may request another Standing Committee member to support placement of the item on the next meeting agenda. Upon such support by any one of the remaining Standing Committee members, the item shall be placed on the agenda; or

   b. If the request comes after the last meeting and prior to the next meeting, seek approval from the Standing Committee Chair at least ten (10) days prior to the next meeting to include the item. If the Chair refuses, does not respond or is otherwise unavailable, the Supervisor has the option of seeking another member of that Standing Committee to support the addition to the agenda. The Supervisor must refrain from discussing the merits of the agenda item when seeking the support of another Supervisor. Upon the filing of a petition signed by two (2) Standing Committee members to the County Clerk with a copy to the County Administrator’s office at least five (5) days prior to the Standing Committee meeting, the matter shall be placed on the agenda.

   c. If the request is made to the Chair less than ten (10) days prior to the next Standing Committee meeting, the Chair shall have full discretion on whether or not to place the item on the next Standing Committee meeting’s agenda.

   d. Upon Chair refusal and lack of support by one of the remaining Standing Committee members, the item shall not be placed on the agenda.

5. Any public comment section of the agenda shall follow public comment protocol as follows:

   a. The comment period is open to those who wish to speak.

   b. The Committee Chair will announce a set period of time for any Public Comment based on the number of speakers and number of items on the agenda. Each speaker is limited to a maximum of three (3) minutes in length or as announced by the Committee Chair. No further comments will be allowed during the rest of the meeting unless approved by the Committee Chair whose decision may be appealed to the Standing Committee.

   c. A comment card should be completed and given to the Committee Chair who will call speakers up one at a time.
d. If the comments are specific to an item being dealt with under a Public Hearing listed on the agenda, the Committee Chair will ask that the speaker hold his or her comments until the Public Hearing is called.

e. Public comments may address any subject whether on the agenda or not. However, if the item commented about is not on the agenda, members of the Standing Committee and staff cannot discuss the item to any extent other than whether or not to add it as a future agenda item.

6. Meetings of a Standing Committee may be called in the following ways:

   a. Upon written notice by the Committee Chair provided pursuant to Wisconsin Statutes § 19.84; or

   b. Upon a written request of a majority of the members of the Standing Committee to the Committee Chair. The Chair shall then give notice of the meeting in the manner required in a. above.

Section G. Joint Standing Committee Meetings. Standing Committees may hold joint meetings. As reviewed by the County Administrator and approved by the Chairs of the Standing Committees meeting jointly shall establish the meeting date and the agenda, and shall give notice of the meeting in the manner above. The Chairs shall, whenever possible, schedule such a joint meeting to coincide with a regularly scheduled meeting of one of the Standing Committees. The Chairs shall determine who will chair the joint meeting. In the event agreement cannot be reached, the members of the Standing Committee shall elect the chair of the joint meeting.

Section H. Standing Committee Common Responsibilities.

1. Each Standing Committee may review and take action as necessary on the designated department financial reports it receives.

2. Recommend resolutions and ordinances for consideration by the County Board.

3. Provide policy direction for designated departments.

4. Create subcommittees as deemed necessary. The Committee Chair in consultation with the Committee Vice-Chair shall appoint members to subcommittees.

5. Serve as a Contact Committee for designated Organizations and Agencies under Article Six.

6. In cooperation with the Department Head establish a process for handling unbudgeted funding sources that exceed the approved budget.
Section I. Standing Committee Structure, Assignments and Responsibilities.

1. Administration Committee.

   a. Structure

      Members: 5 Supervisors
      Term: 2-Years
      Populated: Elected by County Board

   b. Assignments

      1) Designated Departments: Corporation Counsel; County Administrator; County Clerk; County Treasurer; Facilities; Finance; Human Resources; Information Technology; and Risk Management.

      2) Contact Committee for: Hudson Area Intergovernmental Advisory Council; Indianhead Federated Library System (IFLS); Wisconsin Counties Association.

   c. Responsibilities:

      1) Recommends budget amendments to the County Board as set forth in Wisconsin Statutes § 65.90(5)(b).

      2) Sells tax deeded land following the procedures in Wisconsin Statutes §§ 75.35 and 75.69.

      3) Approves or disallows contingency fund requests pursuant to the Fund Balance Policy.

      4) Reviews and forwards the County Administrator’s budget to the County Board pursuant to Wisconsin Statutes § 59.18(5).

      5) Recommends long-term facility plans to the County Board that are not otherwise designated by Wisconsin Statutes.

      6) Recommends the acquisition, sale and use of County land to the County Board that are not otherwise designated by Wisconsin Statutes.

      7) Approves or disallows County Administrator’s recommendations regarding use of space in County owned, leased or managed facilities.
8) Approves or disallows County Administrator’s recommended changes for all County insurance matters including property and casualty, general liability, worker’s compensation and group health and life insurance.

9) Considers changes to the County Board Rules and Bylaws throughout the year and each January in preparation for adoption by the County Board in March.

10) Recommends renewal (or non-renewal) and terms of the County Administrator’s contract to the County Board.

11) Recommends at least annually to the County Board a list of goals, developed in consultation with the chairs of each Standing Committee for the County Administrator.

12) Recommends annually to the County Board the performance review of the County Administrator.

13) Annually reviews and recommends any changes to the Investment Policy and the Purchasing Policy to the County Board.

14) Oversees the management of general County business not under the jurisdiction of another Standing Committee or governmental body.

15) Recommends to the County Board any needed alteration of the supervisory district boundaries that are made necessary due to annexations.

16) Reviews and recommends to the County Board any changes regarding the compensation plan and carries out the duties and responsibilities assigned to it under the Human Resources Handbook.

17) Reviews and recommends to the County Board any changes regarding compensation of the elected officials.

18) May recommend to the County Board action to be taken by the County on any claim brought pursuant to Wisconsin Statute § 893.80 not covered by an insurance policy. The Committee shall annually receive a summary from the Risk Manager and Corporation Counsel of the status of open claims brought against St. Croix County under Wisconsin Statute § 893.80.

19) Designates County depositories pursuant to Wisconsin Statutes § 59.61(2).
20) Reviews and recommends to the County Board changes to the St. Croix County Library Service Plan.

21) Review and recommends to the County Board changes to the St. Croix County governance structure.

2. **Community Development Committee.**

   a. **Structure**
   
   Members: 5 Supervisors  
   Term: 2-Years  
   Populated: Elected by County Board

   b. **Assignments**

   1) Designated Departments: Community Development; Register of Deeds; and UWExtension.

   2) Contact Committee for: Bass Lake Rehabilitation District; Land Information Advisory Council; Partnership Team of the Lower St. Croix Management Commission; Squaw Lake Rehabilitation District; St. Croix County Economic Development Corporation; St. Croix County Fair Board; West Central Area Land and Water Conservation Association; West Central Wisconsin Regional Planning; Willow River Rehabilitation District.

   c. **Responsibilities:**

   1) Reviews and recommends to the County Board any changes to the Farmland Preservation Plan.

   2) Reviews and recommends to the County Board any changes to the Outdoor Recreation Plan/Parks Ordinance.

   3) Reviews and recommends to the County Board any changes to the Recycling Ordinance.

   4) Reviews and recommends to the County Board any changes to the Land and Water Resource Management Plan.

   5) Reviews and recommends to the County Board any changes to the Comprehensive Plan.
6) Acts as the agriculture and extension education committee required by Wisconsin Statutes § 59.56 (3) (b).

7) Acts as the County land conservation committee required by Wisconsin Statutes § 92.06. When so acting, the Chair of the County agricultural stabilization and conservation committee (Farm Service Agency Committee) created under 16 United States Code 690h(b), or another member designated by the FSA Chair, shall also serve on the land conservation committee. The representative from the FSA Committee will be limited to voting on items specific to land and water conservation issues.

8) Reviews and recommends to the County Board any changes to the St. Croix County Code of Ordinances Land Use and Development Chapters 11, 12, 13, 14, 17, 21.

9) Reviews and takes action on waivers to design standards and setback reductions in the St. Croix County Code of Ordinances Land Use and Development Chapter 13 Land Division.

10) Acts as the County Zoning Agency pursuant to Wisconsin Statutes § 59.69(2).

3. Health and Human Services Board.

   a. Structure

      Members: 6 Supervisors and 3 Citizen Members
      Term: 3-Years
      Populated: Not by election, but by appointment by the County Administrator subject to confirmation by the County Board.

   b. Assignments

      1) Designated Departments: Health and Human Services Department; Health Center; and Veterans Service.

      2) Contact Committee for: Coordinated Services Team Coordinating Committee; Council on Aging and Disabilities; Veterans Service Commission; West Central Wisconsin Community Action Agency, Inc. (WestCAP).

   c. Responsibilities

      1) Acts as the local board of health pursuant to Wisconsin Statutes § 251.03(1)
2) Performs all duties as required by Wisconsin Statutes § 46.23(5m). (The St. Croix County Rules and Bylaws shall serve as the operating procedures as required by Wisconsin Statutes § 46.23(5m)(e).)

4. Public Protection and Judiciary Committee.

a. Structure
   Members: 5 Supervisors
   Term: 2-Years
   Populated: Elected by County Board

b. Assignments
   1) Designated Departments: Child Support Agency; Circuit Court; Clerk of Court; District Attorney’s Office; Emergency Support Services; Medical Examiner; and Sheriff’s Office.
   2) Contact Committee for: Community Justice Collaborating Council; County Traffic Safety Commission; Local Emergency Planning Committee.

c. Responsibilities:
   1) Acts as the Emergency Management Committee, a committee required by Wisconsin Statutes § 323.14.
   2) Annually tours the jail with the Sheriff and Facilities Director.

5. Transportation Committee.

a. Structure
   Members: 5 Supervisors
   Term: 2-Years
   Populated: Elected by County Board

b. Assignments
   1) Designated Departments: Highway Department; and County Surveyor
   2) Contact Committee for: Wisconsin Gateway Corridor Coalition, Transit Commission
c. Responsibilities:

1) Pursuant to Wisconsin Statutes Chapter 83, acts as the County Highway Committee as a policy-making body determining the broad outlines and principles governing administration of the Highway Department.

2) Hears permit appeals of the Highway Department decisions pursuant to Wisconsin Statutes § 86.07.

3) Sets policy for the Highway Department infrastructure asset management goals, supporting fixed assets, and business plan.
ARTICLE FIVE

OTHER COMMITTEES AND GOVERNMENTAL BODIES

Section A. Other Committees and Governmental Bodies (Committees, Boards, Councils, Commissions).

1. Board of Adjustment
2. Community Justice Collaborating Council
3. Coordinated Services Team Coordinating Committee
4. Council on Aging and Disabilities
5. County Traffic Safety Commission
6. Land Information Advisory Council
7. Local Emergency Planning Committee
8. County Library Planning Committee
9. Transit Commission

Section B. Description, Structure and Contact Committee.

1. **Board of Adjustment.** The Board of Adjustment (BOA) is established pursuant to Wisconsin Statutes § 59.694. The BOA is an independent decision-making body not subject to County Board control. The BOA shall act in a fair and impartial manner, without bias or prejudice, and render its decisions based on law, facts and rational analysis. The BOA shall comply with the Rules Governing St. Croix County Board of Adjustment. (Refer to Rules Governing St. Croix County Board of Adjustment)

   a. Members: 5 members comprised of at least 1 but not more than 2 Supervisors with the balance citizen members plus 2 alternate citizen members. The alternate citizen members shall be designated First Alternate and Second Alternate and shall only serve when 1 or 2 of the 5 voting members (Supervisor or citizen) are absent. Vacancies, appointments and residency requirements shall be pursuant to the Rules Governing St. Croix County Board of Adjustment.

   b. Term: 3 years beginning on the date of the first BOA meeting following County Board approval at its May meeting each year. The terms shall be staggered so that 1 or 2 terms expire each year.

   c. Populated: Appointment by the County Administrator subject to confirmation by the County Board.

   d. Contact Committee: None
2. **Community Justice Collaborating Council.** The mission of the Community Justice Collaborating Council (CJCC) is to enhance public safety in St. Croix County through community collaboration by ensuring offender accountability, providing rehabilitative programming, and supporting the rights and needs of victims. In addition, the CJCC is committed to providing the coordinated leadership necessary to establish and foster innovative, research-based corrections programs for adult and juvenile offenders, and improve efficiencies and outcomes in the criminal/juvenile justice system. Finally, the CJCC is committed to promoting and enhancing communication between all elements of the criminal/juvenile justice system.

a. CJCC – Executive Committee is composed of the CJCC Chair, Vice-Chair, County Board Chair, and County Administrator.

b. Members: 17 voting members: Presiding Judge for St. Croix County, County Administrator, County Board Chair, Sheriff, Chief of Police Association Representative, District Attorney, Clerk of Circuit Court, Local State Public Defender Supervisor, Division of Community Corrections Supervisor for St. Croix County, Department of Health and Human Services Director, Member of Public Protection and Judiciary Committee, Bar Association Representative, Corporation Counsel, Representative from Faith Based Community, Representative from Medical Community and two citizen members. Seven advisory members consisting of Victim/Witness Coordinator, Treatment Court Coordinator(s), Restorative Justice Coordinator, Medical Examiner, Jail Captain, Emergency Support Services Director and CJCC Coordinator. All St. Croix County circuit court judges are members and, except for the Presiding Judge, are non-voting.

c. Term: CJCC members may designate another person from that department/agency to represent them, with full authority, and vote at CJCC meetings. Any CJCC member, excluding the two citizen members, wishing to appoint a designee, is to identify the designee to the Chair of the CJCC in writing prior to the meeting. No more than three consecutive meetings shall be allowed for a member’s designee to attend CJCC meetings. Designees can only be changed by notifying the CJCC Chair in writing. Citizen members shall be elected to serve two-year terms commencing at the first meeting of 2014, with citizen member elections continuing at the first meeting in even-numbered years thereafter. Initially, one citizen member will serve for a full two-year term and one citizen member will serve a one-year term. Consecutive terms shall alternate every two years. Any citizen member may resign by submitting notice of resignation to the CJCC Chair. In the event of a vacancy of a citizen member, the CJCC may elect a new citizen member to serve the remaining term. In the event of a vacancy of a CJCC member, excluding citizen members, the outgoing CJCC member of his or her organization may designate a representative from his or her organization to act until such time as the position is filled.
d. Populated: By named position or designee. Citizen members elected by CJCC

e. Contact Committee: Public Protection and Judiciary Committee

3. **Coordinated Services Team Coordinating Committee.**

a. Representation: Members are appointed pursuant to Wisconsin Statutes § 46.56(3). The Coordinated Services Team (CST) Coordinating Committee also serves as the Family Support Program Advisory Committee.

b. Contact Committee: Health and Human Services Board

4. **Council on Aging and Disabilities.** The Council on Aging and Disabilities (COAD) shall be the governing board of the Aging and Disabilities Resource Center (ADRC) pursuant to Wisconsin Statute § 46.283(6). The COAD shall also act as the Commission on Aging pursuant to Wisconsin Statutes § 46.82(4). The role of the COAD is to: (a) identify the needs of older people and adults with disabilities; (b) recommend services to meet those needs; and (c) advocate for local, state and national programs that promote quality of life for older people and adults with disabilities. The COAD shall report to the Health and Human Services Board (HHS Board). In the event an issue should arise between the HHS Board and the COAD relating to the governance of the ADRC, the HHS Board and/or the COAD may bring the issue to the County Board via resolution or ordinance.

a. Members: 11 members - 6 members must be individuals who are 60 years of age or older. Of the 6 individuals 60 years of age or older, 2 should be County Board Supervisors. Two members must be from the Health and Human Services Board (1 of which must be a County Board Supervisor) and should be an individual 60 years of age or older. At least one fourth of the members shall be of individuals who belong to an Aging and Disability Resource Center (ADRC) client group, or who is a family member of, guardian of or other advocate of such an individual. One member shall be representative of each of the following areas: caregiver for older adults (1 member); representative with knowledge in the area of developmental disabilities (1 member); representative with knowledge in the area of physical disabilities (1 member); representative with knowledge in the area of alcohol and drug abuse/mental health (1 member); and one representative with knowledge in the area of youth transition (1 member). Each individual member will only represent one target group.” The COAD shall act as the Community Options Program Committee pursuant to Wisconsin Statutes § 46.23(3)(bm).

b. Term: Members shall serve terms of 3 years arranged so that, as nearly as practicable, the terms of one-third of the members expires each year; and no member may serve more than 2 consecutive terms. In the case of County Board members the requirement is 3 consecutive 2-year terms.
c. Populated: Appointment by the County Administrator subject to confirmation by the County Board.

d. Contact Committee: Health and Human Services Board

5. **County Traffic Safety Commission.** The Commission shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents on county and town roads and on city and village streets if the population of the city or village is less than 5,000 and to maintain traffic accident data received from cities, villages and towns with a population of 5,000 or more under s. 66.0141. Upon each review, the Commission shall make written recommendations for any corrective actions it deems appropriate to the department, the County Board, the County Highway Committee or any other appropriate branch of local government.

a. Members: 2 Supervisors; the County Highway Commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the County Board from each of the disciplines of education, medicine and law and 3 representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation shall comprise a traffic safety commission that shall meet at least quarterly to review traffic accident data from the County and other traffic safety related matters.

b. Term: 2 Years for Supervisors

c. Populated: The County Board Chair or the County Administrator, may appoint additional persons to serve as a member of the County Traffic Safety Commission.

d. Contact Committee: Public Protection and Judiciary Committee

6. **Land Information Advisory Council.** The Council shall review the priorities, needs, policies, and expenditures of the land information office and advise the County on matters affecting the land information office.

a. Members: 1 Supervisor from the Community Development Committee; the Register of Deeds; County Treasurer, Land Information Officer, Real Property Lister, Community Development Director, Emergency Support Services Director and County Surveyor for permanent terms; and a realtor employed within St. Croix County nominated by the Western Wisconsin Realtors Association.

b. Term: 2 Years for Supervisor and Realtor
c. Populated: By named position and appointment of 1 committee Supervisor and 1 realtor appointed by the County Administrator and confirmed by the County Board.

d. Contact Committee: Community Development Committee

7. **Local Emergency Planning Committee.** The Local Emergency Planning Committee (LEPC) is created as required by 42 United States Code 11001, the federal “Superfund” law, and Wisconsin Statutes § 59.54 (8). The Committee shall have all the powers and duties for such committees under 42 USC 11000 to 11050 and under Wis. Stat. §§ 323.60 and 323.61.

   a. Members:

      1) Group 1- is the elected state and local officials’ component of the LEPC. One or more members of the Public Protection and Judiciary Committee shall be appointed. One or more elected state officials will be invited by the County Board Chair to be Group 1 members. At least one additional member shall be chosen for the LEPC from each of the following groups or organizations:

      2) Group 2 - law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital and transportation personnel;

      3) Group 3 - broadcast and print media;

      4) Group 4 - community groups; and

      5) Group 5 - owners and operators of facilities subject to the requirements of the “Superfund” law.

   b. Term: 2 Years for Supervisors

   c. Populated: The members of Groups 1 - 5 shall be appointed by the County Board Chair and confirmed by the County Board.

   d. Contact Committee: Public Protection and Judiciary Committee

8. **County Library Planning Committee.** The library planning committee is created pursuant to Wis. Stat. § 43.11(1) and shall exercise those powers and duties described in Wis. Stat. § 43.11(3)(a)-(e).
a. Members: Two (2) members from the County Board at large, three (3) library directors, one (1) from a large library, one (1) from a medium library, and one (1) from a small library, and two (2) citizen members at large.

b. Term: 2 years.

c. Populated: Two (2) County Board members at large, three (3) library directors meeting the requirements above, and two (2) citizens at large shall be appointed by the County Board Chair and confirmed by the County Board.

d. Contact Committee: Administration Committee

9. **Transit Commission.** The Transit Commission is created pursuant to Wis. Stat. § 59.58(2) which permits counties to establish, maintain and operate a comprehensive unified transportation system which is to be used chiefly for the transportation of persons and freight.

a. Members: Nine (9) members, two (2) members shall be Transportation Committee members, one (1) member shall be from the County Board at large and six (6) members shall be citizens.

b. Term: Staggered 3 year terms.

c. Populated: Appointments shall be made by the County Administrator pursuant to Wis. Stat. § 59.18(2)(c).

d. Contact Committee: Transportation Committee
ARTICLE SIX

ORGANIZATIONS AND AGENCIES WITH COUNTY BOARD REPRESENTATION

Section A. Participation. The County Board may participate in organizations and agencies as shown below.

   a. Assigned Supervisor and citizen members shall be entitled to compensation and expense reimbursement for attendance at organization and agency meetings.
   b. The compensation and expense reimbursement shall be the same as what Supervisors receive for attending County Board meetings.
   c. If the organization or agency pays an amount equal to County compensation and/or expense reimbursement, Supervisors and citizen members will not be entitled to additional reimbursement from the County.
   d. If the organization or agency pays an amount less than County compensation and/or expense reimbursement, Supervisors and citizen members are entitled to submit the remaining amount to the County Clerk for reimbursement.

2. Contact Committee and Appointment. These organizations and agencies, if necessary, shall have contact with the County Board through a Standing Committee. The County Administrator shall appoint representatives of St. Croix County to the organization or agency subject to confirmation by the County Board unless otherwise indicated. So far as practicable, Supervisor representatives shall be members of the contact committee.

Section B. Organization/Agency Name and Representation. The organizations and agencies with County Board representation, the number of Supervisor members and the contact committee are shown below.

1. Bass Lake Rehabilitation District
   Representation: 1 Supervisor
   Contact Committee: Community Development Committee

2. Hudson Area Intergovernmental Advisory Council
   Representation: County Board Chair or his/her designee
   Contact Committee: Administration Committee
3. Indianhead Federated Library System (IFLS)  
   Representation: Members are appointed pursuant to Wisconsin Statutes § 43.19(1)(b). Number of members is based on county population.  
   Contact Committee: Administration Committee

4. Partnership Team of the Lower St. Croix Management Commission  
   Representation: 1 Supervisor and 1 alternate Supervisor  
   Contact Committee: Community Development Committee

5. Squaw Lake Rehabilitation District  
   Representation: 1 Supervisor  
   Contact Committee: Community Development Committee

6. St. Croix County Economic Development Corporation  
   Representation: 3 Supervisors  
   Contact Committee: Community Development Committee

7. St. Croix County Fair Board  
   Representation: 3 Supervisors  
   Contact Committee: Community Development Committee

8. Veterans Service Commission  
   Representation: 3 residents of the county who are veterans  
   Contact Committee: Health and Human Services Board

9. West Central Area Land and Water Conservation Association  
   Representation: 1 Supervisor  
   Contact Committee: Community Development Committee

10. West Central Wisconsin Community Action Agency, Inc. (WestCAP)  
    Representation: 1 Supervisor  
    Contact Committee: Health and Human Services Board

11. West Central Wisconsin Regional Planning  
    Representation: 2 Supervisors and 1 citizen member  
    Contact Committee: Community Development Committee

12. Willow River Rehabilitation District  
    Representation: 1 Supervisor  
    Contact Committee: Community Development Committee
13. Wisconsin Counties Association  
   Representation: County Board Chair & Vice-Chair  
   Contact Committee: Administration Committee

14. Wisconsin Gateway Corridor Coalition  
   Representation: 1 Supervisor  
   Contact Committee: Transportation Committee
ARTICLE SEVEN

AMENDMENT OF RULES AND BYLAWS

These Rules and Bylaws may be amended by a majority vote of the Supervisors present. The Rules and Bylaws shall be updated annually in March of each year.

History of County Board Rules and Bylaws

Adopted

03/10/1992    Resolution No. 8(92)

Amended

04/21/1992 - Resolution No. 12(92)    Miscellaneous additions/deletions
10/20/1992 - Resolution No. 52(92)    Miscellaneous additions/deletions
11/17/1992 - Resolution No. 58(92)    Article VI, Contracts
07/17/1993 - Resolution No. 25(93)    Article VI, Nepotism
05/17/1994 - Ordinance No. 347(94)    Article VI, Code of Ethics
10/17/1995 - Resolution No. 27(95)    Article IV, Board of Adjustment
10/17/1995 - Resolution No. 28(95)    Article VI, Per Diems
03/19/1996 - Resolution No. 6(96)    Abolish Waste Management Committee
03/19/1996 - Resolution No. 7(96)    Committee name change, Planning, Zoning and Parks
12/16/1997 - By motion & adoption    Miscellaneous additions/deletions
08/18/1998 - Resolution No. 11(98)    Article VI, Per Diems; Article IV, Powers and Duties
10/27/1998 - Resolution No. 20(98)    Article VI, Per Diems, WI Counties Assoc. Annual
                                Meeting
12/15/1998 - Resolution No. 31(98)    Additional member, Emergency Government
                                Committee
10/26/1999 - Resolution No. 21(99)    Article VI, Per Diems
12/12/2000 - Resolution No. 45 (2000)    Article VI, County Web Site
06/18/2002 - Resolution No. 11(02)    Article III, Questions following nominations for
                                Chair Article IV, Voting for committees
06/18/2002 - Resolution No. 12(02)    Article IV, Board of Adjustment
07/20/2002 - Resolution No. 15(02)    Article IV, Appointed Committees (Emergency
                                Management and Communications Committee
                                Diems
                                responsibilities for Parks System and Recycling
                                Program and committee name change

Article IV, Section D, Indianhead Federated Library System


Article IV, Section A.1.b, name change – Agriculture and Extension Committee; and Article IV, Section A.3.f, Land and Water Conservation Committee as separate committee


Article IV, Section D, participation in the River Country Resource Conservation and Development Council


Article I, Article II, Article IV, Article V, Article VI, and Addendum – Multiple Changes


Article VI, Section E. – Department Head Vacancy

03/15/2005 – Resolution No. 7(2005)

Addendum – County Surveyor


Addendum – name change – Information Technology


Addendum – name change – Building Services


Addendum – name change – Human Resources

01/17/2006 – Resolution No. 3(2006)

Article V, Section B. 3. Consent Agenda, 4. Rezonings

03/21/2006 – Resolution No. 9(2006)

Article V, Section A. 2. – Mailing of Board meeting items

03/21/2006 – Resolution No. 10(2006)

Article VI, Section C. 4. – WCA Annual Meeting

03/21/2006 – Resolution No. 11(2006)

Article VI, Section C. – Per Diems

03/21/2006 – Resolution No. 12(2006)

Article VI, Section E. – Department Head Vacancy


Article IV, Section A.3. b. – Remove Personnel Committee


Article IV, Section E – Special or Ad hoc Committees

04/12/2006 – Resolution No. 23(2006)

Addendum – Remove Personnel Committee, add language to Finance Committee description

09/18/2007 – Resolution No. 29(2007)

Article V, Section B. 11. – Concerning Signatures on Resolutions and Ordinances


Article VI, Section F. Multiple Employment Positions Policy (Department Heads)

03/18/2008 – Resolution No. 12(2008)

Article V, Section B. 7. County Board minutes

05/08/2008 – Resolution No. 20(2008)

Article IV, Section A.3.f. and Addendum – name change – Council on Aging and Disabilities, committee member makeup and duties

07/15/2008 – Resolution No. 23(2008)

Addendum – add Administration Committee serves as Ethics Board

08/19/2008 – Resolution No. 28(2008)

Article IV, Section A.3.g. – Substance Abuse Committee
03/16/2009 – Resolution No. 5(2009)  
Article III, Section E. 2. c. – Vice-Chair duties;  
Article IV, Section D. – Remove Information Services Committee;  
Article V, Section B. 2. – punctuation;  
Article V, Section C. 7. – wording change

03/16/2009 – Resolution No. 6(2009)  
Addendum – add Substance Abuse Committee

Article V, Section B. 7. – County Board Minutes/Proceedings

Article III, Section D. Board Chair Compensation

01/19/2010 – Resolution No. 6(2010)  
Rewritten to reflect new structure of 19-member Board

Article V, Section B. 1. b. – Council on Aging and Disabilities governing board of ADRC

Article VIII, Section E. 2. – Remove Mileage and Per Diem Report from Agenda

Article VII, Section A. 2. e. – Land Information Advisory Council

Article VIII, Section A. 1. – County Board meeting date and Article VIII; Section D. – mailing deadline & process

12/05/2010 – Resolution No. 38(2010)  
Article V, Section B. 2. b. – Restructuring the Substance Abuse Subcommittee

06/07/2011 – Resolution No. 44(2011)  
Articles II, IV, VI, VII, VIII – Reflecting the change from Administrative Coordinator to County Administrator form of government

09/06/2011 – Resolution No. 70(2011)  
Article IX, Section A.3.a. – County Administrator to appoint members to Board of Adjustment

03/06/2012 – Resolution No. 10(2012)  
Rewritten to incorporate the County Strategic Plan’s Mission Statement and Priority Areas, clarify County Administrator duties and authority, clarify Standing Committees and Boards duties and authority, add Addendum I – Rules Governing St. Croix County Board of Adjustment and general grammatical changes.

04/02/2013 – Resolution No. 12(2013)  
Articles I, IV, VI, VIII, IX – Annual review clarifications and additions.

05/05/2015 – Resolution No. 18(2015)  
Rewrite and reorganization of entire document.

Appendix – Approving Compensation, Per Diem, Mileage and Expense Reimbursement Policy and Compensation for County Board Supervisors

Article 5 – Creating a Library Planning Committee

12/01/2015 – Resolution No. 48(2015)  
Article 5 – Library Planning Committee Membership
03/01/2016 – Resolution No. 24(2016)
Annual Review. Article 3 – Meetings of the County Board; Article 4 – County Board Standing Committees – Administration Committee

03/07/2017 – Resolution No. 7(2017)
Annual Review. Article 2, Sections C and D; Article 3, Section G; Article 4, Section B(2); Article 5, Section B(8)

03/06/2018 – Resolution No. 10(2018)
Annual Review. Article 1, Section F(2); Article 3, Sections E(3) and E(5)
Amend Article 3, Section E(3)

Annual Review. Articles 3, 4 and 5 – clarifications and additions

Parliamentary Procedure

- The object of rules of order is to facilitate the smooth functioning of the assembly and to provide a firm basis for resolving questions of procedure that may arise.


- Rules and Bylaws, Article 3, Procedures and Rules of Debate.

- Robert’s governs all rules not specifically stated.
Local Procedures or Robert’s Rules Cannot Supersede Law

- Open Meetings Law

- Supermajority votes
  - 2/3 of entire membership for budget amendment
  - 3/4 of entire membership for issuance of debt
Avoid the Use of Member’s Names

- Presiding officer should not be referred to by name
- Presiding officer speaks of himself in the third person
- Avoid mentioning another member’s name when the person can be described in another way
When to Speak

- Member does not speak without first having addressed the chair and obtained the floor
- Member has not obtained the floor until recognized by the chair
Address the Chair

- Address all remarks thru the chair - not the body, gallery or TV cameras
- Members can not address one another directly
- Direct questions to other supervisors through the chair
Duties of the Chair

- All persons at a meeting have an obligation to obey the presiding officer.
- Members using parliamentary forms for obstructive purposes should not be recognized or ruled out of order.
- Enforce the rules relating to debate, order and decorum.
- Remind members to confine remarks to the merits of the question.
Debate on the Question

- Members remarks must be germane to the question before the assembly
- Speakers must maintain a courteous tone, avoid interjecting a personal tone into the debate
- Member has right to speak twice on the same question
- Can speak no longer than 10 minutes in total
Chair Speaking in Debate

- Presiding officer should relinquish the chair if entering the discussion.
- Officer should not return until the pending question is disposed of.
- Exception with small boards and committees, where the chair may engage in debate.
Bringing Business Before the Board

- Business is brought by a motion by a member.
- A motion is a formal proposal to take action.
- The only one that brings business before the assembly is the main motion.
- Many other parliamentary motions but none of those bring business before the board.
Making a Motion

- Member must obtain the floor when no other question is pending and when business of the kind represented by the motion is in order
- Member must obtain the floor before making a motion or speaking in debate
- Motion is not before the body until stated by the chair
Making a Motion Continued

- Motion can be prefaced by a few words of explanation
- Chair may assist member in framing the motion
- Maker of motion may not withdraw motion once stated by the chair, it is the property of the body
Speaking to the Motion

- Discussion of any question is permitted only with a reference to a pending question
- Until a matter is brought before the board in the form of a motion it cannot be debated
- This is not true in small boards or committees
- Maker of motion may vote against it, but may not speak against own motion
Precedence in Speaking

- Member who makes motion is entitled to be recognized first

- No one is entitled to the floor a second time if member who has not spoken desires the floor
Ending Debate

- Not “Call the Question”
- Properly Motion to Close Debate or for the Previous Question
- Second Required
- 2/3 vote
Postpone or Table

- Table is to set aside matter without designating when will take up again
- Eg. Need information, other matters need more attention
- Postpone to definite time, set for future meeting
- Postpone indefinitely, set aside motion with no intention to take up again
Point of Order

- When member believes something incorrect is happening
- No second or debate – Chair Rules
- Waived if not raised at the time of breach
- Not waived if violates law or fundamental procedural rule
Appeal

- When believe Chair ruled incorrectly
- Second required and debatable
- Takes precedence over pending question
- Chair can concede before vote
Motion Ownership

- After motion made and seconded
- Amendment or withdrawal only by the body
- Under Robert’s no friendly amendments
- Amendments have no sentiment
Rules for Small Boards or Committees

- Discussion without pending motion
- No time limits
- Chair can make a motion and participate in discussion without relinquishing Chair
Motion to Adjourn

- Not required if all business on agenda has been addressed
- 2/3 vote can vote not to adjourn
- Motion to adjourn can be made at any time except when vote is being taken
How to sign up to receive meeting notices for committees/board of which you are not a member

Log in or Register

Register screen:
Click on Welcome, (name) and select the committees in which you’d like to receive meeting notices.
## COMPENSATION, PER DIEM, MILEAGE AND EXPENSE REIMBURSEMENT

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A. **PURPOSE**

Officers of the County Board are entitled to a monthly salary. Supervisors and Citizen Members are entitled to per diem, mileage and expense reimbursement for attendance at any board, committee, subunit or other governmental body as assigned pursuant to the St. Croix County Rules and Bylaws of the Board of Supervisors.

B. **SALARY – OFFICERS**

1. Chair - $750.00 per month plus per diem, mileage and expense reimbursement
2. Vice-Chair - $300.00 per month plus per diem, mileage and expense reimbursement

C. **PER DIEM – SUPERVISORS & CITIZEN MEMBERS**

1. First meeting of the day $75
2. Each additional meeting in same day $25
3. Additional compensation for chairing meeting $25

D. **MILEAGE**

1. 57.5 cents per mile
2. Rate set by County Board of Supervisors, corresponds with the rate used by the IRS for tax purposes, or by the County’s use of rental car policy, whichever is less.
E. EXPENSE REIMBURSEMENT

1. Meals
   a. Out of County meals only (including tax, itemized receipts required).
   b. Not to exceed $40.00 per day.
      1) AM Meal $ 8.00
      2) Noon Meal $12.00
      3) Evening Meal $20.00
      Total $40.00
   c. Recommended gratuities of 15% are reimbursable.

2. Hotel
   a. Maximum reimbursement rate will be in accordance with current State of Wisconsin
      rate which is a maximum of $82 per person per day excluding Milwaukee, Waukesha
      and Racine Counties.
   b. The rate for Milwaukee, Waukesha and Racine Counties are $90 per person per day.
   c. If lodging is expected to exceed the maximum allowed, the supervisor may choose to
      complete an “Authorization to Exceed Maximum Hotel/Motel Allowance” form.
   d. A tax exempt form should be completed for proof of sales tax exemption.

F. PAYMENT

1. Per diems and mileage for Standing Committee, County Board and
   subcommittee meeting attendance shall be paid from attendance sheets
   submitted by the Committee Chair to the County Clerk.
2. Per diems, mileage and expense reimbursement for other meetings or events
   shall be paid from a voucher submitted to the County Clerk no more than once a
   month by each Supervisor.
3. Vouchers submitted more than 90 days after the other meeting or event date will
   not be paid.

G. OTHER PROVISIONS AND EXCEPTIONS

1. In the event a Standing Committee or Subcommittee meeting is canceled due to
   lack of a quorum at the meeting’s scheduled date and time, Supervisors
   physically present will only receive mileage.
2. To receive compensation a Supervisor must have authorization to attend other
   meetings or functions within the County by the County Board Chair or by the
   Chair of the Supervisor’s Standing Committee.
3. One, but not more than two Supervisors can be authorized to attend another
   standing committee meeting.
4. A Supervisor who is a member or an officer of a state or other organization that
   is related to County business is entitled to receive a per diem.
5. A Supervisor is entitled to receive a per diem for travel days provided the
   Supervisor obtains the approval of the County Board Chair or the Chair of the
   Standing Committee. If approval is given by the Standing Committee Chair, the
   County Board Chair shall be notified by the Standing Committee Chair.
6. Staff committee members are not entitled to receive per diems for meetings
   attended. Staff committee members may be eligible for mileage and expense
   reimbursement pursuant to Article 9, Section 3-Travel and Expense
   Reimbursement of the Human Resources Handbook.