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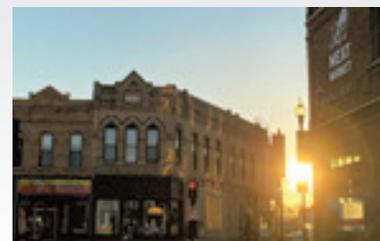
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On the Cover

The sun shining in downtown Oshkosh gives us hope for the future.

Thanks to David Cameron of Thrive Media for the photo and to Downtown Oshkosh for putting us in touch with him. We found his photo on Instagram @downtownoshkosh Find David at <https://thrivemediawi.com/> and Downtown Oshkosh at <https://downtownoshkosh.com/>



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The Toolbox of Democracy

Jerry Deschane, Executive Director, League of Wisconsin Municipalities

Welcome, new city and village leaders! Whether your city was founded in 1634 or last year, it all starts at the village board table or council dais. Government of the people can be complicated, but at its core it is still people working with other people. Your concern for citizens forms the brew that becomes Main Street, the municipal water system, and the 4th of July parade. It can be quite a challenge; thank you for being part of it.

The League is your toolbox for that work. Our job is to help you do your job, and this magazine is probably one of the most important devices in that toolbox. Each month, you'll see articles on a range of topics from new laws to COVID-19. This month League Attorney Maria Davis outlines differences between public and private work. For most of us used to private sector rules, getting the same job done for your village may seem foreign and frustrating. There are important differences. That's democracy.

The League itself is always changing because your work is changing. This month we're proud to introduce a new tool. In collaboration with League of Wisconsin Municipalities Mutual Insurance, we've signed an agreement with the Wisconsin Institute for Public Policy and Service to help you

navigate conflicts. Conflict is an inescapable part of democracy. Managing conflict in a useful way is important so that you can get the work done that needs to be done, while making sure all voices in your community are heard. Look for an ongoing series of articles, workshops, podcasts, and more useful information.

Speaking of League Insurance, I invite you to give them a look when your community decides what to do about your workers' compensation, liability, and auto physical damage protection. The League established League Insurance at a time when private sector insurers were unwilling to work with local governments. There's a short article about League Insurance sending \$2.5 million back to its insureds this year; take a look.

Just to preview every useful article in this magazine would use up far more than the 417 words Gail Sumi has allotted to me. And it still wouldn't touch the League's workshops (have you registered for Local Government 101 yet?), manuals, or our website. Get to know those resources; give us a call if you can't find what you need. Your job is complicated, but we're here to help you do it. We're your toolbox for local democracy.

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Finding Leadership in COVID-19

Jo Anne Preston, Workforce and Organizational Development Senior Manager,
Rural WI Health Cooperative

C Choose
O Opportunity
V Verify
I Inform
D Disrupt
19 minutes

CHOOSE. And choose often. It is empowering to make choices. In a time when there is a lot we cannot control, we always have a choice about at least one thing: how we choose to show up. We forget that we can proactively choose this and that our response does not have to be a victim of the circumstance. Remind yourself at various times throughout the day to make these choices that matter:

- How much meaning we attach to something
- What we pay attention to
- Who we listen to
- To let go of something
- To take actions that match our intentions

OPPORTUNITY exists every day. Every situation presents one. Perceiving a difficulty as an opportunity is a lens. It doesn't magically turn something awful into something wonderful. What it does do, though, is allow us a path to find meaning. Author and speaker Rachel Hollis suggests an alternative to the old saying, "Everything happens for a reason." That belief can often feel unhelpful and not very accessible because there is not a sensible reason for bad things to happen. But she suggests that instead we search for the meaning that we can find in difficult times.

What opportunities are there for you to grow, appreciate, learn, bend, feel, teach, or contribute?

VERIFY first. For yourself, don't believe everything that comes into your head, your news feed or the rumor mill. As a leader, *be* the trusted, credible resource for people who look up to you. One truth that has arisen during the current crisis is that trust in leadership is critical. People need leaders who have verified the facts, and share what is known and transparently admit to what is unknown.

INFORM people. Your employees want to hear from leadership. After you have verified (see above), keep people informed even if it is bad news and even if it is, "I still don't know." Tell people how you will stay in touch, how often, in

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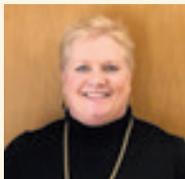
We welcome all of Wisconsin's new officials to office! Annually, as a result of the April election, there are on average about 800 new officials joining their peers across the state. The League is your resource. We look forward to helping you do your job.



Tyler Elm - I was recently nominated and voted in as Vice President of the Superior City Council. It's something I do not take lightly during this time. There will undoubtedly be tough decisions to be made and I plan to listen and be as fair as possible, uniting us together to work through this and to move the city forward. Thank you for your support as we confront COVID-19 and its aftermath

Photo thanks to Bonnie Jordan Photography
<https://www.facebook.com/bonniejordanphotography>

head-on. Focusing on our public safety and other essential services, I will continue supporting our families and businesses alike. We will get through this together! I congratulate President Ruth Ludwig and look forward to serving with her.



Ann Groves Lloyd, PhD - I am honored, excited, and humbled to be the first female mayor of the wonderful city of Lodi. I would also like to welcome new city alders, Steve Clemens and Nick Strasser. They will be joining me in a united effort to prioritize our residents' safety and support our businesses

during this unprecedented time. As mayor, I will focus on engaging citizens to protect and promote our Ice Age Trail and other natural resources, increasing communication between the city and its residents, and celebrating all of the wonderful things happening in Lodi.

what different formats, and then DO. Don't underestimate how much comfort it brings to your employees just to reach out with communication.

A silent void will be filled and it won't be with facts.

DISRUPT. The virus started it, but you as a leader have a chance to initiate a ripple of intentional disruptions during this window to shape a new future. The dust won't settle in the same way. "Normal" will be different. **Make this disruption make a difference and make it better than it was.** Be a visionary and be bold. Answer the questions:

- If we are not going back to the old normal, what do we want the new normal to be?
- What are we realizing was not essential after all?
- How does leadership need to shift to meet the changed environment, and how do we prepare to make ourselves more nimble and adaptable?

19 MINUTES. Toward the end of my 20-minute meditation is when my monkey brain surrenders a little bit and takes a back seat. Thinking never stops exactly but anxieties and ruminations recede to the background and the repeated,

calming deep breaths make their impact. It feels a little bit like a "hum" throughout the body and leaves me more ready to face whatever comes next. What comes next won't change because of meditation, but I can change the way I meet it. Access the resources available to you. This link takes you to the Institute for Zen Leadership resources to explore meditation and more: <https://zenleader.global/heal-resources/>

About the Author:

Jo Anne Preston is the Workforce and Organizational Development Senior Manager at the Rural WI Health Cooperative in Sauk City, WI. Her work includes designing and delivering leadership education, leadership coaching, team facilitation and consultation around employee engagement, and improving the patient experience. She serves on a variety of workforce groups in Wisconsin to address the challenges of rural healthcare workforce shortages. She has an M.S. in Educational Psychology/Community Counseling from Eastern Illinois University. She has written a monthly leadership newsletter for 10 years, and will be coming out with a book based upon those newsletters in 2020. Contact Jo Anne at JPreston@rwhc.com



Christophe Jenkins - I am happy to be the newly elected mayor of the great city of West

Bend! I hope to put together a new value-driven strategic plan that helps us become more proactive than reactive on the issues we are facing. Having been a municipal administrator, and involved in our community my entire life, I believe my large

breadth of experiences and collaborative style will help move our city forward.



Steve Jungwirth - Newly elected mayor of the city of Omro, Steve Jungwirth is looking forward to working with the city's businesses and tackling the city budget. Omro

is also welcoming council members Cindy Ostrander, Todd Cimermancic, and Jason Reeves (returning).



Katie Rosenberg - Wausau's 46th mayor. I am excited and proud to work for Wausau residents over the next four years. It's a wild time to be a leader, especially a new mayor,

but I'm up for the challenge. We have a city council that will focus on forward-thinking policies and hundreds of city employees who will get the people's work done safely. Here we go!



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Governing Bodies and the Outlier Syndrome

Tami Tanoue, Executive Director for Colorado Intergovernmental Risk Sharing Agency (CIRSA)

Those who have been working with municipalities for an extended period have observed a phenomenon that occurs at the governing body level. Let's call this phenomenon the **Outlier Syndrome**.

The Outlier is the “lone wolf” who sits on a city council or board of trustees and steadfastly refuses to act like a member of the team. Even while isolating himself or herself as the only person on the losing side of just about every vote, the Outlier manages to create havoc with the rest of the body. The Outlier may be obstreperous and obstructionist. The Outlier may refuse to recognize and respect the norms that guide the rest of the body's conduct. The Outlier may position himself or herself as the only “ethical” or “transparent” member of the body. The Outlier's every statement and action seems to be aimed at preserving that self-assumed distinction rather than making any concrete achievements. Sometimes, a governing body is unfortunate enough to have more than one Outlier.

Have you ever experienced the Outlier Syndrome in action? It could be called a syndrome because of the recognizable features or symptoms that seem to fester whenever an Outlier sits on a governing body. Do you have an Outlier on your governing body? Could you possibly be an Outlier? Should the Outlier Syndrome be viewed as an affliction or malady? And if so, what can be done? We'll explore these questions in more detail below.

Power, Goals, and the Outlier

To understand the Outlier's impact on a governing body, let's start with the idea that elected officials can only act as part of a body – a collaborative decision-making body. You can search throughout the laws governing statutory municipalities, or just about any home rule charter, and you'll likely find no powers or duties that are to be exercised by a singular elected official (other than the mayor, who may have certain defined responsibilities). This means that, as elected officials, the only way you can get anything accomplished is to have a majority of the governing body on your side.

It's likely that each elected official has an individual list of goals, goals that those who voted for you want you to accomplish. But your goals can be accomplished only if they're part of the goals of the body as a whole. That means your success depends on creating a consensus of the majority! And where does the Outlier fit in on a collaborative decision-making body? Why,

nowhere! Perpetually being on the losing side of a vote means that the Outlier gets nowhere on his or her goals...unless, of course, he or she feels that being an Outlier is its own reward.

Are You an Outlier?

Perhaps you have met your share of Outliers, who tend to share one or more of these characteristics:

- There is an element of the lone crusader in them. They feel they were elected to shake up the status quo in some way. Maybe they think their predecessors were too cozy with developers, not friendly enough with the business community, too close to the municipality's staff, not close enough to the municipality's staff, etc.
- They view themselves as independent thinkers. They are often highly intelligent, but not “people persons.” In kindergarten, their report cards might have reflected a poor score on “plays well with others.”
- They take a perverse glee in being the “outsider,” relish arguments for argument's sake, and place little value on matters like courtesy and regard for the feelings of others.
- They hate having to endure “soft” discussions such as a council or board retreat, the establishment of a mission or vision statement, the development of consensus around rules of procedure or rules of conduct, a session to discuss goals and priorities, or a CIRSA liability training session.
- They feel they are always right, and everyone else is always wrong. They feel they are always ethical, and everyone else is not. They feel they are looking out for the citizens, and everyone else is not.
- Initially, they may just have been unfamiliar with the ways of local government, and needed to build the skills to work effectively in a new environment. One or more gaffes may have caused them to be pegged as Outliers and treated accordingly, initiating an unhealthy Outlier dynamic.
- There may have been some explosive moments in private or public with the Outlier's colleagues, or indeed, the colleagues may have made some attempt at an “intervention.”

These observations may or may not be totally on the mark. But one characteristic of the Outlier cannot be denied: he or

she is seldom on the prevailing side of a vote, and is often at loggerheads with the rest of the body.

Do you think you may be an Outlier? If so, you might examine what your goals as an elected official really are. Do you want to have a list of concrete accomplishments at the end of your term? Or will it be accomplishment enough to have been the “loyal opposition”? If the former, then your behavior may be working at cross-purposes with your goals. If the latter, really? Will the people who voted for you be satisfied with that accomplishment? Will you?

Is the Outlier a Problem for the Rest of the Body? For the Municipality?

Most people who’ve had to deal with an Outlier would say that yes, the Outlier is a problem! How? Well, here are some ways:

- Anger and frustration build when a council or board has to deal with an Outlier, siphoning away energy that could be spent on more positive endeavors. This is a particular problem if tensions have built to the point that confrontations have begun to occur. No reasonable person wants to attend or view a council meeting and have a hockey game break out! It may be entertaining, but mostly, it’s embarrassing to the governing body and to the community.
- Healthy teams seek to build a sense of camaraderie and cohesiveness. That’s not entirely possible when there’s an Outlier. It’s not healthy to build a team around a shared hatred of one of its own members, and most reasonable people would prefer not to have that happen.
- The Outlier’s perspective tends to be oppositional. From a liability standpoint, such a perspective is risky. If you’re taking positions on an oppositional basis, are you really meeting your fiduciary duty to look out for the best interests of the entity?
- A disharmonious governing body is a dysfunctional governing body. It’s been CIRSA’s experience that liability claims thrive in an environment of disharmony and dysfunction.
- Your staff members are affected by the Outlier Syndrome, too. From the staff’s perspective, seeing dysfunction on the governing body is a little like watching discord between one’s own parents. It’s unsettling, distressing, and morale-crushing.
- Most importantly, it’s a shame for the governing body to lose a potentially valuable contributing member. In a worst case scenario, the Outlier becomes completely disempowered as he or she is ignored and marginalized. But this means that the body isn’t running on all cylinders, and is deprived of the valuable perspectives that the Outlier might otherwise bring. Ultimately, the voters, and the community, are the losers.

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Dealing with the Outlier Syndrome

You can't cure an affliction until you recognize it. And you can't recognize what you haven't named and defined. If your municipality is afflicted with Outlier Syndrome, you've taken the first steps towards a cure by naming, defining, and recognizing it! Here are some other steps you might consider.

- Confront the issue forthrightly and compassionately in a neutral environment. A council or board meeting is likely not a neutral environment! Perhaps the matter could be discussed as one item on a retreat agenda. Be prepared with specific examples of how the Outlier has negatively impacted the body.
- Consider addressing the issue in the context of a larger discussion about governing body rules of procedure or rules of conduct. The "norms" that guide members' interactions with one another may be obvious to some but not all, especially to newer members. Those norms could be part of the discussion, and the process of articulating them can facilitate a consensus to honor them.
- Consider bringing in an outside facilitator to assist you. A governing body is a bit like a marriage that's been arranged for you by the citizens! There's nothing wrong with getting some outside help for perspective and to find solutions.

If you think you might have the Outlier label pinned on you, consider these suggestions:

- First, get a reality check. Find out how you're being perceived by your peers. It may be very different from your own perception of yourself. Ask each of your colleagues to give you a frank assessment.
- Check your motivations. If you have concrete goals you want to accomplish as an elected official, you must accept that success in your position can't happen without collaboration and consensus building. There is nothing that you can accomplish alone. So set a goal to be on the "prevailing" side...indeed to bring others over to establish a "prevailing" side.
- If you've already burned some bridges, understand that consensus-building can't happen without mutual trust, respect, and a sense of cohesion. These will take time to build. Look for a retreat or other opportunities to clear the air and start fresh.
- Use staff as a resource! Your manager or administrator wants nothing more than to assist newly elected officials in learning the ropes, and understanding the best time, place, and approach to raising issues. Don't get off on the wrong foot with blunders that might peg you as an Outlier.

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What if all efforts to deal with the Outlier Syndrome fail? Well, it might be time for the rest of the governing body to cut its losses and move on. Don't continue to agonize over the Outlier and his or her impact on the body's functioning. Continue to accord the Outlier the same opportunities to participate in discussion and decision-making as any other member, but don't allow the Outlier to keep pushing your buttons. Remember, arguments and confrontations require more than one participant. You may need to simply say "thank you" or move on to the next point of discussion. Ultimately, the responsibility for putting an Outlier into office rests with the citizens, so there's only so much you can do. Try to go about your business without having the Outlier become the dysfunctional center around which the rest of you swirl.

Conclusion

Governing body members don't all have to be in lockstep, or think and behave in the same way. On the contrary, diversity of thinking, styles, opinions, experiences, and approaches are healthy and necessary for a collaborative decision-making body. There is truly a collective wisdom that comes forth when many diverse minds work together on common goals. But

the Outlier Syndrome is detrimental to a high-functioning governing body, and therefore, to the community. If your governing body is afflicted with the Outlier Syndrome, it's time to do something about it!

About the Author:

Tami Tanoue is Executive Director for Colorado Intergovernmental Risk Sharing Agency (CIRSA), a public entity self-insurance pool providing property, liability, and workers' compensation coverages to local governments in Colorado. When she wrote the "Outlier" article in 2015 she was the in-house General Counsel and Claims Manager for CIRSA. Previously she was City/Town Attorney or special counsel for numerous Colorado municipalities. Prior to that, she was Staff Attorney for the Colorado Municipal League. Contact her at Tami@cirsa.org

Editor's Note: If this article looks familiar, it was the most popular article in the June 2015 *The Municipality* and is worth reprinting.

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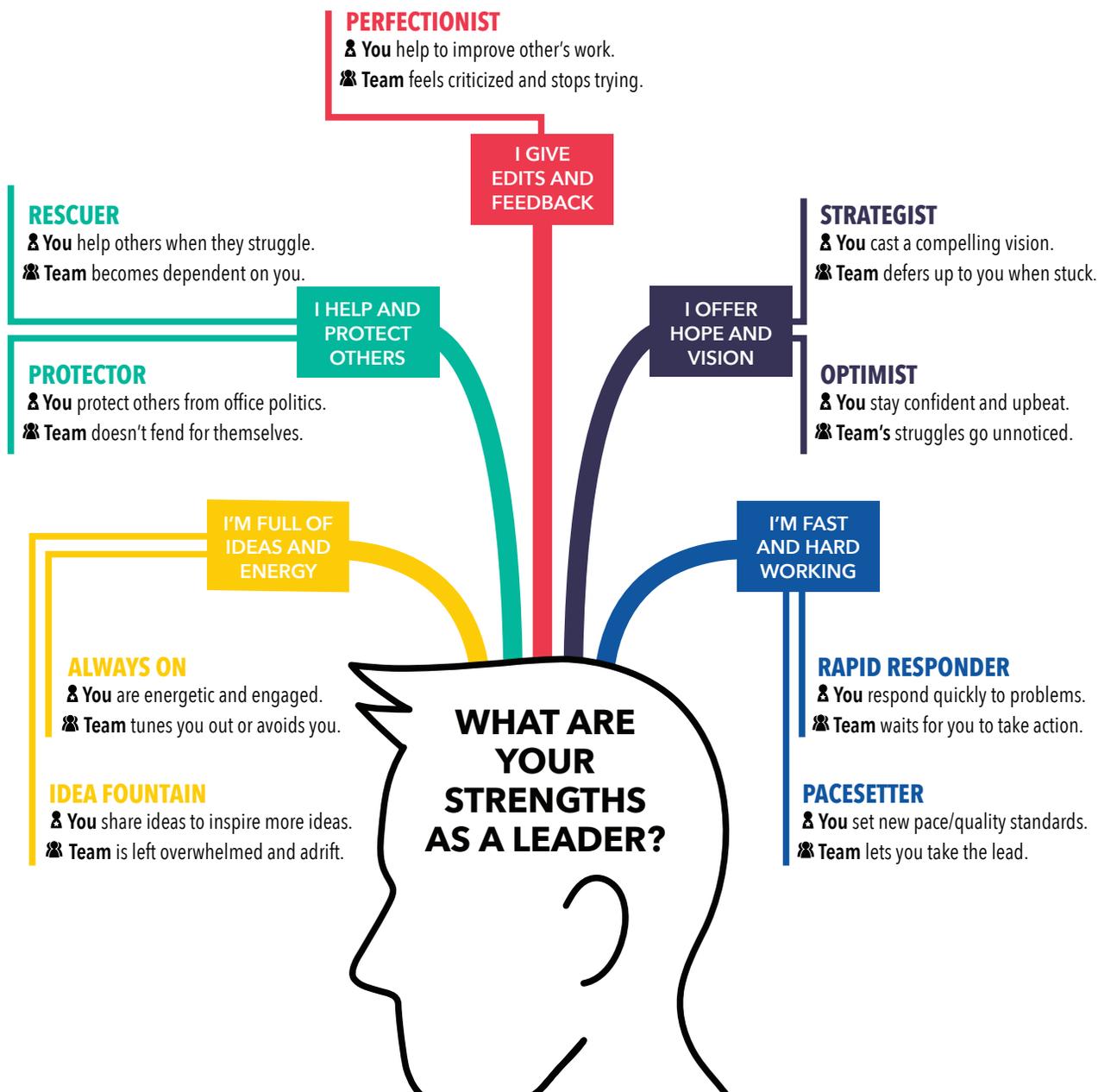
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New League Conflict Management Resource

Jerry Deschane, Executive Director, League of Wisconsin Municipalities

WIPPS WISCONSIN INSTITUTE for PUBLIC POLICY and SERVICE

Conflict can get in the way of any organization's ability to get things done, and local governments are no exception. Communication failures, differing goals and agendas, and incomplete information are just a few of the ingredients that feed our 21st century stew of bad feelings among local elected officials. Unmanaged conflict on local elected bodies can sometimes lead to bad outcomes for the citizens of Wisconsin cities and villages. Those bad outcomes may cost taxpayers money or may cost a local economy a lost opportunity to create jobs or build social capital.

Many observers would say that unmanaged conflict is on the rise, particularly in the halls of government. It has been labeled many things including incivility and poor manners, and blamed on a variety of factors, most notably a consequence of our always-on, no-holds-barred social media communications blanket.

The League, in cooperation with League of Wisconsin Municipal Mutual Insurance, is introducing an important new resource for Wisconsin cities and villages that are dealing with conflict. The League and League Insurance are partnering with the Wisconsin Institute for Public Policy and Service (WIPPS) to provide training, information, and consultation for elected leaders in conflict management. The new training opportunities will begin later this year.

WIPPS is a well-respected public service organization that has a tremendous track record in conflict management. This service will be an important tool for local governing bodies where conflict is getting in the way of serving the community.

The new League-League Insurance-WIPPS partnership will start with a series of workshops, blogs, and other information tools offered later this summer. WIPPS will provide conflict management tips and ideas through those vehicles, and through regular articles in *The Municipality* magazine. (Look for the first article in July!) Conflict management workshops will be a key element of League training programs throughout the year, both in-person (when possible) and by video conference.

Founded in 2007, WIPPS is a unit of the University of Wisconsin System with a 12-year history of working with communities and local government to address issues that matter using the resources and expertise of the public university. WIPPS professionals work with local governments to do strategic visioning and planning; issue identification and prioritization; organizational culture change; group communication processes; mediation and conflict resolution; public engagement training; and other aspects of healthy governance and decision-making practices.

"There's a misnomer about conflict in local government," said WIPPS Executive Director Eric Giordano. "Conflict is an inevitable element of local decision making; it's unavoidable. The challenge is not to eliminate conflict, but to manage it in a practical and productive manner so that the public's work can get done. We are thrilled to be working in partnership with the League and League Insurance to bring this resource to all the cities and villages in Wisconsin."

WIPPS and the League will be using standard information outlets for this new conflict management resource, but they will also be piloting newer outlets, including blogs and short video clips that may be used for ongoing training at city and village meetings.

WIPPS will provide one-on-one consultation where a community has a complex or longstanding conflict management challenge. The cost of this consultation will be negotiated between WIPPS and the individual municipality, except in cases where League Insurance deems it advisable to support one of its insured municipalities. League Insurance CEO Matt Becker will determine where conflict is costing communities money and will underwrite the cost of WIPPS consultation for those communities. He anticipates recommending the service to four or five communities over the course of a year.

"Local legislative bodies often make critical decisions impacting many citizens and millions of dollars in public and private investment. While conflict among decision makers is what democracy is all about, we want to do everything we can

to help our policyholders work through those tough decisions fairly and efficiently,” said Becker.

League Insurance is a nonprofit mutual insurance company created by the League in 1987 to provide liability and casualty insurance products specifically designed for unique municipal needs. The company insures the majority of Wisconsin cities and villages, and through a partially owned affiliate, Municipal Property Insurance Company, insures the property of most cities and villages.

About the Author:

Jerry Deschane is the Executive Director of the League of Wisconsin Municipalities. He is the League’s fifth Executive Director since the League was founded in 1898. Contact Jerry at jdeschane@lwm-info.org



League Insurance Policyholders Share \$2.5 Million

Just in time to help with COVID-19 costs, League of Wisconsin Municipalities Mutual Insurance has begun distributing \$2.5 million in dividends to member policyholders. The annual dividend checks are funds being returned to the League’s more than 450 policyholders. The dividends are the result of lower claims and positive investment results.

“The safety of our employees and citizens is the highest priority, and we hope that these funds will make that a little easier to achieve,” said League Insurance President and Elm Grove Village Manager Dave De Angelis in a letter to policyholders.

The dividends are being distributed to policyholders now. In some cases, League Insurance’s team of independent agents throughout the state are delivering the good news, in others, communities will hear directly from League Insurance. Individual dividend amounts are determined by a formula that takes into account each policy holder’s overall premium payments and their claim experience. Despite being able to return tens of millions of dollars to policyholders over the years, League Insurance is a strong company, with a policyholder surplus that exceeds \$43,000,000. Policyholder

surplus is an important protection against major losses and is considered an important measure of a company.

“LWMMI is a reflection of its members – the municipalities of Wisconsin. It’s a small company that is overseen by a group of dedicated and pragmatic directors,” said League Insurance CEO Matt Becker. “Like the League, our mission is very simple: we are here to meet the needs of the cities and villages of Wisconsin.”

League Insurance is a mutual insurance company established by the League during a time when many for-profit insurance companies were turning their backs on local governments, considering them too risky. League Insurance, also known by the acronym “LWMMI,” provides workers’ compensation, liability, and vehicle insurance for members of the League of Municipalities, including special districts and municipal utilities. League Insurance is also a one-third owner of Municipal Property Insurance Company (MPIC), which insures the property of most of Wisconsin’s cities and villages. Becker said both companies are focused on long-term stability and meeting the unique needs of municipal government.

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Municipal Pandemic Costs

The League has collected COVID-19 related costs from different sized municipalities across the state. While it is clear the pandemic's largest impact is on municipal revenues, which are not reimbursable under the CARES Act, communities have also incurred a wide variety of unanticipated pandemic related costs. Nearly all communities, for example, spent substantially more than they budgeted on the recent spring election to make it as safe as possible. To illustrate:

- The Village of Bayside has burned through its entire election and postage budget (absentee ballots) for 2020 with the two largest elections still to come, including the presidential in November.
- The City of Watertown spent \$23,000 on the April election, equal to half of its election budget.
- The City of Madison spent \$124,000 on postage for absentee ballots for the April election, exceeding its postage budget by 1,550 percent.

In addition to costs associated with the spring election, below is a brief list of other types of COVID-19 expenses we have heard about from our members:

Unbudgeted personnel costs

- Overtime: For conducting the spring election and, for Milwaukee County communities, staffing of COVID response vehicles (ambulances) by fire department personnel.
- Increased unemployment costs: Municipalities are reimbursing employers. For example, volunteer firefighters who lose their primary private sector job and draw unemployment have a portion of their UI benefits billed to the city based on their previous year's fire call income.
- Additional staff: Additional election workers needed to deal with the volume of mailed absentee ballots and to replace the 20,000 part-time or volunteer poll workers who were unwilling or unable to work.
- FFCRA issues: The Families First Coronavirus Response Act included a paid leave requirement. However, unlike private businesses and not-for-profit entities, local governments are not provided with the associated tax credits provided to other employers.
- Health insurance: additional costs due to employees moving to family coverage due to spouse losing insurance coverage during pandemic.

Unbudgeted expenses for equipment and supplies

- Personal protective equipment (PPE): For election workers and public safety personnel (e.g., masks, gowns, gloves). The Professional Ambulance Association of Wisconsin estimates that *every* ambulance run includes an additional \$35 in PPE costs.
- Computer equipment: Purchases and leases for equipment such as computers in order to continue city operations remotely. (For example, the City of Waukesha incurred a \$145,000 expense to enable teleworking.)
- Software: Costs for additional software, software licenses, and computer services needed for operations to be conducted remotely during the pandemic, including governing body meetings (ZOOM, Webex, etc.).
- Public notifications: Publication of additional meeting notices or other public notices related to the pandemic.
- Printed materials: Costs for additional printed materials, election, and building closed signage, etc. related to the pandemic.
- Disinfecting supplies: Supplies and services use to disinfect public buildings and facilities.

Miscellaneous unbudgeted costs

- Many communities have created emergency grant programs to support local businesses during the pandemic (e.g., the city of Waupun has spent \$100,000 so far on grants to support suffering local enterprises).
- Providing curbside brush pick-up service to avoid having persons drop off at yard waste/recycling facilities (e.g., the city of Watertown spent \$25,000 to provide curbside brush collection to prevent clustering of persons at its yard waste recycling center).

Over the coming months the League will continue monitoring the challenges faced by our cities and villages and update policymakers with additional cost information.

Editor's Note: This information was taken from the League's May 4, 2020 letter to Governor Tony Evers requesting that part of the funding the state received from the federal CARES Act be distributed to cities and villages.



No Contest: Local Spring Elections Feature Few Choices for Wisconsin Voters

Many city and county government seats on Wisconsin's April ballot featured only one candidate, despite the key role these officials play in overseeing provision of critical services. This reflects a dearth of competition that limits the role of voters and could affect the quality of office holders.

Only about one out of every five county board of supervisor races in the state's 10 most populous counties had more than one contender in the state's spring election. There was more competition in city council races in the 10 most populous cities, but still, nearly half of non-at-large city council seats were uncontested.

Our analysis looked at Wisconsin's 10 largest cities. Removing at-large races - all of which have more competitors than seats available - 68 seats were up for grabs in the aforementioned cities, and 35 (51.5 percent) were contested. This varied widely by city: 10 of Milwaukee's 15 seats had two competitors, while none of Waukesha's seven up-for-grabs seats were contested.

Though the larger cities we analyzed tend to see some competition, that may not be as true among smaller cities and villages. A Forum survey with the Wisconsin League of Municipalities found that officials in 62.4 percent of municipalities reported averaging one or fewer candidates per city council or village board seat in 2017, with smaller communities reporting less competition. The study also found that 44.3 percent of all cities and villages reported decreasing competition over the course of the past decade, compared to just 14.3 percent that saw an increase.

City councils and county boards adopt annual budgets that collectively total billions per year, and both oversee services that impact residents' day-to-day lives and local economies.



The COVID-19 crisis has underscored how local leaders make critical decisions such as how to effectively provide emergency medical services, keep transit services running, administer elections, and whether to take public health measures.

While choice does not guarantee better governance, competitive elections tend to produce healthy debate and encourage an engaged citizenry. Moreover, having multiple candidates may be the best way to ensure that at least one is truly qualified to be an effective leader. Unfortunately, many Wisconsinites found their spring ballots contained many questions but only one possible answer.

This information is a service of the Wisconsin Policy Forum, the state's leading resource for nonpartisan state and local government research and civic education. Learn more at wispolicyforum.org

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DID YOU KNOW?



Municipal Levy Limit Referendums

Local governments in Wisconsin held 109 local property tax levy referendums between 2006 and 2018, as shown in the table below. A total of 38 levies passed, or 35 percent, but there was a wide variation by type of municipality.

Find the full report here: <https://lafollette.wisc.edu/outreach-public-service/service-learning>

Based on research conducted by La Follette Graduate Students:

Referendums Less Likely to Pass

Purpose

- Road Repairs, New Construction
- One-time Increase
- Higher Homeownership

Referendums More Likely to Pass

Purpose

- Public Safety, Public Health, Waste Collection
- Ongoing Increase
- Higher Voter Turnout
- Lower Tax Increase



Robert M. La Follette
School of Public Affairs
UNIVERSITY OF WISCONSIN-MADISON

Passage Rate by Government Type, 2006-2018

Municipality Type	Passed	Failed	Total	% Passed
City	11	7	18	61%
Village	11	22	33	33%
Town	9	33	42	21%
County	7	8	15	47%
Total	38	70	108	35%

Source: Wisconsin Elections Commission, Wisconsin Department of Revenue

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COVID-19, Mental Health and the Importance of Virtual Healthcare

Laura Taylor, Communications Specialist, WEA Trust



During the COVID-19 pandemic, we have seen an outpouring of need

and an increasing demand for virtual healthcare. Across the nation, Americans are staying at home but are still in need of basic healthcare services – from urgent care type appointments, behavioral health services, or asking a health professional a question. The entire healthcare system has had to react quickly to not only ensure patient satisfaction but most importantly, safety.

In April, Amwell, a leading telehealth provider, reported an increase of 634 percent of daily visits compared to the previous year. While telehealth is not a replacement for emergency services, organizations like Amwell were able to use their existing platform to reduce hospital and clinic traffic for non-COVID related illnesses, as well as provide guidance to those wondering if they should be seen in-person for COVID-19 type symptoms.

In response to the needs of our members, WEA Trust began offering both telehealth services, medical and behavioral health, to all members for free. Previously, members on high-deductible health plans would have to satisfy their deductible before having a free telehealth visit, but thanks to guidance from the IRS we were able to ease this restriction during the crisis. It was critical that during this unprecedented time our members could easily afford quality healthcare from the comfort of their homes and simultaneously, reduce the number of potential in-person visits that could have occurred. Lastly, the COVID-19 pandemic has placed an extreme amount of stress on everyone – increasing the need to access behavioral health specialists and psychologists, as well as ensuring members with previously established behavioral healthcare continue to receive care.

At WEA Trust, our online therapy platform with Amwell offers 45-minute, video-based appointments available on a smartphone, tablet or computer. Psychologists and therapists on Amwell are licensed and specially trained in providing virtual healthcare. For our members, visits are available seven days a week and are also offered outside of traditional business

hours. During this time, we've seen a drastic increase in the number of members not only signing up for Amwell, but using it for medical and behavioral health visits as well.

Having effective coping strategies during the COVID-19 pandemic is essential to help take care of you, your family, friends, and co-workers. The Centers for Disease Control and Prevention provided the following tips as coping strategies for you and your employees.

Four Ways to Cope with Stress and Anxiety

- **Take periodic breaks from watching, reading or listening to the news** if you notice that this is causing extreme spikes in stress, reduce the amount of time each day that you are consuming COVID-19 related news.
- **Take care of you and your body.** While most people are staying at home, it's important to remember to get up, move around, and stretch throughout the day. Don't forget to also continue healthy eating habits and maintain a regular sleep schedule.
- **Take time to relax.** Whether it's an online yoga class, cooking your favorite meal, or reading a book, make sure to take time to do activities that you enjoy.
- **Take a moment to connect with others.** Now is the time to lean on your friends, family, and coworkers. They are your support system, and together, you can help each other through this time.

About the WEA Trust:

WEA Trust provides employers the combination of flexibility, cost, and value that many Wisconsin municipalities have difficulty finding in the health insurance market. Endorsed by the League of Wisconsin Municipalities, WEA Trust designs solutions to solve the unique problems public employers face. For more information, contact Laura at LTaylor@neugenhealth.com

You're in the Public Sector Now!

Maria Davis, Assistant Legal Counsel, League of Wisconsin Municipalities



One of the first things individuals need to understand when entering the public sector, either as an elected official or municipal staff, is that there are important differences between the public and private sectors. Local governments are subject to certain legal requirements and are also afforded unique governmental authority. Individuals need to be aware of these distinctions to serve their municipalities effectively and to avoid violating the law. Below are some of the most important differences to be aware of.

US and WI constitutions

Local governments are subject to the provisions of the U.S. and Wisconsin Constitutions. On the federal level, the main constitutional amendments to be aware of include the First Amendment (free speech, exercise of religion, establishment clause), the Fourth Amendment (no unreasonable searches or seizures without a warrant), the Fifth Amendment (due process), and the Fourteenth Amendment (equal protection, applies amendments to the states). The Wisconsin Constitution contains similar protections and also a constraint on municipal debt, found in Article XI, sec. 3(2) and 3(3), which provides that no municipality “may become indebted in an amount that exceeds an allowable percentage of the taxable property located therein equalized for state purposes as provided by the legislature. In all cases the allowable percentage shall be 5 percent [except as specified otherwise].”

State ethics code/pecuniary interest prohibitions

The state statutes set forth an ethics code containing minimum standards of ethical conduct for local government officials. Wis. Stat. § 19.59. Note, municipalities may also enact a local ethics code that is more stringent than the state ethics code. Additionally, to protect against any self-dealing by public officials, the statutes generally prohibit public officials from having a private financial interest in a public contract. Wis. Stat. § 946.13. Thus, local officials are generally prohibited from entering into a contract for goods, services, construction, or employment with the municipality.

Open government laws

Municipalities are subject to open government laws; namely, the Open Meetings Law (§§ 19.81 - 19.98) and the Public Records Law (§§ 19.21 - 19.39). The Open Meetings Law requires that all meetings of governmental bodies be preceded by public notice and open to the public at all times unless a statutory exemption authorizes use of closed session. The Public Records Law requires municipalities to maintain public records for prescribed amounts of time and to make them available for inspection when requested. The law establishes a strong presumption in favor of openness and public records requests may not be denied without statutory or judicial authority.

Quasi-judicial hearings

Often, municipal officials act in a legislative or executive role, depending on the office they occupy. However, certain instances require municipal officials to act in a quasi-judicial capacity, namely when a quasi-judicial hearing is required. A quasi-judicial hearing affects the rights of those who are a party to a proceeding before a governmental body (e.g., an alcohol license revocation hearing). Quasi-judicial hearings must be fair and the decision-makers impartial to ensure due process is afforded.

Ch. 32 eminent domain authority

Government entities have the unique authority of eminent domain. The power of eminent domain allows municipalities to acquire property via condemnation for specific purposes in accordance with the provisions of Chapter 32 of the Wisconsin Statutes.

General charter laws and other municipal laws

There are numerous statutory provisions that apply to cities and villages in Wisconsin. Cities and villages each have a general statutory charter setting forth laws regarding their organization and procedures. The village charter is found in Chapter 61 and the city charter is found in Chapter 62 of the statutes. Additionally, Chapter 66 sets forth general municipal laws that apply to both villages and cities.

Public purpose doctrine

The “public purpose doctrine” is a basic and important constraint on the expenditure of public funds and one that every municipal official should understand. The public purpose doctrine requires that public funds be expended only for public purposes. There is no simple rule of thumb that can be used to determine whether an expenditure of public funds serves a public purpose. However, for an expenditure of public funds to constitute a public purpose, the subject matter of the appropriation must be one of public necessity, convenience, or welfare.

Governmental immunity

Wisconsin law provides broad grants of immunity for local governments. Wisconsin Stat. § 893.80 grants local governments and their officers, officials, agents, and employees immunity from liability for acts done in the exercise of legislative, quasi-legislative, judicial, or quasi-judicial functions. Additionally, Wis. Stat. § 895.52 provides property owners, including municipal governments, with immunity from liability for any injury to a person engaging in recreational activity on the owner’s property. While these grants of immunity are broad, they are not absolute

and there are certain specific exceptions that, if met, can defeat a municipality’s statutory immunity.

Miscellaneous 22

About the Author:

Maria Davis is Assistant Legal Counsel for the League. She joined the League staff in 2018. Contact Maria at mdavis@lwm-info.org

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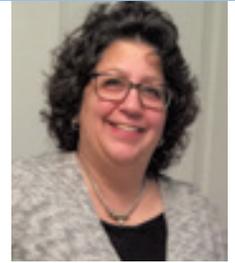
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Understanding League Legal Services

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities



The League has two attorneys on staff, Claire Silverman (Legal Counsel) and Maria Davis (Assistant Legal Counsel). We do not represent individual municipalities but, instead, serve as a general resource for member municipalities. We are here to assist you and look forward to serving you. We hope this article describing our legal services helps you understand what services we offer, as well as some of our limitations, so that we can better assist you and your municipality.

General Legal Inquiries

The League attorneys receive many inquiries daily. Although inquiries can be made by telephone or in writing, how we respond to written inquiries largely depends on what type of response is sought. We will respond to written requests for information by sending information (e.g., articles, past opinions, legislative information, sample ordinances) that we have readily available. Written requests seeking an opinion that do not comply with the League's policy governing requests for formal advisory opinions (see below) will be declined and we will either suggest that you call us if you are interested in discussing the matter generally, or we will call the sender if a telephone number is provided. League attorneys will only provide written advisory opinions when the request comes through the proper channels, as discussed below under the sub-heading "Requests for Formal Advisory Opinions."

Availability: We try to have an attorney available daily to answer calls between 8:00 a.m. and 4:45 p.m. We try to answer

calls as they come in, but that is not always possible given other responsibilities and priorities. If we are busy when you call, leave a message. We try to return calls the same day if possible.

Please call well in advance of when you need the answer. We get many last-minute calls from officials as they are heading out the door to that night's meeting. We may need to do some research or look through our files to answer your question; a little advance planning on your end will help us assist you more effectively.

Who may inquire? We answer inquiries from member municipal officials and employees who are inquiring about matters within their official responsibilities. In response to phone inquiries, we will provide verbal information and supply existing written legal opinions, sample ordinances, articles, and other relevant information that we have in our files.

Confidentiality: Our conversations with municipal officials or employees should not be considered confidential. We want to emphasize that **there is no attorney-client relationship between League attorneys and municipal officials or employees that call seeking assistance.** Our client is the League of Wisconsin Municipalities, acting through the League's Board of Directors. If you request that our conversation be kept confidential, we will attempt to honor your request, but we do not guarantee confidentiality. We will be unable to honor your request if a dispute later arises regarding what we told you or what we

understood the facts relevant to your inquiry to be.

A municipal employee who takes issue with the way the municipality is proceeding or treating the employee will likely be directed without comment to the appropriate state agency. League attorneys cannot advise an employee or official whose interests are adverse to the municipality because the municipality is the League member, not the individual municipal employee or official.

Subject Matter of Inquiries: Call the League's attorneys with *general* questions pertaining to municipal law. We are a resource and can sometimes save you from expending a lot of time and effort by quickly directing you to a controlling statute or case. We can also give you a head start on your research by sharing information we have already gathered.

However, we prefer not to answer questions pertaining to fact-specific situations in your municipality. For starters, we do not represent individual communities, and meeting your community's legal needs is the responsibility and prerogative of your municipal attorney. Moreover, when a situation is specific to your community, we may not have all of the information necessary to answer the inquiry correctly. For example, your municipality may have an ordinance that governs the situation. The League's attorneys would not necessarily be aware of that ordinance.

Please be candid with us when you call regarding a particular matter. If you have already asked the municipal attorney for an answer and either did not like the

answer or believe the municipal attorney was wrong, please tell us. This is very important. We are not a substitute for the municipal attorney. Your municipal attorney is responsible for representing your city or village. If push comes to shove, the municipal attorney will be the one in court representing the municipality.

Although it may seem like there are so many laws that there should be one to concretely address every question that arises, each situation presents a new set of unique facts; unique facts add wrinkles. That's why answers to legal questions sometimes come in gray, rather than black and white. In such situations, attorneys presented the same facts and law can reasonably reach different conclusions.

Finally, please recognize that we answer legal questions and cannot advise regarding policy matters. For example, if your municipality is considering building an aquatic center and wants to know whether it can hold an advisory referendum on the issue, we can tell you whether an advisory referendum is permissible. We cannot tell you whether holding such a referendum is a good idea or a bad idea. If your municipality is installing sidewalks and wants to know what options are available for paying for the sidewalks, we can explain various options. We cannot advise you which option makes the most sense for your community. Such matters are policy questions, rather than legal questions, and must be determined by the legislative body.

Requests for Formal Advisory Opinions:

League attorneys can only issue formal written advisory opinions when the requests for an opinion are made in compliance with the policy formulated by the League's Board of Directors.

Requests for written opinions must be in writing and should come from the municipal attorney or by formal request from the member municipality's

governing body. League attorneys cannot give formal advisory opinions to individual officials. We occasionally make exceptions when the question asked is uncontroversial, easily answered by reference to a specific statute or case, and is of general interest to municipalities.

Requests for a formal advisory opinion should fully state the question upon which an opinion is desired and set forth the municipal attorney's conclusion. The request should fully state the facts giving rise to the question presented and set forth any statutory provisions, administrative codes, cases or ordinances that the municipal attorney or municipality is aware of and deems relevant.

Since we do not directly represent any individual city or village, we discourage questions that are fact specific or that involve issues unique to the requesting municipality. We are best able to answer general questions pertaining to municipal law which are of general interest to municipalities and which can be answered by reference to statutes and court opinions.

The time it takes us to answer written requests for formal legal opinions depends on the complexity of the question presented, the adequacy of the background information provided, and our workload and other priorities. However, we always strive to respond in a timely manner. If there is a deadline, please indicate what it is and we will do our best to meet it.

League Opinions

We maintain copies of all formal advisory opinions rendered by the League. Newer opinions are available for a year on the League's website. Each League opinion is summarized in a caption that is organized by subject matter (e.g., Annexation, Public Records, Powers of Municipalities). Captions going back to the late 1990s, are available under the

"Legal" tab on the League's website. Captions and more than 30 years' worth of League opinions are available on the League's legal CD, discussed below. Municipal officials and employees may request copies of any prior legal opinion using the general subject heading and number (e.g., Governing Bodies 250). If you wonder whether we have ever written a legal opinion on a particular issue, please ask; we will be happy to search our database for you.

League Publications

The League offers manuals on a variety of topics of interest to municipal officials. League attorneys are responsible for writing and updating most of our publications. The League's monthly magazine, *The Municipality*, includes a legal comment on a topic of concern to municipal officials, a column featuring "Frequently Asked Questions," and recent opinions and legal notes written by League attorneys. We also publish "captions" or summaries of all legal opinions written during the prior month.

League Website

The League's website contains much useful legal information under the sub-heading "Legal," including captions and complete text of all League legal opinions and articles written over the last year. In particular, we invite you to look at the section containing "Legal Municipal Frequently Asked Questions." You will find a wealth of information there.

League Legal CD Rom

The League's Legal CD Rom is searchable and contains the following resources:

- League legal opinions back to 1976
- Index summarizing conclusions of the League's legal opinions published since the early 1960s

- Municipal Attorneys Institute Conference Papers back to 1998
- Complete text of nine of the most popular League manuals, including our *Handbook for Wisconsin Municipal Officials*.

New orders of the League Legal CD-ROM are \$195.00, and renewal subscriptions for future years are currently \$150.00. To order, contact Ray Bollhauer, American Legal Publishing, (800) 445-5588, or visit <http://www.amlegal.com/product-category/wisconsin-cd-order-form/>

Sample Ordinances

We frequently receive requests for model or sample ordinances. We subscribe to a site that allows us to search a large number of municipal code books simultaneously. We also have some sample ordinances on our website relating to a variety of subjects. If you are searching for a sample ordinance on a particular topic, give us a call. We may be able to help you. Please bear in mind that any samples we send are provided as examples. We do not represent that they are necessarily lawful or appropriate for your community. Any sample ordinance or policy which you get from us should be reviewed by your municipal attorney before it is adopted.

Because we frequently get requests for sample ordinances, we appreciate receiving copies of any new ordinances

your community has adopted which you think might be of interest to other municipalities.

Sometimes we are asked how many municipalities have adopted certain types of ordinances. We do not gather this type of statistical data and cannot accurately answer these types of questions.

Amicus Briefs

The League's legal staff seeks permission to file amicus curiae ("friend of the court") briefs in Wisconsin appellate court cases involving issues of importance to Wisconsin municipalities. We do not participate at the circuit court level because those decisions are not published and do not serve as precedent for other municipalities.

When deciding whether to file an amicus brief in a particular case, we consider the number of municipalities likely to be affected by the court's decision; the significance of the legal issues presented, and particularly whether those issues involve (a) an interpretation of home rule or other municipal powers; (b) substantial financial impacts on Wisconsin cities and villages; and (c) substantial risk that existing law favorable to municipal interests will be adversely changed, or that new or developing law will develop in a manner inconsistent with the interests of municipalities.

We typically learn of important municipal appellate court cases from the

municipalities that are involved in the case. If your municipality is involved in an appellate case which you believe warrants the League's participation, please send a copy of the decision being appealed from and a letter explaining the issue involved and why you think it is appropriate for the League to participate as amicus.

Educating Local Officials

The League's attorneys organize the League's annual Municipal Attorneys Institute and often participate in other educational workshops and seminars sponsored by the League. In addition, we are often asked to address various associations and organizations made up of municipal officials.

Conclusion

The League's legal services are a valuable part of your municipality's League membership. We hope this article helps you understand the breadth of those services and how to access them. We look forward to serving you and your municipality.

Miscellaneous 1R4

About the Author:

Claire Silverman is Legal Counsel for the League of Wisconsin Municipalities. She joined the League staff in 1992. Contact Claire at cms@lwm-info.org



The League's Updated Alcohol Manual is now available.

You can order it here:

<https://www.lwm-info.org/763/Order-Handbooks-Annual-Publications>

Terms and Conditions of Employment:

The handbook should summarize terms and conditions in key areas of employment. Typical provisions would address such things as pay and benefits, work hours, attendance and time off, technology and social media, standards of conduct, ethics, performance expectations, disciplinary and termination guidelines, confidentiality, media and public records requests, and safety and injury reporting, as examples.

Lengthier policies may need to be maintained outside of the handbook. For example, the organization's expectations concerning safety and how to report a workplace injury should be in the handbook. However, because of the nature and extent of safety protocols, rules, and personal protective equipment applicable to a municipality's different departments, a best practice is to have a separate comprehensive safety handbook to include detailed safety-related policies for positions and operations throughout the organization. This may be true for other policies like technology or ethics rules if they are extensive.

Avoiding Common Pitfalls

Because of the legal nature and implications of handbooks, there are certain practices that organizations should and should not adopt to keep the handbook from being used adversely or in an unintended fashion.

- The discipline policy should not be overly rigid, promising a certain progression of steps without reserving needed flexibility to address specific circumstances. Consider the following sample language:

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even

if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

- Eliminate terms like “probationary period,” “permanent,” and “just cause” from the handbook, unless the organization intends to eliminate at-will employment and grant just cause protections. In *Ferraro*, one factor the Supreme Court found relevant to its determination that the employer intended to grant just cause protection was the distinctions the handbook made between “probationary” and “regular” employees. The Court summarized this finding:

“[T]he Hyatt Corporation differentiated between those employees still within a probationary period and those who were not and provided a different process for discharging employees in the different groups. If all employees were “at will” employees, these provisions would not have been necessary.... Clearly, some sort of tenure dichotomy between probationary and regular employees was contemplated in the employment contract.”

When employment is at-will, these terms are unnecessary because the employer is free to end employment at any time and for any reason.

- Do not include policies that will not be enforced. Inconsistent or lack of enforcement can lead to morale problems, denigrate a handbook's importance, and provide evidence in a disparate treatment lawsuit.
- The handbook must be regularly updated, particularly to account for changes in the law.
- An employment attorney should review the final document and any updates to ensure legal compliance.
- Obtain a signed acknowledgement from staff at initial release and each time the handbook is updated.

Conclusion

Handbooks are beneficial only if staff are familiar with their terms. New employees should receive a handbook at hire and its important provisions covered during orientation. Employers should train all employees in the handbook. This is particularly true for supervisors and department heads who must be familiar with the policies they enforce. One person in the organization should have oversight and conduct regular assessments to ensure consistent application and enforcement.

The League has a Sample Handbook available to serve as a starting point for your organization. It is a great tool to get started with an initial handbook or to assess a revision of your current one. You can get a copy on the League's website: <https://lwm-info.org/1561/Human-Resources-Matter>

Employees 362

1. *Brockmeyer v. Dun & Bradstreet*, 113 Wis.2d 561, 335 N.W.2d 834 (WI Sup. Ct. 1983)

2. 124 Wis. 2d 154, 368 N.W.2d 666 (Wis. Sup. Ct. 1985)

3. Wis. Stat. §§ 61.65, 62.13.



Robert’s Rules, Chapters 49-50, Rules for Small Boards

Karen W. Moore, Local Government Specialist, Local Government Education,
Division of Extension, University of Wisconsin-Madison

Editor’s Note: We welcome Karen Moore, Local Government Specialist for the UW Division of Extension’s Local Government Center as an author of the *For the Good of the Order* column. Karen is responsible for planning the annual *Essentials and Issues, Challenges, and Strategies* distance education webinar series for local government officials throughout the state. She has a law degree from Marquette University and a doctorate degree in urban studies from UW-Milwaukee. Karen is also a licensed attorney and active member of the Wisconsin Bar, with

many years of experience both practicing law and teaching college-level policy and law courses.

Karen and Daniel Foth will both be writing the *For the Good of the Order* column. If you have parliamentary procedure questions, you can contact Karen at karen.moore@wisc.edu or Daniel at daniel.foth@wisc.edu

You can read all of the *For the Good of the Order* columns on the League’s website <https://lwm-info.org/1504/Parliamentary-Procedure>

Robert’s Rules of Order recognizes that leaders need formal rules to manage large group meetings effectively. Yet it also acknowledges that “some of the formality that is necessary for a large assembly would hinder business” in smaller settings. Earlier versions of *Robert’s Rules* streamlined procedures for groups of up to a dozen members, and the current edition (RONR 11th Ed.) has extended these special rules to apply to all standing and special committees regardless of size.¹

As certified parliamentarian James Slaughter explains, smaller bodies do not require the formality necessary for meetings of larger organizations. Due to their larger size, informal discussion in these larger bodies is impractical, limits on debate are necessary to keep meetings

on time, and formal votes help to avoid legal challenges. In contrast, he says that a smaller group attempting to be too formal “may actually hinder business” and recommends applying “the Goldilocks rule: meeting procedure should be ‘just right’ for the size of the assembly.”²

The first departure from the larger body rules relates to standing to speak; both members and the chair may remain seated under the small board rules. Second, rules for small boards allow informal discussion, whether a motion is pending or not and without time limits; therefore, it is rare for the chair to permit a motion to close or limit debate.³ Each person may also speak on a subject multiple times. Despite the relative informality, the requirement remains that

only one person may speak at a time, as does the civility requirement.

Third, after a member makes a motion, there is no need for a second before a vote. A formal motion is not required, so long as the proposal is clear to everyone. For instance, someone on a downtown development committee, discussing ideas to reduce weekend traffic around popular entertainment venues, might state: “We need to place more prominent signs directing traffic to the free parking lots north and south of the district.” Members are then free to discuss the idea or throw out other solutions to the same problem.

Fourth is the issue of voting. Depending on the discussion, the chair may also consider the signage suggestion to be a motion and call a vote. Or, the chair

may wait to see if a consensus is reached, usually when the discussion has lulled. When taking a vote, the chair may simply ask whether everyone agrees to add additional signs and seek a voice vote. The chair need only ask for a show of hands when there is a vote to overturn a prior board action, which must be done by two-thirds of the body.

Fifth, unless specifically stated otherwise in bylaws or statutes, the chair in a small meeting (for instance, of a committee)

may engage in discussion and make motions along with other members. However, since some committee members are likely to give significant weight to the chair's opinion, he or she should allow others to speak first.

Please remember that a small group may still elect to use more formal rules when the chair and/or several of the members believe this is necessary, such as when there may be legal consequences or in order to thwart the efforts of a repeat

offender member who frequently hijacks meetings. Otherwise, as noted, there is a certain logic to the distinction between formal rules for larger assemblies and less formal ones for smaller committees – Slaughter's "Goldilocks Principle." One additional benefit is that these rules provide an opportunity for members to interact in a more relaxed setting outside the larger body, which is likely to foster greater collaboration in service to the community.

1. Henry Robert III and others, *Robert's Rules of Order, Newly Revised*, 11th Ed. Boston: Da Capo Press, 2011, pp. 487-488. All references in this article are to this publication unless otherwise noted. The 12th edition is projected to be released in August 2020.

2. Jim Slaughter, "Board Procedures Versus a Membership Meeting or Convention: What Rules Should You Follow?" March 1, 2013, *JimSlaughter.com* (accessed 4/15/2020).

3. However, a time limit may be injected where necessary to prevent a member from abusing the privilege to delay resolution of a matter.



Did you know? The published Legal FAQs are taken directly from the extensive library of resources on the League's website. Have a question? Try the search function on the website and get an answer. <http://www.lwm-info.org>

Intoxicating Liquors FAQ 2

Can the municipal clerk issue picnic beer and wine licenses without action by the governing body?

Municipal governing bodies may delegate the authority to issue picnic beer and wine licenses to a municipal official such as the clerk. Wis. Stat. §§ 125.26(1) and 125.51(1)(a). Such a delegation of authority should probably be accomplished by enacting an ordinance containing standards to guide the clerk or other designated official. (rev. 1/20)



Appointments & Vacancies FAQ 10

If a new position is created by the municipal governing body, can a member of the governing body resign from the board and apply for the new position?

No. Section 66.0501(2) of the Wisconsin Statutes provides that, unless expressly authorized by statute, no member of a town, village or county board, or city council, during the term for which the member is elected, is eligible for any office or position which during that term has been created by, or the selection to which is vested in, the board or council, but the member is eligible for any elective office. Because the member is ineligible during the entire term for which the member is elected, resigning does not make the member eligible to hold the office or position. (rev. 5/20)

Governing Bodies: General FAQ 7

How does a city or village change the size of its governing body?

A village board may, by ordinance, change the number of trustees but the change shall not affect the term of office of trustees elected before the ordinance authorizing the change is adopted. Wis. Stat. § 61.20(4). The common council of a city may, by a two-thirds vote of all its members but not more frequently than once in 2 years, increase or decrease the number of aldermanic districts or the number of members of the city council. However, the common council must then redistrict, readjust and change the boundaries of aldermanic districts to meet certain statutory requirements. Wis. Stat. § 62.08(4). (rev. 5/20)

Legal Captions

Employees 362

HR Matters column, by Attorney Lisa Bergersen, discussing the League's Sample Employee handbook and the benefits, pitfalls, and recommended content of employee handbooks including disclaimers, legal provisions, and terms and conditions of employment.

Miscellaneous 1R4

Understanding League Legal Services. Legal comment describes the services that the League's legal staff provides (e.g., responding to inquiries, formal advisory opinions, League publications, writing amicus briefs, educating local officials, providing sample ordinances) and how municipal officials can obtain those services. Also explains constraints on those services.

Miscellaneous 22

Legal comment highlighting important differences between the public and private sectors that elected officials and municipal staff should be aware of when serving in local government.



In Transition

We Welcome Newly Elected Officials and New Staff

Alder: Adams-Lauren Heitman; **Alma**-Gary Jepsen; **Altoona**-Timothy Lima, Maria Guzman; **Amery**-Chad Leonard; **Antigo**-Joel Wagner; **Augusta**-Sue Troxel **Beaver Dam**-Mike Wissell, Heidi Freeby; **Black River Falls**-Erin Rave, Gary Ammann; **Bloomer**-Chad Baribeau; **Boscobel**-Stephanie Brown, Krissy Schneider, Brian Kendall; **Brodhead**-J. Michael Lowery, Paul Naramore, Timothy Schadewaldt; **Brookfield**-Jenna Meza, Mike Hallquist, Kathryn Wilson; **Chilton**-Jon Kragh, Joe Schoenborn, Peggy Loose; **Columbus**-Paul Pyfferoen, Mike McCabe; **Cornell**-William Kvapil; **Cuba City**-Ashley Meyer; **Darlington**-Raymond Spellman, Joshua Goebel; **Delafield**-Phil Kasun; **Delavan**-Luis Solis, Matt Bieser, Paul Wilson; **Edgerton**-Casey Langan, Robert Reynolds; **Elroy**-Carlton Peterson; **Fitchburg**-Gabriella Gerhardt, Joe Maldonado; **Franklin**-Shari Hanneman; **Green Bay**-Lynn Gerlach; **Green Lake**-Christopher Foes, Danielle Reysen; **Greenfield**-Denise Collins; **Hartford**-Kyle Sikora; **Hurley**-Tom Conhartoski; **Kaukauna**-John Moore; **Kewaunee**-Jeff Vollenweider, James Brewster; **Kiel**-Kathy Schuette; **Ladysmith**-Gerard Schueller; **Lake Geneva**-Joan Yunkee, Mary Jo Fesenmaier; **Lancaster**-Stuart Harper, Matt Pennekamp, Rose Oliveto; **Lodi**-Steve Clemens; **Manawa**-Jim Roenz, Seth Miller; **Manitowoc**-Brett Vanderkin, Courtney Hansen, John Brunner, Bill Schlei; **Marshfield**-Ed Wagner, Adam Fischer; **Mauston**-Darryl Teske; **Mineral Point**-Joel Gosse; **Montello**-

Marilyn Merrill, Sue Kozlowski, Ron Knutson, Brian Schrimpf; **Montreal**-Kenneth Saari; **Neillsville**-David Harnisch; **New Holstein**-Norman Propson, Richard Shelton, Bradley Hess; **Niagara**-Joseph Johnston; **Omro**-Todd Cimermanic, Cindy Ostrander; **Onalaska**-Steven Nott; **Peshtigo**-Rick Berth; **Platteville**-Kathy Kopp; **Plymouth**-Jerry Matzdorf, Bob Schilsky; **Prescott**-Thomas Oss; **Rice Lake**-Cory Schnacky; **Richland Center**-Susan Fruit, Carson Culver, Melony Walters; **Ripon**-Benjamin Morrison, David Gallops, Jolene Schatzinger; **River Falls**-Ben Plunkett; **Seymour**-Cody Vander Heiden; **St. Croix Falls**-Joe Snyder, Craig Lien; **St. Francis**-Sarah Calderon, Debbie Fliss; **Stevens Point**-Thomas Leek; **Sturgeon Bay**-J. Spencer Gustafson; **Tomah**-Adam Gigous, Dean Peterson; **Washburn**-Dave Anderson; **Watertown**-Karen Wendt, Dan Bartz, Cassandra Wagner; **Wauwatosa**-Meagan O'Reilly, Mike Morgan; **West Allis**-Angelito Tenorio, Suzette Grisham, Danna Kuehn; **West Bend**-Brett Bergquist, Jed Dolnick; **Westby**-Sue Jacobson; **Whitehall**-Julie House; **Wisconsin Rapids**-Dean Veneman, Judy Bemke

Building Inspector: Sheboygan-Pat Eirich

City Administrator: Baraboo-Kennie Downing; **Columbus**-Kyle Ellefson; **St. Croix Falls**-Joel West

In Transition

City Attorney: **Amery**-Paul Mahler; **Bloomer**-Chris Gierhart; **Milwaukee**-Spencer Tearman; **Montreal**-Ray O’dea; **New Holstein**-Gary Jahn; **Reedsburg**-Derek Horkan; **St. Croix Falls**-Paul Mahler

City Clerk: **Elkhorn**-Lacey Reynolds; **Wauwatosa**-Melanie Kollmansberger

Council Member: **Beloit**-Brittany Keyes; **Eau Claire**-Mai Xiong; **Fond du Lac**-Arletta Allen; **Fort Atkinson**-Brandon Housley; **Janesville**-Douglas Marklein, Susan Johnson; **Madison**-Max Prestigiacomio; **Marinette**-Doug Oitzinger; **Medford**-Tim Hansen; **Oshkosh**-Lynnsey Erickson, Michael Ford

Council President: **Janesville**-Sue Conley

Director of Administrative Services: **Altoona**-Betsy Boley

Director of Public Works: **Augusta**-Dan Marcheske; **Clintonville**-Caz Muske; **Curtiss**-Larry Swarr; **Edgerton**-Howard Moser; **Fennimore**-John Murray; **Fountain City**-Gil Adams; **McFarland**-Jim Hessling; **Mondovi**-Darrell Rogholt; **Owen**-Chad Smith; **Pound**-Scott Fuelle; **Richfield**-Brett Thicke; **River Hills**-Randy Groth; **Rockland**-Brandon Elliott; **Theresa**-Corey Clark; **West Salem**-Loren Schwier; **Wonevok**-Shane Hueble

Finance Director: **Waukesha**-Diane Gard; **Waupun**-Michelle Kast

Fire Chief: **Arena**-Todd Pinkham; **Athens**-Brian Lavicka; **Black Earth**-Dan Maehocka; **Bloomer**-Jared Zwiefelhofer; **Brandon**-Kevin Lieske; **Combined Locks**-Ken Wiedenbauer; **Eleva**-Ben Aiona; **Janesville**-Ernest Rhooes; **Kaukauna**-Jacob Carrel; **Monona**-Vacant; **Nashotah**-Matt Fenning; **New Glarus**-Joshua Kammerud; **Oxford**-Steve Klump; **Saukville**-Thad Trinko; **Sheboygan**-Eric Montellano; **Suamico**-Joe Bertler; **Superior**-Scott Gordon; **Vesper**-Dennis Dederich; **Westby**-Spencer Lee; **White Lake**-Alan Holbrook

Mayor: **Appleton**-Jake Woodford; **Augusta**-Jason TePaske; **Bloomer**-James Koehler; **Brodhead**-Troy Nyman; **Chilton**-Thomas Reinl; **Cornell**-Mark Larson; **Darlington**-Michael McDermott; **Delavan**-Ryan Schroeder; **Elkhorn**-Bruce Lechner; **Elroy**-Karen Sparling; **Fountain City**-Gwen Katula; **Gillett**-Joshua McCarthy; **Green Lake**-Raymond Radis; **Hurley**-Jay Aijala; **Kewaunee**-Jason Jelinek; **Lake Geneva**-Charlene Klein; **Lodi**-Ann Groves Lloyd; **Mauston**-Dennis Nielsen; **Montello**-Jim Houdek; **Neillsville**-Diane Murphy; **New London**-Mark Herter; **Omro**-Steve Jungwirth; **Onalaska**-Kim Smith; **Richland Center**-Todd Coppennoll; **St. Croix Falls**-Kirk Anderson; **Stanley**-Alan Haas; **Washburn**-Mary Motiff; **Wausau**-Katie Rosenberg; **Wauwatosa**-Dennis McBride; **Wisconsin Rapids**-Shane Blaser

Police Chief: **Altoona**-Kelly Bakken; **Augusta**-Gordon O’Brien; **Black River Falls**-Jeremy Isensee; **Clintonville**-Craig Freitag;

Cross Plains-Anthony Ruesga; **Edgar**-Tyler Geske; **Frederic**-Tamara Larson; **Germantown**-Mike Snow Ward; **Grafton**-Emmett Grissom; **Green Lake**-Jason Reysen; **Hartford**-Scott MacFarlan; **Kaukauna**-Jamie Graff; **Lodi**-Wayne Smith; **Medford**-Chad Liske; **Neillsville**-Jim Mankowski; **Oakfield**-Renee Schuster; **Oregon**-Jenny Pagenkopf; **Peshtigo**-Rick Badgley; **Pewaukee**-Tim Heier; **Plain**-Mike Stoddard; **Portage**-Keith Klafke; **Reedsville**-Kirk Schend; **Rib Lake**-Derek Beckstrand; **Richland Center**-Billy Jones; **Seymour**-Isaac Schultz; **Spring Green**-Michael Stoddard; **Spring Valley**-Sharon Verges; **Star Prairie**-Tom Thompson; **Waukesha**-Daniel Thompson; **West Salem**-Jeremy Randall; **Westby**-Scott Stuber; **Wind Point**-Rick Von Drasei

Street Superintendent: **Boscobel**-Luke Brown; **Cornell**-Derek Braun; **Franklin**-Kevin Schlueter; **Frederic**-William Struck; **Hustisford**-Roger Zubke; **Marshfield**-Kris Hawley; **Potosi**-Bob Haberkorn; **Wheeler**-Chris Goodell

Treasurer: **Bear Creek**-Ashley Janke; **Fox Lake**-Krystal McCauley; **Saukville**-Maureen Hartjes; **Slinger**-Valerie Knetzger

Trustee: **Adell**-Kim Eberhardt; **Almena**-Tom Pichelman; **Amherst**-Christine Hodges; **Arena**-Barbara Beran, Paul Pustine; **Arpin**-Kevin Albrecht; **Athens**-Jessica McCord, Tami Schreiner; **Avoca**-Renee Harris; **Bagley**-Jerry Kopp, Rita Weber; **Balsam Lake**-Corby Stark, Aimee Newbauer, Jamey Flanerty; **Bangor**-Charles Horman, Eric Faas, Todd Brownell; **Bay City**-Roger Spindler; **Belgium**-Sarah Heisler; **Belmont**-Kathleen Riechers; **Birchwood**-Mark Manning; **Biron**-Mike Guillemot, Patty Gapen; **Black Creek**-Matt Krull; **Black Earth**-Mary Scott, Mitch Hodson; **Blanchardville**-Brianna Nutter; **Boyceville**-Megan Mittlestadt, Laura Kincade; **Boyd**-Casey Dorn; **Brandon**-Gary Henker, Mark Horvath; **Bristol**-Chris Leker; **Brooklyn**-Sean Brennum, Dan Olson; **Butler**-Amy Haynes Coe; **Cambridge**-Carla Galler, Wyatt Rose; **Cascade**-Josh Karmasin; **Chenequa**-Richard Grunke; **Cleveland**-Al Forner; **Cobb**-Liz Lenz, Alisha Pelton; **Combined Locks**-Mike Rictveld; **Coon Valley**-Amy Stakston-Wiedemann; **Cottage Grove**-Paul VanderVelde; **Cross Plains**-Bill Brosius, Michael Pomykalski; **Dallas**-Tom Stuart; **Darien**-Kevin Atkinson; **Dickeyville**-Jeremy Leibfried, Glen Brandt; **Dorchester**-Clarence Klimpke, Juli Goldschmidt; **Downing**-James Luepke; **Dresser**-Darren Peterson; **Eagle**-Christopher Lauterbach; **Eden**-Todd Gitter, Owen Gellings; **Egg Harbor**-Joe Smith; **Eland**-Chet Matz; **Eleva**-Brett Semingson; **Ellsworth**-Becky Beissel, Scott Feuerhelm; **Ephraim**-Matthew Meacham; **Fall Creek**-Sheena Kaatz, Kelli Corbin; **Frederic**-Jackie Peterson, Brett Daeffler, Patty Swenson; **Genoa**-Theresa Wopat; **Genoa City**-Duane Gallo, Pamela Larson; **Germantown**-Jolene Pieper, Phil Hudson; **Grafton**-Jim Miller, Amy Luft, Dan Delorit; **Hammond**-Chris Buckel; **Hawkins**-Doug VanDoorn; **Hewitt**-Jeff Graves; **Hixton**-James Larson, Sharon Truschka; **Hollandale**-Carl Olson; **Howards Grove**-Erik Osby, Taylor Horness; **Hustisford**-Cynthia Stroessner, Andrew Buchanan; **Hustler**-Kyle Benson,

In Transition

Brian Kibby; **Jackson**-Brian Heckendorf, Traci Wells; **Kennan**-Bret Dunlap, Max Ericson; **Knapp**-Randy Nichols, Wendy Lipke; **La Valle**-Joe Gates; **Lake Delton**-Bernadette Starzyk; **Lake Hallie**-Mark Johnson, Kenneth Greenwood; **Linden**-Jim Wardell; **Lohrville**-Jeremy Nagle; **Lomira**-Peter Doman, Jennifer Priesgen, Scott Ritger; **Luck**-Nick Mueller; **Lyndon Station**-Jan Miller; **Marquette**-Richard Krueger; **Mishicot**-Theresa Becker, Judy Ferry; **Montfort**-Kent Drury, Holly Witzig; **Mukwonago**-Daniel Adler, John Meiners; **New Glarus**-Tammy Newberry, Lori Wirts, Michael Bell; **Newburg**-Mike Enright, Brooke Stangel; **North Freedom**-Dennis Anstett, Tracy Fuller; **Osceola**-Joel West; **Palmira**-Nick Troiola; **Pardeeville**-Michael Fischer, Michael Babcock; **Pigeon Falls**-Brian Anderson; **Plain**-Tracey Brent, Steve Whitford; **Plainfield**-Don Miller; **Potosi**-William Whitaker, Jill Wunderlin, Jen Richardson; **Pound**-Wayne Gross; **Rochester**-Leslie Kinsey; **Rockland**-Bob Nielsen; **Sauk City**-Jeff Boll, Amy Krumenauer; **Shorewood**-Arthur Ircink, Kathy Stokebrand; **Siren**-Brittany Fry; **Sister Bay**-Vivian Nienow; **Soldiers Grove**-Steve George; **Somers**-Benjamin Harbach; **Spring Valley**-Kevin Olson; **St. Nazianz**-Daniel Gintner; **Star Prairie**-Liesette Rendell; **Stetsonville**-Joseph Dowden, Will McCarron; **Strum**-Sherry Bjerke; **Sturtevant**-Jerry Klinkosh, Kari Villalpando, Stu Tencate; **Summit**-Jeff Lee; **Suring**-John Fredenburgh; **Theresa**-Casey Schwartz, Sandy Koenigs; **Thiensville**-Jennifer Abraham; **Union Center**-Marcin Kuhlczak; **Wales**-Alan Barrows; **Walworth**-Joan Sallee, Bob Ball; **Wausaukee**-Nila Frye; **Wausaukee**-J. J. Feldmann, Steve Stumbris; **Wauzeka**-Randall Mara; **Webster**-Bill Summer; **West Baraboo**-Elgin Bulin; **Wheeler**-Lillie Milune, Janice Gjelhaug; **Whitefish Bay**-Kevin Buckley; **Whiting**-Karen Curtis; **Wild Rose**-Steven Yoka;

Williams Bay-Rob Umans, Lowell Wright; **Wind Point**-Brian Biernat; **Winneconne**-John Broderick, Louis Metzger, Jim Kies, Corey Mashak; **Wittenberg**-Marlene Wepner; **Wonewoc**-Nick Baldwin, Brandi Jones, Don Hubele; **Wycocena**-Rusty Schiradelly, Patty Jacobson

Utilities Manager: Bangor-Patrick Reilley

Village Administrator: Bloomfield-Lloyd Cole; Slinger-Margaret Wilber

Village Attorney: Allouez-Dan Duke; Birchwood-Ben Ludeman; Brooklyn-William Cole; Butternut-Bryce Schoenborn; Cascade-Paul Dirkse; Cottage Grove-Larry Konopacki; Egg Harbor-Jim Kalny; Lake Hallie-David Raihle; Menomonee Falls-Adam Koenings; Osceola-Paul Mahler; Potosi-Benjamin Wood; Turtle Lake-Christopher Gierhart

Village Clerk: Hewitt-Marylee Jacobitz; Kennan-Brenda Jones; Kewaskum-Tammy Butz; Marquette-Julie Powell

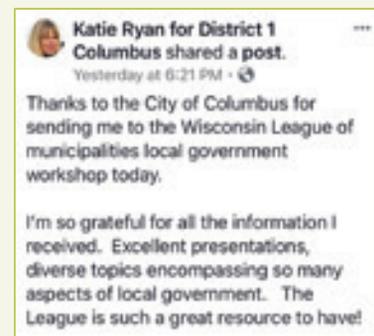
Village President: Black Earth-Troy Esser; Centuria-Stan Swiontek; Dallas-Sue Dodge; Dane-Mary Lou Hyatt; Fairwater-Jon Stellmacher; Fall Creek-Timothy Raap; Ferryville-Steve Werner; Frederic-Rebecca Amundson; Hawkins-Jill Baker; Howards Grove-Jeff Plass; Lohrville-Sunshine Vissers; Potosi-Michael Whitaker; Soldiers Grove-Paul Nicholson; Sussex-Anthony LeDonne; Wausaukee-Pat Tracy; Wilson-Michelle Nelson; Wycocena-Kim Bauer

League's Local Government 101 Program Now Offered as Webinars

The League's one-day workshop provides a basic framework for governing to both new city and village officials and those who want to brush up on their knowledge of local governance. You'll learn about city and village powers including municipal home rule, hear about how to recognize and avoid conflicts of interest, receive a quick tutorial on municipal budgeting as well as how to run a meeting, and finish with an overview on managing public works projects. In addition, you'll have that age-old question answered: "what is a walking quorum anyway?"

We're adapting and have converted most of the one-day workshops into webinars - with more dates possible. Participants who opt for the online webinar version have the option to take the course all in one day or mix and match the four different modules. If you choose to mix and match the modules, you can do so during any of our offered webinar dates over a 12-month period following your registration. In addition to the online training, you will have the option of receiving a hard copy workbook or a USB version. The cost of the program is \$70 per person.

Webinars are offered June 5 and June 26. Details and registration at <https://lwm-info.org/799/Local-Government-101-Important-Basics>



2020 League Workshops, Institutes, and Conferences

EVENT	DATES	LOCATION	LOCATION/LODGING	REGISTRATION FEE
*Local Government 101	June 5	<p style="text-align: center;">CANCELED/RESCHEDULED Due to concerns over COVID-19 pandemic, we are canceling or rescheduling conferences until July.</p> <hr/> <p style="text-align: center;">Local Gov101 is now being offered as a webinar on June 5 or June 26 for \$70 per person. Take the 1-day course, or divide the 4 modules between different dates throughout the year.</p>		\$100 Member \$125 Non-Member
*Clerks, Treasurers & Finance Officers Institute	June 10-12			\$135 Member \$160 Non-Member
Municipal Attorneys Institute	June 17-19			\$295 Member \$320 Non-Member
*Local Government 101	June 26			\$100 Member \$125 Non-Member
Avoiding Common Mistakes	July 8	Rice Lake	City Hall/Municipal Building	\$0 LWMMI Insured \$50 all others
Chief Executives Workshop	August 19-21	Wausau	City Grill at Jefferson St. Inn 866-855-6500 \$128 single/double ID: Chief Execs Workshop	\$200 Member \$225 Non-Member
Municipal Attorneys Institute	September 2-4	Sturgeon Bay	Stone Harbor Resort 877-746-0700 \$135 single/double ID: League of WI Muni Attorneys Institute	\$295 Member \$320 Non-Member
Avoiding Common Mistakes	September 10	Waupaca	Par 4 Resort	\$0 LWMMI Insured \$50 all others
*Local Government 101	September 11	Waupaca	Par 4 Resort 715-256-9000 Small block is available	\$100 Member \$125 Non-Member
Municipal Assessors Institute	September 15-17	Stevens Point	Holiday Inn Hotel & Convention Center 715-344-0200 • \$82 single/\$109 double ID: Municipal Assessors Institute	\$190 Member \$215 Non-Member
Plumbing Inspectors Institute	September 23-25	Eau Claire	Lismore Hotel 715-835-8888 \$82 single/double ID: League of WI Muni's - Plumbing Insp Institute	\$165 Member \$190 Non-Member
Annual Conference and Engineering & Public Works Institute	October 7-9	La Crosse	Radisson 608-784-6680 \$119 single/\$129 double Room block booking opens July 1, 2020 ID: League of WI Municipalities Several overflow hotels. See website	\$270 Member \$295 Non-Member
Police & Fire Commission Workshop	November 13	Wisconsin Dells	Wilderness Hotel - Conference Center 1-day workshop Usually does not require overnight stay but small block is available	\$130 Member \$155 Non-Member

*** Online Registration Available**

Transitions

THE LEAGUE WELCOMES NEW LEADERSHIP



City of **Milwaukee** Alderwoman Chantia Lewis was appointed to the League's 16-member Board of Directors in May. Alderwoman Lewis was elected to the City Council in 2016. She is an active member of her community and the council, serving as Vice-Chair of the City's Public Safety and Health Committee. She served in the Air Force and graduated from Alverno College after returning home. In addition, Alderwoman Lewis is a minister at her church and is continuing her education by studying for a master's degree in Theology.



Watertown Mayor Emily McFarland was elected President of the League's Urban Alliance (UA) by her peers from cities and villages across the state at a UA meeting held virtually on April 24. The Urban Alliance is a vital part of the League, focusing on solutions that will benefit all of Wisconsin's municipalities, large and small.

"I promised my community when I campaigned that I would advocate for their needs and the needs of our city," Mayor McFarland said. "I have found the Urban Alliance and the League to be beneficial in collaborating and advocating jointly for the needs of municipalities in Wisconsin," McFarland said. "Cities and villages are the core of government; we serve our citizens at the ground level and I sincerely think there is work we can do to demonstrate our needs and hopefully encourage positive action to provide support to our citizens."

RETIREMENTS



Black River Falls Black River Rural Fire Department. Fire Chief Steve Schreiber retired in May after 40 years of working in emergency services. He started in the service as a volunteer right out of high school, worked as a firefighter, emergency medical technician, police officer, ambulance service director, and fire chief. In his letter to the community, Chief Schreiber said, "I cannot think of a family I am happier and more proud to have been a part of than our nation's fire service family! Take care and be fire safe!"

Kellnersville. Village Clerk Elizabeth Welch retired after 30 years of service as clerk to the village. In her retirement message Elizabeth said, "Reap success, give lots of love, and be happy. More importantly, thank God for the journey!"



Madison. City Attorney Michael May served three mayors and will be the city's second-longest-serving city attorney at the time of his retirement on June 1. A *Wisconsin State Journal* article highlighted May's role in acting as parliamentarian for roughly 384 Common Council meetings, playing a lead role transitioning and preserving Overture Center, defending the city's minimum wage ordinance until it was preempted by the state, and negotiating an end to many controversies, including the resolution of the Judge Doyle Square issue. "His enthusiasm for Robert's Rules (and the Badgers) his love of the law (and Latin), his dapper ties (and wizarding robes) will be missed by many of us in the city," Madison Mayor Satya Rhodes-Conway said.



Sheboygan. City Administrator Darrell Hofland has announced his retirement from the city effective July 3. In addition to Sheboygan, Hofland has served Grafton, Little Chute, and Appleton for a total of 35 years of public service.

In his four years with Sheboygan, Hofland has overseen the renovation of the historic City Hall, the development of a new business park, and the concept of an Innovation District in unused industrial property. He has focused on the implementation of a strategic plan that includes increased communication with city residents, much-needed road repairs, and the development of workforce housing to meet the needs of the city's expanding businesses.

Common Council president Todd Wolf said, "We appreciate the work that Darrell has accomplished to move our wonderful city forward. We will miss his leadership and insight."

June is National Safety Month

- ★ Flag Day - June 14
- ★ Public Service Appreciation Day - June 23

Heads up! July is National Park & Recreation Month

Have an update?

Please send changes, corrections, or additions to Robin Powers at rpowers@lwm-info.org, fax (608) 267-0645 or mail to the League at 131 West Wilson Street, Suite 505, Madison, WI 53703

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