

## Procedures for Obtaining a Mill Levy

Authority for Districts to Seek a Mill Levy is from [Wyoming Conservation District Law](#), Wyoming § 11-16-133 and 134.

The following are suggested steps and considerations for obtaining local mill levy funding for the district. Additional information on establishing relationships with media and legislative officials are also available.

The key to a successful mill levy campaign is a well-developed plan and committed supervisors. Begin early, and establish everyone's role and responsibilities in the plan.

### 6 months to 2 years prior to election

**STEP 1** Conservation District Board of Supervisors must first make the decision to petition for a mill levy, and then be totally committed to the task.

If your district is planning to request assistance from WACD and the WNRF for mill levy efforts, a letter of commitment is required. The letter must state when the district plans to go on the ballot, request WACD assistance, and be signed by each district supervisor. Criteria is being developed regarding the district's contribution to the campaign when WACD is asked to assist.

### Not less than 6 months prior to the election

**STEP 2** The district should consult the annual plan and long range plan to review goals and objectives considering a community wide program. You will also need to obtain the following information

- ✍ What is one full mill within your district's boundaries? (information available from county assessor)
- ✍ How many registered voters are there within your district's boundaries? (information available from county clerk)
- ✍ Registered voter list for your district's boundaries (information available from Secretary of State, generally a small fee is charged)
- ✍ What type of mill levy will you be seeking, a mill levy that must be renewed every 4 years or a petition recall mill levy?

### Not less than 6 months prior to the election

**STEP 3** Construct a mill levy campaign plan with time tables. This plan should include:

- ✍ Specific programs & projects to achieve district goals and objectives. (methods or procedures that you will utilize to carry out your plan). Work plan and time table.
- ✍ Budgets (include current budget and proposed budget with mill levy funding).

**STEP 4** Contact your county officials.

- ✍ Set up an initial meeting with your county commissioners to request putting the question of a mill levy on the ballot.

The District must submit a ballot proposition to the county commissioners for their approval to go on the ballot. See 6-19 for a sample ballot proposition.

The *entire* Board of Supervisors should be present for all meetings with the county commissioners. Take your draft plan and ask for their input. The county commissioners will need to sign a statement or resolution stating they will put the question on the ballot. There are examples of statement utilized by other districts included in this chapter.

**STEP 5** Draft your second plan; public relations or mill levy passage plan, including a time table. At this point you will have to have made a decision on how much of a mil you will be requesting. This plan should include:

- a. What activities you will do to seek public support?
- b. What media avenues do you have available and how will you utilize them?
- c. What key groups in your community can you meet with to give you support?
- d. Which Supervisor will have what responsibilities? What tasks can staff do? Are there others within the community that will help with specific tasks?
- e. Set up a time table with specific dates and responsibilities – stick to it.
- f. Your district may want to consider forming a political action committee or PAC to help your district raise funds to support the mill levy campaign. For more information on the formation of a PAC, please see the Tab 6 – Page 4, Forming a Political Action Committee later in this section.

**Not less than 3 months prior to election**

**STEP 6** Finalize your District Plan and make sure that interested parties and individuals within your community receive a copy. Utilize your plan of work, goals and objectives in your public relations program. Your public will not tax themselves if they do not know what they will receive in return.

**STEP 7** Implement your public information program. Involve individuals and groups as often as possible; let your issue become their issue.

**STEP 8** Work hard, stay committed and win your election.