

**71<sup>st</sup>  
Annual**



**WTA**

# Convention

**Holiday Inn & Convention Center**

**1001 Amber Ave., Stevens Point WI**

**October 14-16, 2018**

*Join hundreds of town officials from around the state as we gather in one place to listen, learn and connect with each other! If you have never previously attended, our annual convention consists of three days filled with exciting opportunities to network with your peers, learn from experienced educators about the topics that matter most to towns, and become acquainted with state agency staff and other exhibitors that provide the services and products that can make your life easier. Are you looking for a chance to learn something new? Do you want to meet others that share your passion for local government? Could you use a little inspiration and time away from the regular day to day? Mark your calendar and come spend some quality time with us this October!*

## **Sunday October 14th**

Registration will be open from 1:00 p.m. until 6:00 p.m. The exhibitor area will open at 1:00 p.m. Come meet, learn from, and build relationships with vendors and companies that provide products and services of interest to towns. There will be a general assembly from 2:30 p.m. to 4:30 p.m. Highlights of the afternoon will include an engaging presentation on “Finding the Next Generation of Local Officials” and awarding of the WTA, Scott Construction, and Rural Mutual Insurance Scholarships to the essay contest winners.

## **Sunday Evening Welcome Reception**

Convention attendees will have the opportunity to sample a variety of cheeses and enjoy complimentary beer, wine, and soda while they visit with the exhibitors. Dinner is on your own Sunday evening.

## **Monday October 15th**

There will be a general assembly from 8:30 a.m. to 10:30 a.m. with key featured speakers whose names will not be released until confirmed. Workshops will begin at 11:00 a.m. and run through 4:45 p.m. with a break for lunch. Monday’s lunch will be a pasta buffet.

## **Monday Spouse Activity**

Monday afternoon, registered spouses and guests will have the opportunity to board a bus and head to a local craft studio where they will create their very own work of art! Attendees may select which project they would like to work on. See the convention registration form for pricing and more information.

## **Monday Afternoon Exhibitor Reception**

There will be a reception in the exhibitor area with complimentary beer, soda, and snacks for all registered attendees. Note that the exhibitors will close down at the end of the day Monday and will not be present on Tuesday.

## **Monday Evening Banquet**

The annual banquet and awards ceremony will be held on Monday night of the convention at 5:30 p.m. Long standing town officers will be recognized. To receive this recognition, please mark your registration form accordingly and indicate you will be attending the banquet. The banquet is an optional event that will feature a buffet dinner at a cost of \$25 per person and is not included in the general registration fee. (Spouses and guests are also welcome to attend the banquet at a cost of \$25 per person.)

## **Monday Night Packer Party**

This year the Packers will be playing the San Francisco 49ers at 7:15 p.m. on Monday night. So, in lieu of dancing, all registered convention attendees are invited to join us for a Packer Party in the General Assembly area following the banquet. We'll be projecting the game on to two giant screens and having drawings for tons of awesome door prizes throughout the game. Enjoy complimentary beer, soda, and snacks while we cheer on the Pack. You won't want to miss out on the fun!

## **Tuesday October 16th**

On Tuesday morning we'll be offering continental breakfast. After you have enjoyed some breakfast, get ready to learn with a variety of workshops that begin at 8:30 a.m. and conclude at 12:00 noon. On Tuesday morning, a BINGO game for cash prizes will be held for registered spouses and guests at 10:00 a.m. Tuesday's lunch will be a soup and sandwich buffet. The convention will conclude with a general assembly at 1:00 p.m. with a special guest speaker.

## **Registration Fees**

Convention registration fees are \$150 for all days or \$80 for single day registrations on Monday or Tuesday. These registration fees include lunch for registered town officers and employees.

Spouses and guests who do not wish to attend workshops pay a \$25 registration fee if they would like to attend the general assemblies and evening exhibitor receptions. Lunches are not included but lunch tickets are available at a cost of \$12 per person per day for registered spouses and guests and banquet tickets may also be purchased for \$25.

Deputy clerks and treasurers, election officials, and others who wish to attend workshops must pay regular full or single day convention registration fees.

## **Workshop Schedule**

Please Note: There will be a three hour long election training class provided by the Wisconsin Elections Commission on Tuesday. We usually have a capacity size crowd for this session. Please indicate on the registration form if you plan to attend the Election Training so we can accurately gage the number of attendees and plan accordingly. Financial topics are abundant this year and treasurers will be excited to know we will be covering record retention schedules, investment options, and available resources for technical assistance with financing of projects. Finally, you'll note that we also have many sessions that focus on land use topics this year, so be sure to pass this invitation on to your plan commissioners, board of appeals members, and other zoning staff.

## **Workshop Topics**

Workshops are scheduled for both Monday and Tuesday. Many have one hour time slots and will be repeated a second time. Some of the workshops will be presented only once, as noted.

**Monday: 11:00 a.m. - Noon**  
**(Repeated 1:15 p.m. - 2:15 p.m. unless noted)**

**1. Wisconsin Information System for Local Roads (WISLR) – Your Guide to Local Road Certification and Pavement Rating Submissions:** The Wisconsin Department of Transportation’s WISLR program collects data on local road lengths, pavement condition, reconstruction activities, and other features. WI DOT staff will present on how towns fulfill their local road certification and pavement rating condition requirements, as outlined under Wis. Stat. § 86.302, and how important it is to maintain accurate local road data. Presented by Corissa Engel, Pavement Rating Coordinator and Kathleen Spencer, Statewide Local Road Coordinator.

**2. JB Systems Website Design Presentation:** Join Gerald & Meghan Bauer, owners of JB Systems, as they unveil the new WTA website and the new platforms they’ve built specifically for Wisconsin towns and their specific needs. During this presentation, you’ll learn about the three different packages available to choose from, how they’re different from other vendors, the security behind them, and even some tips on how the tools were built to make your management of the town’s website easier - by using specially designed tools and automation backed by JB Systems’ 70+ years of combined industry experience. Special incentives are available for those that attend, so don’t miss this important opportunity to learn about a new website solution for your town’s ever-growing need to communicate with your board and residents in this fast moving world.  
Note that this session will not be repeated at 1:15pm on Monday, but will be repeated on Tuesday morning at 7:00am.

**3. Wisconsin Municipal Records Retention Schedule – Update Overview:** Andrew Baraniak, local government records archivist for the Wisconsin Historical Society, will discuss the recently updated Wisconsin Municipal Records Schedule and how municipal governments may use it to establish their record retention schedules. The presentation will outline what has changed from the original Manual, give an overview of how to use the new version, and discuss what options municipalities have in using the retention periods for their own records.

**4. Road Access Management:** This session will cover the best practices for managing road access points. Learn how proper access management affects future development possibilities and the environment. Proper driveway spacing will be explained and you will learn how too many driveways can create safety concerns. There will also be discussion about how towns can work with the WI DOT on highway accesses. Presented by Michael Roach and Steven Sydow, Access Engineers for WI DOT Division of Transportation Systems Development.

**5. Town Appointments to Inland Lake Protection and Rehabilitation Districts:** Updates to the Law and Best Practices: Lake Districts in Wisconsin are special purpose units of local government that focus on protecting and restoring lake health. They are governed by a board of commissioners which includes appointees from county and local municipal governments. Over 100 lake districts have town appointees on their board. Recent changes to state law allow towns to consider appointing Lake District residents to take the place of town board members. We will discuss the implications of this law and discuss best practices for towns involved in Lake District governance. Presented by Eric Olson, Director and Lakes Specialist with UW Extension-Lakes in Stevens Point.

**Monday 1:15 p.m. - 4:15 p.m. (not repeated)**

**Correction of Errors:** This three hour session will provide an overview of the statutes related to assessment errors, corrections, omitted sharing and chargeback requests. The presenters will share real-life examples of assessment errors and provide procedures to correct the errors and issue bills or refunds. They will also discuss the role of both the Assessor and Municipal Clerk in the assessment correction, omitted sharing, and chargeback process. When you discover property not listed on the Property Record Card, do you enter it as omitted property? When you discover a discrepancy in acres, do you address the applicable omission? Polling devices will be used for an interactive Q & A period. Presented by Valeah Foy, Local Government Services Bureau Director and Mary Gawryleski, Equalization Bureau Director, Wisconsin Department of Revenue. **Both clerks and assessors are encouraged to attend this session. The class will provide (3) Hours Law and Management Credit for Certified Assessors.**

**Monday: 2:30 p.m. - 3:30 p.m.**  
**(Repeated 3:45 p.m. - 4:45 p.m., unless noted)**

- 1. Conditional Use Permit (CUP) Ordinance Amendment Due to Act 67:** In November 2017, Act 67 was signed in to law. The Act creates two requirements for CUP conditions: A condition (whether appearing in an ordinance or sought to be imposed as a condition of a particular application) must be “reasonable” and “to the extent practicable, measurable”. The Act also requires that conditions be based on “substantial evidence” and that CUPs be granted if an applicant “agrees to meet” the local conditions. This session will discuss the degree of change your town zoning ordinance may need to undertake to meet the intent of the new law and avoid a potential challenge. Presented by Ken Jaworski Vice President of Planning and Environmental Services Martenson-Eisele, Inc.
- 2. Clerk-Treasurer Cracker Barrel:** Join Carol Doran (formerly of Wisconsin Department of Revenue) and WTA Legal Counsel Jann Charette for an informal question/answer on day to day issues affecting clerks and treasurers. Bring your questions! Note: This session will be held from 1:15-2:15pm & 2:30-3:30pm.
- 3. Regulating Livestock Facilities—Siting and Beyond:** Local governments are consistently challenged to respond to concerns surrounding new and expanding livestock facilities. Many towns have adopted ordinances to regulate livestock operations, with 1 in 10 having adopted livestock facility siting ordinances. Fourteen years have passed since the state’s livestock siting law was enacted, and it is a good time for towns to take stock of their ordinances, permitting responsibilities, and compliance monitoring. This workshop will provide an overview of the siting law, recent cases before the Siting Review Board and the implications these cases have for towns, and a brief overview of other local regulations of livestock facilities. Presented by Chris Clayton, Wisconsin Department of Agriculture, Trade and Consumer Protection.
- 4. Enemies of the Town--Insects, Diseases, Invasive Plants and Worms Impacting Wisconsin in 2018:** Insects, diseases, invasive plants, and worms are all having major impacts on Wisconsin towns. Learn the species you should be most concerned about and what you can do to stop their spread. We’ll discuss pests already present in Wisconsin such as emerald ash borer, oak wilt, jumping worms, and barberry and some not present yet to watch for like Asian long-horned beetles. Presented by Michael Hillstrom, Wisconsin Department of Natural Resources.

**Monday 3:45 p.m. (until completion)**

The Town Advocacy Council (TAC) will hold its **Annual Meeting** during which it will elect three board members to the TAC Executive Board, review its financial report and discuss other matters related to TAC.

**Tuesday: 8:30 a.m. - 12:00 p.m. (will not be repeated)**

There will be an **Election Training** session for clerks presented by the **Wisconsin Elections Commission**. Elections staff will provide the latest updates and information that will impact clerks, election inspectors and voters. This session will count for 3 hours of recertification training. Please note on the registration form that you plan to attend this session.

**Tuesday: 8:30 a.m. - 9:30 a.m.**  
**(Repeated 9:45 a.m. - 10:45 a.m.)**

- 1. Your Town and Your Surveyor:** Some things to consider—United States Public Land Survey, roads and right of ways, cemeteries, assessor’s plats, and more. Presented by Jeff DeMuth and Jamie Anderson of MSA Professional Services.

**2. Investing and Capital Finance 101:** Oftentimes, local governments limit their investments to the Local Government Investment Pool (LGIP), bank money market accounts, and certificates of deposit. Wisconsin statutes permit more types of investments than bank products and the LGIP, but what are they and how do local governments purchase them? Specifically, we will discuss the roles of banks, broker/dealers, advisers and custodians. And although there are many similarities between the parties, there are significant differences which will be outlined. Towns also have many options to consider when financing capital projects. The second half of the session will provide an overview of financing options for towns and the importance of developing a multi-year capital improvement plan. Presented by Ken Herdeman and Greg Johnson of Ehlers Inc.

**3. Rural Prosperity Roundtable—Infrastructure—Partnerships—Innovation—“IPI” in Action:** During this session, attendees will hear from federal, state, and local experts about loan and grant programs and technical assistance services available to local communities. These programs, in combination with local resources can help fund essential community facilities such as libraries, community centers, town halls, fire stations, health care facilities, housing and more. Panelists will also talk about strategic partnerships that have been formed to promote business, community and economic development projects that increase community prosperity and resiliency. You’ll see case studies that show how innovation can make or break a project. You’ll hear testimony from local community officials who’ve engaged in this process and you’ll come away with an understanding of IPI in action. Presented by Frank Frassetto, WI State Director, USDA Rural Development and a panel of experts.

**4. Understanding Annexations and Cooperative Boundary Plans:** This session will review the annexation process and explore how cooperative boundary plans can facilitate the sharing of services and make the transfer of land to neighboring cities and villages a negotiated and predictable event. Presented by Renee Powers and Erich Schmidtke of the Plat & Municipal Boundary Review Program, Wisconsin Department of Administration.

## **Tuesday: 11:00 a.m. - 12:00 p.m.**

**1. High Wind Disasters--A Chairman’s Perspective:** The Town of Prairie Lake in Barron County has experienced three high wind events in the past decade. The first was straight-line winds. The second was a micro-burst event, and the third was an EF 3 tornado that struck on May 16, 2017. Town Chairman Dale Lehner will review the three events and lessons learned from dealing with the aftermath.

**2. Legal Cracker Barrel:** Join WTA legal staff for an informal question and answer session on any town topic. This is always a popular session with convention attendees and we encourage you to bring your questions!

**3. An Introduction to the EPA Region 5 Environmental Finance Center:** The Great Lakes Environmental Infrastructure Center (GLEIC) serves as the environmental finance center for Wisconsin and the surrounding states. Its mission is to help communities build innovative, cost-effective, high quality strategies for environmental improvement and sustainable economic development. This session will be a mini infrastructure finance basics workshop that will cover infrastructure funding, asset management, interest rates and loans, municipal notes and bonds, fees and assessments.

**4. 2018 Wisconsin Act 183 – Navigating Changes for Wetland Fill Permits:** Act 183 changed the need for WDNR permits for certain wetland types. Differentiating between nonfederal, federal and artificially created wetlands will be fundamental in determining how to navigate these new changes to the WDNR permitting requirements. Presented by Stacy E. Jepson, C.S.T. Environmental Project Manager, WDNR Assured Wetland Delineator Martenson-Eisele, Inc.

The convention registration form follows in this magazine and can also be found on the WTA website. Please use separate registration forms for each person registering. We are excited to be planning a fun and educational experience for you. We hope to see you at the convention!

## WTA 2018 Convention Assessor Workshops

On **Monday, October 15th**, assessor workshops will be held from 8:45 am to 11:45 am, and 1:15 pm to 4:15 pm. On **Tuesday, October 16th**, there will be a 7 credit daylong workshop held from 8:00 am until 4:00 pm.

Monday – October 15th

8:45 am "Law Updates 2018—Act 68, Trespass Laws and Open Records"

3.0 Law and Management Credits

Instructors: Michelle Drea (Interim City Assessor, City of Madison) and Kelly Altschul (WI DOR)

12:00 pm Lunch

1:15 pm "Correction of Errors"

3.0 Law and Management Credits

Instructors: Valeah Foy & Mary Gawryleski (WI DOR)

Tuesday – October 16th

8:00 am "Board of Review Helps"

5.0 Appraisal Credits and 2.0 Law and Management Credits

Instructor: Scott Winter (Scott G. Winter Training and Consulting)

11:30 am Lunch

12:30 pm Continuation of Above Session

**Tuesday: 1:00-2:00 p.m.**

**Purpose and Compassion at Work:** Regardless of your role, what are people, customers and business partners looking for in you? What is the workplace culture you have created with your team that leads to success? Creating a mission driven culture with compassion and trust turns satisfied customers into loyal customers. Join John McHugh as he explores the role you play in your organization's success and how you can find the key people to help you achieve that greatness. His examples and stories are ones that you won't forget. John McHugh is the Director of Corporate Communications, Leadership Development, and Training for Kwik Trip, Inc., based in La Crosse, Wisconsin.

**Tuesday: 2:30 p.m.**

Pack the room to make the point: Wisconsin needs a long-term, sustainable transportation plan!

We have made great progress elevating transportation to a top-tier issue.

But as Wisconsinites get ready to head to the polls, we need to keep transportation top of mind.



There will be a short program right after the conclusion of the the WTA Convention. Please stick around to hear from candidates for office and local business people and learn what you can do.

Together, Wisconsin can Just Fix It!