

72nd
Annual



WTA

Convention

Kalahari Resort & Convention Center

1305 Kalahari Drive, Wisconsin Dells, WI

October 13 - 15, 2019

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 13th

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 2:15 p.m. to 4:15 p.m. Highlights of the afternoon will include a “State of the Association” address by Executive Director Mike Koles, awarding of the WTA, Scott Construction, and Rural Mutual Insurance Scholarships to the essay contest winners, and a town trivia contest which will offer fun for all attendees and prizes for the lucky winners!

Sunday Evening Welcome Reception

Convention attendees will have the opportunity to enjoy complimentary beer, soda, and snacks while they visit with the exhibitors. Dinner is on your own Sunday evening.

Monday October 14th

There will be a general assembly from 8:30 a.m. to 10:30 a.m. Featured speaker Tom Thibodeau, Distinguished Professor of Servant Leadership at Viterbo University, will speak on “The Positive Power of Servant Leadership” - Servant Leadership is both timely and timeless. It is an approach to leadership which is Ethical, Meaningful, and Practical. Good people choose to work for good people. When people find their work meaningful and purpose driven, they are more engaged. When people experience the practical results of service and leadership, they are inspired to work with others for a greater good every day. This presentation is an integration of research, professional experience, storytelling and common sense.

Monday Spouse Activity

Monday afternoon, registered spouses and guests will have the opportunity to board a trolley tour bus and head in to Wisconsin Dells for a guided City and History Tour. See the convention registration form for pricing.

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 \$30 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 \$30 per person.)

Monday Night Packer Party

This year the Packers will be playing the Detroit Lions at 7:15 p.m. on Monday night. 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 onto 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 15th

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. The convention will conclude with a general assembly at 1:00 p.m. with a special guest speaker Darcy Luoma presenting on: Pause–Think–Act: Build Your Thoughtfully Fit® Core. When you are physically fit and have a strong core, activities are easier. When you build your Thoughtfully Fit® core – which is to PAUSE, THINK and ACT – life is easier. Learn how to be more thoughtful in every action, reaction and interaction so you have more energy for the things you love, while also having less conflict, resentment and regret. Walk away with thoughtful questions to use immediately that will help you achieve more effectiveness at work and home.

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.

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. Please indicate on the registration form if you plan to attend the Election Training so we can accurately gauge the number of attendees and plan accordingly.

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. Payroll Tips to Keep Your Town Compliant:** Managing Payroll can be a daunting task. Payroll laws and regulations are constantly changing making life difficult for those involved in payroll. We will explore payroll from gathering information for new hires to processing payroll and payroll taxes to year end W-2 processing. We will also chat about taxability of election worker pay, contractor vs. employee classification, processing of 1099s, sick pay, and accountable vs. non-accountable plans. Managing payroll doesn't have to be complicated but it does require you to keep up to date as laws change. Presented by staff from Kerber Rose CPAs. ***Not repeated.**
- 2. JB Systems Website Design:** The JB Systems team will be presenting an overview of the town engines and reviewing our first year's success stories. We'll also unveil some exciting new enhancements to the platform. In addition, our booth will feature the opportunity for town's to schedule one-to-one consults and system demos with our team. Presented by Graham Barnes and Courtney Hanson of JB Systems.
- 3. ArcGIS Online – Beyond the Map:** Today map information is available just about everywhere as cloud access has removed the barriers of accessibility from just a few years ago. Geographical Information systems or "GIS" is no longer a foreign word to most people as anyone can have access to land information now. But there is a difference between having access to map information and having a GIS system. This presentation will explore the fundamental differences between digital maps and a GIS system, display the value & simplicity of using GIS technology to help manage assets to improve project planning through Esri's ArcGIS Online system. Presented by Todd Halvorson, GISP, MSA Professional Services.
- 4. 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!
- 5. SPS 330 Fire Department Safety and Health Code and Compliance:** This course will provide an overview of the SPS 330 rulemaking and update process as well as how to satisfy training requirements through the Wisconsin Technical College System (WTCS). It will cover why the rule is needed, what the rule update does, and what the rule update does not do. This course will offer information pertaining to the contents of the rule and provide information related to any frequently asked questions. Presented by April Hammond Occupational Safety Inspector, Department of Safety and Professional Services (DSPS) and Angela White Education Director - Fire Service Training, WTCS.
- 6. Accounting Basics to Simplify Your Life:** Discussion will begin with the State of Wisconsin Chart of Accounts. See the benefits of using within your accounting system. Next, we will explore how it can simplify your reporting for the Wisconsin Form C/CT as well as monthly board reporting and budget creation. Presented by staff from Kerber Rose CPAs. ***1:15-2:15 p.m. only.**

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

- 1. Understanding Chapter 125, Alcohol Beverage Regulation and Licensing in Wisconsin:** This session will provide the basic requirements for local officials licensing the sale, consumption, distribution and manufacture of alcohol beverages. The Department of Revenue will discuss changes occurring in the three-tier system of alcohol beverage regulation, present information on recent law changes and provide a legal update on the regulation of alcohol

beverages at the state and local level. You will also learn where to find resource materials and answers to your questions on the Revenue website. Presented by Tom Ourada, Tax Specialist, and Enforcement Agent, Jason Lee, of Wisconsin Department of Revenue.

2. How Do I...? : Throughout the course of their work day, clerks and treasurers often ask the question “How Do I...?” Since Alexa, Echo and Google Home are often unable to accompany them to the office, this presentation will seek to fill in the blanks to that frequently asked question. Join a real live person, WTA Attorney Charette, as she shares some practical answers and suggestions to the question “How Do I...?”

3. Recycling Requirements for Town Responsible Units: DNR staff will provide an overview of requirements to maintain an effective recycling program. In addition, issues related to recycling contamination, how this is affecting the recycling industry and municipal expenses, and information on how towns can help, will be discussed. Presented by Jennifer Semrau, Wisconsin Department of Natural Resources.

4. Maximize Your Funding: This presentation will focus on different grant programs available to communities in Wisconsin and, most importantly, how to maximize those programs, by combining them to get the most “bang for your buck”. Learn about Community Development Block Grants (CDBG), the Wisconsin DNR Clean Water Fund (CWF) and Safe Drinking Water Loan Program (SDWLP), as well as, USDA-Rural Development and Focus on Energy incentives and the amount of preparation involved in the different programs. Presented by Elizabeth A. Foellmi, Grants & Funding Coordinator, General Engineering Company.

5. Groundwater: Wisconsin’s Buried Treasure: Here in Wisconsin, three-quarters of our citizens rely on groundwater from municipal or residential wells as their primary water supply. Managing groundwater can be challenging because of misconceptions people often have about what groundwater is and where it comes from. This session will focus on the basics of groundwater, helping to shed light on a resource that we can’t see. We will highlight important topics such as what factors are most important for understanding water quality, where and how contamination occurs, how groundwater moves through different geologic materials and Wisconsin’s landscape, and the variety of resources available for communities to learn about their local groundwater supply. Presented by Kevin Masarik, UW-Stevens Point & UW-Madison Division of Extension.

Monday 3:45 p.m. (until conclusion)

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)

Wisconsin Elections Commission staff will provide clerks with the latest news concerning elections security, the WisVote data management system, the Badger Book and any changes to election administration laws and procedures approved this year by the state legislature. This three hour session will count for 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. Groundwater Sanitary Quality in Wisconsin: What Every Town Official Should Know: Wisconsin citizens are concerned now more than ever about the quality of the groundwater supplying their drinking water. Hear the latest research, conducted by Wisconsin scientists, on the role of septic systems, livestock manure, heavy rainfall, and well construction on groundwater quality coming from the tap. And bring your questions on what those well water test results really mean. Presented by Mark Borchardt, Ph.D., Research Microbiologist, USDA – Agricultural Research Service.

2. Regulating Short-term Rentals. What towns can and can't do: In 2017, Wisconsin Act 59 (often referred to as the "Short-term rental act", was created to prohibit local governments from enacting ordinances prohibiting the rental of a residential dwelling for 7 consecutive days or longer. Although, Act 59 restricts governments from enacting some clauses, it allows governments to enforce a room tax, require a local license, register the residence with DATCP, limit rentals to 180 days plus address additional parking and safety requirements. Learn key ordinance language that will position your town to better accommodate this growing market trend. Presented by Ken Jaworski, Senior Consultant, Cedar Corporation.

3. 5G Technology and Regulating the Right-of-Way: This session will provide a legal update on municipal authority to regulate wireless facilities in the right-of way. Recent law changes seek to encourage the fast deployment of new wireless services by limiting municipal authority. Learn what municipalities can and cannot do to regulate wireless facilities in their right-of-way. Presented by WTA Attorneys Joe Ruth and Lara Carlson.

4. Preventing Employee Theft: From misappropriation of funds to improper use of Town property for personal gain. This session will review best practices and procedures to guard against theft by employees and elected officials. Session attendees will be provided electronic templates to develop your own policies. Presented by Rural Mutual Insurance. *Not repeated.

5. Safeguarding your employees in the roadway: The single most dangerous task for any town employee is working on or near a roadway. This session will cover safety programs and procedures. Session attendees will be provided electronic templates to develop your own policies. Presented by Rural Mutual Insurance. *Not repeated.

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

1. Overview of Wisconsin's Service Award Program (SAP): The Service Award Program (formerly called the Length of Service Award Program, or LOSA) for volunteer fire fighters, first responders and emergency medical technicians was created by 1999 Wisconsin Act 105. The Service Award Program is a tax-deferred benefit program to assist municipalities and the Fire/EMS entities that serve them in attracting/retaining/rewarding these emergency service providers. The presenters will describe how the program works, and outline what is required of a "participating municipality". The information that will be provided can serve as a refresher for Towns presently participating, and can aid a Town considering involvement in a Service Award Program. Presented by Michelle Strauss & Nathan Pezewski of The Horton Group.

2. Federal Motor Carrier Safety Regulations: The Wisconsin State Patrol's Motor Carrier Section will present information on the requirements for government agencies with respect to the Federal Motor Carrier Safety Regulations. This includes Commercial Driver's Licenses (CDLs), drug and alcohol testing requirements, and equipment. Although there are numerous exemptions for municipalities, the State Patrol will also discuss best practices with respect to maintaining driver records, maintenance, and general safety concerns. Presented by Sergeant Timothy Austin, Wisconsin State Patrol, Motor Carrier Investigation Unit.

3. Putting "Responsible" Back in the Lowest Responsible Bidder Standard: Most public construction contracts must be awarded to the lowest responsible bidder, however, the word "responsible" is often overlooked. Local governments often feel compelled to award the work to the lowest bidder even if there is reason to believe the contractor is problematic. Risks of a lawsuit can be mitigated by understanding the law and creating a proper administrative record. Presented by Robb Kahl, Executive Director of Construction Business Group.

4. Town Success Stories: Join a panel of town officials from around the state as they share their unique success stories with you. Learn how our constituents voted to improve roads. Hear how another formed a successful joint fire district and yet another was able to obtain land for a town building at a drastically reduced price. Ask questions! Presented by: Jim Curns, Chairman of the Town of Mukwa, Waupaca County; Tom Winker, Chairman of the Town of Belgium, Ozaukee County; and John Guthrie, Chairman of the Town of La Grange, Monroe County.

Assessor Workshops:

Monday, October 14th 8:30 a.m. – 4:30 p.m.

“If Houses Could Talk”-- Good news...Houses do talk. All appraisals and assessments require a level of home inspection competence. This seminar will focus on learning house “sign language” and, through the use of on-site photos, the appraiser and assessor will acquire the ability and knowledge necessary to identify component defects that might affect the subject’s value or be a health and/or safety issue. Equipping the appraiser and assessor with the necessary knowledge, and instilling professional confidence, will result in a more precise and reliable appraisal/assessment and help eliminate complaints, costly law suits and unhappy clients. Presented by Steve Tadevich (7.0 Hours Appraisal Credit)

Tuesday, October 15th 8:00 a.m. – 4:00 p.m.

“Valuation of Land”

Presented by Scott Winter, Scott G. Winter Training and Consulting (7.5 Hours of Appraisal Credit Applied for)

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 and send them into our Shawano office as directed on the form. We are excited to be planning a fun and educational experience for you. We hope to see you at the convention!

Lodging Information:

Kalahari Resort & Convention Center, 1305 Kalahari Dr., Wisconsin Dells.

Phone: 877-254-5466

Rates: *Single* - \$82.00 • *Double, Triple or Quad* - \$129.00 (Room Rate Includes 1 Waterpark Pass per Registered Guest)

*Please do not call our office concerning rooms.

Featured Speakers

Darcy Luoma



Darcy Luoma CPCC, MCC, BCC, ORSCC, MSOD (Master of Science in Organization Development, Graziadio School of Business & Management at Pepperdine University) served for 12 years as the Director of U.S. Senator Herb Kohl's office and is now a full--time leadership coach and organization development specialist and the owner of Darcy Luoma Coaching & Consulting, LLC. She has worked in the coaching and consulting field for more than 20 years and wrote her master's thesis on the impact of life coaching on overall life satisfaction. Darcy is a dynamic facilitator and engaging motivational speaker whose optimistic attitude and intuitive style have helped hundreds of clients achieve remarkable results, including greater work/life balance, a clearer vision, and enhanced leadership skills.

A credentialed Organization and Relationship Systems Certified Coach, Certified Professional Co--Active Coach, former board member of the International Coach Federation Wisconsin chapter, and member of the Institute of Coaching Professional Association, Darcy was voted Madison, Wisconsin's Favorite Life Coach numerous times. She is proud to have designed the UW--Madison Professional Life Coaching Certificate program, where she has served as the Lead Instructor and/or Director of Training and Curriculum since its inception in 2013. To learn more visit: www.DarcyLuoma.com.

Tom Thibodeau



Tom Thibodeau is the Distinguished Professor of Servant Leadership at Viterbo University where he has been teaching for thirty five years. He is the founder of the Master's degree in Servant Leadership at Viterbo University, the only Master's degree of its kind in the nation. Tom is a husband, father, grandfather, active community member, and part owner of a country tavern. Learning objectives from Tom's presentation will include understanding the Who and the Why of Servant Leadership, understanding the power of words and presence in creating a servant led culture, and understanding the power of integrity and inspiration in leading and serving others.