

72<sup>nd</sup>  
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. 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 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.

## **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 \$30.

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.

We are featuring sessions on several hot issues this year including groundwater quality, the new SPS 330 fire department training standards, regulation of short-term rentals, and recent developments concerning 5G wireless technology in our right of ways. So, all towns are encouraged to attend to hear the latest information on these important topics!

## **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.
- 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.

**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. **TBD**

**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 staff from Construction Business Group.

4. **TBD**

**Assessor Training will be offered again at this year's convention. Watch for details in the August WTA magazine.**

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.