

# FALL TOWN & VILLAGE WORKSHOPS

*Opportunities to learn what is important to town and village officials in Wisconsin*

## NEW DISTANCE LEARNING FORMAT for 2020

Due to the COVID-19 pandemic, this year's workshops will be offered in a teleconference/webinar format. For those registrants unable to attend one or more of the live sessions, recordings will be posted on the WTA website.

**Live Teleconference / Webinar Trainings**  
**September 14 – 17 and September 28 – October 1**

Register on the Wisconsin Towns Association website, [www.wisctowns.com](http://www.wisctowns.com), or by mail.



Local  
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CENTER



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WISCONSIN TOWNS  
ASSOCIATION

**T** Transportation  
Information Center  
University of Wisconsin-Madison

Wisconsin Department of  
**Revenue**



**E** **EHLERS**  
PUBLIC FINANCE ADVISORS



# 2020 Fall Town & Village Workshops

## LIVE TELECONFERENCE / WEBINAR SCHEDULE

### MONDAY, SEPTEMBER 14 and MONDAY, SEPTEMBER 28

#### **Budget Building Basics**

10:00 am to 11:00 am

*Joel Gregozeski, Town of Greenville*

Budget Building Basics sets the foundation for how to create a municipal budget in Wisconsin. In this session, you will learn what requirements must be lawfully included, how to create a budget summary for publication, and tips on where to find the numbers that ultimately make it into the budget.

#### **Budget and Levy Adoption Procedures**

11:00 am to Noon

*Atty. Carol Nawrocki, Wisconsin Towns Association*

This presentation will cover the requirements for the public hearing on the municipal budget and provide step by step explanations of the different procedures towns and villages may use to exceed their allowable levy limits. Finally, we will review budget adoption and amendment procedures.

### TUESDAY, SEPTEMBER 15 and TUESDAY, SEPTEMBER 29

#### **Borrowing Basics: Why and How**

10:00 am to 11:00 am

*Tom German and Richard Sneider, Board of Commissioners of Public Lands and Jonathan Schatz, Ehlers, Inc.*

When is borrowing the best strategy, and what options does your town or village have for borrowing? This session will review borrowing procedures, differences between loans and bonding, loan opportunities from local lenders versus the State Trust Fund program, and the levy impacts of borrowing.

#### **Building Your Tax Bill / Tax Collection and Settlements**

1:00 pm to 3:00 pm

*Tim McCumber, Town of Merrimac*

First we'll examine who contributes to your local tax bill and how to calculate mill rates. Next we'll review best practices for tax collection and how to calculate your January settlement.

### WEDNESDAY, SEPTEMBER 16 and WEDNESDAY, SEPTEMBER 30

#### **Transportation Grant Funding: TIPS, TRICKS and TRAPS**

10:00 am to 11:00 am

*Merrill Mechler-Hickson, Patrick Vander Sanden and Ryan Spaight, WI Department of Transportation*

Recent transportation investment efforts have resulted in increased funding for existing and creation of new grant programs. With the increased focus on grants, towns will do well learn more about the tips and traps associated with the Local Road Improvement Program (LRIP) application process, including the process for Town Road Improvement Discretionary (TRID) grants. Tune in for best practice learnings from WisDOT. An update on the recently enhanced LRIPWeb system will also be included in the presentation.

#### **Bidding and Specifications: Getting the Estimate Right**

11:00 am to Noon

*Ben Jordan, WI Transportation Information Center*

Learn to produce more accurate road construction cost estimates by defining a complete project scope, identifying major items of work, and using relevant construction cost information.

#### **Municipal Levy Limit Worksheet Reporting**

1:00 pm to 3:00 pm

*Andrea Newman Wilfong and Valeah Foy, WI Department of Revenue*

This session will provide an overview of the law changes impacting levy limits and walk through the 2020 Municipal Levy Limit Worksheet. We strongly recommend accessing your municipality's 2020 Levy Limit Worksheet in your My DOR Government Account (revenue.wi.gov) prior to the session.

**THURSDAY, SEPTEMBER 17 and THURSDAY, OCTOBER 1**

**Legislative Update**

*9:00 am to 10:30 am*

*Mike Koles and Atty. Joe Ruth, Wisconsin Towns Association*

WTA staff will provide an update on recent legislative changes and an explanation of what those changes mean for your town or village. With a focus on the second half of the 2019-20 legislative session, this presentation will help town and village officials remain compliant with state law and leverage statutory changes into cost savings for local taxpayers.

**Governing in the Time of COVID-19**

*10:30 am to Noon*

*Atty. Philip Freeburg, Local Government Education and  
Atty. Lara Carlson, Wisconsin Towns Association*

Explore issues and strategies challenging town and village officials during the global pandemic. We'll discuss safe and lawful virtual and in-person meeting options, tools available to secure and maintain safe workplaces, planning to address contingencies that may threaten the health, safety and welfare of your community, and more.

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**REGISTRATION FORM**

Each registered attendee will receive a telephone number and password as well as computer connection information so you can participate in the live events. You will also receive one personalized password per person to access the recorded videos. These will be emailed to the email you include in your registration below. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the live events via telephone, the phone number from which you will be calling is also required. **The registration deadline for the live events is September 4.**

Name \_\_\_\_\_ Office \_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone (**REQUIRED for teleconference access**) \_\_\_\_\_

Email (**REQUIRED**) \_\_\_\_\_

FEE: \$50 – access to all live teleconference/webinars and recordings + binder of printed materials  
\$30 – materials only

This form should be copied for multiple registrations. Make check payable to Wisconsin Towns Association and mail along with registration forms to: Wisconsin Towns Association; W7686 County Road MMM; Shawano, WI 54166.

**Please return registration forms and checks to the WTA office by Friday, September 4, 2020!**

Registrations received after that date may not receive printed materials or connection information prior to the live teleconference/webinar sessions.

Registration and payment may also be submitted online on the WTA website, [www.wisctowns.com](http://www.wisctowns.com).  
Questions? Please email [wtowns@wisctowns.com](mailto:wtowns@wisctowns.com) or call (715) 526-3157.