

2021 SPRING TOWN OFFICIALS WORKSHOPS

Guidance for newly elected and reelected town officials on road management, zoning, budget and finance basics, capital improvement planning, open meetings, public records, ethics, and more!

This year's workshops will be offered via teleconference/webinar, with recordings posted to the WTA website.

Join us for live teleconference / webinar presentations May 10 – 14 and May 17 – 21, or watch recordings at your own convenience!

Register on the Wisconsin Towns Association website, www.wisctowns.com, or by mail.



Extension
UNIVERSITY OF WISCONSIN-MADISON



WISCONSIN TOWNS
ASSOCIATION



Local
Government
Education



Center for Land Use Education
College of Natural Resources
University of Wisconsin-Stevens Point



2021 Spring Town Officials Workshops

LIVE TELECONFERENCE / WEBINAR SCHEDULE

MONDAY, MAY 10, 9:00 – 11:30 a.m. / MONDAY, MAY 17, 1:00 – 3:30 p.m.

Welcome and Introductions

*Mike Koles, Executive Director, Wisconsin Towns Association, and
Daniel Foth, Interim Program Manager, Local Government Education*

Powers and Duties of Town Officials

Atty. Carol Nawrocki, Wisconsin Towns Association

This session will begin with an explanation of the fundamentals of town government, town board structure, and the unique powers exercised by the town electors. We will then review some of the statutory responsibilities of the town board, chairperson, clerk, and treasurer. Finally, the session will end with a discussion about the discretionary duties that a town board may choose to exercise. This session is a must for those brand new to town government!

TUESDAY, MAY 11, 9:00 – 11:30 a.m. / TUESDAY, MAY 18, 1:00 – 3:30 p.m.

Fundamentals of Town Road Operations

Ben Jordan, WI Transportation Information Center

In this session we will discuss the road related responsibilities of town officials and highlight fundamental infrastructure management and roadway safety considerations for the operation of town roads.

How to Create a Simple Capital Improvement Plan – Yes You Can!

Jonathan Schatz, Ehlers Public Finance Advisors, and Ben Jordan, WI Transportation Information Center

Learn how to set up a Capital Improvement Plan, including a sample CIP Spreadsheet that you can populate during the presentation. This presentation will feature a practical demonstration to transfer WISLER data to the CIP spreadsheet format, as well as how to add in other capital items, including equipment, buildings, parks and park equipment, and other capital assets. Jonathan Schatz will cover CIP basics, including the why, where and how. Ben Jordan will demonstrate how to transfer your town's WISLER data into the provided CIP spreadsheet and review how to determine what town equipment to add to the CIP and how to value it. Finally, Jonathan will tie the entire CIP spreadsheet together for all identified capital items.

WEDNESDAY, MAY 12, 9:00 – 11:00 a.m. / WEDNESDAY, MAY 19, 1:00 – 3:00 p.m.

Open Meetings Law

Jake Langenhahn, Wisconsin Towns Association

This presentation will provide an overview of Wisconsin's Open Meetings Law, which impacts the work of all local government officials. We will review quorums, closed sessions, notice requirements, and much more.

Public Records Issues and Answers

Daniel Foth, Local Government Education

Wisconsin's towns create and keep a variety of records dealing with citizens, businesses, and government activities. To further the goal of having an informed public, Wisconsin's policy is to give the public "the greatest possible information regarding the affairs of government." This session will provide you with the information you need to understand public record requirements, how to create a public records policy, when a record is considered public, and how to manage your public records to comply with Wisconsin's public records law and municipal record retention requirements.

THURSDAY, MAY 13, 9:00 – 11:00 a.m. / THURSDAY, MAY 20, 1:00 – 3:00 p.m.

Budget and Finance Basics

Joel Gregozeski, Village of Ashwaubenon

The preparation and approval of a budget is likely the single most important duty of local government officials. This presentation will cover the basic requirements of budgeting for local municipalities. The program will also introduce the G.R.E.A.T software, a statewide financial database for all counties and municipalities that can be used to provide comparative analysis.

Planning and Zoning 101

Rebecca Roberts, Center for Land Use Education

Plan commissions, zoning boards, and conditional uses, oh my! If this sounds like alphabet soup, join this session to learn more about local planning and zoning procedures. We'll discuss basic planning and zoning terminology and the role of elected and appointed officials in making land use decisions. Learn how to work more effectively with your county, and know when and how to reach out for additional resources.

FRIDAY, MAY 14, 9:00 – 11:30 a.m. / FRIDAY, MAY 21, 1:00 – 3:30 p.m.

Ethics for Town Officials

Atty. Lara Carlson, Wisconsin Towns Association

This session will provide an introduction to Wisconsin's ethics and conflicts of interest laws for local government officials. Learn how to spot and avoid conflicts between your personal interests and public responsibilities, make fair decisions, improve standards of public service, and promote and strengthen your community's faith and confidence in their public officials and employees.

Leading Across Boundaries

Lyna Matesi, Ph.D., UW-Stevens Point

Local leaders are increasingly challenged to work with a wide variety of people from differing positions, backgrounds, and locations. During this session you will learn how to manage boundaries, forge common ground, and discover new frontiers. Based on the work of Chris Ernst and Donna Chrobot-Mason, you will learn to lead across five types of boundaries – vertical, horizontal, stakeholder, demographic, and geographic. Lyna Matesi, Ph.D., teaches management and leadership at UWSP. Her passion is helping leaders and leadership teams maximize their capacity for success. She has served in leadership development, change management, and curriculum development roles at U.S. Cellular and business planning, communication technology, and project management roles at Motorola.

REGISTRATION FORM

Each registered attendee will receive an email, at the email address provided below, with information about how to participate in the live events via telephone or computer, as well as a personalized password to access the recorded videos. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the live events via telephone, you must also provide the phone number from which you will be calling.

Name _____ Office _____

Town _____ County _____

Mailing Address _____

City/State _____ ZIP _____

Telephone (**REQUIRED for teleconference access**) _____

Email (**REQUIRED for all**) _____

FEE: \$55 – access to all live teleconferences/webinars and recordings + printed materials + town statutes book
\$35 – printed materials + town statutes book

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, April 30, 2021!

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

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