



2023 SPRING TOWN OFFICIALS WORKSHOPS

Newly elected/appointed and continuing officials are invited to learn about road management, comprehensive plans, local government finance basics, strategic planning, open meetings, public records, ethics, and more!

Join us in person May 8 – 17 or via webinar May 22 – 25. See the following pages for a detailed schedule and program description.

Register on the WTA website, www.wisctowns.com, or by mail.



Local
Government
Education



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

2023 Spring Town Officials Workshops

PROGRAM DESCRIPTIONS

Powers and Duties of Town Officials

Wisconsin Towns Association Staff

This session outlines the fundamentals of town government, town board structure, and the unique powers exercised by the town electors. We will review some of the statutory responsibilities of the town board, chair, clerk, and treasurer. We'll also discuss the discretionary duties that a town board may choose to exercise. This session is a must for those brand new to town government!

Fundamentals of Town Road Operations

Ben Jordan, WI Transportation Information Center

This presentation will review town officials' road-related responsibilities, road standards and terminology, and fundamental infrastructure management and roadway safety considerations for town roads.

Local Government Finance Basics

Local Government Education Staff

Preparing and approving the annual budget is one of local government officials' most important duties. This presentation teaches basic municipal budget adoption and administration requirements, including how to navigate budget amendments throughout the year.

Public Records Issues and Answers

Local Government Education Staff

Local governments create and keep a variety of records dealing with citizens, businesses, and government activities. This session reviews Wisconsin's public records law, including how to create a public records policy, when a record is considered public, how to comply with record requests, and how to manage public records in compliance with Wisconsin's municipal record retention requirements.

Open Meetings Law

Wisconsin Towns Association Staff

This session offers an overview of Wisconsin's open meetings law and outlines how the law impacts the work of all local government officials. We will review quorums, closed sessions, notice requirements, and more.

Comprehensive and Community Plans

Rebecca Roberts, Center for Land Use Education

Interested in the future of your community? Join this session to learn about your role as a town board or plan commission member in using and updating your comprehensive plan. We'll discuss how to use your plan in local decision-making; simple updates you can make to your vision, goals, data, and maps; and how to access county, regional, or consulting services.

Contentious Topics

Local Government Education Staff

Local municipality governance can be contentious and challenging. Through small group breakout sessions, this seminar will provide examples of contentious topics and practical ways to positively engage with the public and other elected officials when addressing challenging issues.

Strategic Planning for Local Governments

Local Government Education Staff

Navigating a local government's long- and short-term direction can be difficult in today's complex and ever-changing environment. This presentation demonstrates tools for effective strategic planning to help your community approach governance confidently and communicate your future direction to stakeholders.

Road Safety / PASER Asphalt Pavement Condition Rating

Ben Jordan, WI Transportation Information Center

Actions to improve roadway safety will be highlighted along with a preview of future MUTCD changes. The PASER rating system for asphalt pavements and the use of pavement condition ratings to select maintenance and rehabilitation treatments will also be discussed.

Ethics for Public Officials

Wisconsin Towns Association Staff

This session provides 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.

IN-PERSON WORKSHOP SCHEDULE

New Officials		Continuing Officials	
8:00 - 8:30 a.m.	Registration	8:00 - 8:30 a.m.	Registration
8:30 - 10:30 a.m.	Powers and Duties of Town Officials	8:30 - 9:30 a.m.	Comprehensive Plans
10:30 - 10:45 a.m.	Break	9:30 - 10:30 a.m.	Contentious Topics
10:45 a.m. - 12:00 p.m.	Fundamentals of Town Road Operations	10:30 - 10:45 a.m.	Break
12:00 - 12:45 p.m.	Lunch	10:45 a.m. - 12:00 p.m.	Strategic Planning
12:45 - 1:30 p.m.	Finance Basics	12:00 - 12:45 p.m.	Lunch
1:30 - 2:15 p.m.	Public Records	12:45 - 2:15 p.m.	Road Safety / PASER Rating
2:15 - 2:30 p.m.	Break	2:15 - 2:30 p.m.	Break
2:30 - 3:30 p.m.	Open Meetings	2:30 - 3:30 p.m.	Ethics for Public Officials

LIVE WEBINAR/TELECONFERENCE SCHEDULE

Monday, 5/22	1:00 - 3:00 p.m.	Powers and Duties of Town Officials
	3:15 - 4:15 p.m.	Open Meetings Law
Tuesday, 5/23	8:30 - 9:15 a.m.	Public Records Issues and Answers
	9:30 a.m. - 10:15 a.m.	Local Government Finance Basics
	10:30 - 11:45 a.m.	Fundamentals of Town Road Operations
Wednesday, 5/24	1:00 - 2:15 p.m.	Strategic Planning for Local Governments
	2:30 - 4:00 p.m.	Road Safety / PASER Rating
Thursday, 5/25	8:30 - 9:30 a.m.	Comprehensive and Community Plans
	9:45 - 10:45 a.m.	Ethics for Public Officials
	11:00 - Noon	Contentious Topics

2023 TOWN OFFICIALS WORKSHOPS REGISTRATION FORM

All registrants (attending an in-person workshop or virtual only) will receive a binder of printed materials, access to webinar programming, and access to recorded videos of each presentation. Registered attendees will receive an email, at the email address provided below, with information about how to participate in the virtual events via telephone/computer and how to access the recordings. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the virtual events via telephone, the phone number from which you will be calling is also required.

Name _____ Office _____
Town _____ County _____
Mailing Address _____
City/State _____ ZIP _____
Telephone (**REQUIRED for teleconference access**) _____
Email (**REQUIRED**) _____

I plan to attend the following workshop (please check one):

- Monday, May 8: Cable, WI – Lakewoods Resort
- Tuesday, May 9: Minocqua, WI – Reuland’s Conference Center
- Wednesday, May 10: Stevens Point, WI – Holiday Inn
- Thursday, May 11: Barneveld, WI – Deer Valley
- Monday, May 15: Eau Claire, WI – Florian Gardens
- Tuesday, May 16: Green Bay, WI – Rock Garden
- Wednesday, May 17: Fond du Lac, WI – Radisson Hotel
- Virtual Webinars Only (May 22-25)
- Materials Packet Only

FEE: \$70 – Early registration (**payment must be received at least 10 days in advance of the workshop date**)
\$85 – Late registrations and walk-in registrations
\$30 – Materials only

Cancellations received 10 days or more in advance of the workshop date will receive a full refund less a \$15.00 administrative fee. Cancellations received less than 10 days in advance will be charged a \$15.00 administrative fee plus the cost of the meal. Refund requests submitted 30 or more days after the event will not be processed.

If you are or have recently felt ill or have been in contact with someone that is ill, please stay home. Contact the WTA office to either cancel your registration as explained above or change your registration to “Virtual Webinars Only.”

This form should be copied for multiple registrations. Make checks payable to the Wisconsin Towns Association and mail along with registration forms to:

Wisconsin Towns Association; W7686 County Road MMM; Shawano, WI 54166.

IF YOU PLAN TO ATTEND VIRTUAL PROGRAMMING ONLY, please return registration forms and checks to the WTA office by Friday, May 12, 2022! Registrations received after that date may not receive printed materials or connection information prior to the live webinar/teleconference 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.