



Fall Workshops September 2025



Join us to learn about budgeting, levy limits, financial procedures, tax bills, EMS funding, capital improvement planning, town road safety, and more!

Tuesday, 9/9: Barneveld, Deer Valley Lodge
Wednesday, 9/10: Fond du Lac, Prairie Theater
Thursday, 9/11: Green Bay, Rock Garden

Monday, 9/15: Stevens Point, Holiday Inn
Tuesday, 9/16: Eau Claire, Florian Gardens
Wednesday, 9/17: Cable, Lakewoods Resort
Thursday, 9/18: Rhinelander, The Pines

Monday – Thursday, 9/22 – 9/25: Webinars

All workshop registrants will receive access to recordings of the presentations. Register on the Wisconsin Towns Association website, wisctowns.com, or by mail.

2025 Fall Town & Village Workshops

PROGRAM DESCRIPTIONS

Budget and Levy Adoption Procedures

Carol Nawrocki and Lara Carlson, Wisconsin Towns Association

Learn the step-by-step procedures required to hold your town or village's budget public hearing, adopt a final budget and make amendments to it, set your total property tax levy, and exceed your allowable levy limit.

Municipal Levy Limit Worksheet Reporting

Andrea Newman Wilfong and Frank Bozich, WI Department of Revenue (DOR)

Join staff from the DOR's State and Local Finance Division for a walkthrough and discussion of Wisconsin's levy limit law, with a focus on reviewing key lines of the 2025 Municipal Levy Limit Worksheet. This session equips attendees with a deeper understanding of the worksheet, shares helpful filing tips, and highlights available resources.

Closing the Books: Year-end Duties for Clerks & Treasurers

Melissa Kono, Wisconsin Towns Association / Local Government Education

This presentation will cover several end of year responsibilities, including an overview of how to complete the Statement of Taxes report and best practices for financial reconciliation for clerks and treasurers.

Building Your Tax Bill

Karl Green, Local Government Education

This course will examine who contributes to your local tax bill, handling special assessments, best practices for tax collection, the tax apportionment process, and how to calculate your municipal mill rate. Participants will walk through the steps to create a tax bill, based on sample levy limit worksheet information.

Useful Local Government Financial Procedures

Jake Langenhahn, Wisconsin Towns Association

Does your town or village have a policy for reimbursing officers? Or an alternative claims procedure ordinance to allow certain bills to be paid in advance of board meetings? This session will review useful financial procedures for local governments, where to find sample policies and ordinances in the Wisconsin Town Law Forms, and steps for adoption.

Capital Improvement Planning for Local Units of Government

Karl Green, Local Government Education

An introduction to Capital Improvement Planning (CIP), a critical process for local governments to strategically manage their long-term infrastructure and asset investments. You'll gain knowledge and tools to develop, implement, and monitor an effective CIP that aligns with community goals and provides transparency to the public.

Bringing Effective Leadership Skills Into the Town Boardroom

Bill Oemichen and Daniel Foth, Local Government Education

Build core leadership skills in the context of specific needs of effective town government, including team building and group decision making, change management and conflict resolution, and effective communication strategies.

Improving Town Road Safety Using the Safe System Approach

Andi Bill and Ben Jordan, Wisconsin Local Technical Assistance Program

The Safe System Approach (SSA) integrates engineering solutions with behavioral countermeasures to create a road safety strategy aimed at eliminating fatalities and serious injuries. The SSA recognizes that human errors are inevitable and emphasizes creating a transportation system that is resilient to these errors. Review examples of how the SSA can be implemented on a town road system and discuss the challenges and opportunities in applying this in rural areas.

Legislative Update

Mike Koles and 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 2025-27 state budget, this presentation will highlight changes in state aid and help

town and village officials remain compliant with state law.

Navigating the Emergency Medical Services (EMS) Funding Maze

Bill Oemichen, Local Government Education

This program will focus on efforts being made by local units of government and EMS providers to ensure local EMS services are adequately funded at a time of greater demand, rapidly rising costs, and decreased voluntarism. We'll examine efforts across Wisconsin to fund EMS services through the county tax levy, as well as current studies of local EMS funding options being financed by the State Collaboration Grant Program.

IN-PERSON WORKSHOP SCHEDULE

Clerks and Treasurers		General Topics	
8:00 - 8:30 a.m.	Registration	8:00 - 8:30 a.m.	Registration
8:30 - 9:30 a.m.	Budget and Levy Adoption Procedures	8:30 - 9:30 a.m.	Capital Improvement Planning
9:30 - 11:00 a.m.	Municipal Levy Limit Worksheet Reporting	9:30 - 10:30 a.m.	Effective Leadership Skills
11:00 - 11:15 a.m.	Break	10:30 - 10:45 a.m.	Break
11:15 a.m. - 12:15 p.m.	Year-end Clerk and Treasurer Duties	10:45 a.m. - 12:15 p.m.	Improving Town Road Safety
12:15 - 1:00 p.m.	Lunch	12:15 - 1:00 p.m.	Lunch
1:00 - 2:00 p.m.	Building Your Tax Bill	1:00 - 2:00 p.m.	Legislative Update
2:00 - 2:15 p.m.	Break	2:00 - 2:15 p.m.	Break
2:15 - 3:00 p.m.	Local Government Financial Procedures	2:15 - 3:00 p.m.	Navigating the EMS Funding Maze
3:00 p.m.	Evaluations / Adjourn	3:00 p.m.	Evaluations / Adjourn

LIVE WEBINAR / TELECONFERENCE SCHEDULE

Monday, 9/22	9:00 - 10:00 a.m.	Legislative Update
	10:15 - 11:45 a.m.	Improving Town Road Safety
Tuesday, 9/23	1:00 - 2:00 p.m.	Capital Improvement Planning
	2:00 - 2:45 p.m.	Navigating the EMS Funding Maze
	3:00 - 4:00 p.m.	Effective Leadership Skills
Wednesday, 9/24	9:00 - 10:00 a.m.	Budget and Levy Adoption Procedures
	10:15 - 11:45 a.m.	Municipal Levy Limit Worksheet Reporting
Thursday, 9/25	1:00 - 2:00 p.m.	Year-end Clerk and Treasurer Duties
	2:00 - 2:45 p.m.	Local Government Financial Procedures
	3:00 - 4:00 p.m.	Building Your Tax Bill

2025 FALL WORKSHOPS REGISTRATION FORM

All registrants (including in-person attendees) will receive access to the live webinar presentations, as well as on-demand access to recordings of each session. **Limited printed materials will be provided to in-person attendees; copies of PPT slides and materials for virtual attendees will be provided on the WTA website.** Registered attendees will receive an email (at the email address you provide below) with information about how to join the webinars and how to access the materials and recordings on the website. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the webinars 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):

- ☐ Tuesday, September 9: Barneveld – Deer Valley Lodge
- ☐ Wednesday, September 10: Fond du Lac – Prairie Theater and Event Center
- ☐ Thursday, September 11: Green Bay – Rock Garden
- ☐ Monday, September 15: Stevens Point – Holiday Inn
- ☐ Tuesday, September 16: Eau Claire – Florian Gardens
- ☐ Wednesday, September 17: Cable – Lakewoods Resort
- ☐ Thursday, September 18: Rhinelander – The Pines Event Center
- ☐ Virtual Programming Only (Live Webinars Sept. 22 – 25 + On-Demand Access to Recorded Presentations)

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

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 Programming 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 your registration form(s) and check(s) to the WTA office by Wednesday, September 17, 2025 to ensure you receive information about where to download materials and how to connect to the live webinar/teleconference sessions in a timely fashion.

Registration and payment may also be submitted online on the WTA website, www.wisctowns.com. A \$2.65 credit card processing convenience fee will be added for payments made via credit card.

Questions? Please email wtowns@wisctowns.com or call (715) 526-3157.