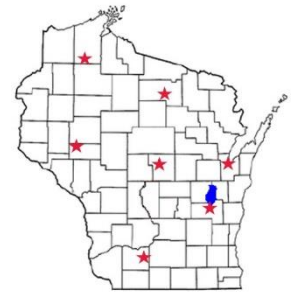




Save the Date!

Fall Workshops September 2023



Join us to learn about budgeting, levy limits, tax bills, bidding, ordinances, road management, and more!

Monday – Thursday, 9/11 – 9/14: Webinars

Monday, 9/18: Stevens Point, Holiday Inn
Tuesday, 9/19: Eau Claire, Florian Gardens
Wednesday, 9/20: Cable, Lakewoods Resort
Thursday, 9/21: Rhinelander, Cabaret Cove

Monday, 9/25: Fond du Lac, Radisson
Tuesday, 9/26: Barneveld, Deer Valley Lodge
Wednesday, 9/27: Green Bay, Rock Garden

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

2023 Fall Town & Village Workshops

PROGRAM DESCRIPTIONS

Legislative Update

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 shared revenue and the state budget process, this presentation will highlight changes in state aid and help town and village officials remain compliant with state law.

Bidding for Public Works Contracts

Jake Langenhahn, Wisconsin Towns Association

This session will examine the bidding process for municipal public works contracts. Learn when projects are required to be bid out, what should be included in project bid notices, how to identify responsible bidders, and more.

Preparing and Administering Effective EMS Service Agreements

Karl Green and Bill Oemichen, Local Government Education

This presentation will review Wisconsin's current EMS service requirements, the new support for EMS departments in the 2023-2025 state budget bill, and tips for how to prepare and administer effective EMS service agreements.

Ordinance Preparation and Enforcement

Bill Oemichen and Karl Green, Local Government Education

Gain advice for effectively researching, writing, enacting, and enforcing local ordinances, as well as considerations for addressing challenging issues such as short-term rentals and changing land uses (ex. solar development). Participants will also learn when they must engage county and town zoning committees, legal counsel, and the public in this process.

Speed Limits on Local Roads in Wisconsin

Ben Jordan, WI Transportation Information Center

In this session we will discuss local government authority to modify speed limits from statutory limits and review approaches for conducting required studies to evaluate possible speed limit changes. We will also discuss how the guidance and procedures for setting speed limits under Wisconsin law may change in the future.

Uniform Chart of Accounts and Form C/CT

Daniel Foth, Local Government Education

This presentation will define the concept of a Chart of Accounts, review the Wisconsin Department of Revenue's (DOR's) Uniform Chart of Accounts, and explain how to set up your local Chart of Accounts to make it easier to complete the DOR's Form C/CT each spring. You'll also receive an Excel document to assist you in quickly cross-referencing and locating items in the DOR's Chart of Accounts, Form C/CT, and the Form C/CT Instruction Manual.

Budget and Levy Adoption Procedures

Atty. Carol Nawrocki and Atty. Lara Carlson, Wisconsin Towns Association

We will review the requirements for holding your town or village's public hearing on your proposed municipal budget and provide step-by-step explanations of the procedures towns and villages use to set their tax levies and to exceed their allowable levy limits if necessary. We will also review municipal budget adoption and amendment procedures.

Municipal Levy Limit Worksheet Reporting

Andrea Newman Wilfong, Frank Bozich, and Sara Regenauer, WI Department of Revenue

This session will provide an overview of Wisconsin's levy limit law, with a focus on reviewing key lines of the 2023 Municipal Levy Limit Worksheet (LLW). We strongly recommend accessing your 2023 LLLW in your MyDOR Government Account prior to this session and bringing it with you to this event, as DOR staff will be available to answer any of your questions.

Building Your Tax Bill / Tax Collection and Settlements

Tim McCumber, Village of Lake Delton

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. Participants will walk through the steps to create a tax bill, using the levy limit worksheet information discussed in the other levy limit and budgeting sessions.

IN-PERSON WORKSHOP SCHEDULE

| General Topics | | Clerks and Treasurers | |
|-------------------------|------------------------------------|-------------------------|--|
| 7:45 - 8:00 a.m. | Registration | 7:45 - 8:00 a.m. | Registration |
| 8:00 - 10:00 a.m. | Legislative Update | 8:00 - 8:45 a.m. | Uniform Chart of Accounts + Form C/CT |
| 10:00 - 10:15 a.m. | Break | 8:45 - 9:45 a.m. | Budget and Levy Adoption Procedures |
| 10:15 - 11:00 a.m. | EMS Contracts and Services | 9:45 - 10:00 a.m. | Break |
| 11:00 a.m. - 12:00 p.m. | Bidding for Public Works Contracts | 10:00 a.m. - 12:00 p.m. | Municipal Levy Limit Worksheet Reporting |
| 12:00 - 12:45 p.m. | Lunch | 12:00 - 12:45 p.m. | Lunch |
| 12:45 - 1:45 p.m. | Ordinance Drafting and Enforcement | 12:45 - 1:45 p.m. | Building Your Tax Bill |
| 1:45 - 2:00 p.m. | Break | 1:45 - 2:00 p.m. | Break |
| 2:00 - 3:00 p.m. | Speed Limits | 2:00 - 3:00 p.m. | Tax Collection and Settlements |
| 3:00 p.m. | Evaluations / Adjourn | 3:00 p.m. | Evaluations / Adjourn |

LIVE WEBINAR / TELECONFERENCE SCHEDULE

| | | |
|----------------------------|-------------------------|--|
| Monday, 9/11 | 1:00 - 3:00 p.m. | Legislative Update |
| | 3:00 - 3:15 p.m. | Break |
| | 3:15 - 4:00 p.m. | EMS Contracts and Services |
| Tuesday, 9/12 | 8:30 - 9:30 a.m. | Ordinance Drafting and Enforcement |
| | 9:30 - 10:30 a.m. | Bidding for Public Works Contracts |
| | 10:30 - 10:45 a.m. | Break |
| | 10:45 a.m. - 11:45 a.m. | Speed Limits |
| Wednesday, 9/13 | 1:00 - 2:00 p.m. | Building Your Tax Bill |
| | 2:00 - 3:00 p.m. | Tax Collection and Settlements |
| | 3:00 - 3:15 p.m. | Break |
| | 3:15 - 4:00 p.m. | Uniform Chart of Accounts + Form C/CT |
| Thursday, 9/14 | 8:30 - 10:30 a.m. | Municipal Levy Limit Worksheet Reporting |
| | 10:30 - 10:45 a.m. | Break |
| | 10:45 a.m. - 11:45 a.m. | Budget and Levy Adoption Procedures |

2023 FALL WORKSHOPS REGISTRATION FORM

All registrants (attending an in-person workshop or virtual only) will receive copies of materials, access to virtual 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, September 18: Stevens Point, WI – Holiday Inn
- Tuesday, September 19: Eau Claire, WI – Florian Gardens
- Wednesday, September 20: Cable, WI – Lakewoods Resort
- Thursday, September 21: Rhinelander, WI – Cabaret Cove
- Monday, September 25: Fond du Lac, WI – Radisson Hotel
- Tuesday, September 26: Barneveld, WI – Deer Valley
- Wednesday, September 27: Green Bay, WI – Rock Garden
- Virtual Programming Only (Webinars September 11-14 + Recordings)
- Materials Only

FEE: \$70 – Early Registrations (**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 Programming Only.”

This form should be copied for multiple registrations. Make check 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, September 1, 2023! Registrations received after that date may not receive copies of 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.