



Using the WTA Website

Presented by Jake Langenhahn

Taylor County Unit Meeting 8/18/2022

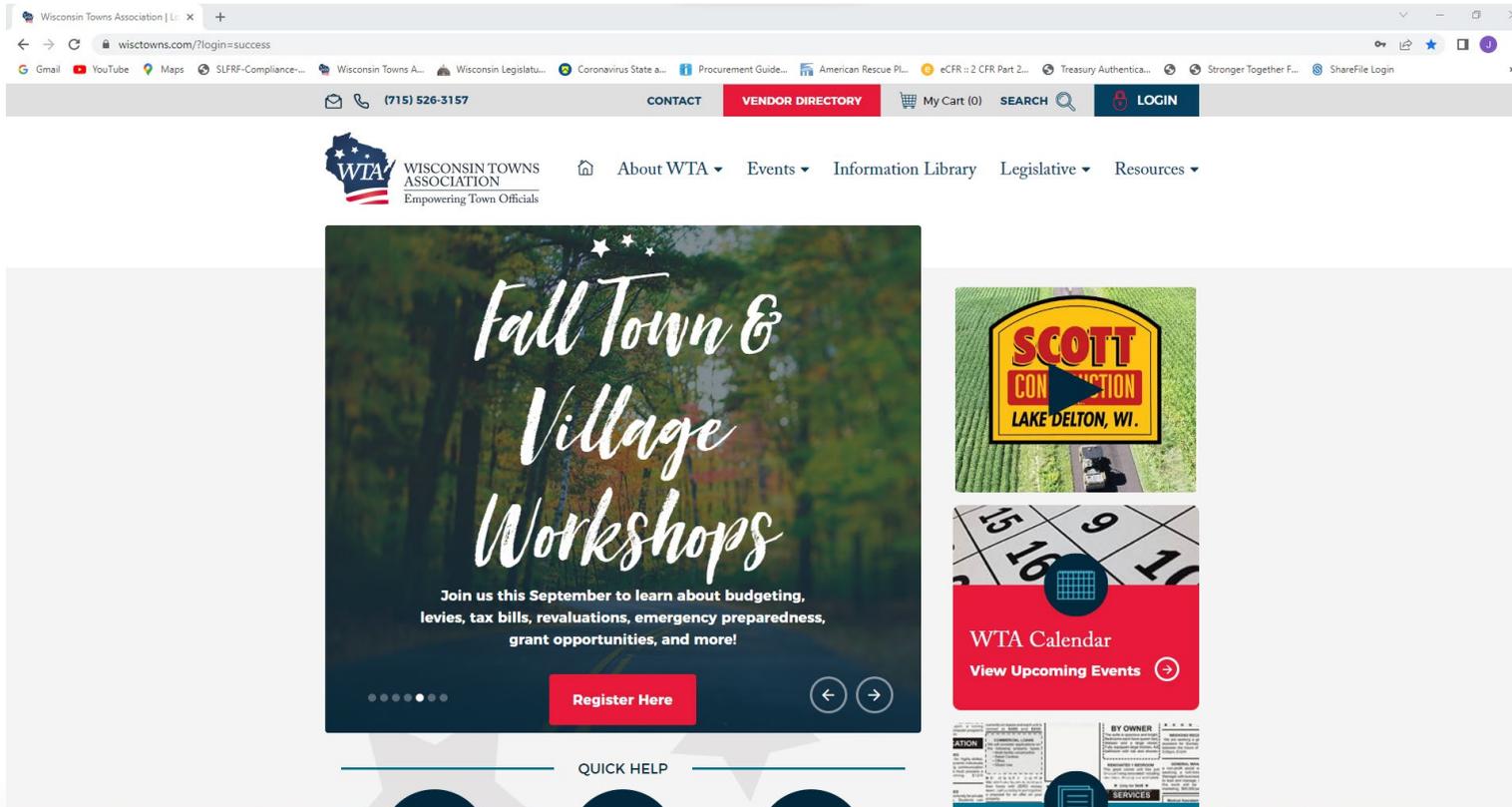
Learning Objectives

- Accessing the WTA website
- Navigating the Information Library
- Using the search bar
- How to submit questions/comments to staff
- Other useful resources



Website Location

www.wisctowns.com



Website Access

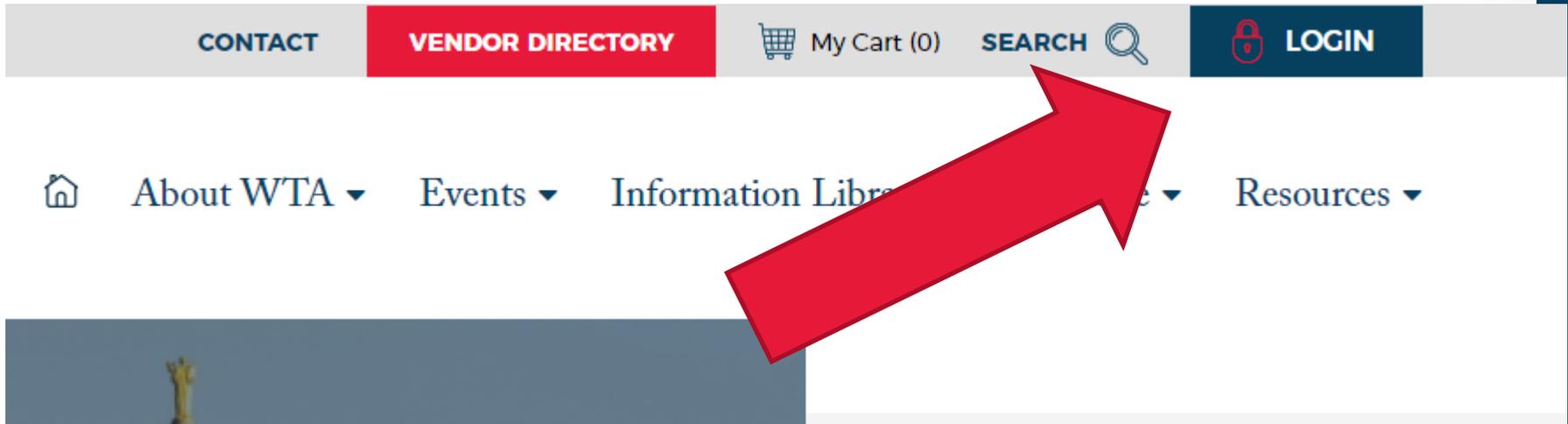
- Who can access the WTA website?
 - All members of the association are able to log in to the WTA website
 - Website log in credentials are one of the benefits of being a part of the association
 - There is a TREMENDOUS amount of information on the website that can help assist you in performing your town roles and responsibilities
 - Accessing the website without logging in will limit your access to resources
 - Logging in will allow you to access locked areas INCLUDING the Information Library

Website Access

- Each WTA member has their own unique “USER NAME” and “PASSWORD”
- First time users
 - USER NAME= Member’s last name + first two letters of the first name + 5 digit zip code of the mailing address provided to the WTA on the annual dues form.
 - PASSWORD= temporary password for all members is:
WTAempower2021
 - Example:
 - Jake Langenhahn
 - USER NAME = langenhahnja54448
 - PASSWORD = WTAempower2021
- You will establish a permanent password after your initial login

Website Access

- Logging into the website



- Click on “LOGIN”

Website Access

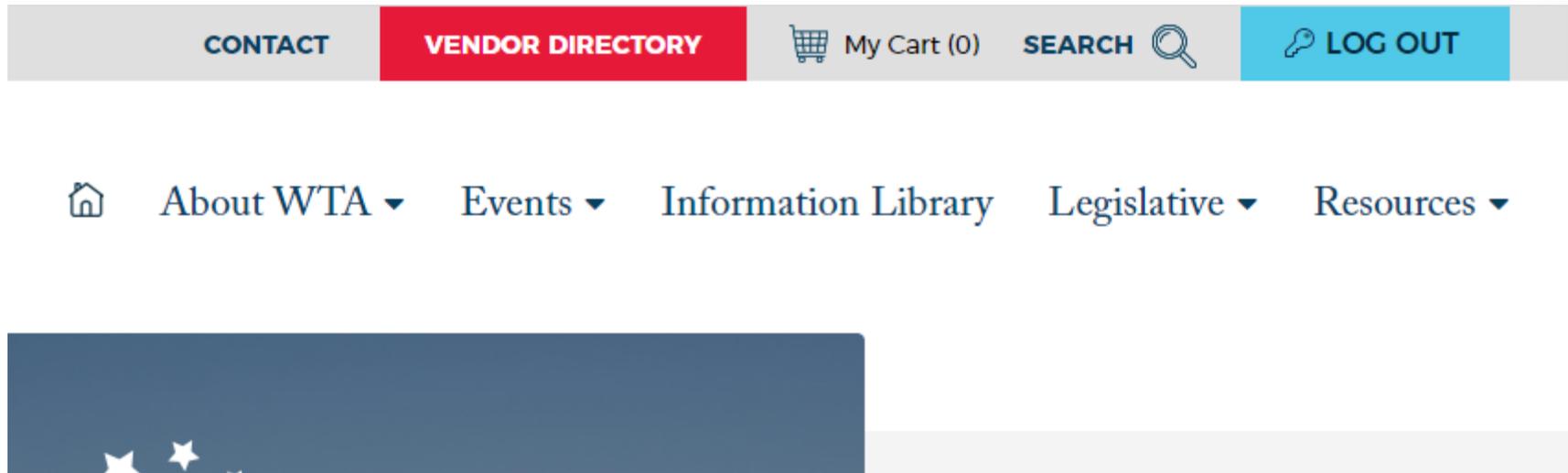
- Logging into the website



- Enter your “Username” and “Password”

Website Access

- If successful, you should see a light blue window with “LOG OUT” on the top right of the webpage

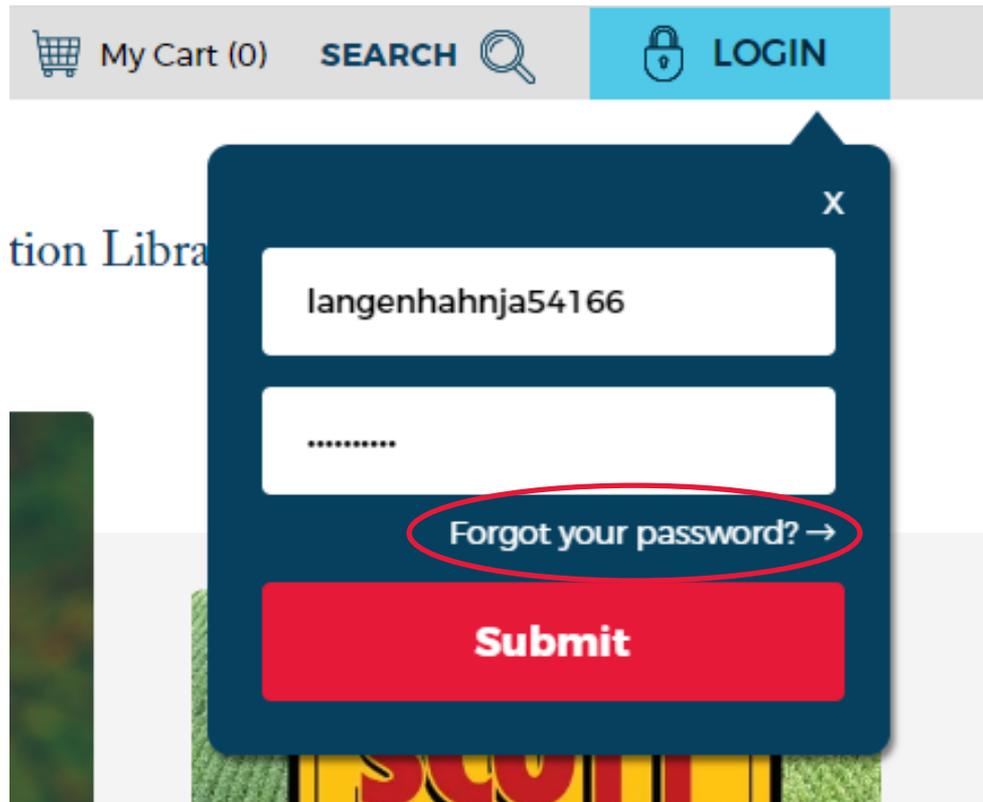


- Success!

Forget your password?

- When completing your initial login, you are **highly** encouraged to provide your email address
 - This will allow you to reset your password without having to contact the WTA office
- You can contact the WTA office to reset your login information if you do not provide your email address
 - Call 715-526-3157 or email wtowns@wisctowns.com

Forget your password?



The image shows a screenshot of a website's login interface. At the top, there is a navigation bar with a shopping cart icon labeled 'My Cart (0)', a search icon labeled 'SEARCH', and a lock icon labeled 'LOGIN'. Below this, a dark blue modal window is displayed. The modal contains two input fields: the first contains the text 'langenhahnja54166', and the second is masked with dots. Below the password field, the text 'Forgot your password? →' is circled in red. At the bottom of the modal is a red button labeled 'Submit'.

- Click on “Forgot your password?->”

Forget your password?

Home | [Reset Your Password](#)

Have you forgotten or misplaced your password? Please use the form below by submitting the email address associated with your account

Email Address

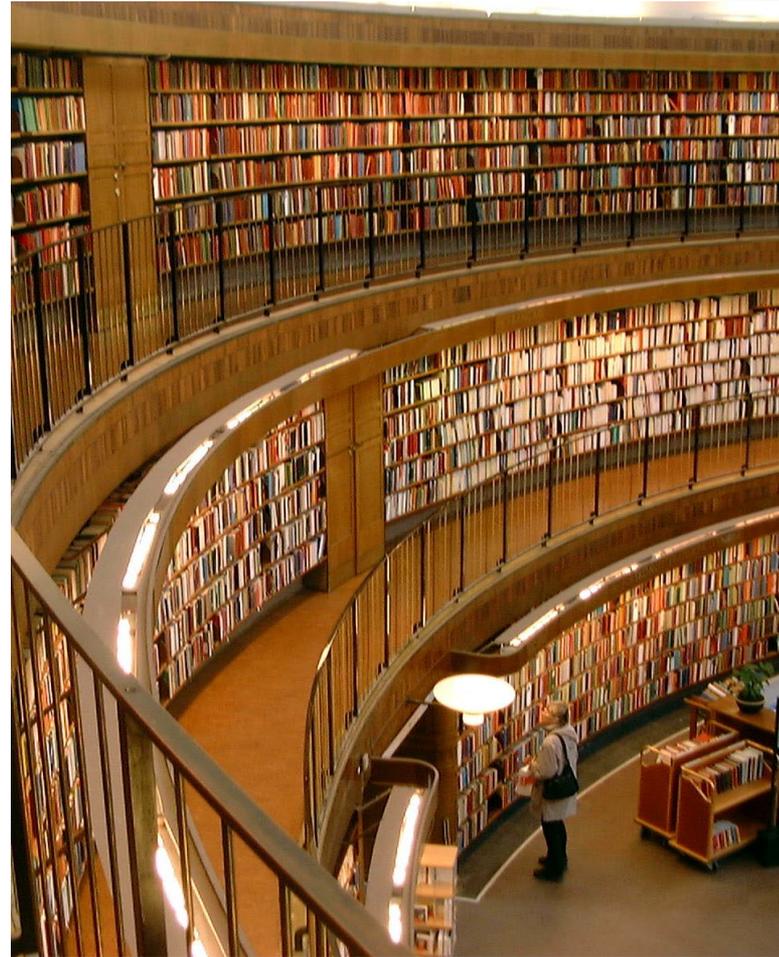
I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

- Complete this form and follow instructions provided in follow up email

Information Library

- The Information Library is a webpage located on the WTA website
 - It is literally an electronic “library” of “information” pertinent to town/village government
 - Information is organized by topic, general in nature, and is for informational purposes only
 - Includes sample ordinances and resolutions
 - Alcohol licensing, annexation, bidding, cemeteries, budget, ethics, grants, snowplowing, and more!



Information Library



- Click on “Information Library”

Information Library



WISCONSIN TOWNS
ASSOCIATION
Empowering Town Officials



About WTA ▾

Events ▾

Information Library

Legislative ▾

Resources ▾

Information Library

Home | [Information Library](#)

Welcome To The WTA's Information Library!

The information posted in this section is organized by topic, is general in nature, and is for informational purposes only. All ordinances and resolutions provided herein are samples. There are complexities in every situation that a town faces that must be addressed on a case-by-case basis. Thus, the content of these samples is provided as an example and is intended to be modified and adapted to meet the specific needs of the user. No sample ordinance or resolution should be used without prior careful review. More importantly, the resources provided in this section should not be construed as legal advice. Case law and legislative changes can substantially impact a pre-existing sample and an archived article. Hence, it is imperative that you consult your town attorney on issues affecting your town and that any sample ordinance or resolution be reviewed by the town's attorney prior to adoption.

Additionally, the Wisconsin Town Law Forms book provides a vast number of sample ordinances and resolutions that are too immense to list here. We are grateful to the Legislative Reference Bureau for hosting these forms.

[View Town Law Forms](#)

- You should see something like this
- Find a topic you want to learn more about!

Information Library



WISCONSIN TOWNS
ASSOCIATION
Empowering Town Officials



About WTA ▾

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Resources ▾

TAXES



TRAFFIC REGULATION



VILLAGE POWERS



WTA MAGAZINE



- Click on topic you want to learn more about
 - E.x. Village Powers

Information Library

TAXES



TRAFFIC REGULATION



VILLAGE POWERS



DOCUMENTS



Sample Resolution to Adopt Village Powers



Town Meeting of Electors- UW Local Govt Center Fact Sheet



Village Powers for Town Boards - March 2020

WTA MAGAZINE



- You MUST login to the WTA website to be able to access the documents above

Information Library

ALCOHOL BEVERAGE LICENSING

LINKS

[Wisconsin Department of Justice Link to Criminal Background Check](#)
[Department of Revenue's Retail Alcohol License Forms](#)
[Department of Revenue's Link to Common Questions page](#)
[Department of Revenue's Alcohol Beverage and Tobacco Laws](#)
[Department of Revenue's Municipal Clerk User Guide for Online Filing](#)
[Department of Revenue's General Topic Index for Beer](#)
[Department of Revenue's Alcohol Beverage page](#)

DOCUMENTS

-  [Alcohol Beverage Regulation and Licensing - 2019 Convention](#)
-  [Alcohol FAQ - June 2018](#)
-  [Alcohol Licenses June 2021](#)
-  [Alcohol Licensing: Criminal Background Checks - June 2022](#)
-  [Alcohol Retail Licenses - May 2019](#)
-  [Class B Consumption - Sample Ordinance](#)
-  [Continuation of Business Sample Ordinance](#)
-  [Local Regulations Related to Alcohol Licensing - April 2022](#)

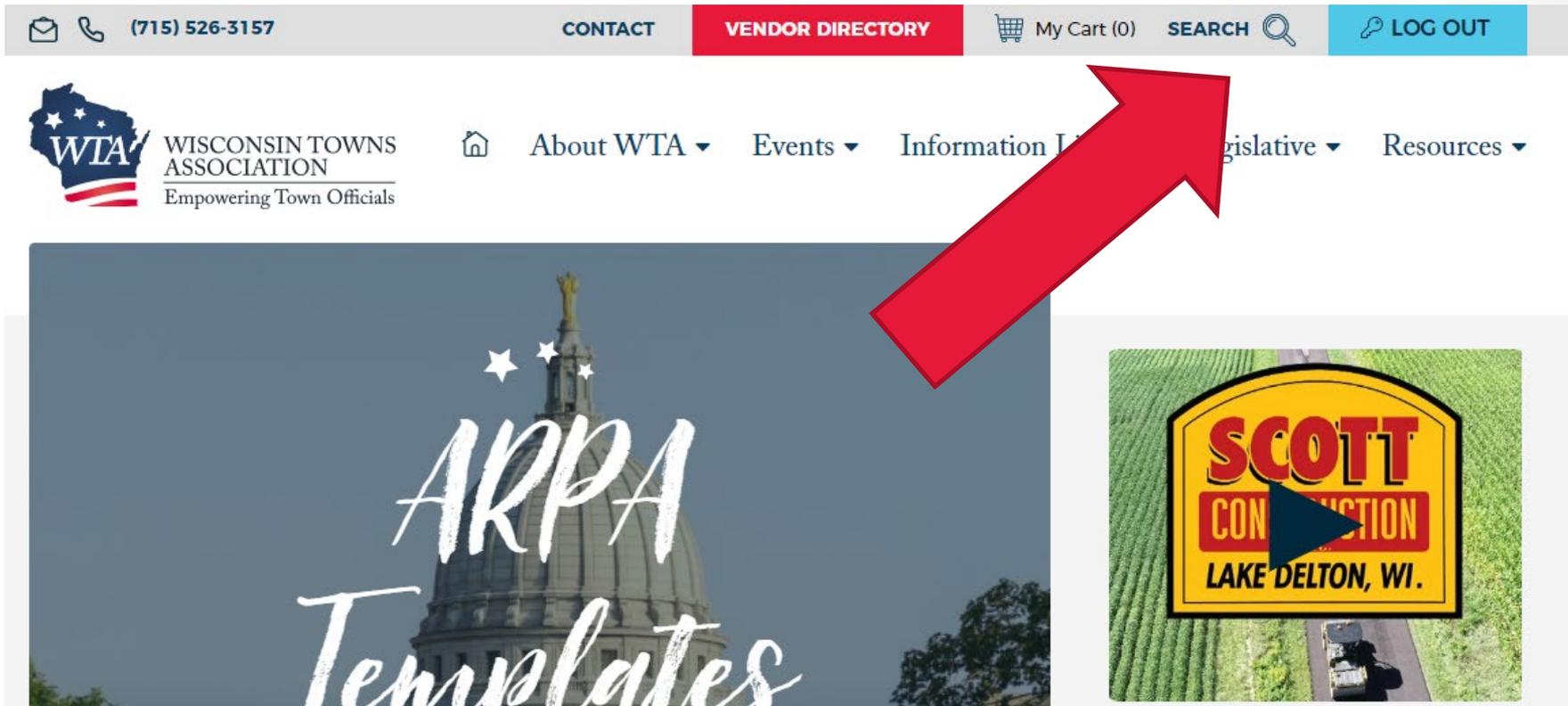
- Some topics have a **substantial** amount of resources available to view (links, magazine articles, sample ordinances, etc.)

Using the search bar

- Let's say that you don't feel like scrolling through the Information Library to find a document that you want to view
 - OR
 - Maybe the document you are looking for isn't located in the Information Library
- Using the search bar can be a convenient tool to help locate something quickly on the website!



Using the search bar



- Locate the “SEARCH” button located in the top right of the webpage

Using the search bar

| 🔍 Search The WTA Website....



Providing education, legal information, and grassroots legislative advocacy to **empower** and inspire our members to lead in their communities.

W7686 County Road MMM | Shawano, WI 54166-6086 | Phone: (715) 526-3157 | wtowns@wisctowns.com

- Clicking on the “SEARCH” button will direct you to the search bar located at the bottom of the webpage

Using the search bar



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[Terms Of Use](#) [Privacy Policy](#) [Accessibility](#) [Contact Us](#)

- Let's say that you wanted to learn more about road right of way
 - Type a term related to the issue into the search bar and hit ENTER

Using the search bar

Home | [Search](#)

Filter By: Show All Documents Site Pages Towns Directory

Showing 1 to 4 of 4 results for search keyword: **ROAD RIGHT OF WAY**

-  [Clerk & Town Officials | Resources | Wisconsin Towns Association](#) → </resources/clerk-town-resources/>
Helpful resources for Wisconsin Clerks and Wisconsin Town Officials, including event calendars and publication requirements.
-  [Information Library | Wisconsin Towns Association](#) → </information-library/>
The ordinance and resolution information posted in this library is organized by topic, is general in nature, and is for informational purposes only.
-   [Road Right of Way Issues - June 2021](#) → </documents/road-right-of-way-issues-june-2021-jake.pdf>
Highways and Right of Way
-  [Terms of Use | Wisconsin Towns Association](#) → </terms/>
Website terms of use for the Wisconsin Towns Association website.

- Results based on keywords provided will appear
 - There's information on road right of way on multiple webpages and there's a magazine article on "Road Right of Way Issues"

Using the search bar

Home | **Search**

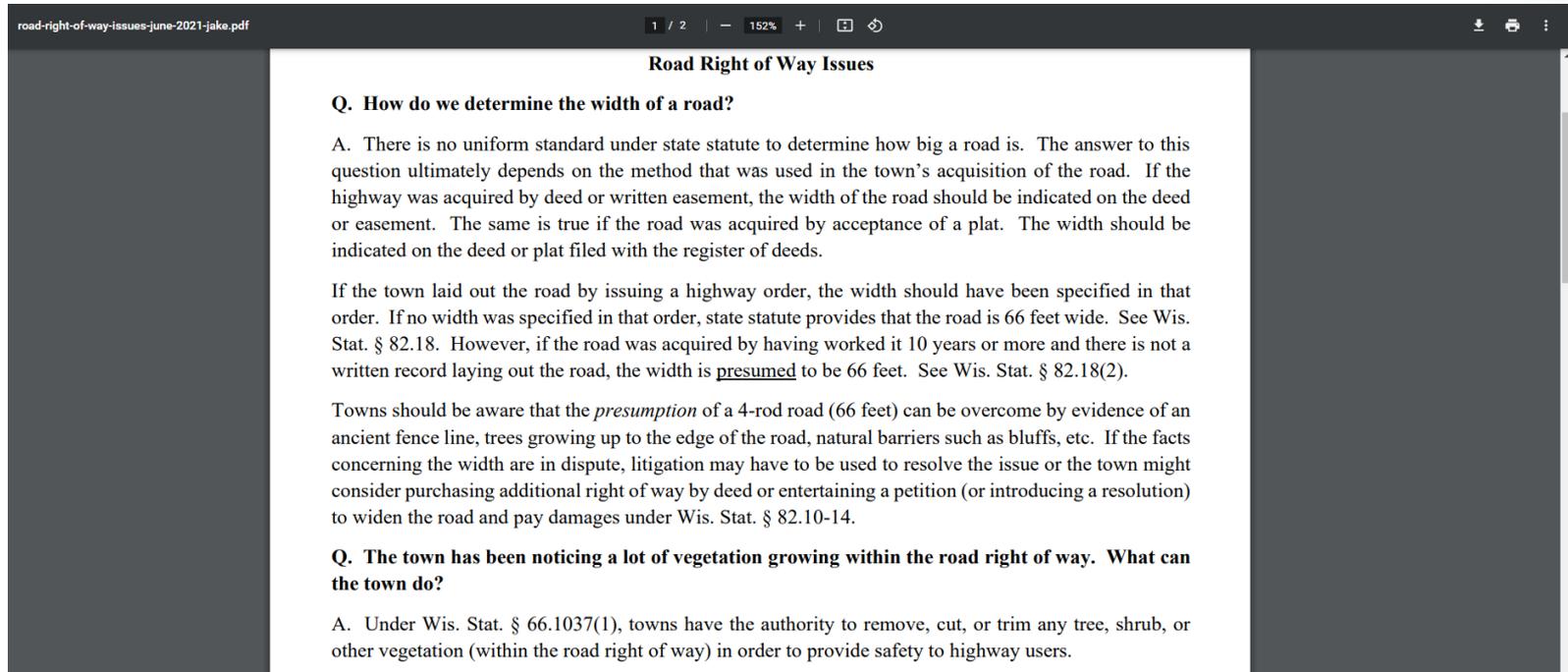
Filter By: Show All Documents Site Pages Towns Directory

Showing 1 to 1 of 1 results for search keyword: **ROAD RIGHT OF WAY**

1.  [Road Right of Way Issues - June 2021](#) → /documents/road-right-of-way-issues-june-2021-jake.pdf
Highways and Right of Way

- You can also filter using the buttons provided above the results

Using the search bar



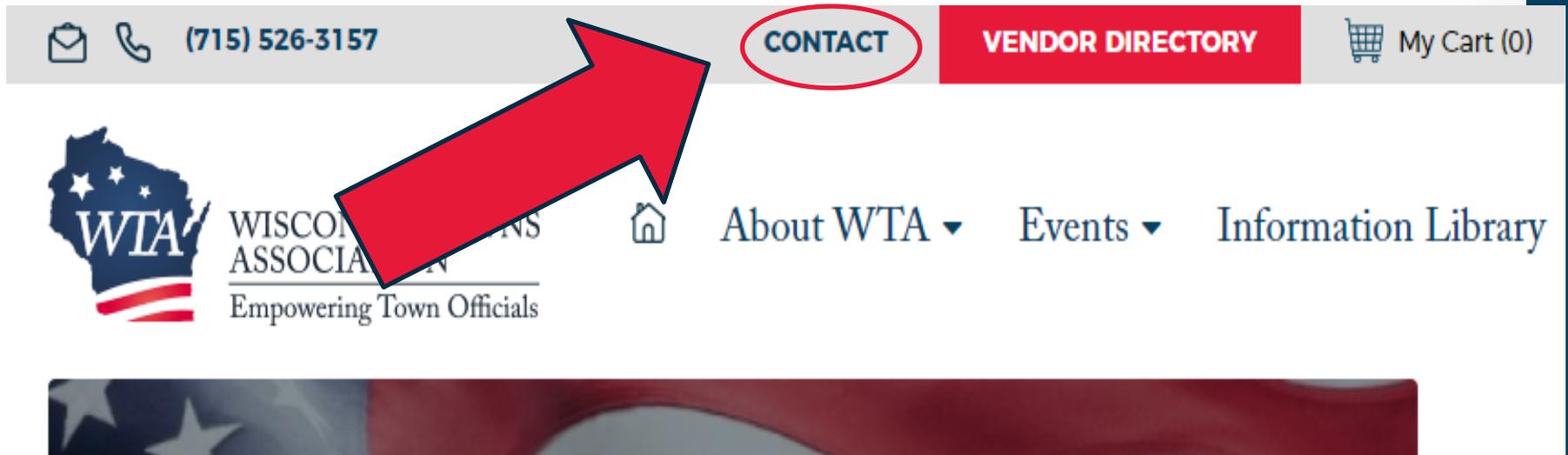
- Many magazine articles (both current and past) are available on the WTA website

How to submit questions/comments

- You can always contact our office by calling or emailing
 - There's ALSO a neat shortcut through the website that can help you submit emails to the legal hotline and general comments to staff
- Let's say that it's past 4 p.m. and you have a question for the attorney hotline
 - You cannot call but you want to make sure your question gets submitted



How to submit questions/comments



- Click on the “CONTACT” icon on the top left of the webpage

How to submit questions/comments



[Home](#) | [About WTA](#) | [Contact](#)

Contact WTA

WTA legal staff are available to answer questions **from town and village officials who are current members of our association** between 8:00 a.m. and 4:00 p.m. Monday through Friday. Since we are here to provide service to the Wisconsin Town Association itself and its member Towns and Villages, **we do not answer questions from private citizens.**

Fields marked with an asterisk (*) are required.

First Name *

Last Name *

Town/village you work in *

- Clicking on the “CONTACT” icon will take you to a form where you can submit your question(s)/comment(s)
- This will allow you to submit questions to legal hotline and other general inquiries to our staff

How to submit questions/comments

Fields marked with an asterisk (*) are required.

First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Town/village you work in	<input type="text"/>	*
County in which town/village is located	<input type="text"/>	*
Current position held in town/village	<input type="text"/>	*
E-mail Address	<input type="text"/>	*
Phone Number	Please include area code <input type="text"/>	*
Comments / Requests	<input type="text"/>	

- Please be sure to review your information before submitting!

Other resources



Home About WTA ▾ Events ▾ Information Library Legislative ▾ Resources ▾

- Clerks should be aware of the “Clerk & Town Official Resources” webpage
- You can access it by hovering your cursor above the Resources column on the homepage, and selecting it from the drop down menu

Other resources

rary Legislative ▾ Resources ▾

Resources

Bipartisan Infrastructure Law (BIL)

Classified Ads

Partners in Education

Publications

Scholarship

Town Websites

Clerk & Town Official Resources

Useful Links

FAQs

Videos

2021 Recorded Spring Town Officials Workshops

2022 Recorded District Meetings



Other resources

*** Clerk & Town Official Resources

Home | Resources | **Clerk & Town Official Resources**

Below you'll find helpful resources for Clerks and Town Officials that are organized by category. Just click on the arrow below to view the different categories. If what you are looking for is not available, please don't hesitate to contact our office.

2021 CONVENTION MATERIALS



CLERK RESOURCES



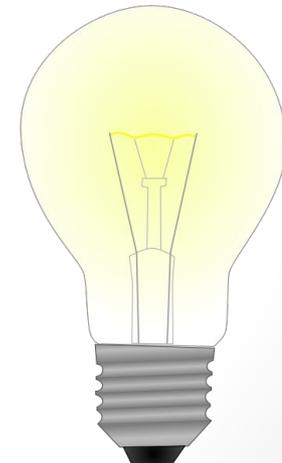
TOWN OFFICIAL RESOURCES



- Select “CLERK RESOURCES” or “TOWN OFFICIAL RESOURCES”

Other resources

- Here are a few highlights from the “Clerk & Town Officials Resources” webpage
- Under “CLERK RESOURCES”
 - Worksheet to determine liquor license quota
 - Public Notice Requirements spreadsheet
 - Public Hearing Requirements spreadsheet
- Under “TOWN OFFICIAL RESOURCES”
 - Calendar of Main Events (updated in 2021)
 - Salary Survey (updated in 2016)



Other resources

Events ▼ Information Library **Legislative** ▼ Resources ▼

Legislative

Legislative Priorities

Legislative Session Summaries

Town Advocacy Council

NATaT

Legislative Links

Friends of Towns Award Winners

- The “Legislative” tab provides an overview of WTA’s lobbying priorities as well as additional information on legislative initiatives

Other resources



Home About WTA Events Information Library Legislative Resources



- You can use the WTA Events Calendar to review information about upcoming events (click on arrow)

Other resources

(715) 526-3157 CONTACT **VENDOR DIRECTORY** My Cart (0) SEARCH LOG OUT

WTA WISCONSIN TOWNS ASSOCIATION Empowering Town Officials About WTA Events Information Library Legislative Resources

WTA Calendar Of Events

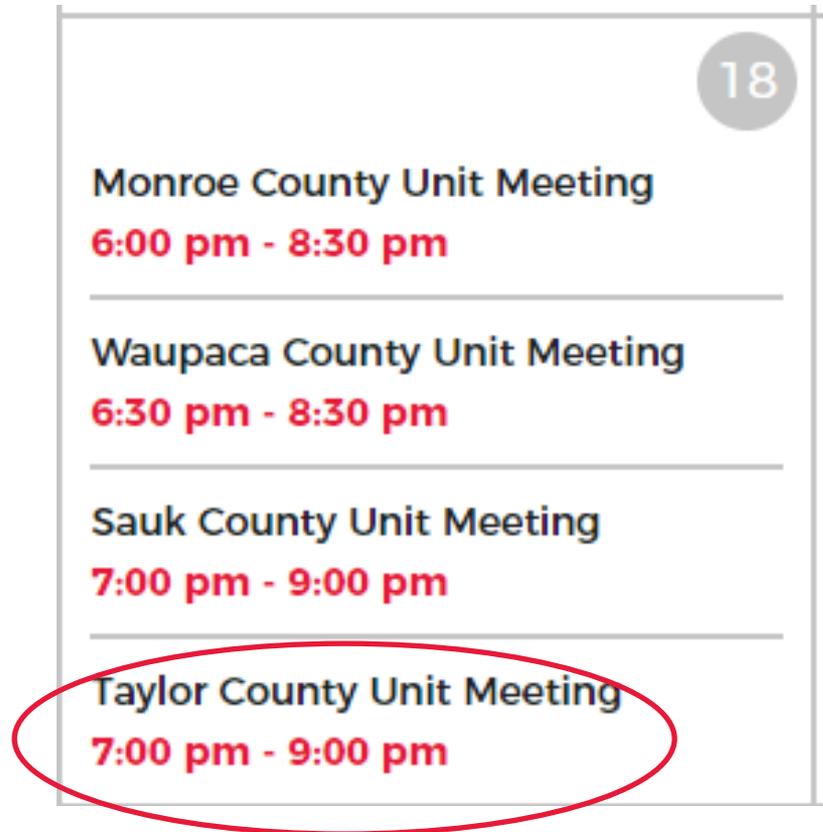
The Latest Events Happening In August

LIST GRID Filter by Category: Show All TODAY IS WEDNESDAY, AUGUST 17

AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023
SUN	MON	TUES	WED	THURS	FRI	SAT					
31	1	2	3	4 Pierce County Unit Meeting 7:00 pm - 9:00 pm	5	6					

- Here you'll find information about workshops, county unit meetings, and other important events

Other resources



18

Monroe County Unit Meeting 6:00 pm - 8:30 pm
Waupaca County Unit Meeting 6:30 pm - 8:30 pm
Sauk County Unit Meeting 7:00 pm - 9:00 pm
Taylor County Unit Meeting 7:00 pm - 9:00 pm

- This calendar can be very useful for obtaining information about upcoming unit meetings

Other resources

[Home](#) | [Events](#) | [Taylor County Unit Meeting](#)

[« Return To Calendar](#)

Taylor County Unit Meeting

August 18th, 2022 | 7:00 pm - 9:00 pm

Event Location: Molitor Town Hall | N5188 Division Drive | Medford, Wisconsin 54451 [Get Directions »](#)

County unit meeting participation is encouraged for all town officials. The meetings empower you to network with other town officials, engage with legislators, learn from speakers, hear updates from WTA Directors, and improve your ability to serve your constituents. The Taylor County Unit leaders look forward to your participation.

Agenda

- Call to Order
- Pledge of Allegiance
- Roll call
- Minutes & Financial Reports
- Legislator Reports
- Presentation: WTA Website Overview: How to find Sample Resolutions, Ordinances, and Forms by Jake Langenhahn, WTA Outreach Specialist
- WTA Director's Report
- Old Business
- New Business
- Next meeting November 17, 2022 - at the Town of Pershing
- Adjourn

- Clicking on the event will provide the event's information

Other resources

Home | Events | **Taylor County Unit Meeting**

« Return To Calendar

Taylor County Unit Meeting

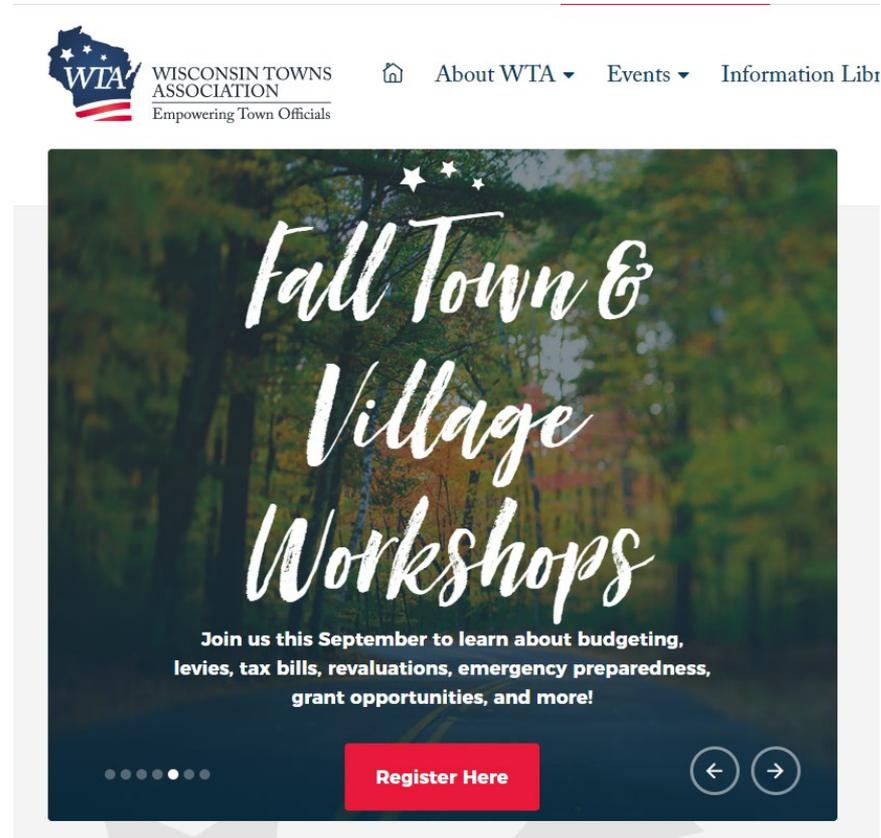
August 18th, 2022 | 7:00 pm - 9:00 pm

Event Location: Molitor Town Hall | N5188 Division Drive | Medford, Wisconsin 54451 [Get Directions »](#)

County unit meeting participation is encouraged for all town officials. The meetings empower you to network with other town officials, engage with legislators, learn from speakers, hear updates from WTA Directors, and improve your ability to serve your constituents. The Taylor County Unit leaders look forward to your participation.

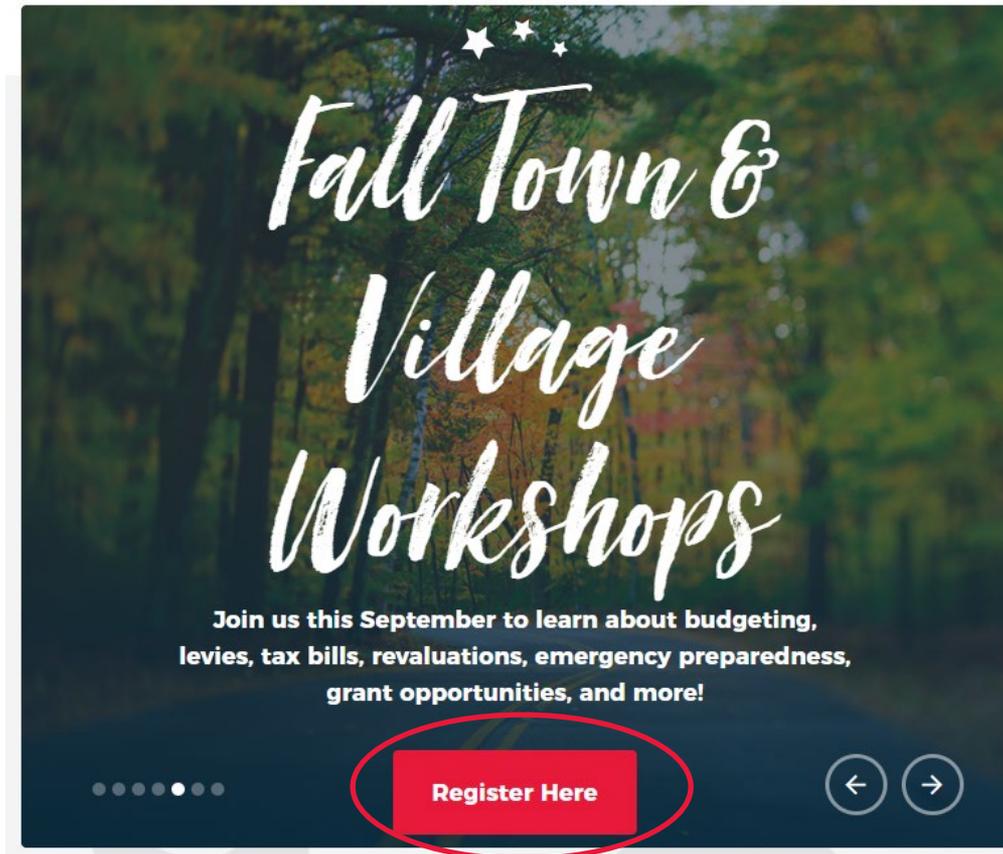
- Clicking on “Get Directions” will usually auto load the destination into your phone’s GPS

Other resources



- The rotating banner on the WTA homepage has the latest information on upcoming events and other important initiatives

Other resources



- You can register electronically for upcoming events by clicking “Register Here”

Final Thoughts

- Please consider using the website as it is a benefit of being a member of the WTA!
- The website is actively maintained to ensure that that the most current and accurate information is included
- WTA is always looking for ways to improve their services, so please provide feedback on functionality of website



Questions?

WTA...

- **Website:** www.wisctowns.com
- **Phone:** (715) 526-3157
- **Fax:** (715) 524-3917
- **E-mail:** wtowns@wisctowns.com
- **Address:** W7686 County Road MMM
Shawano, WI 54166