

Basic Web Resource Guide For Local Officials

BASIC RESPONSIBILITIES

Alcohol Licensing

Alcohol Beverage Laws for Retailers Licenses FAQs:

<http://www.dor.state.wi.us/faqs/ise/atlicns.html>

Including what an alcohol beverage license allows, the difference between permits and licenses, types of licenses, prices, how quotas and reserve licenses are determined, where to go for specific information about licensing, how to apply for a license, basic qualifications, how license requirements are different if incorporated, how to qualify for an operator's license, what a responsible beverage server course is

Alcohol Beverage Laws for Retailers License Responsibilities FAQs:

<http://www.dor.state.wi.us/faqs/ise/atonprm.html>

Alcohol Beverage Laws for Retailers Taxes FAQs:

<http://www.dor.state.wi.us/faqs/ise/attaxes.html>

Underage alcohol questions: <http://www.dor.state.wi.us/faqs/ise/atundrg.html>

Beer Tax FAQs: <http://www.dor.state.wi.us/faqs/ise/beer.html>

Liquor Tax FAQs: <http://www.dor.state.wi.us/faqs/ise/liquor.html>

Alcohol Retail Licensing Forms: <http://www.dor.state.wi.us/forms/alcohol/index.html>

Crime Information Bureau: <http://www.doj.state.wi.us/dles/cib/>

Wisconsin Online Criminal History Record Checks System

Primer on Alcohol Licenses: <http://www.lwm->

[info.org/index.asp?Type=B_BASIC&SEC=%7BCC173F9F-BD33-430A-8EB1-EE080303B1F0%7D&DE=%7B920CC9EC-2713-40AC-B6C8-7CED180C822C%7D](http://www.lwm-info.org/index.asp?Type=B_BASIC&SEC=%7BCC173F9F-BD33-430A-8EB1-EE080303B1F0%7D&DE=%7B920CC9EC-2713-40AC-B6C8-7CED180C822C%7D)

When licenses are required, different classes of licenses, municipal immunity, quotas, granting and denying licenses

Board of Review

FAQs

Filing objections/forms: <http://www.dor.state.wi.us/faqs/index-pt.html>

Scheduling objection: <http://www.dor.state.wi.us/faqs/slf/bor2.html>

Hearings Proceedings: <http://www.dor.state.wi.us/faqs/slf/bor3.html>

Removal of Members: <http://www.dor.state.wi.us/faqs/slf/bor4.html>

Decisions: <http://www.dor.state.wi.us/faqs/slf/bor5.html>

Guide for Board of Review Members

<http://www.revenue.wi.gov/pubs/slf/pb056.pdf>

Provides information about assessors and property owners, hearings, decisions, and appeals, Board of Review statutes, forms, and equalization district offices.

Property Assessment Appeal Guide

<http://www.revenue.wi.gov/pubs/slf/pb055.pdf>

Information about the Board of Assessors, the appeals process, and statutory references.

Forms

Notice of Assessment (PR-301A): <http://www.dor.state.wi.us/forms/govasst/pr-301a.pdf>

Assessor's Affidavit (PA-533): <http://www.dor.state.wi.us/forms/govasst/pa-533.pdf>

Board of Review Member Training Affidavit:

<https://ww2.revenue.wi.gov/GenericFile/application?interview=1163022>

Summary of Board of Review Proceedings: <http://www.dor.state.wi.us/forms/govasst/pa-800.pdf>

Statutes

70.32: [http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates\\$fn=default.htm](http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates$fn=default.htm)

70.365: [http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates\\$fn=default.htm](http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates$fn=default.htm)

70.43-70.56: [http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates\\$fn=default.htm](http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates$fn=default.htm)

Elections

Forms and Publications: <http://elections.state.wi.us/section.asp?linkid=159&locid=47>

Standard forms, manuals, reports, sample ballots, legal resources

Election Day manual for election officials:

<http://elections.state.wi.us/docview.asp?docid=872&locid=47>

Recount manual: <http://elections.state.wi.us/docview.asp?docid=2307&locid=47>

Recall manual: <http://elections.state.wi.us/docview.asp?docid=2127&locid=47>

Clerks' Corner: <http://elections.state.wi.us/section.asp?linkid=158&locid=47>

Election information for clerks including materials, training, surveys, news, and references

Grants

Chapter Administration 48: <http://www.doa.state.wi.us/docview.asp?docid=5556>

Information about the comprehensive planning and transportation grants program-eligible activities, grant application, planning grants, scoring criteria and evaluation, awards, and grant administration.

Comprehensive Planning Grant Manual (for 2007):

<http://www.doa.wi.gov/docview.asp?docid=5897&locid=9>

Grant eligibility, eligible activities, grant resources, funds available, planning grant award amounts, funding incentives, local match, application screening and grant selection, application withdrawal, payment process, application instructions

Comprehensive planning grant closeout form:

http://www.doa.wi.gov/dir/documents/Closeoutinstr_final.pdf

Contents of a comprehensive plan, procedural requirements, application and contractual requirements.

Status Report Outline: <http://www.doa.state.wi.us/docview.asp?docid=5963&locid=9>

Comprehensive Planning Grant Reimbursement Form (with instructions):

<http://www.doa.state.wi.us/docview.asp?docid=6130>

Wisconsin Land Information Program Grants-in-Aid to Local Government Statutes:

<http://nxt.legis.state.wi.us/nxt/gateway.dll/?f=templates&fn=default.htm&vid=WI:Default&d=code&jd=ch.%20Adm%2047>

Eligible activities, grants, grant application, evaluation criteria, grant agreements

WIGrants: <http://www.doa.state.wi.us/dir/wcca.asp?locid=9>

List of state aids offered by different state agencies-searchable by grant function

Tips on applying for a federal grant:

<http://www.doa.state.wi.us/subcategory.asp?linksubcatid=1371&linkcatid=792&linkid=80&locid=9>

The Wisconsin Coastal Management Grant Program:

<http://www.doa.state.wi.us/subcategory.asp?linksubcatid=250&locid=9>

Information including materials needed to apply, workshops, and sample grant applications

Information of PECFA grants (Petroleum Environmental Clean-up Fund Award):

<http://commerce.wi.gov/ER/ER-PECFA-Home.html>

Information on PECFA reimbursement, public bidding, Usual and Customary costs, who to contact, forms needed to apply, claims and appeals, and publications and legislation with updates on PECFA.

Parliamentary Procedure

FAQs: <http://www.uwex.edu/lgc/CoTrng/ParlProcFAQa.pdf>

Correct way to make a motion, if the presiding officer can vote, procedural errors to avoid, how to amend a motion, how to know how a motion is in order and how to handle them, how to revisit a decision, how to avoid making a decision on a motion, and common errors made.

Reconsidering main motions: <http://www.uwex.edu/lgc/program/pdf/FAQ-RECONSIDERINGMAINMOTIONS.pdf>

Closing debate: <http://www.uwex.edu/lgc/program/pdf/FAQ-CLOSING%20DEBATE.pdf>

Voting Procedures for Local Governing Bodies FAQs:

<http://www.uwex.edu/lgc/program/pdf/FAQ-VOTINGPROCEDURES.pdf>

Participation Rights of the Chairperson FAQs: <http://www.uwex.edu/lgc/program/pdf/FAQ-PARTRIGHTSCHAIR.pdf>

Quorum and Attendance at Local Government Meetings FAQs:

<http://www.uwex.edu/lgc/program/pdf/FAQ-QUORUM.pdf>

Fundamentals of Basic Meetings: <http://www.uwex.edu/lgc/CoTrng/FundlsMtgs.PPT>

And overview of parliamentary procedure.

Parliamentary Procedure by John Cagle: <http://www.csufresno.edu/comm/cagle-p3.htm>

How to do parliamentary procedure, frequently asked questions and answers, place to as a Parliamentarian questions

Parliamentary Procedure: <http://parliamentarians.org/procedure.php>

The definition, usage, rules, and rights of parliamentary procedure by the National Association of Parliamentarians.

Parliamentary procedure charts and articles: <http://jimslaughter.com/articles.htm>

Official Roberts Rules of Order website: <http://www.robertsrules.com/>

Open Meetings

Open meetings law: <http://www.uwex.edu/lgc/program/pdf/fact1-03.pdf>

Wisconsin Open Meetings Compliance Guide:

<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>

Compiled by Attorney General's office-Open meetings policy, when it applies, what is required, who enforces open meetings laws, and when closed session meetings can occur.

Agendas and Minutes for Local Governments:

<http://www.uwex.edu/lgc/program/ppt/AgensMins.ppt>

Purpose of agendas and meetings, how they are set and recorded and by whom.

PowerPoint on open meetings law: <http://www.uwex.edu/lgc/CoTrng/OpenMtgsLaw.ppt>

Intent of open meetings law, which bodies must follow it, what is a public notice, which closed sessions are permitted and their procedures, voting and ballots, open meeting law violations and penalties (meant to accompany video).

Public (Open) Records

Wisconsin Public Records Fact Sheet: <http://www.uwex.edu/lgc/program/pdf/fact7.pdf>
Access policy, definition of a public record, management and destruction of records, definition of a local public office, legal custodians, priority and sufficiency of request, form of request and response, form of record, what fees may be charged, inspections of records, limitations of access to records, enforcements and penalties.

Wisconsin Public Records Law Compliance Guide:
<http://www.doj.state.wi.us/dls/docs/publicrecords805.pdf>

Recycling

How to enforce local recycling and solid waste ordinances:

<http://www3.uwm.edu/Dept/shwec/publications/cabinet/recycling/Enforcing%20Local%20Recycling.pdf>

Resources for recycling program managers: <http://www4.uwm.edu/shwec/e-courses/RecyclingManagersCorner.cfm>

Regulatory resources, grant resources, markets and prices for recovered materials, material recycling facility resources, solid waste and recycling organizations, composting resources. (break up?)

Single Stream Recycling:

<http://www4.uwm.edu/shwec/publications/cabinet/recycling/Single%20Stream%205-24a.pdf>

What is it, who is doing it, what are the benefits.

WISCONSIN STATE AGENCIES

Department of Administration

<http://www.doa.state.wi.us/dir/index.asp>

Information on comprehensive planning:

<http://www.doa.state.wi.us/category.asp?linkcatid=743&linkid=128&locid=9>

Information and forms for land subdivision plat approval:

<http://www.doa.state.wi.us/section.asp?linkid=131&locid=9>

Information on municipal boundary review:

<http://www.doa.state.wi.us/section.asp?linkid=132&locid=9>

Wisconsin land information program:

<http://www.doa.state.wi.us/section.asp?linkid=133&locid=9>

Department of Agriculture, Trade, and Consumer Protection

<http://www.datcp.state.wi.us/index.jsp>

Farmland preservation program: http://www.datcp.state.wi.us/arm/agriculture/land-water/conservation/farmland_pres.jsp

Working Lands Initiative: <http://www.datcp.state.wi.us/workinglands/index.jsp>

Siting Livestock Operations: http://www.datcp.state.wi.us/arm/agriculture/land-water/livestock_siting/siting.jsp

Manure storage fact sheet: http://www.datcp.state.wi.us/arm/agriculture/land-water/livestock_siting/pdf/EffectonExistingManureStorageOrd.pdf

Elections Board

<http://elections.state.wi.us/>

Department of Commerce

Community and housing development assistance: <http://commerce.wi.gov/CD/>

2% Fire Dues Program: <http://commerce.wi.gov/SB/SB-FirePreventionProgram.html>

Historical Society

<http://www.wisconsinhistory.org/libraryarchives/locrecs>

Wisconsin Municipal Records Manual

Department of Justice

<http://www.doj.state.wi.us/dls/spar/asp>

Department of Natural Resources

<http://www.dnr.state.wi.us/>

Culvert permit information: <http://dnr.wi.gov/org/water/fhp/waterway/culverts.html>

Bridge permit information: <http://dnr.wi.gov/org/water/fhp/waterway/bridges.html>

ATV use information: http://dnr.wi.gov/master_planning/nhal/pdfs/NHAL-ATV-use.pdf

Grant information: <http://dnr.wi.gov/org/caer/cfa/Grants/index.html>

Guidelines for writing boating and waterway ordinances:

http://dnr.wi.gov/org/es/enforcement/docs/boat_ordinances_2005.pdf

Storm water management: <http://dnr.wi.gov/org/water/wm/nps/stormwater.htm>

Shoreland management: <http://dnr.wi.gov/org/water/wm/dsfm/shore/>

Floodplain management: <http://dnr.wi.gov/org/water/wm/dsfm/flood/>

Open burning: <http://dnr.wi.gov/environmentprotect/ob/>

Recycling: <http://dnr.wi.gov/org/aw/wm/recycle/>

Solid waste management:

<http://dnr.wi.gov/org/aw/wm/solid/landfill/stability/lfstabilityprob.htm>

Non-metallic mining: <http://dnr.wi.gov/org/aw/wm/mining/nonmetallic/>

Aquatic invasive species information:

<http://dnr.wi.gov/org/water/greatlakes/priorities/invasives.html>

Managed forest law: <http://dnr.wi.gov/forestry/ftax/mfl.htm>

Department of Revenue

<http://www.dor.state.wi.us/>

Property tax forms: <http://www.dor.state.wi.us/forms/govprtax/index.html>
Property assessment forms: <http://www.dor.state.wi.us/forms/govasst/index.html>
Property tax FAQs: <http://www.dor.state.wi.us/faqs/index-pt.html>
Levy limit FAQs: <http://www.dor.state.wi.us/faqs/slf/levy.html>
Property Tax publications: <http://www.dor.state.wi.us/html/govpub.html#property>
Various reports: <http://www.revenue.wi.gov/report/index.html>

Department of Transportation

<http://www.dot.wisconsin.gov/localgov/index.htm>

Information on public transportation:

<http://www.dot.wisconsin.gov/localgov/transit/index.htm>

Assistance programs, grants for urban areas, RPC/MPO planner toolkit

Lift bridge aids: <http://www.dot.wisconsin.gov/localgov/highways/liftbridge.htm>

Local bridge aids: <http://www.dot.wisconsin.gov/localgov/highways/bridgeprogram.htm>

Local road improvement program:

<http://www.dot.wisconsin.gov/localgov/highways/lrip.htm>

General Transportation Aids: <http://www.dot.wisconsin.gov/localgov/highways/gta.htm>

Flood damage aids: <http://www.dot.wisconsin.gov/localgov/highways/flood.htm>

Local Roads and Street Council: <http://www.dot.wisconsin.gov/localgov/lrsc/index.htm>

Information on Commercial Drivers License (CDL):

<http://www.dot.wisconsin.gov/drivers/drivers/apply/types/cdl2.htm>

Department of Workforce Development

<http://www.dwd.state.wi.us/>

Minimum wage information:

http://dwd.wisconsin.gov/er/labor_standards_bureau/minimum_wage.htm

Worker's compensation: <http://www.dwd.state.wi.us/wc/default.htm>

DWD work rules/standards of conduct:

http://dwd.wisconsin.gov/dvr/knowledgebase508/dwd_work_rules.htm

Wage and labor standards:

http://www.dwd.state.wi.us/er/labor_standards_bureau/default.htm

Required workplace posters: <http://www.dwd.state.wi.us/dwd/posters.htm>

Unemployment compensation: <http://www.dwd.state.wi.us/ui/>

County economic profiles: <http://www.dwd.state.wi.us/oea/>

WISCONSIN LEGISLATURE

Legislators: <http://www.legis.state.wi.us/>

To view legislature in action: <http://www.wiseye.org/>

Statutes in pdf format: <http://www.legis.state.wi.us/rsb/Statutes.html>

Search base of statutes: <http://www.legis.state.wi.us/rsb/stats.html>

Administrative Code: <http://www.legis.state.wi.us/rsb/stats.html>

Legislative iscal Bureau information papers:

<http://www.legis.state.wi.us/lfb/Informationalpapers/info.html>

Revisor of Statutes – town law forms: <http://www.legis.state.wi.us/rsb/townlaw.htm>

FEDERAL AGENCIES

Internal Revenue Service

Social Security Administration

www.irs.gov/govts and www.ssa.gov
www.ttb.gov – occupational liquor license stamp

Publication 15-A.....Employer’s Supplemental Tax Guide
Publication 15-B.....Employer’s Tax Guide to Fringe Benefits
Publication 510.....Excise Taxes
Publication 963.....Federal, State Reference Guide
Publication 463.....Travel, Entertainment, Gift & Car Expense
Publication 966.....Electronic Fed Tax Payment System
Publication 3767.....CD Rom Resource Guide for Pension Plans
Publication 1281Backup Withholding Requirements

Useful Telephone Numbers:

Excise Tax Assistance..... 1-866-699-4096
Toll Free Call Site for Gov Entities..... 1-877-829-5500
Toll Free Forms Order Site..... 1-800-829-3676
1099 and W-2 Assistance.....1-866-455-7438
Occupational Liquor License1-800-937-8864

Local Contacts:

Ruthann Watts: ruth.a.watts@irs.gov 262-513-3520
David Rasmussen david.g.rasmussen@irs.gov 262-513-3424

Section 218 Information

State Social Security Administrator:
Michelle Baxter..... 608-266-9317
Michelle.Baxter@etf.state.wi.us