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## Content

This workshop is divided into two sessions - one for *new* and one for *continuing* town and village officials. Both sessions are organized around financial administration and other topics of general governance.

The session for *new officials* will cover the basics of the cycle on budgeting, accounting and reporting and the checks and balances inherent within the statutory responsibilities of local government officials. New officials will learn basic procedural requirements governing budgeting law, such as the requirements for notices, posting, and budget documents. New officials will learn the difference between an ordinance, resolution, and motion and the distinctions between a board meeting and a hearing. This past presidential election showed some of the vulnerabilities of the election process, voters and local governments. This session covers the basic responsibilities of local governments in administering elections.

The session for *continuing officials* will focus on what underlies and supports good decision-making in the areas of finance, land use and regulations. The session on budgeting will be open-ended, so officials are encouraged to bring their questions. Officials will also learn how to run more effective and how to manage and encourage public participation. Finally, officials will learn of the legislature's latest proposals and actions, as well as have an opportunity to ask questions in any area.

After lunch, participants in both sessions will have an opportunity to ask any questions they have at a cracker barrel. So bring your questions! The teaching team includes the following instructors:

<i>Rick Stadelman</i>	Executive Director Wisconsin Towns Association
<i>Carol Doran</i>	Auditor Wisconsin Department of Revenue
<i>Larry Larmer</i>	Professor Emeritus UW-Madison
<i>Peggy Keach</i>	Auditor Wisconsin Department of Revenue
<i>Diane Lowe</i>	Election Specialist State Elections Board
<i>Tom Letko</i>	Election Specialist State Elections Board
<i>Kate Lawton</i>	Specialist UWEX Local Government Center

This program has been developed by the entire teaching team, and materials will be developed by the instructors.

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*Any person wishing to attend, who requires special accommodations, should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangement can be made.*

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## DATES & LOCATIONS

*All workshops will be from 8:30 a.m. - 3:30 p.m.  
Registration begins at 8:00 a.m.*

- 9/18/01 Mineral Point** (Program #1643)  
Comfort Inn  
1345 Business Park Road, STH 151 (n. of MP)
- 9/19/01 Eau Claire** (Program #1644)  
Ramada Inn, 1202 W. Clairmont, Exit 65 from I-94,  
North on Hwy 37, left on Clairmont Ave.
- 9/20/01 Cable** (Program #1645)  
Lakewoods Resort  
8 miles east of Cable on CTH M
- 9/25/01 Whitewater** (Program #1646)  
Randy's Restaurant/Banquets  
841 E. Milwaukee St. (USH 12)
- 9/26/01 Fond du Lac** (Program #1647)  
Ramada Plaza Hotel, One North Main Street  
Parking-Ramp Level 4, 5, 6 ONLY
- 9/27/01 Rhinelander** (Program #1648)  
Holiday Acres Resort, USH 8 east of Rhinelander  
Exit River Bend Road at sign
- 10/02/01 Shawano** (Program #1649)  
The Gathering, 2600 E. Richmond Street  
From Hwy 29 exit on County Road K, go north on  
County Road K, turn west (left) on Richmond Street
- 10/03/01 Tomah** (Program #1650)  
Holiday Inn  
Junction of I-94 and STH 21
- 10/04/01 Stevens Point** (Program #1651)  
Best Western Royale, 5110 Main Street  
Jct. USH 51 & USH 10

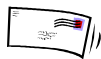
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## REGISTRATION INFORMATION

Registrations and/or cancellations must be received five business days prior to the workshop. The five day notice allows for a full refund for cancellations.

<b>Information Only:</b>	(608) 262-9961
<b>Telephone Registration:</b>	(608) 262-2451
<b>FAX Registration:</b>	(800) 741-7416
<b>Mail Registration:</b>	Registrations/Financial Workshops Dept. 104, Room 139 702 Langdon Street Madison WI 53706-1487
<b>Fee:</b>	\$45 early registration \$55 at door. Walk-ins accepted if space permits



*(Make check payable to: UW Extension)*

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**PRESENTS:**

# **FINANCIAL & ELECTIONS ADMINISTRATION FOR TOWNS & VILLAGES**

**2001  
FALL PROGRAM**



**Sponsored by:**

**UW-Extension Local Government Center  
League of Wisconsin Municipalities  
Wisconsin Towns Association  
Wisconsin Department of Revenue**

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**Financial & Elections Workshops  
For Towns & Villages - 2001**

Name \_\_\_\_\_  
 Government Unit \_\_\_\_\_  
 New Official  Continuing Official   
 Work Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

**I plan to attend the following workshop:**

- \_\_\_\_\_ #1643 Mineral Point, Sept. 18
- \_\_\_\_\_ #1644 Eau Claire, Sept. 19
- \_\_\_\_\_ #1645 Cable, Sept. 20
- \_\_\_\_\_ #1646 Whitewater, Sept. 25
- \_\_\_\_\_ #1647 Fond du Lac, Sept. 26
- \_\_\_\_\_ #1648 Rhinelander, Sept. 27
- \_\_\_\_\_ #1649 Shawano, Oct. 2
- \_\_\_\_\_ #1650 Tomah, Oct. 3
- \_\_\_\_\_ #1651 Stevens Point, Oct. 4

**FEE: \$45 early registration.  
\$55 at door. Walk-ins accepted if space permits.**

Fee covers the cost of instruction, materials, snack & lunch.  
Registrations and/or cancellations must be received 5 full business days prior to the workshop (the five day notice will allow for a full refund).

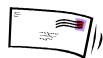
**Space is limited. Early registration is suggested.**

Telephone (information only): 608-262-9961

Telephone (registration only): 608-262-2451

**Fax: 1-800-741-7416**

Mail form and fee to: Pyle Center  
 Registrations/Financial Workshops  
 702 Langdon St., Dept. 104  
 Madison WI 53706-1487



Credit Card # \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Exp. date: \_\_\_\_\_ Bill me: \_\_\_\_\_

[Make check payable to UW-Extension]

The following information is used to enhance the programming efforts of the UW-Extension and is optional.

Sex: Female \_\_\_ Male \_\_\_ Birthdate: Mo \_\_\_ Day \_\_\_ Yr \_\_\_

Heritage: African Am \_\_\_ Asian/Pacific Islander \_\_\_

Am Indian/Alaskan Native \_\_\_ Hispanic/Latino \_\_\_ White/Other \_\_\_

Occupational:

\_\_\_8 Public Administration (Government) \_\_\_13 Other

**FINANCIAL & ELECTIONS WORKSHOPS  
2001 Fall Program**

TIME	NEW OFFICIALS	TIME	CONTINUING OFFICIALS
<b>8-8:30</b>	<b>Registration</b> (Coffee and Rolls)	<b>8-8:30</b>	<b>Registration</b> (Coffee and Rolls)
<b>8:30</b>	<b>Budgeting and Financial Administration</b> (Carol Doran / Peggy Keach) Learn the basic statutory requirements and procedures for your town or village budget. This session also covers the basics of the budget-accounting-reporting cycle, cash-handling and bill paying, and discusses the checks and balances within the system between boards, clerks, treasurers, and taxpayers.	<b>8:30</b>	<b>General Administration</b> (Rick Stadelman / Kate Lawton) Learn how to make decisions that will stand the test of time and meet legal standards in the following areas: <ul style="list-style-type: none"> <li>• Land Use</li> <li>• Licensing and Regulation</li> <li>• Budget Management</li> </ul>
<b>10:30</b>	<b>Break</b>	<b>10:15</b>	<b>Break</b>
<b>10:45</b>	<b>General Administration</b> (Rick Stadelman / Kate Lawton) Learn the basics of the open meetings and records law; the difference between a hearing and a meeting; and, notice and posting requirements. This session also covers what the differences are between an ordinance, motion and resolution, the procedures involved, and when to use them.	<b>10:30</b>	<b>Budget</b> (Carol Doran / Peggy Keach) This session will be an open question and answer session on any financial or budget topic that your town or village may be facing. Come with your questions.
<b>Noon</b>	<b>Lunch</b>	<b>Noon</b>	<b>Lunch</b>
<b>1:00</b>	<b>Cracker Barrel</b> (Carol Doran / Rick Stadelman)	<b>1:00</b>	<b>Procedural Rules for Meetings</b> (Larry Larmer) Find out the roles and responsibilities of the chairperson, what constitutes good meeting minutes, the basic rights of members, the correct use of such key parliamentary motions as <i>reconsider</i> , <i>table</i> , <i>close debate</i> , <i>etc.</i> , and appropriate ways to accommodate public participation in meetings.
<b>1:15</b>	<b>Elections: The Local Government Effect</b> (State Elections Board Staff) Last year's presidential election made apparent the dependence of all levels of government on local governments. This session will review clerk's election administration duties, which will include recent election law changes. Pending proposals in the legislature will also be covered.	<b>2:30</b>	<b>Break</b>
<b>2:15</b>	<b>Break</b>	<b>2:45</b>	<b>Legislative Update and Cracker Barrel</b> (Rick Stadelman / Carol Doran / Peggy Keach / Kate Lawton)
<b>2:30</b>	<b>Elections (continued)</b>		
<b>3:30</b>	<b>Adjourn</b>	<b>3:30</b>	<b>Adjourn</b>

*UW-Extension provides equal opportunities in employment and programming, including Title IX requirements*