

Content

These workshops cover a basic curriculum on budgeting, payroll, financial administration, and topics relevant to towns and villages, including road maintenance, public records and open meetings, levy limits, and a “hot topics” session from the Wisconsin Towns Association.

Who Should Attend

Town and village board members, clerks, treasurers, and community members interested in public service and finance.

The Teaching Team

Rick Stadelman, Executive Director
Wisconsin Towns Association

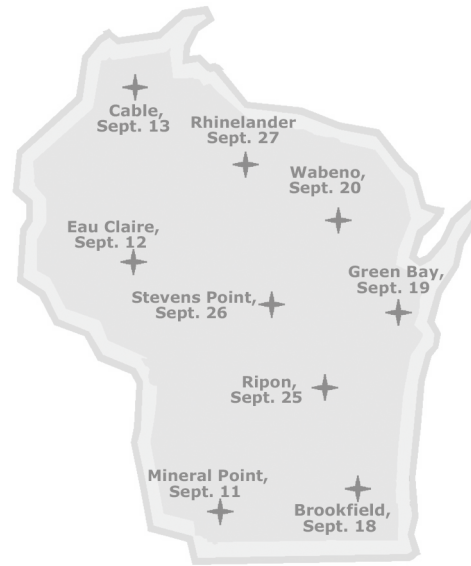
Carol Nawrocki and Lee Turonie, Attorneys
Wisconsin Towns Association

Carol Doran
WI Department of Revenue, retired

Philip Freeburg
Local Government Center Law Educator

Ben Jordan and Steve Pudlowski
UW Transportation Information Center

Any person requiring special accommodations should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.



Nonprofit Organization
US POSTAGE PAID
Madison, Wisconsin
Permit No. 658

- 9/11 **Mineral Point:** Quality Inn, 1345 Business Park Rd. Exit 40 South on Hwy 23.
- 9/12 **Eau Claire:** Metropolis Resort & Conference Center, 5150 Fairview Dr. Exit #68 off I-94, then south 1/8 mi on US 93.
- 9/13 **Cable:** Lakewoods Resort, 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.
- 9/18 **Brookfield:** Best Western Midway Hotel, 1005 Moorland Rd. At I-94 and Moorland Rd.
- 9/19 **Green Bay:** The Meadows, 850 Kepler Dr. Exit #183 from I-43.
- 9/20 **Wabeno:** Indian Springs Lodge & Conf. Ctr., Hwy 32 N - between Wabeno and Carter.
- 9/25 **Ripon:** Royal Ridges, 1 Westgate Dr., Hwy 23 west of Ripon.
- 9/26 **Stevens Pt:** Holiday Inn Conv. Ctr., 1001 Amber Ave. From I-39: Exit #158 at Hwy 10, go east 1 mile, follow signs.
- 9/27 **Rhineland:** Northwoods Banquet Center, 1540 Pueblo Dr. Just off US 8.

University of Wisconsin-Extension
Cooperative Extension Service
Local Government Center
610 Langdon Street, Rm. 229
Madison, WI 53703-1104



UW
Extension

2012 Town & Village Workshops

9 Locations Around Wisconsin



Sponsored by:

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

Registration Form

Name _____
Position _____
Town/Village _____ County _____
Address _____
City _____ Zip _____
Phone (____) _____
E-mail (optional) _____

I plan to attend the following workshop:

- Tuesday, September 11: Mineral Point
- Wednesday, September 12: Eau Claire
- Thursday, September 13: Cable

- Tuesday, September 18: Brookfield
- Wednesday, September 19: Green Bay
- Thursday, September 20: Wabeno

- Tuesday, September 25: Ripon
- Wednesday, September 26: Stevens Point
- Thursday, September 27: Rhinelanders

- Materials only (\$30 per packet)

FEE: \$65 early registration fee (when payment is received seven days in advance of workshop date)
\$75 late registration and walk-ins

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing or by fax seven days prior to the workshop.

No-shows will not receive a refund, but materials will be sent.

Any questions on registration, please contact the Wisconsin Towns Association at:

Phone: (715) 526-3157
Fax: (715) 524-3917

To register, complete this form, make check payable to Wisconsin Towns Association and mail to:

Wisconsin Towns Association
W7686 County Rd MMM
Shawano, WI 54166

For further workshop information or special accommodations, please call the Local Government Center at (608) 262-9961.

2012 Town & Village Workshop - Agenda

Finance & Budget Session

- 8:00 Registration
- 8:30 **Financial Administration** - Carol Doran, retired, Wisconsin Department of Revenue
- 10:00 BREAK
- 10:15 **Financial Administration** (cont'd)
- 10:45 **Basic Payroll Reporting Responsibilities** - Carol Doran
- 11:15 **Levy Limits** - Department of Revenue Representatives
- 12:15 LUNCH
- 1:00 **Tax Settlement and Budget Reconciliation** - Carol Doran
- 2:00 BREAK
- 2:15 **Hot Topics Forum** - Rick Stadelman/Lee Turonie/Carol Nawrocki, Wisconsin Towns Association
- 3:15 Adjourn

Town & Village Session

- 8:00 Registration
- 8:30 **Building Roads for Heavy Loads** - Steve Pudlowski/Ben Jordan, UW Transportation Information Center
- 10:00 BREAK
- 10:15 **Public Record Law** - Philip Freeburg, Local Government Center
- 11:15 **Open Meetings Law and Properly Conducting Closed Sessions** - Carol Nawrocki/Lee Turonie, Wisconsin Towns Association
- 12:15 LUNCH
- 1:00 **Hot Topics Forum** - Rick Stadelman/Lee Turonie/Carol Nawrocki, Wisconsin Towns Association
- 2:00 BREAK
- 2:15 **Levy Limits** - Department of Revenue Representatives
- 3:15 Adjourn

