

Who Should Attend

Town board and village board members, clerks, and treasurers.

Teaching Team

Mike Koles, Carol Nawrocki, and Lee Turonie, Wisconsin Towns Association

Philip Freeburg, Dan Hill, and Bill Rizzo, UW-Extension's Local Government Center

Carol Doran, Wisconsin Department of Revenue, retired

Valeah Foy, Claude Lois, and Julie Raes, Wisconsin Department of Revenue

Rebecca Roberts, University of Wisconsin-Stevens Point/UW-Extension's Center for Land Use Education

Comments from 2014

"...I learn something new every year which is why I come every year.."

How participants planned to use information from 2014 Fall Workshops:

TAX ROLL PREPARATION AND ACCOUNTING

"In preparing the Form CT! The reminder sheet is excellent!...As new clerk it was very informative."

ROAD LAW

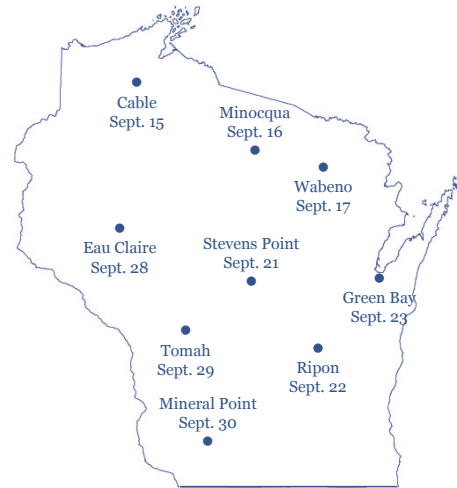
"Use it when we close roads."

PARLIAMENTARY PROCEDURE

"Conduct better (legal) meetings."

PUBLIC ENGAGEMENT

"Talk to more constituents, find out what they want."



- 9/15 **Cable:** Lakewoods Resort, 21540 Cnty Hwy M. 8 miles east of Cable on Hwy M.
- 9/16 **Minocqua:** AmericInn/Reulands, 700 US Hwy 51 N. On US Hwy 51 in the heart of Minocqua.
- 9/17 **Wabeno:** Potawatomi Carter Casino and Hotel, Hwy 32 N - between Wabeno and Carter.
- 9/21 **Stevens Point:** Holiday Inn Conv. Ctr., 1001 Amber Ave. From I-39; Exit #158 onto Hwy 10 heading east
- 9/22 **Ripon:** Royal Ridges of Ripon, 1 Westgate Dr. Follow WI-49 N/WI-23 W to left onto Westgate Dr.
- 9/23 **Green Bay:** The Meadows Conf. Center, 850 Kepler Dr. From I-43: exit #183 E to E. Mason St, turn right onto Challenger Dr, turn right onto Voyager Dr, Voyager Dr becomes Kepler
- 9/28 **Eau Claire:** Sleep Inn & Suites, 5872 33rd Ave. From Hwy 29 take exit 69
- 9/29 **Tomah:** Cranberry Country Lodge, 319 Wittig Rd. Near intersection of US 12 and WI 21 west of I-94.
- 9/30 **Mineral Point:** Quality Inn-Mineral Point. 1345 Business Park Rd. From WI-23/US-151, exit 40

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



Local Government
CENTER

UW
Extension
University of Wisconsin-Extension

2015 Town and Village Workshops including Finance and Budget

9 Locations
Around Wisconsin

Parliamentary Procedure
Comprehensive Planning Update
Budgeting Fundamentals
Town and Village Law Topics
Levy Limits
Open Meetings Law
Department of Revenue Update
Basic Financial Administration
Legislative Update
Public Engagement
Form CT
Form C

Sponsored by:

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

Town & Village Workshops September 2015

Name _____
 Position _____
 Town/Village _____ County _____
 Address _____
 City _____ Zip _____
 Phone _____
 E-mail _____

I plan to attend the following workshop:

- Tuesday, September 15: Cable
- Wednesday, September 16: Minocqua
- Thursday, September 17: Wabeno
- Monday, September 21: Stevens Point
- Tuesday, September 22: Ripon
- Wednesday, September 23: Green Bay
- Monday, September 28: Eau Claire
- Tuesday, September 29: Tomah
- Wednesday, September 30: Mineral Point
- 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

Although you can choose between the topics during the day, please indicate where you will spend most of your time.

- Town and Village Session
- Finance and Budgeting Session

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

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

Registration: Make check payable to Wisconsin Towns Association and mail to:

Wisconsin Towns Association
W7686 County Rd MMM
Shawano, WI 54166
 Fax: (715) 524-3917

Registration questions? Please email
wtowns@frontiernet.net

For further workshop information call the Local Government Center at (608) 262-9960.

2015 Fall Town & Village Workshops Agenda

Town & Village Session

- 8:00 - 8:25 Registration
- 8:25 - 8:30 Welcome and Introductions
- 8:30 - 10:00 Comprehensive Planning Update
Rebecca Roberts
- 10:00 - 10:10 Break
- 10:10 - 11:40 Public Engagement Tools and Techniques
Bill Rizzo
- 11:40 - 12:25 Lunch
- 12:25 - 1:20 Legislative Update
Lee Turonie, Carol Nawrocki or Mike Koles
- 1:20 - 1:30 Break
- 1:30 - 2:15 Stump the Chump—Your Open Meetings Law, Parliamentary Procedure, and other Meeting Management Questions
Dan Hill
- 2:15 - 3:00 Top 10 Need to Know Town and Village Law Topics
Philip Freeburg
- 3:00 Evaluation and Adjourn



Finance & Budget Session

- 8:00 - 8:25 Registration
- 8:25 - 8:30 Welcome and Introductions
- 8:30 - 10:00 Budgeting Fundamentals
Carol Doran
- 10:00 - 10:10 Break
- 10:10 - 11:40 Basic Financial Administration
Carol Doran
- 11:40 - 12:25 Lunch
- 12:25 - 1:20 Department of Revenue Update & Levy Limits
Valeah Foy, Claude Lois, or Julie Raes
- 1:20 - 1:30 Break
- 1:30 - 2:15 a) Department of Revenue Update & Levy Limits, continued
Valeah Foy, Claude Lois, or Julie Raes
 b) Basic Financial Administration Wrap-Up
Carol Doran
- 2:15 - 3:00 Legislative Update
Lee Turonie, Carol Nawrocki or Mike Koles
- 3:00 Evaluation and Adjourn

