

CONTENT

These workshops are a joint educational effort by UW-Extension's Local Government Center, the UW Transportation Information Center, the Wisconsin Towns Association, and County UW-Extension offices. Separate sessions for New and Continuing officials will offer topics specifically designed for each group. The workshop provides useful information on current procedures, requirements, and resources necessary to conduct town government.

WHO SHOULD ATTEND?

All town board members including chairpersons, as well as town clerks and treasurers, will find this workshop helpful.

The teaching team includes the following instructors:

Rick Stadelman	<i>Executive Director</i>
Tom Harnisch	<i>Education Director</i> <i>Wisconsin Towns Association</i>
Don Walker	<i>Director, UW Transportation Information Center</i>
Dan Hill	<i>Local Government Specialists</i>
Kate Lawton	<i>UW-Extension</i>
Al Probst	<i>Local Government Center</i>
Jim Schneider	

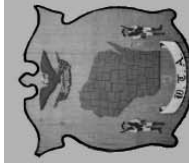
Any person requiring special accommodations should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

Reimbursement by the town for training expenses is specifically authorized by Sec. 60.321(1)(b), Wisconsin Statutes.

SPACE IS LIMITED. REGISTER EARLY.



- Monday April 30 **Madison: Alliant Energy Center** - 1919 Alliant Energy Center Way. Exit Beltline Hwy (US 12/18) at John Nolen Drive.
- Thurs. May 3 **Cable: Lakewoods Resort** - 21540 Cnty Hwy M. From US 63 in Cable, take CR M east 10 miles to CR D, go north 1 mile to Garden Lake Rd / NF-632.
- Friday May 4 **Black River Falls: Holiday Inn Express** - W10170 Hwy 54 East. On WI-54 just east of I-94, Black River Falls.
- Tues. May 8 **Wabeno: Indian Springs Lodge & Conference Ctr.** - Hwy 32 North. On WI-32 4 mi south of Wabeno or 0.5 mi north of Carter.
- Wed. May 9 **De Pere: SC Grand Banquet & Conf. Ctr.** - 1250 Mid-Valley Road. From I-43, take WI-172 West to US-41 South. Exit US-41 at Main St. DePere exit (#163) to W. Frontage Rd (Mid-Valley Rd).
- Friday May 11 **Brookfield: Midway Hotel** - 1005 South Moorland Rd. From I-94, go S at Moorland Rd .1 mi.
- Tues. May 15 **Rice Lake: WITC Conference Ctr.** - 1900 College Drive. US-53 to CR "O" (18 1/2 Ave.), left on Pioneer Ave., left on College Dr.
- Wed. May 16 **Minocqua: AmericInn of Minocqua** - 700 US-51 N. Directly on US-51 N in the heart of Minocqua, across the street from Torpy Park.
- Friday May 18 **Richland Center: White House** - 1450 Veterans Dr. US-14 to Veterans Dr. just east of Richland Center.
- Tues. May 22 **Eau Claire: The Plaza Hotel & Suites** - 1202 W. Clairemont Avenue. I-94 to exit #65, take WI-37 towards Eau Claire, continue on Hendrickson 1.3 mi, left on Clairemont.
- Wed. May 23 **Stevens Point: Holiday Inn Convention Center** - 1011 Amber Avenue. I-39 to US-10 East, go 1 mi. then left on Amber Ave.
- Thurs. May 24 **Ripon: Royal Ridges of Ripon**, 1 Westgate Drive, Hwy 23 West. On south side of WI-23, 0.4 mi west of Ceresco Park on west side of Ripon.



Wisconsin
Towns
Association

2007

UW
EXTENSION
Local Government Center

TOWN OFFICIALS WORKSHOPS



SPRING 2007

12 LOCATIONS
AROUND
WISCONSIN

Sponsored by:

- UW-Extension Local Government Center
- Wisconsin Towns Association
- UW Transportation Information Center
- UW-Extension County Offices

**Town Officials Workshops
Spring 2007**

Name _____
 Town _____ County _____
 Position _____
 New Official Continuing Official
 Address _____
 City _____ Zip _____
 Phone (_____) _____
 E-mail Address (optional) _____

I plan to attend the following workshop:

- #1746 Madison, April 30, 2007
- #1747 Cable, May 3, 2007
- #1748 Black River Falls, May 4, 2007
- #1749 Wabeno, May 8, 2007
- #1750 De Pere, May 9, 2007
- #1751 Brookfield, May 11, 2007
- #1752 Rice Lake, May 15, 2007
- #1753 Minocqua, May 16, 2007
- #1754 Richland Center, May 18, 2007
- #1755 Eau Claire, May 22, 2007
- #1756 Stevens Point, May 23, 2007
- #1757 Ripon, May 24, 2007

FEE: \$55 early registration fee (when payment is received 7 days in advance of workshop date).
 \$65 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 7 days prior to the workshop.

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

For workshop information or to order materials only (\$35), call the Local Government Center at (608) 262-9961.

Registration is through the Wisconsin Towns Association. Phone: (715) 526-3157. Fax: (715) 524-3917.

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

Wisconsin Towns Association
 W7686 County Rd MMM
 Shawano, WI 54166

**TOWN OFFICIALS WORKSHOPS
2007 SPRING PROGRAM**

New Officials		Continuing Officials	
8:30	<i>Registration (Coffee and rolls)</i>	8:30	<i>Registration (Coffee and rolls)</i>
9:00	Welcome and Introduction	9:00	Welcome and Introduction
9:05	Powers and Duties of Town Officials – Rick Stadelman or Tom Harnisch	9:05	Land Use Decision-Making Bodies (Roles of Town and County Boards, Plan Comm., and BOA) – Jim Schneider
10:20	<i>Break</i>	10:20	<i>Break</i>
10:30	Open Meetings Law – Dan Hill	10:30	Town Road Construction and Safety – Don Walker
11:15	Ethics and Conflicts of Interest – Jim Schneider		
Noon	<i>Lunch (included)</i>	Noon	<i>Lunch (included)</i>
12:55	Town Road Maintenance and Safety – Don Walker	12:55	Fire Protection – Kate Lawton
2:00	<i>Break</i>	2:00	<i>Break</i>
2:10	Running Effective Meetings – Dan Hill	2:10	Media Relations – Alan Probst
2:50	Budgeting – Kate Lawton and Alan Probst	2:50	Legislative, Budget, and Other Selected Topics – Rick Stadelman or Tom Harnisch
3:30	<i>Evaluations and Adjourn</i>	3:30	<i>Evaluations and Adjourn</i>

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