
Content

These workshops are a joint educational effort by the UWEX Local Government Center, Wisconsin Towns Association, UW Transportation Information Center, and the County Extension Offices.

Town board members, including chairpersons, and town clerks, treasurers, and assessors will find this workshop helpful. The workshop provides information on current procedures, requirements, and resources necessary to conduct town government.

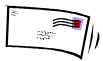
Reimbursement by the town for training expenses is specifically authorized by sec. 60.321(1)(b), Wisconsin Statutes.

Separate sessions for new and continuing officials will offer topics specifically designed for each group.

Registration Information

Registrations and/or cancellations must be received five business days prior to the workshop. The five-day notice allows a full refund; shorter notice of cancellations will result in a partial refund of \$30.00.

Mail registration form and check (made payable to Wisconsin Towns Association) to:



**Town Officials Workshop
Wisconsin Towns Association
W7686 County Road MMM
Shawano, WI 54166**

**Telephone (information only): (608) 262-9960
WTA Telephone (registration): (715) 526-3157
WTA Fax: (715) 524-3917**

(Fax registration only if registering 72 hours or less before the workshop)

DATES & LOCATIONS

All workshops will be from 9:00 a.m. - 3:30 p.m.

Registration begins at 8:30 a.m.

- 4/23/03 Madison** (Program #1666)
Alliant Energy Center (formerly Expo Ctr.)
Exit STH 12 & 18 at Rimrock Road, follow Alliant Energy Center signs
- 4/29/03 Eau Claire** (Program #1667)
Ramada Inn, 1202 W. Clairmont, Exit 65 from I-94, North on Hwy 37, left on Clairmont Ave.
- 4/30/03 Tomah** (Program #1668)
Holiday Inn-Tomah
Interstate 94 & STH 21
- 5/01/03 Mineral Point** (Program #1669)
Comfort Inn
1345 Business Park Rd., Exit 40 on STH 151
- 5/06/03 Whitewater** (Program #1670)
Randy's Restaurant
841 E. Milwaukee Street USH 12
- 5/07/03 Fond du Lac** (Program #1671)
Ramada Plaza Hotel, 1 North Main Street
Parking-Ramp Level 4, 5, 6 only
- 5/08/03 DePere** (Program #1672)
SC Grand Banquet & Conference Ctr
Main St. DePere exit (#163)
1250 Mid Valley Road
- 5/13/03 Rice Lake** (Program #1673)
Rice Lake Technical College, 1900 College Drive
Parking-4 rows closest to canopy
Exit 140 from Hwy. 53
- 5/14/03 Cable** (Program #1674)
Lakewoods Resort
CTH M (8 miles east of Cable on CTH M)
- 5/15/03 Rhinelander** (Program #1675)
Holiday Inn, 668 West Kemp Street
Intersection of USH 8 & STH 47
- 5/20/03 Stevens Point** (Program #1676)
Holiday Inn & Holidome
1501 N. Pt. Dr, USH 51 & N. Pt. Dr (Exit 161)

Any person wishing to attend, who requires special accommodations, should contact the Local Government Center at (608) 262-9960 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

**UW
Extension
Local Government Center**

www.uwex.edu/lgc/

PRESENTS:

TOWN OFFICIALS WORKSHOPS

**2003
Spring Program**



Sponsored by:

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

**TOWN OFFICIALS WORKSHOPS
SPRING 2003**

Name: _____
 Town: _____ County: _____
 Position: _____
 New Official Continuing Official
 Address: _____
 City: _____ Zip: _____
 Daytime Phone: () _____

I plan to attend the following workshop:

- _____ #1666 Madison, April 23
- _____ #1667 Eau Claire, April 29
- _____ #1668 Tomah, April 30
- _____ #1669 Mineral Point, May 1
- _____ #1670 Whitewater, May 6
- _____ #1671 Fond du Lac, May 7
- _____ #1672 DePere, May 8
- _____ #1673 Rice Lake, May 13
- _____ #1674 Cable, May 14
- _____ #1675 Rhinelander, May 15
- _____ #1676 Stevens Point, May 20

FEE: \$47 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.

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WTA Fax: (715) 524-3917

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**Town Officials Workshop
 Wisconsin Towns Association
 W7686 County Road MMM
 Shawano, WI 54166**



**2003 TOWN OFFICIALS WORKSHOP
AGENDA**

TIME	NEW OFFICIALS	TIME	CONTINUING OFFICIAL
8:30-9:00	Registration (Coffee and Rolls)	8:30-9:00	Registration (Coffee and Rolls)
9:00-9:10	Welcome and Introductions	9:00-9:10	Welcome and Introductions
9:10-10:15	Powers and Duties of Town Officials (<i>Rick Stadelman</i>)	9:10-10:15	Financial and Related Reports (<i>Kate Lawton</i>)
10:15	Break	10:15	Break
10:30-Noon	Open Government Laws: Open Meetings, Ethics and Personal Liability, and Public Records (<i>Jim Schneider</i>)	10:30-11:10	Special Purpose Districts: Stormwater, Sanitary, and Utility (<i>Rick Stadelman and Kate Lawton</i>)
		11:10-Noon	Road Maintenance and Safety (<i>Don Walker</i>)
Noon-1:00	Lunch	Noon-1:00	Lunch
1:00-2:10	Road Maintenance and Safety (<i>Don Walker</i>)	1:00-1:45	Making Good Land Use Decisions: Conditional Use Permits and Variances (<i>Jim Schneider</i>)
2:10	Break	1:45	Break
2:25-3:00	Budgeting (<i>Kate Lawton</i>)	2:00-2:45	Best Practices for Local Government Cooperation (<i>Dan Elsass</i>)
3:00-3:30	Running an Effective Meeting (<i>Dan Elsass</i>)	2:50-3:30	Legislative and Budget Update with Question/Answer Session (<i>Rick Stadelman</i>)
3:30	Adjourn	3:30	Adjourn

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