



## Upcoming Local Government Programs October – November 2018



The **UW-Extension Local Government Center (LGC)** publishes this announcement of statewide programs monthly. It includes UW-Extension programming and other programs of interest relating to local government that are offered in Wisconsin. Asterisked (\*) programs are Cooperative Extension programs. Information about the **UWEX Local Government Center** and its programming may be found at [lgc.uwex.edu](http://lgc.uwex.edu).

Please send brochures and announcements of programs of statewide interest to Eileen Langdon ([eileen.langdon@ces.uwex.edu](mailto:eileen.langdon@ces.uwex.edu)) at the LGC. Our address: **Local Government Center**, 610 Langdon St., Rm. 229, Madison, WI 53703.

Please call the specified program contact with questions about the programs.

### October 2018

October 10, 2018 – **“Purchasing and Inventory Control”** – UW-Madison Transportation Information Center. UW-Fond du Lac, Fond du Lac. 8:00 am – 3:30 pm. Cost: \$150. Topics include: Purchasing Management and Control: The Basics; Co-operative Procurement; Special Considerations in Construction Contracting; Inventory Management Basics. *Instructors: Mike Daun, Steve Pudloski.* For more information visit <https://epd.wisc.edu/tic/workshops/>.

October 10 and 23, 2018– **“Election Training: Baseline Chief Inspector”** – Wisconsin Elections Commission (WEC)-approved statewide webinar and in-person training. Questions: Allison Coakley 608-261-2033. To register or for more information online visit <http://elections.wi.gov/clerks/education-training/schedule>.

#### **Locations and Dates for Baseline Chief Inspector Training October 2018**

Brookfield	Wednesday, October 10	8:30 am - 11:30 am
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Amery	Thursday, October 11	1:30 pm – 4:30 pm
Statewide webinar	Tuesday, October 23	9:00 am - 12:00 noon

October 14-16, 2018 – **“WTA Annual Convention”** – Wisconsin Towns Association. 1:00 pm Sunday - 12:00 noon Tuesday. Holiday Inn Convention Center, Stevens Point. Cost: \$150 all days; \$80 single day. Register by Tuesday, Sept. 25. Late fee \$15. Workshop topics include: Wisconsin Information System for Local Roads (WISLR): Your Guide to Local Road Certification and Pavement Rating Submissions; JB Systems Website Design Presentation; Wisconsin Municipal Records Retention Schedule–Update Overview; Road Access Management; Town Appointments to Inland Lake Protection and Rehabilitation Districts; Correction of Errors; Conditional Use Permit (CUP) Ordinance Amendment Due to Act 67;

Clerk-Treasurer Cracker Barrel; Regulating Livestock Facilities—Siting and Beyond; Enemies of the Town—Insects, Diseases, Invasive Plants and Worms Impacting Wisconsin in 2018; Your Town and Your Surveyor; Investing and Capital Finance 101; Rural Prosperity Roundtable—Infrastructure—Partnerships—Innovation—“IPI” in Action; Understanding Annexations and Cooperative Boundary Plans; High Wind Disasters—A Chairman’s Perspective; Legal Cracker Barrel; An Introduction to the EPA Region 5 Environmental Finance Center; 2018 Wisconsin Act 183—Navigating Changes for Wetland Fill Permits. *Speakers and presenters include: Corissa Engel, Gerald & Meghan Bauer, Andrew Baraniak, Michael Roch, Steven Sydow, Eric Olson, Valeah Foy, Mary Gawryleski, Carol Doran, Jann Charette, Chris Clayton, Michael Hillstrom, staff from Wisconsin Elections Commission, Jeff DeMuth, Jamie Anderson.* Questions may be directed to 715-526-3157. Registration form available at <http://wisctowns.com/home>.

October 18, 2018 – **“Program Evaluation Techniques”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$175. Improve your ability to manage and conduct evaluations through a clearer understanding of the most effective program evaluation techniques. Examine the major information sources for a program evaluation, learn specific evaluation methods and a variety of statistical measures for analyzing data, and discover how to prepare a responsive evaluation report. *Instructor: Guy VanRensselaer.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/program-evaluation-techniques/>.

October 18, 2018 – **“Zoning Board of Adjustment and Appeals Workshop”** – UWSP/UW-Extension Center for Land Use Education. 6:00 pm - 9:00 pm, Wood County River Block Building, Wisconsin Rapids. Cost: \$20. This workshop will provide information about zoning and the legal standards that apply to zoning board decisions. *Presenter: Lynn Markham, Land Use Specialist Center for Land Use Education.* Questions: Lynn Markham 715-346-3879 or [lynn.markham@uwsp.edu](mailto:lynn.markham@uwsp.edu). Find brochure and register online at <https://www.uwsp.edu/cnr-ap/clue/Pages/workshops/workshopszb.aspx>.

October 19, 2018 – **“The State Budget Process”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$175. Learn how the state biennial budget is created, from the development of agency budget requests to the governor’s signature on the final budget bill many months later. You learn what factors influence whether a specific agency request will be supported by the legislature and the governor, and the roles played by specific committees and members of the legislature in the budget process. You also learn what role individuals within agencies can play in creating and using budgets and how the state budget affects both state programs and local governments. *Instructor: Bob Hanle.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/state-budget-process/>.

October 23, 2018 – **“Zoning and Subdivision Regulations Workshop”** – UWSP/UW-Extension Center for Land Use Education. 6:00 pm - 8:00 pm, Rochester Village Hall, Rochester. Cost: \$15. This workshop will focus on regulatory tools and procedures including zoning and subdivision regulations. *Presenter: Center for Land Use Education.* Questions: 715-346-3783. Find brochure and register online at <https://www.uwsp.edu/cnr-ap/clue/Pages/workshops/workshopspc.aspx>.

October 23, 2018 – **“Building Effective Teams”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Gordon Dining and Event Center, Madison. Cost: \$175. One of the most

important tasks facing an organization is building a cohesive team that empowers the organization to reach its goals. Learn proven techniques for effective team development and management that can help you strengthen participative management in your organization and promote long-term enthusiasm for team projects. *Instructor: Patrick Jackson.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/building-effective-teams/>.

October 24–26, 2018 – **“League Annual Conference with Engineering & Public Works Institute”** – League of Wisconsin Municipalities. 8:00 am Wednesday - 12:00 noon Friday. Kalahari Resort, Wisconsin Dells. Cost full conference: \$215 members, \$260 nonmember; single-day fees available. Conference topics include: Engineering & Public Works Roundtable; TIF 102: Development Incentives vs. Community Goals; Community Engagement Model for Comprehensive Plans; Local Government Ethics; Strategies for Supporting Businesses When Streets Are Under Construction; Municipal Partnering: A Smart Cost Reduction Strategy; Conditional Use Administration: A New Paradigm; Can Small Communities be Cool?; Vendor Solutions: Construction Delivery Methods for Public Entities; Toolbox of Pavement Preservation; Preventing Harassment in the #MeToo Era; Decorum & Civility at Meetings; Arts + Entrepreneurship = Local Vitality; Best Practices for Bidding in a Strong Economy; Regionalism & Community Success; Legislative Update; Large Community Roundtable; Small Community Roundtable; Ask the Attorneys; Attributes of Successful Stormwater Management Programs; Grants 101; Public Funding Basics, Trends & Successful Strategies; National Legislation & Municipalities; Ethics for Engineers; Tell Tale Signs of Fraud & Corruption; Preparing for a TID Closure; Engineering Emotional Intelligence. *Keynote: The Art of Tinkering by Jason Kotecki.* Questions: Carrie Jensen [cjensen@lwm-info.org](mailto:cjensen@lwm-info.org). Registration form available at <http://www.lwm-info.org/731/Annual-Conference>.

October 24, 2018 – **“Essential Time and Stress Management Techniques”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Gordon Dining and Event Center, Madison. Cost: \$175. Take an in-depth exploration into the relationship between time and stress. Discover different approaches to managing time and stress, practice stress management techniques, and develop a personal time/stress management system that reflects your values, priorities, roles, and preferences. *Instructor: Kay Lawrence.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/time-stress-management-techniques/>.

October 24, 2018 – **“Fundamentals of Local Government”** – UW-Madison Transportation Information Center. UW-Fond du Lac, Fond du Lac. 8:00 am – 3:30 pm. Cost: \$150. Topics include: Powers of Local Government; Dillon’s Rule; Comparing the Forms of Local Government in Wisconsin; Board of Trustees; Strong Mayor-Weak Council; Weak Mayor-Strong Council; Professional Manager or Administrator; Forms of Arrangements Between Governments; Ethics in Public Works; Wisconsin State Law; Professional Ethics Contrasted to Other Rules of Conduct; Case Studies. For more information visit <https://epd.wisc.edu/tic/workshops/>.

October 26, 2018 – **“Town Roads and Right-of-Way Issues Seminar”** – Northern Lakes Chapter of the Wisconsin Society of Land Surveyors. 8:00 am - 3:45 pm. Rodeway Inn & Suites, Tomahawk. Cost: \$65 before October 15, \$100 after October 15. Topics include: Town Roads and Right of Way Issues; Examples of Town Road Discontinuances and Related Issues; Short

Overview of Wisconsin Information System for Local Roads (WISLR). *Presenters: Atty. Carol Nawrocki; Atty. Gregory J. Harrold, Local GIS Staff.* Register online at <https://sites.google.com/resurvey.org/2018-nlc-seminar/registration>.

\*View at your convenience – **“2018 Board of Review (BOR)”** – All 2018 Board of Review training by the UW-Extension Local Government Center will be by DVD. Cost: \$35, extra materials are \$10 each. The video presents a dramatization of a complete statutory two-hour meeting of a Board of Review in the fictional village of Kayso, Wisconsin. At the end of each scene, a panel of local government experts discusses what happened and reviews important points about Board of Review procedures. Written materials include exam, affidavit, and filing instructions for certification. For information on ordering, visit <http://lgc.uwex.edu>.

## November 2018

November 6, 2018 – **“Ethics, Values, and the Public Manager”** – Certified Public Manager<sup>®</sup> Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$175. Don’t get your name in the headlines! Learn what is required for ethical decision making and ethical action. Find out how individual actions and the actions of groups are influenced by codes of ethics and by sanctions imposed for unethical conduct. Identify and discuss ethical dilemmas you face at work and elsewhere. Also discover your own ethical compass and how to use it effectively and consistently. *Instructor: Al Guyant.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/ethics-values-public-manager/>

November 7, 2018 – **“Encouraging a Culture of Civility and Respect”** – Certified Public Manager<sup>®</sup> Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$175. Disrespectful and uncivil behavior is on the rise in the workplace, costing organizations millions in lost productivity, lower quality, and employee turnover. To address this growing problem, we’ll examine the concept of civil and respectful behavior and some of the possible reasons behind the trend. We’ll share strategies organizational leaders and teams can employ to build and maintain a culture of civil and respectful behavior, and to address disrespectful or inappropriate behavior when they see it. *Instructor: Allison Cooley.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/encourage-culture-civility-respect/>

November 7 and 14, 2018, – **“Fundamentals of Public Works Operations”** – UW-Madison Transportation Information Center. Madison Water Utility, Madison. 8:00 am – 3:30 pm. Cost: \$335. Learn how to efficiently manage the range of services provided by a comprehensive public works department and how those services can be organized to complement each other and meet “big picture” local government goals. This course counts toward the requirements for the Public Works Management Institute (PWMI) Certificate, and focuses on functional service areas and functions not included in the other PWMI courses. *Instructor: Steve Pudloski.* For more information visit <https://epd.wisc.edu/tic/workshops/>.

November 9, 2018 – **“Police and Fire Commission Workshop”** – League of Wisconsin Municipalities. 8:00 am – 4:30 pm. Holiday Inn & Convention Center, Stevens Point. Cost \$125 members, \$150 non-members. Registration deadline November 2. Topics include: The Role of the Police and Fire Commission: Duties, Powers and Responsibilities; and Selecting Police and

Fire Personnel. *Presenters: Atty. Scott Herrick, Atty. Claire Silverman, Neil Strobel.* Questions: Carrie Jensen 608-267-2386. Register by mail, fax at 608-267-0645, or visit online at <http://www.lwm-info.org>

\*November 29, 2018 – **“Live, Work & Play is Dead: Innovative Ways to Attract, Retain & Engage Talent”** – UW-Extension Local Government Center *Local Government Issues, Challenges and Strategies* teleconference series. 10:00 am – 11:00 am. Cost: \$20. Local governments need to be savvy and intentional about how they connect with the next generation. This presenter will cover ten ways to engage Millennials and Gen Z including successful talent attraction case studies and strategies to create connection in communities. *Presenter: Jeremy Fojut, NEWaukee.* Questions: Local Government Center 608-262-9960 or visit <http://lgc.uwex.edu>.

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