



Upcoming Local Government Programs September – October 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.

Please send brochures and announcements of programs of statewide interest to Eileen Langdon (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.

September 2018

*September 11–26, 2018 – **“2018 Town and Village Workshops”** – UW-Extension’s Local Government Center and the Wisconsin Towns Association. 8:00 am–3:00 pm. Nine locations across the state, locations and dates below. Cost: \$65; late registrations \$75, includes lunch. Topics for Board Members and Chairs include Using the GREAT Program; Estimates, Specs and Bids for Road Projects; Right-of-Way Issues and Safety; Legislative Update; Conditional Uses and the “Developer Bill.” Topics for Clerks and Treasurers include: Budget-Building Basics; Municipal Levy Worksheet Reporting; Budget Notices, Resolutions and Adoption; Your Questions; Collecting Personal Property Tax; Common Dilemmas Clerks and Treasurers Face and How to Solve Them. *Presenters: Philip Freeburg, Yunji Kim, UW-Extension’s Local Government Center; Jann Charette, Mike Koles, Rick Manthe, and Carol Nawrocki, Wisconsin Towns Association; Valeah Foy, Andrea Newman Wilfong and Julie Raes, Wis. Dept. of Revenue.* Registration form available at <http://lgc.uwex.edu>.

Locations and Dates for 2018 Town and Village Workshops

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| Cable | Tuesday, September 11 |
| Minocqua | Wednesday, September 12 |
| Wabeno | Thursday, September 13 |
| Wausau | Monday, September 17 |
| Ripon | Tuesday, September 18 |
| Green Bay | Wednesday, September 19 |
| Eau Claire | Monday, September 24 |
| Warrens | Tuesday, September 25 |
| Mineral Point | Wednesday, September 26 |

September 12, 2018 – **“Nuts and Bolts of Personnel Management”** – UW-Madison Transportation Information Center. Pyle Center, Madison. 8:00 am – 3:30 pm. Cost: \$150. Topics include: Making the Human Resource Management (HRM) Case; Orienting the New

Employee; Performance Management/Assessment; Staff Development; Documentation, Performance Expectations, Support. *Instructor: Steve Pudloski.* For more information visit <https://epd.wisc.edu/tic/workshops/>.

September 19-21, 2018 – **“Plumbing Inspectors Institute”** – League of Wisconsin Municipalities. 8:30 am Wednesday - 11:45 am Friday. Holiday Inn Hotel & Convention Center, Stevens Point. Cost: \$150 member, \$175 nonmember. Conference topics include: Plan Submittal Requirements; What is Plumbing: Who Can Do What?; SPS 382.34 Waste Water Treatment & Holding Devices & CCC Assembly Management; Plumbing Mishaps & Bloopers & Cross Connection Control Inspections including Municipal Responsibilities; Indirect and Local Waste Piping, Discharge Points & Receptors; Unconventional Leadership: Plumbing Inspections Gone Wild! Continuing education credit available. Keynote: Chip Lutz, Unconventional Leadership. *Presenters: Chiquita Jeffery, Mayor Mike Wiza, Laura Gutierrez, Tom Braun, Wisconsin Department of Safety & Professional Services staff.* Questions: Carrie Jensen cjensen@lwm-info.org. Registration form available at <https://www.lwm-info.org/800/Plumbing-Inspectors-Institute>.

September 20, 2018 – **“Appreciative Inquiry”** – Certified Public Manager[®] Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$175. Appreciative Inquiry (AI) is a process that identifies what’s already working in an organization and builds on that success. Rather than focusing on deficiencies and finding problems, you learn how to ask questions and envision a future that fosters positive relationships and collaboration. AI links the creative energy found in success stories to making sustained change in both individuals and organizations. *Instructor: Mary Hoddy.* 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/appreciative-inquiry/>.

September 20, 2018 – **“Best Management Practices and Product Demonstrations for Erosion Control and Stormwater Management”** – North American Stormwater and Erosion Control Association of Wisconsin. 8:00 am – 4:15 pm. Wisconsin Indianhead Technical College, Rice Lake. Cost: \$179 includes lunch. Topics include: New Shoreline Restoration Certification Program; What to Expect on a Typical Construction Site; and Design Software to Field. The afternoon at the Erosion Lab includes a variety of erosion control demonstrations. Continuing education credit available. For more information and to register online, visit <https://nasecawi.org/events-training/rice-lake-classroom-field-event/>.

September 21, 2018 – **“Management Assessment for Personal Planning and Development”** – Certified Public Manager[®] Program. 8:30 am – 3:15 pm, Pyle Center, Madison. Cost: \$175. Self-awareness is the cornerstone of outstanding management. Through a series of self-assessments completed before class, learn how your styles and needs compare with other managers’ and with agency goals. Discover strategies to enhance your strengths and address limitations. An essential tool for any manager to improve your understanding of yourself and of excellence in management. Register at least one week prior to start of class to complete self-assessments before class. *Instructor: Robbi Dreifuerst.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <http://continuingstudies.wisc.edu/classes/management-assessment-personal-planning-development>

September 21, 2018 – **“Management Assessment”** – UW-Madison Transportation Information Center. Pyle Center, Madison. 8:00 am – 3:30 pm. Cost: \$150. Topics include: A Management Style Self-Assessment Before the Course; A Comparison of Your Style to Those of Other Public

Managers; A Comparison of Your Organization's Needs to Other Organizations; How to Identify Strategies to Build on Strengths and Reduce Limitations. *Instructor: Steve Pudloski*. For more information visit <https://epd.wisc.edu/tic/workshops/>.

September 23-25, 2018 – **“2018 WCA Annual Conference”** – Wisconsin Counties Association. 11:30 am Sunday – 1:00 pm Tuesday. La Crosse Center, La Crosse. Cost: \$175 for members; \$210 for nonmembers, \$250 after August 4. Concurrent sessions include: Lifting Wisconsin's Mining Moratorium: What it Means to Counties; Child Welfare Caseload Increases: The Why, and What Can We Do About It; Securing County Facilities; Protecting Your County: Risk Management Best Practices; The Future of Long-Term Care in Wisconsin: How Do County Nursing Homes Uniquely Assist to Meet the Needs of Our Residents; If It Smells Funny, You Might Have an Ethics Issue; The Future of Juvenile Corrections, Protecting Local Taxpayers: Closing the Dark Store Loophole; Administration of Local Highway Programs; Improving Broadband in Rural Areas; Farm Bankruptcies and Their Impact on Counties; Human Trafficking in Wisconsin; Register of Deeds in the New E World; Enbridge: Fueling Wisconsin; Bespoke Isn't Just for Suits: Customizing Employee Health Benefits; Essentials of County Program Evaluation; Water Quality Issues and County Responses; Understanding Generational Differences in the Workplace; Go Regional or Go Home: Why Counties Need to Play Together to Survive; Connecting the Dots Between IT and the Organization. Keynote: The Five Best Decisions the Beatles Ever Made... and Why You Should Make Them Too! *Speaker: Bill Stainton, Leadership and Strategic Creativity Speaker*. Questions call 608-663-7188. For more information online visit <http://www.wicounties.org/events/362/#event-listing>.

September 24, 2018 – **“Zoning Board of Adjustment and Appeals Workshop”** – UWSP/UW-Extension Center for Land Use Education. 9:30 am - 12:00 noon, Middleton Public Library, Middleton. Cost: \$15. This workshop will provide an overview of the roles and responsibilities of the Zoning Board of Adjustment and Appeals, the basics of zoning board decisions, and shoreland and floodplain zoning. *Presenter: Lynn Markham, Land Use Specialist Center for Land Use Education*. Questions: Lynn Markham 715-346-3879 or lynn.markham@uwsp.edu. Find brochure and register online at <https://www.uwsp.edu/cnr-ap/clue/Pages/workshops/workshopszb.aspx>.

September 25, 2018 – **“Advanced Communication Skills”** – UW-Madison Transportation Information Center. UW-Fond du Lac, Fond du Lac. 8:00 am – 3:30 pm. Cost: \$150. Topics include: Approaches to Persuasive Communication; Getting Their Attention; Clear Call to Action; Using the Message Box; Making Abstracts Visible; Developing Confidence in Speaking; Planning the Presentation. *Instructors: Al Guyant, Steve Pudloski*. For more information visit <https://epd.wisc.edu/tic/workshops/>.

September 26, 2018 – **“Using and Updating the Comprehensive Plan”** – 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 using and updating the comprehensive plan as a foundation for local use decision-making. *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>.

September 27, 2018 – **“Zoning and Subdivision Regulations Workshop”** – UWSP/UW-Extension Center for Land Use Education. 6:00 pm - 8:00 pm, Middleton Public Library, Middleton. 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>.

September 28, 2018 – **“Local Government 101: Important Basics”** – League of Wisconsin Municipalities. Holiday Inn Hotel & Conference Center, Stevens Point. 8:30 am – 3:45 pm. Cost: \$85 members, \$110 nonmembers. Topics include: Organization & Powers of Cities and Villages; Recognizing and Avoiding Conflicts of Interest; Budgeting & Financial Oversight; Procedures for Local Government Meetings; Managing Public Works Activities. *Instructors: Claire Silverman, Atty. Daniel Olson, Staff from Ehlers, Dan Hill, Ben Jordan.* For more information visit <http://www.lwm-info.org/799/Local-Government-101-Important-Basics>.

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 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 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. 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>.

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