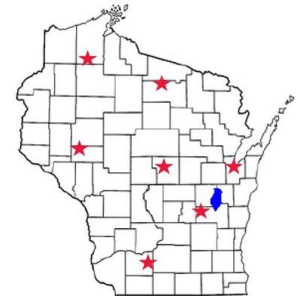




*Save the Date!*

# Fall Workshops September 2024



*Join us to learn about budgeting, levy limits, revenue sources, effective meetings, road management, and more!*

Tuesday, 9/10: Minocqua, Pointe Hotel  
Wednesday, 9/11: Cable, Lakewoods Resort  
Thursday, 9/12: Eau Claire, Florian Gardens

Monday, 9/16: Stevens Point, Holiday Inn  
Tuesday, 9/17: Barneveld, Deer Valley Lodge  
Wednesday, 9/18: Fond du Lac, Radisson  
Thursday, 9/19: Green Bay, Rock Garden

Monday – Thursday, 9/23 – 9/26: Webinars

**All workshop registrants will receive access to recordings of the presentations. Register on the Wisconsin Towns Association website, [wisctowns.com](http://wisctowns.com), or by mail.**

# 2024 Fall Town & Village Workshops

## PROGRAM DESCRIPTIONS

### Meeting Notices, Agendas, and Minutes

***Jake Langenhahn, Wisconsin Towns Association, and Bill Oemichen, Local Government Education***

This session will answer common questions on meeting notices, agendas, and minutes, including open meetings law requirements, ch. 985 legal notices, and processes for drafting and approving meeting minutes.

### Budget and Levy Adoption Procedures

***Carol Nawrocki and Lara Carlson, Wisconsin Towns Association***

We will review the requirements for holding your town or village's public hearing on your proposed municipal budget and provide step-by-step explanations of the procedures towns and villages use to set their tax levies and to exceed their allowable levy limits if necessary. We will also review municipal budget adoption and amendment procedures.

### Municipal Levy Limit Worksheet Reporting

***Andrea Newman Wilfong and Frank Bozich, WI Department of Revenue***

Join staff from the Wisconsin DOR's State and Local Finance Division (SLF) for a walkthrough and discussion of Wisconsin's levy limit law, with a focus on reviewing key lines of the 2024 Municipal Levy Limit Worksheet (LLW). This session equips attendees with a deeper understanding of the worksheet, as well as filing tips and available resources.

### A Year in the Life of a Clerk

***Daniel Foth, Local Government Education, and Melissa Kono, UW-Extension***

Town and village clerks have myriad responsibilities. New (and newer) clerks don't always know what needs to be completed and filed by when to whom. This session will provide clerks with "heads up" reminders of clerks' administrative duties, statutory responsibilities, and expectations via a month by month review of the year in the life of a clerk, including a monthly checklist of required clerk duties and deadlines.

### Legislative Update

***Mike Koles and Joe Ruth, Wisconsin Towns Association***

WTA staff will provide an update on recent legislative changes and explain what those changes mean for your town or village. With a focus on the second half of the 2023-24 legislative session, this presentation will help town and village officials remain compliant with state law and leverage statutory changes into cost savings for local taxpayers.

### Advanced Municipal Budgeting

***Karl Green, Local Government Education***

Engage in a detailed review of multiple components of municipal budgets, the available revenue sources for municipalities and typical expense streams, and how municipal budgets impact the levy and property tax bills.

### Town Roads Roundup

***Ben Jordan, WI Transportation Information Center***

In this session we will discuss a variety of town road issues and concerns, including roadside safety and fixed objects (mailboxes, trees, etc.); building roads to carry heavy loads and weight restrictions; gravel roads and considerations for paved to gravel or gravel to paved conversions; culverts and 6 ft to 20 ft span structures; and maintenance cooperation on borderline roads.

### Advanced Effective Meetings

***Bill Oemichen, Local Government Education, and Jake Langenhahn, Wisconsin Towns Association***

Participants will learn about effective strategies for ensuring town board and committee meetings operate efficiently and effectively. Discussion will include how to establish and maintain a constructive board and committee culture, how to manage board conflict, how to maintain decorum at public meetings, and how and when to apply Robert's Rules or consensus-based processes to board or committee decision-making.

### Municipal Service Consolidation: Opportunities for Innovation, Cost Savings, and Collaboration

***Karl Green and Bill Oemichen, Local Government Education***

This program will review recent state legislation intended to incentivize municipal service consolidation, the terms and conditions that make for successful service consolidation agreements, and examples of shared or consolidated services throughout the state.

## IN-PERSON WORKSHOP SCHEDULE

Clerks and Treasurers		General Topics	
7:45 - 8:00 a.m.	Registration	7:45 - 8:00 a.m.	Registration
8:00 - 9:00 a.m.	Meeting Notices, Agendas, and Minutes	8:00 - 9:00 a.m.	Legislative Update
9:00 - 10:00 a.m.	Budget and Levy Adoption Procedures	9:00 - 10:00 a.m.	Advanced Municipal Budgeting
10:00 - 10:15 a.m.	Break	10:00 - 10:15 a.m.	Break
10:15 - Noon	Municipal Levy Limit Worksheet Reporting	10:15 - Noon	Town Roads Roundup
Noon - 12:45 p.m.	Lunch	Noon - 12:45 p.m.	Lunch
12:45 - 1:45 p.m.	A Year in the Life of a Clerk (part 1)	12:45 - 1:45 p.m.	Advanced Effective Meetings
1:45 - 2:00 p.m.	Break	1:45 - 2:00 p.m.	Break
2:00 - 3:00 p.m.	A Year in the Life of a Clerk (part 2)	2:00 - 3:00 p.m.	Service Consolidation
3:00 p.m.	Evaluations / Adjourn	3:00 p.m.	Evaluations / Adjourn

## LIVE WEBINAR / TELECONFERENCE SCHEDULE

<b>Monday, 9/23</b>	8:30 - 9:30 a.m.	Meeting Notices, Agendas, and Minutes
	9:30 - 10:30 a.m.	Budget and Levy Adoption Procedures
	10:30 - 10:45 a.m.	Break
	10:45 - 11:45 a.m.	Legislative Update
<b>Tuesday, 9/24</b>	1:00 - 2:45 p.m.	Town Roads Roundup
	2:45 - 3:00 p.m.	Break
	3:00 - 4:00 p.m.	Advanced Effective Meetings
<b>Wednesday, 9/25</b>	8:30 - 10:30 a.m.	A Year in the Life of a Clerk
	10:30 - 10:45 a.m.	Break
	10:45 - 11:45 a.m.	Advanced Municipal Budgeting
<b>Thursday, 9/26</b>	1:00 - 2:45 p.m.	Municipal Levy Limit Worksheet Reporting
	2:45 - 3:00 p.m.	Break
	3:00 - 4:00 p.m.	Service Consolidation

## 2024 FALL WORKSHOPS REGISTRATION FORM

All registrants (attending in-person or virtually) will receive access to the materials and the live webinars, as well as on-demand access to recorded videos of each presentation. Registered attendees will receive an email, at the email address provided below, explaining how to participate in the webinars via telephone/computer and how to access the recordings and materials. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the webinars via telephone, the phone number from which you will be calling is also required.

Name \_\_\_\_\_ Office \_\_\_\_\_  
Town \_\_\_\_\_ County \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone (**REQUIRED for teleconference access**) \_\_\_\_\_  
Email (**REQUIRED**) \_\_\_\_\_

I plan to attend the following workshop (please check ONE):

- Tuesday, September 10: Minocqua, WI – Pointe Hotel
- Wednesday, September 11: Cable, WI – Lakewoods Resort
- Thursday, September 12: Eau Claire, WI – Florian Gardens
- Monday, September 16: Stevens Point, WI – Holiday Inn
- Tuesday, September 17: Barneveld, WI – Deer Valley Lodge
- Wednesday, September 18: Fond du Lac, WI – Radisson Hotel
- Thursday, September 19: Green Bay, WI – Rock Garden
- Virtual Programming Only (Live Webinars September 23-26 + On-Demand Access to Recordings)
- Materials Only

FEE: \$70 – Early Registrations (**payment must be received at least 10 days in advance of the workshop date**)  
\$85 – Late Registrations and Walk-in Registrations  
\$30 – Materials Only

Cancellations received 10 days or more in advance of the workshop date will receive a full refund less a \$15.00 administrative fee. Cancellations received less than 10 days in advance will be charged a \$15.00 administrative fee plus the cost of the meal. Refund requests submitted 30 or more days after the event will not be processed.

If you are or have recently felt ill or have been in contact with someone that is ill, please stay home. Contact the WTA office to either cancel your registration as explained above or change your registration to “Virtual Programming Only.”

This form should be copied for multiple registrations. Make check payable to the Wisconsin Towns Association and mail along with registration forms to:

Wisconsin Towns Association; W7686 County Road MMM; Shawano, WI 54166.

**IF YOU PLAN TO ATTEND VIRTUAL PROGRAMMING ONLY, please return registration forms and checks to the WTA office by Friday, September 13, 2024!** Registrations received after that date may not receive materials or connection information prior to the live webinar/teleconference sessions.

Registration and payment may also be submitted online on the WTA website, [www.wisctowns.com](http://www.wisctowns.com). Total charges will include a \$2.65 credit card processing convenience fee for payments made via credit card. If you have any questions, please email [wtowns@wisctowns.com](mailto:wtowns@wisctowns.com) or call (715) 526-3157.