

Town Officials Workshops  
May 2017

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Town/Village \_\_\_\_\_  
 County \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

I plan to attend the following workshop:

- Tuesday, May 2: Tomah
- Wednesday, May 3: Mineral Point
- Thursday, May 4: DeForest
- Tuesday, May 9: Rice Lake
- Wednesday, May 10: Cable
- Thursday, May 11: Minocqua
- Tuesday, May 16: Green Bay
- Wednesday, May 17: Wisconsin Rapids
- Thursday, May 18: Eau Claire
- Materials only (\$30 per packet)

FEE: \$65 early registration fee (when payment is received seven days in advance of workshop date)  
 \$75 late registration and walk-ins

Although you can choose between the topics during the day, please indicate where you will spend most of your time.

- New Board Member Session
- Continuing Board Member Session

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing, by email, or by fax, seven days prior to the workshop.

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

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

Wisconsin Towns Association  
 W7686 County Rd MMM  
 Shawano, WI 54166  
 Fax (715) 524-3917

Registration questions? Please email wtowns@wisctowns.com

For further workshop information call the Local Government Center at (608) 262-9960.

# 2017 Town Officials Workshop Agenda

## New Board Members

- 8:00 - 8:25 Registration
- 8:25 - 8:30 Welcome and Introductions
- 8:30 - 10:30 Powers and Duties of Town Officials  
*Rick Manthe or Carol Nawrocki*
- 10:30 - 10:40 Break
- 10:40 - 12:00 Fundamentals of Town Road Funding and Operations - *Ben Jordan or Steve Pudloski*
- 12:00 - 12:45 Lunch
- 12:45 - 1:35 Open Meetings Law and Effective Meetings  
*Dan Hill*
- 1:35 - 1:45 Break
- 1:45 - 2:35 Budget and Finance Basics  
*Yunji Kim*
- 2:35 - 3:25 Ethics and Conflicts of Interest  
*Philip Freeburg*
- 3:25 Evaluations and Adjourn

## Continuing Board Members

- 8:00 - 8:25 Registration
- 8:25 - 8:30 Welcome and Introductions
- 8:30 - 10:30 Advanced Topics in Town Road Operations  
*Ben Jordan or Steve Pudloski*
- 10:30 - 10:40 Break
- 10:40 - 11:20 Multitasking Ethics  
*Philip Freeburg*
- 11:20 - 12:00 Succession Planning: Finding the Next Generation of Town Government Leaders - *Dan Hill*
- 12:00 - 12:45 Lunch
- 12:45 - 1:35 Enforcement of Ordinances  
*Philip Freeburg*
- 1:35 - 1:45 Break
- 1:45 - 2:35 Closed Sessions and Advanced Open Meetings Law Questions - *Dan Hill*
- 2:35 - 3:25 Barn Preservation: Passing Fad or Here to Stay? - *Chuck Law*
- 3:25 Evaluations and Adjourn

Please note that UW-Extension and Wisconsin Towns Association staff may be taking videos and pictures of the participants at the 2017 Town Officials Workshops. UW-Extension and Wisconsin Towns Association will use these videos and pictures in a manner consistent with UW-Extension's mission. Your attendance at these events indicates your consent for your image to be recorded and used in this manner.



## Who Should Attend

Town board members, clerks, and treasurers.

## Teaching Team

Carol Nawrocki and Rick Manthe,  
Wisconsin Towns Association

Ben Jordan and Steve Pudloski,  
UW-Madison Transportation Information Center

Philip Freeburg, Dan Hill, Yunji Kim and Chuck Law,  
UW-Extension's Local Government Center

## Comments from most recent Town Officials Workshops

"As always I leave feeling smarter and more confident than when I came."

"[I] always learn something new and useful at sessions."

"Will use this information to better my town and myself."

"Will use this [information] to make roads last longer."

"Very informative—lots of information and where to get additional info."

"I enjoyed getting to know the other board members a bit more and learn some new things to help refresh this position for me!"



- 5/2 **Tomah:** Cranberry Country Lodge, 319 Wittig Rd. Near intersection of US 12 and WI 21 west of I-94.
- 5/3 **Mineral Point:** Quality Inn-Mineral Point, 1345 Business Park Rd. From WI-23/US-151, exit 40.
- 5/4 **DeForest:** Northstar Conference Center at Comfort Inn and Suites, 5025 Cty Hwy V. From I-39-90-94, exit west on Cty Hwy V, Comfort Inn on your left.
- 5/9 **Rice Lake:** Wisconsin Indianhead Technical College, 1900 College Dr. Off US 53 and Cty O.
- 5/10 **Cable:** Lakewoods Resort, 21540 Cty Hwy M. 8 miles east of Cable on Hwy M.
- 5/11 **Minocqua:** AmericInn/Reulands, 700 US Hwy 51 N. On US Hwy 51 in the heart of Minocqua.
- 5/16 **Green Bay:** The Meadows Conf. Center, 850 Kepler Dr. From I-43: exit #183 E to E. Mason St, turn right onto Challenger Dr, turn right onto Voyager Dr, Voyager Dr becomes Kepler.
- 5/17 **Wisconsin Rapids:** Hotel Mead, 451 E. Grand Ave. From I-39, exit WI-73 toward Wisconsin Rapids, keep left on ramp, turn left onto WI-73, continue 16 miles. Turn right on WI-13, which turns into 8th St S, go 1/2 mile, turn left on E. Grand Ave.
- 5/18 **Eau Claire:** Sleep Inn & Suites, 5872 33rd Ave. From Hwy 29 take exit 69.

An EEO/AA employer, UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Requests for reasonable accommodations for disabilities or limitations should contact the Local Government Center at (608) 262-9961 at least 72 hours prior to the program so that proper arrangements can be made. Requests are kept confidential.

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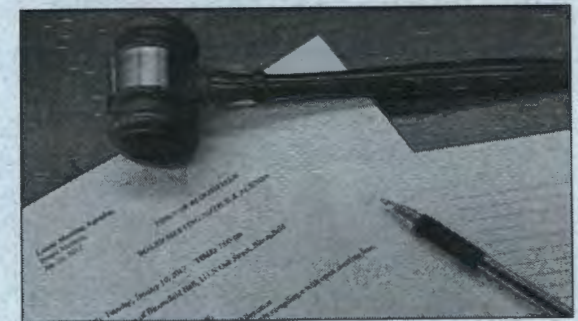
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Cooperative Extension Service  
Local Government Center  
610 Langdon Street, Rm. 229  
Madison, WI 53703-1104



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## 2017 Town Officials Workshops 9 Locations Around Wisconsin



Sponsored by:

UW-Extension's Local Government Center  
Wisconsin Towns Association  
UW-Madison Transportation Information Center  
League of Wisconsin Municipalities  
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