
CONTENT

These workshops are a joint educational effort by UW-Extension's (UWEX) Local Government Center, the UW Transportation Information Center, the Wisconsin Towns Association, and County UWEX Offices. Separate sessions for *New* and *Continuing* officials will offer topics specifically designed for each group. The workshop provides useful information on current procedures, requirements, and resources necessary to conduct town government.

WHO SHOULD ATTEND?

All town board members including chairpersons, as well as town clerks, treasurers, and assessors will find this workshop helpful.

The teaching team includes the following instructors:

Rick Stadelman *Executive Director*
Tom Harnisch *Education Director*
Wisconsin Towns Association

Don Walker *Director*
UW Transportation
Information Center

Dan Hill *Local Government Specialists*
Kate Lawton *UW-Extension*
Jim Schneider *Local Government Center*

Any person wishing to attend, who requires special accommodations, should contact the Local Government Center at (608) 262-9961 at least 72 hours before the scheduled workshop time so that appropriate arrangements can be made.

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

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

DATES & LOCATIONS

*All workshops will be from 9:00 a.m. - 3:30 p.m.
Registration begins at 8:30 a.m.*

- 4/21/05 Madison** (Program #1715)
Alliant Energy Center
Hwy. 12 & 18 Exit on Rimrock Rd.
- 5/2/05 Eau Claire** (Program #1716)
The Plaza Hotel & Suites
I-94 Exit #65 Hwy. 37 North to Craig Rd.
- 5/3/05 Tomah** (Program #1717)
Cranberry Country Lodge, 319 Wittig Road
I-94 Exit on Hwy. 21
- 5/4/05 Mineral Point** (Program #1718)
Comfort Inn-Mineral Point
1345 Business Park Rd., Exit #40 Hwy. 151
- 5/10/05 DePere** (Program #1719)
SC Grand Banquet & Conf. Ctr.
Main St. DePere Exit # 163
- 5/11/05 Fond du Lac** (Program #1720)
Ramada Plaza Hotel
Hwy. 41 to Hwy 175 (Main St)
- 5/12/05 Whitewater** (Program #1721)
Randy's
841E. Milwaukee St., Hwy 12
- 5/17/05 Rice Lake** (Program #1722)
Rice Lake Technical College
1900 College Dr.
Hwy 53 to Hwy O Exit #140
- 5/18/05 Cable** (Program #1723)
Lakewoods Resort
8 miles east of Cable on Hwy. M
- 5/19/05 Rhinelander** (Program #1724)
Holiday Inn Express
Intersection of Hwy. 8 & Hwy. 47
- 5/25/05 Stevens Point** (Program #1725)
Country Springs Conference Center
I-39 Exit 185 on Hwy. 51

SPACE IS LIMITED REGISTER EARLY

UW
Extension
Local Government Center

www.uwex.edu/lgc/

Town Officials Workshops

2005
SPRING PROGRAM



Sponsored by:

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

**TOWN OFFICIALS WORKSHOPS
SPRING 2005**

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

I plan to attend the following workshop:

- _____ #1715 Madison, April 21
- _____ #1716 Eau Claire, May 2
- _____ #1717 Tomah, May 3
- _____ #1718 Mineral Point, May 4
- _____ #1719 DePere, May 10
- _____ #1720 Fond du Lac, May 11
- _____ #1721 Whitewater, May 12
- _____ #1722 Rice Lake, May 17
- _____ #1723 Cable, May 18
- _____ #1724 Rhinelander, May 19
- _____ #1725 Stevens Point, May 25

FEE: \$50 early registration and \$55 at the 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 is required for a refund when cancelling registration.

**For workshop information or to order materials only (\$30)
call the Local Government Center at
(608) 262-9961**

TELEPHONE REGISTRATION

Wisconsin Towns Association (Phone) 715-526-3157

FAX REGISTRATION

Wisconsin Towns Association (Fax) 715-524-3917

REGISTRATION BY MAIL

Make check payable to: Wisconsin Towns Association

Mail form and fee to: Town Officials Workshops
 Wisconsin Towns Association
 W7686 County Road MMM
 Shawano, WI 54166



**TOWN OFFICIALS WORKSHOPS
2005 Spring Program**

Time	New Officials	Time	Continuing Officials
8:30	Registration <i>(Coffee and Rolls)</i>	8:30	Registration <i>(Coffee and Rolls)</i>
9:00	Welcome and Introduction	9:00	Welcome and Introduction
9:05	Powers and Duties of Town Officials <i>Rick Stadelman or Tom Harnisch</i>	9:05	Comprehensive Planning Update; Town-County Zoning Relations <i>Jim Schneider</i>
10:20	Break	10:20	Break
10:30	Open Meetings Law and Ethics <i>Dan Hill and Jim Schneider</i>	10:30	Town Road Construction and Safety <i>Don Walker</i>
Noon	Lunch	Noon	Lunch
1:00	Town Road Maintenance and Safety <i>Don Walker</i>	1:00	Fire Protection FAQs <i>Kate Lawton</i>
		1:45	Economic Development <i>Dan Hill</i>
2:15	Break	2:15	Break
2:25	Budgeting <i>Kate Lawton</i>	2:25	Legislative, Budget, and Other Selected Topics <i>Rick Stadelman or Tom Harnisch</i>
2:55	Running Effective Meetings <i>Dan Hill</i>		
3:25	Evaluations and Adjourn	3:25	Evaluations and Adjourn