

# 2021 FALL TOWN & VILLAGE WORKSHOPS

Opportunities to learn about budgeting, levy limits, tax bills, effective meeting strategies, local road drainage issues, applying for broadband grants, and more!

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## In-Person and Remote Learning Opportunities:

Join us in person at one of seven different locations across the state, attend live teleconference/webinar presentations, or watch recordings on your own schedule!

- 9/13 Lakewoods Resort, Cable, WI
- 9/14 Florian Gardens, Eau Claire, WI
- 9/15 Cranberry Country Lodge, Tomah, WI
- 9/16 Holiday Inn, Stevens Point, WI
- 9/20 Reuland's Conference Center, Minocqua, WI
- 9/21 The Marq, De Pere, WI
- 9/22 North Star Conference Center, DeForest, WI
- 9/27 - 9/30 Teleconference/Webinar Presentations

Register on the Wisconsin Towns Association website, [www.wisctowns.com](http://www.wisctowns.com), or by mail.

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# 2021 Fall Town & Village Workshops

## PROGRAM DESCRIPTIONS

### Legislative Update

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

We'll provide an update on recent legislative changes and an explanation of what those changes mean for your town or village. With a focus on the state budget process, this presentation will highlight changes to local transportation aids, broadband expansion, fire/EMS funding, and PILT payments for DNR land.

### Funding and Implementing Local Broadband Infrastructure

**Chris Stark and Jeremy Solin, UW-Extension / Brittany Beyer, Governor's Task Force on Broadband**

Broadband is critical infrastructure for the future of rural Wisconsin. This session will cover statewide broadband strategy and available state and federal funding sources. We'll help identify effective strategies and funding opportunities for establishing and expanding broadband access in your community, as well as best practices in broadband deployment. Examples from successful communities will be shared along with tips for developing effective funding proposals.

### Planning for the Future

**Daniel Foth, Local Government Education / Various UW-Extension Speakers by County**

What does the future look like for your local government? How will local demographics impact your local government's diversity? Does your local government suffer from a lack of interest or participation? Do you see significant population shifts and infrastructure challenges? This session will provide information and tools to assist you and your community in understanding and preparing for your community's future. We'll discuss potential issues and offer solutions to concerns such as running for office and community participation to improve your community's ability to plan for the future.

### Best Practices for Effective Meetings

**Jake Langenhahn, Wisconsin Towns Association**

Effective meetings can boost organizational performance and help your community navigate difficult topics as they come in front of your governing body. This presentation will provide an overview of best practices for meetings. Topics will include conflict management, parliamentary procedure, and an exploration of legal concepts that affect local government meetings.

### Drainage for Town and Village Roads

**Ben Jordan, WI Transportation Information Center**

In this session we will discuss the importance of proper drainage, highlight basic drainage design inputs, and discuss specific drainage issues related to culverts and bridges. Permitting and water quality concerns will also be reviewed.

### Municipal Levy Limit Worksheet Reporting

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

This session will provide an overview of Wisconsin's levy limit law and a line by line review of the 2021 Municipal Levy Limit Worksheet. We strongly recommend accessing your municipality's 2021 Levy Limit Worksheet in your My DOR Government Account ([revenue.wi.gov](http://revenue.wi.gov)) prior to the session.

### Building Your Tax Bill / Tax Collection and Settlements

**Tim McCumber, Town of Merrimac**

First we'll examine who contributes to your local tax bill and how to calculate mill rates. Next we'll review best practices for tax collection and how to calculate your January settlement. Participants will walk through the steps to create a tax bill, using the levy limit worksheet information discussed in the Levy Limit Worksheet, Budget Building Basics, and Budget and Levy Adoption Procedures sessions.

### Budget Building Basics

**Joel Gregozeski, Village of Ashwaubenon / Daniel Foth, Local Government Education**

Budget Building Basics sets the foundation for how to create a municipal budget in Wisconsin. In this session, you will learn the legal requirements for what to include in your budget, how to create a budget summary for publication, and tips on where to find the numbers that ultimately make it into the budget.

### Budget and Levy Adoption Procedures

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

This presentation will cover the requirements for holding your town or village's public hearing on your municipal budget and provide step-by-step explanations of the different procedures towns and villages may use to exceed their allowable levy limits. We will also review budget adoption and amendment procedures.

## IN-PERSON WORKSHOP SCHEDULE

General Topics		Clerks and Treasurers	
7:45 - 8:00 a.m.	Registration	7:45 - 8:00 a.m.	Registration
8:00 - 9:00 a.m.	Legislative Update		
9:00 - 10:00 a.m.	Funding and Implementing Local Broadband Infrastructure	8:00 - 10:00 a.m.	Municipal Levy Limit Worksheet Reporting
10:00 - 10:15 a.m.	Break	10:00 - 10:15 a.m.	Break
10:15 - 10:45 a.m.	Funding and Implementing Local Broadband Infrastructure (cont.)	10:15 - 11:00 a.m.	Building Your Tax Bill
10:45 - 11:45 a.m.	Planning for the Future	11:00 a.m. - 12:00 p.m.	Tax Collection and Settlements
11:45 a.m. - 12:30 p.m.	Lunch	12:00 - 12:45 p.m.	Lunch
12:30 - 1:30 p.m.	Best Practices for Effective Meetings	12:45 - 1:45 p.m.	Budget Building Basics
1:30 - 1:45 p.m.	Break	1:45 - 2:00 p.m.	Break
1:45 - 3:00 p.m.	Drainage for Town and Village Roads	2:00 - 3:00 p.m.	Budget and Levy Adoption Procedures
3:00 p.m.	Evaluations / Adjourn	3:00 p.m.	Evaluations / Adjourn

## LIVE TELECONFERENCE / WEBINAR SCHEDULE

<b>Monday, 9/27</b>	8:30 - 10:30 a.m.	Municipal Levy Limit Worksheet Reporting
	10:30 - 10:45 a.m.	Break
	10:45 a.m. - 11:45 a.m.	Legislative Update
<b>Tuesday, 9/28</b>	1:00 - 2:00 p.m.	Budget Building Basics
	2:00 - 3:00 p.m.	Budget and Levy Adoption Procedures
	3:00 - 3:15 p.m.	Break
	3:15 - 4:15 p.m.	Planning for the Future
<b>Wednesday, 9/29</b>	8:30 - 9:30 a.m.	Building Your Tax Bill
	9:30 - 10:30 a.m.	Tax Collection and Settlements
	10:30 - 10:45 a.m.	Break
	10:45 - 11:45 a.m.	Best Practices for Effective Meetings
<b>Thursday, 9/30</b>	1:00 - 2:30 p.m.	Funding and Implementing Local Broadband Infrastructure
	2:30 - 2:45 p.m.	Break
	2:45 - 4:00 p.m.	Drainage for Town and Village Roads

## 2021 FALL WORKSHOPS REGISTRATION FORM

All registrants (whether you attend an in-person workshop or virtual only) will receive a binder of printed materials, access to virtual programming, and access to recorded videos of each presentation. Registered attendees will receive an email, at the email address provided below, with information about how to participate in the virtual events via telephone/computer and how to access the recordings. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the virtual events 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):

- Monday, September 13: Cable, WI – Lakewoods Resort
- Tuesday, September 14: Eau Claire, WI – Florian Gardens
- Wednesday, September 15: Tomah, WI – Cranberry Country Lodge
- Thursday, September 16: Stevens, Point, WI – Holiday Inn
- Monday, September 20: Minocqua, WI – Reuland’s Conference Center
- Tuesday, September 21: De Pere, WI – The Marq
- Wednesday, September 22: De Forest, WI – North Star Conference Center
- Virtual Programming Only
- Materials Packet Only

**FEE:** \$70 – Early registration (**payment must be received at least 10 days in advance of the workshop date**)  
\$85 – Late registrations and walk-in registrations  
\$55 + \$9 postage – Virtual programming only + binder of printed materials  
\$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” and receive a refund of the difference in cost between in-person and virtual registration.

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 17, 2021!** Registrations received after that date may not receive printed materials or connection information prior to the live teleconference/webinar sessions.

Registration and payment may also be submitted online on the WTA website, [www.wisctowns.com](http://www.wisctowns.com). Questions? Please email [wtowns@wisctowns.com](mailto:wtowns@wisctowns.com) or call (715) 526-3157.