



2025 SPRING NEW & CONTINUING OFFICIALS WORKSHOPS

Newly elected/appointed and continuing officials are invited to learn about the structure and responsibilities of local government, finance basics, road management, plan commissions, open meetings, public records, ethics, and more!

Join us in person May 13 – 22 or via webinar June 2 – 5. See the following pages for a detailed schedule and program description.

Register on the WTA website, www.wisctowns.com, or by mail.



Local
Government
Education



Center for Land Use Education
College of Natural Resources
University of Wisconsin - Stevens Point

2025 Spring New & Continuing Officials Workshops

PROGRAM DESCRIPTIONS

Powers and Duties of Town Officials

Wisconsin Towns Association Staff

Learn about the fundamentals of town government, town board structure, and the unique powers of town electors. We'll discuss the statutory responsibilities of the town board, chair, clerk, and treasurer, as well as discretionary duties that a board may exercise. This session is a must for those new to town government!

Public Records Law

Local Government Education Staff

This session reviews Wisconsin's public records law, including how to create a public records policy, when a record is considered public, how to comply with record requests, and how to manage public records in compliance with Wisconsin's municipal record retention requirements.

Local Government Finance Basics

Local Government Education Staff

Preparing the annual budget is one of local government officials' most important duties. This session teaches basic municipal budget adoption and administration requirements, including budget amendment procedures.

Fundamentals of Town Road Operations

Wisconsin's Local Technical Assistance Program Staff

This presentation will review town officials' road-related responsibilities, road standards and terminology, and fundamental infrastructure management and roadway safety considerations for town roads.

Open Meetings Law 101

Wisconsin Towns Association Staff

This session offers an overview of Wisconsin's open meetings law and outlines how the law affects the work of all local government officials. We will review definitions, quorums, notice requirements, and more.

Open Meetings Law 201

Wisconsin Towns Association Staff

This presentation will build on the basics from the 101 session and provide a deeper dive into the open meetings law, addressing closed session protocol, electronic meetings, meeting accessibility, and more.

Town Role in Planning and Zoning

Becky Roberts, Center for Land Use Education

In this session, we'll explore options for county and town zoning administration and the specific role of the plan commission, zoning board, and town board in making land use decisions. Feel free to bring advanced questions related to planning, zoning, subdivisions, or land use decision-making.

What's Your Sign?

Wisconsin's Local Technical Assistance Program Staff

This session presents standards for traffic signs and pavement markings and discusses sign management, work zone traffic control, and updates from the Manual on Uniform Traffic Control Devices (MUTCD).

Ethics for Public Officials

Local Government Education Staff

This session provides an intro to Wisconsin's ethics and conflicts of interest laws for local government officials. Learn how to spot and avoid conflicts between personal interests and public responsibilities, make fair decisions, improve standards of public service, and strengthen the community's trust in public officials and employees.

Managing Board/Clerk Relationships

Local Government Education Staff

Get to know the responsibilities of the town or village clerk and navigate how boards and clerks can best support one another in their roles. Learn tips for managing conflict and building effective working relationships.

Solar Development Regulation

Local Government Education Staff

Large and small-scale solar energy arrays continue to be planned and constructed across Wisconsin and can generate local land use, health, and safety concerns. This presentation focuses on the current state of solar development regulation and features a model solar ordinance developed by UW-Madison Extension for potential use by towns and other local units of government.

IN-PERSON WORKSHOP SCHEDULE

New Officials		Continuing Officials	
8:00 - 8:30 a.m.	Registration	8:00 - 8:30 a.m.	Registration
8:30 - 10:30 a.m.	Powers and Duties of Town Officials	8:30 - 9:30 a.m.	Open Meetings Law 201
10:30 - 10:45 a.m.	Break	9:30 - 10:30 a.m.	Planning and Zoning
10:45 - 11:30 a.m.	Public Records Law	10:30 - 10:45 a.m.	Break
11:30 - 12:15 p.m.	Local Government Finance Basics	10:45 - 12:00 p.m.	Road Management
12:15 - 1:00 p.m.	Lunch	12:00 - 12:45 p.m.	Lunch
1:00 - 2:15 p.m.	Fundamentals of Town Road Operations	12:45 - 1:45 p.m.	Ethics for Public Officials
2:15 - 2:30 p.m.	Break	1:45 - 2:30 p.m.	Board/Clerk Relationships
2:30 - 3:30 p.m.	Open Meetings Law 101	2:30 - 2:45 p.m.	Break
		2:45 - 3:30 p.m.	Solar Regulation

LIVE WEBINAR/TELECONFERENCE SCHEDULE

Monday, 6/2	1:00 - 3:00 p.m.	Powers and Duties of Town Officials
	3:15 - 4:15 p.m.	Open Meetings Law 101
Tuesday, 6/3	8:30 - 9:15 a.m.	Public Records Law
	9:30 - 10:30 a.m.	Town Role in Planning and Zoning
	10:45 - Noon	Fundamentals of Town Road Operations
Wednesday, 6/4	1:00 - 1:45 p.m.	Local Government Finance Basics
	2:00 - 2:45 p.m.	Board/Clerk Relationships
	3:00 - 4:15 p.m.	Road Management
Thursday, 6/5	8:30 - 9:30 a.m.	Open Meetings Law 201
	9:45 - 10:45 a.m.	Ethics for Public Officials
	11:00 - 11:45 a.m.	Solar Development Regulation

2025 SPRING WORKSHOPS REGISTRATION FORM

All registrants (attending in-person or virtual only) will be invited to join the webinar presentations, and all registrants will receive on-demand access to recorded videos of each presentation. **Limited printed materials will be provided; copies of PPT slides will only be provided online.** Registered attendees will receive an email (at the email address you provide below) with information about how to join the webinars, as well as how to access the recordings and materials. **AN EMAIL IS REQUIRED FOR REGISTRATION.** If you plan to attend the virtual presentations 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, May 13: Barneveld, WI – Deer Valley Lodge
- Wednesday, May 14: Fond du Lac, WI – Prairie Theater and Event Center
- Thursday, May 15: Green Bay, WI – Rock Garden
- Friday, May 16: Stevens Point, WI – Holiday Inn
- Tuesday, May 20: Minocqua, WI – Pointe Hotel
- Wednesday, May 21: Cable, WI – Lakewoods Resort
- Thursday, May 22: Eau Claire, WI – Florian Gardens
- Virtual Programming Only (Live Webinars June 2 - 5 + On-Demand Access to Recorded Presentations)

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

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 checks 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, May 23, 2025! Registrations received after that date may not receive materials and connection information prior to the live webinar/teleconference sessions.

Registration and payment may also be submitted online on the WTA website, www.wisctowns.com. Total charges will include a \$2.65 credit card processing convenience fee for payments made via credit card.

Questions? Please email wtowns@wisctowns.com or call (715) 526-3157.