



WHY ATTEND?

Learn how to *avoid lawsuits and large damage claims* related to hiring and firing.

Hire and retain quality employees. Learn *what benefits are required* and about *options* for healthcare, pension plans, unemployment compensation.

Understand the *property tax system*.

Know the *basic procedures, timelines, and legal steps* needed to achieve a proper budget and *avoid the problems* encountered with the first year of levy limits.

Find out what your *federal payroll responsibilities* are and how to come into compliance.

TEACHING TEAM



Rick Stadelman
Tom Harnisch

Executive Director
Education Director
Wisconsin Towns Assoc.

Carol Doran

Department of Revenue

Ruthann Watts

Internal Revenue Service

Kate Lawton

UW-Extension Local
Government Center

This workshop has been developed by the entire teaching team in conjunction with the League of Wisconsin Municipalities.

DATES AND LOCATIONS

Tuesday, Sept. 19, 2006 - Ripon
Royal Ridges of Ripon, 1 Westgate Dr.
Hwy. 23 West

Wednesday, Sept. 20, 2006 - Mineral Point
Comfort Inn, 1345 Business Park Road
15 miles south of Dodgeville, Exit 40 Hwy 151

Thursday, Sept. 21, 2006 - Brookfield
Midway Hotel, 1005 S. Moorland Rd.
Exit Moorland Rd. South from I-94

Tuesday, Sept. 26, 2006 - Rice Lake
WITC Conference Center, 1900 College Drive
Exit 140 Hwy 53

Wednesday, Sept. 27, 2006 - Cable
Lakewoods Resort
21540 Country Hwy M
Hwy. 63N Right on Hwy M 8 miles on the left

Thursday, Sept. 28, 2006 - Minocqua
The Waters of Minocqua
8116 HWY 51 South
½ mile south of Minocqua on Hwy 51

Tuesday, Oct. 3, 2006 - Tomah
Cranberry Country Lodge
319 Wittig Rd.
Exit Hwy 21 from I94

Wednesday, Oct. 4, 2006 - Stevens Point
Country Springs Hotel
1501 Northpoint Drive
I 94 Exit 161 to Business 51 on the right

Thursday, Oct. 5, 2006 -DePere
SC Grand
1250 Mid-Valley Road
Exit 163 from Hwy 41 on the right

UW
EXTENSION
Local Government Center

2006
Local Budget and Personnel
Workshops

For Towns and Villages



Sponsored by:

UW-Extension Local Government Center
UW-Extension County Offices
Wisconsin Towns Association
League of Wisconsin Municipalities
Wisconsin Department of Revenue
Internal Revenue Service

**FALL 2006 LOCAL BUDGET AND
PERSONNEL WORKSHOP REGISTRATION**

Name: _____

Government Unit: _____

Circle One: New Official Continuing Official

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: () _____

E-Mail Address: _____

Please complete a form for each registrant. I plan to attend the following workshop:

___ Ripon, Sept. 19 ___ Rice Lake, Sept. 26

___ Mineral Point, Sept. 20 ___ Cable, Sept. 27

___ Brookfield, Sept. 21 ___ Minocqua, Sept. 28

___ Tomah, Oct. 3

___ Stevens Point, Oct. 4

___ DePere, Oct. 5

FEE: \$50 early registration fee (when payment is received **7 days** in advance of workshop date)
\$60 late registration and walk-ins.

Fee covers the cost of instruction, materials, snack and lunch. A full refund will be made if notice of cancellation is received in writing or by fax 7 days prior to the workshop.

No-shows will not receive a refund, but materials will be sent. For materials only (\$25), call (608) 262-9961.



MAIL FORM AND FEE TO:

Make check payable to: **Wisconsin Towns Association**
2006 Local Budget Workshop
W7686 County Road MMM
Shawano, WI 54166

Fax Late Registration Forms (\$60): (715)524-3917

FALL 2006 LOCAL BUDGET AND PERSONNEL WORKSHOP

Time		New Officials	Time		Continuing Officials
8:00		Registration (Coffee and Rolls)	8:00		Registration (Coffee and Rolls)
8:30		Federal Payroll Responsibilities (<i>Ruthann Watts</i>) Review your local government's tax obligations, have the opportunity to ask questions about your payroll and discuss any problems with it.	8:30		Basic Personnel Policy and Laws (<i>Tom Harnisch or Rick Stadelman</i>) Learn the do's and don'ts of hiring and firing of town and village employees. Know what questions not to ask to avoid age and other discrimination claims. How does the Fair Labor Standards Act apply to town and village employees, such as the minimum wage and overtime? See examples of basic personnel policies and more!
9:45		Break	9:45		Break
10:00		Federal Payroll Responsibilities (<i>continued</i>)	10:00		Basic Personnel Policy and Laws (<i>continued</i>)
10:30		Budgeting and Levy Limits (<i>Carol Doran</i>) This session will cover basic budget procedures and timelines. It will also include a report on the first year of local government levy limits.	10:30		Employee Benefits (<i>Tom Harnisch or Rick Stadelman</i>) How can small towns and villages provide benefits, such as health insurance and retirement options, with only one or two employees? Would a SEPP or a qualified pension plan be available for your employees? How should towns and villages provide workers compensation insurance and unemployment coverage for their employees and officers? Learn available options and requirements for employee benefits.
Noon		Lunch	Noon		Lunch
1:00		Property Tax System (<i>Kate Lawton</i>) Learn the basic concepts of the property tax, how it is administered, and how the property tax fits into the larger context of state and local finance.	1:00		Some Common Employee Benefits (<i>Ruthann Watts</i>) Learn about common IRS audit findings and steps your municipality can take to come into compliance.
2:00		Break	2:00		Break
2:15		Employee Benefits (<i>Tom Harnisch or Rick Stadelman</i>) Learn what employee benefits are required and those that are not required. Find out what options are available to towns and villages in providing various benefits, such as healthcare and retirement options.	2:15		Budgeting and Levy Limits (<i>Carol Doran</i>) This session will cover basic budget procedures and timelines. It will also include a report on the first year of local government levy limits.
3:00		Adjourn	3:00		Adjourn

For information or to request special accommodations at this workshop, call the Local Government Center at (608) 262-9961. See the Center's other programs at www.uwex.edu/lgc/

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