

## Budgeting and Community Growth Workshops - September 2007

Name \_\_\_\_\_  
 Town \_\_\_\_\_ County \_\_\_\_\_  
 Position \_\_\_\_\_  
 New Official  Continuing Official   
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
 E-mail address (optional) \_\_\_\_\_

**I plan to attend the following workshop:**

- Wednesday, September 12, Trego
- Thursday, September 13, Minocqua
- Friday, September 14, Wabeno
  
- Monday, September 17, Mineral Point
- Tuesday, September 18, Janesville
- Wednesday, September 19, West Bend
  
- Tuesday, September 25, Black River Falls
- Wednesday, September 26, Wisconsin Rapids
- Thursday, September 27, DePere

**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 workshop information or to order materials only (\$25), call the Local Government Center at (608) 262-9961.

Registration is through the Wisconsin Towns Association. Phone: (715) 526-3157. Fax: (715) 524-3917.

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

**Wisconsin Towns Association  
 W7686 County Rd MMM  
 Shawano, WI 54166**

## 2007 Budgeting and Community Growth Workshops AGENDA

New Officials		Continuing Officials	
8:00	Registration (Coffee and Rolls)	8:00	Registration (Coffee and Rolls)
8:30	<b>Budgeting Basics</b> ( <i>Carol Doran/Kate Lawton</i> ) This session will cover basic budget procedures and timelines, statutory requirements, and available resources.	8:30	<b>The Basics of Land Use and More</b> ( <i>Tom Harnisch/Rick Stadelman</i> ) Find out about the basics of the "Smart Growth Law." What happens if a town or county doesn't adopt a plan? Does the town or county plan control if they are different? What are the plan controls between the extraterritorial plan of your neighboring City or Village? What does "consistency" mean? Bring your questions on possible scenarios that you believe may happen. Hear what other officers are experiencing and more.
9:45	<b>Break</b>	9:45	<b>Break</b>
10:00	<b>Budgeting Basics</b> ( <i>continued</i> )	10:00	<b>Land Use</b> ( <i>continued</i> )
10:30	<b>Federal Payroll Responsibilities</b> ( <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.	10:30	<b>Rural Community and Economic Development</b> ( <i>CCED Staff and County UW-Extension Educators</i> ) Learn the difference between community and economic development, the basic requirements of each, and the roles of different groups (including local government). County Extension educators present local examples that will help you see some of the possibilities for your community.
Noon	<b>Lunch</b>	Noon	<b>Lunch</b>
1:00	<b>Financial Administration</b> ( <i>Carol Doran</i> ) This session includes the basics of the budgeting-accounting-reporting cycle, cash-handling and bill paying, and discusses the checks and balances within the system between boards, clerks, treasurers and taxpayers.		<b>Rural Community and Economic Development</b> ( <i>Staff from State Agencies</i> ) Find out about the economic opportunities and market trends in three major areas of rural communities - agriculture, forestry and tourism.
2:15	<b>Break</b>	2:00	<b>Break</b>
2:30	<b>Cracker Barrel</b> ( <i>Tom Harnisch/Rick Stadelman and Kate Lawton</i> ) Get your questions answered! This open session also will include a discussion of available resources and an update on the property tax levy limit.	2:15	<b>Fire Departments Hot Topics: Volunteer Firefighters and EMT's</b> ( <i>Ruthann Watts and Carol Doran</i> ) Among other questions you may have, find out the answers to: Is their pay taxable? Who files the forms? What forms are needed? What about length of service awards? Who pays the bills for the fire department? Can the fire department own bank accounts? Manage its own funds?
3:30	<b>Adjourn</b>	3:30	<b>Adjourn</b>

## CONTENT

These workshops are tailored to meet the needs of new officials by providing the basics of budgeting, payroll, accounting, and record-keeping as villages and towns prepare their 2008 budgets. More experienced officials will learn more about land use laws, planning around city/village boundaries, community development, economic development, market trends in three key rural industries, and financial issues faced by volunteer fire departments.

## WHO SHOULD ATTEND

Town and village board members, clerks, treasurers, and community members interested in community and economic development.

The teaching team includes:

<b>Rick Stadelman</b>	<i>Executive Director</i>
<b>Tom Harnisch</b>	<i>Education Director Wisconsin Towns Association</i>
<b>Ruthann Watts</b>	<i>Internal Revenue Service</i>
<b>Carol Doran</b>	<i>WI Department of Revenue</i>
<b>Kate Lawton</b>	<i>UW-Extension Local Government Center</i>
<b>Gary Green</b>	<i>UW-Extension Center for</i>
<b>Matt Kures</b>	<i>Community and Economic</i>
<b>Bill Pinkovitz</b>	<i>Development</i>
<b>Andy Lewis</b>	
<b>Russ Kashan</b>	<i>UW-Whitewater</i>
<b>CRD Educators</b>	<i>UWEX County Offices</i>
<b>Staff</b>	<i>WI Department of Agriculture, Trade and Consumer Protection WI Department of Natural Resources WI Department of Tourism</i>

Any person requiring 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.

SPACE IS LIMITED. REGISTER EARLY.



- Sept. 12 **Trego:** Heartwood Conference Ctr., N10884 Hoinville Rd. Take US 53 to Minong, go west on WI-77, then south on Hoinville Rd.
- Sept. 13 **Minocqua:** AmericInn of Minocqua, 700 Hwy 51 North. On US 51 N in the heart of Minocqua across the street from Torpy Park.
- Sept. 14 **Wabeno:** Indian Springs Lodge & Conf. Ctr., Hwy 32 North. On WI-32 4 mi. south of Wabeno or 0.5 mi. north of Carter.
- Sept. 17 **Mineral Point:** Comfort Inn, 1345 Business Park Road. South on WI-23 from US 151, then right on Business Park Road.
- Sept. 18 **Janesville:** Holiday Inn Express, Janesville Conv. Ctr., 3100 Wellington Place. I-39/I-90 to US-14 East, take first right on Deerfield Dr.
- Sept. 19 **West Bend:** Washington County Fair Park, 3000 County Rd PV. Off Wi-45 at Pleasant Valley (Hwy. PV) Exit (east).
- Sept. 25 **Black River Falls:** Holiday Inn Express, W10170 Highway 54 East. Exit I-94 at US-54 E.
- Sept. 26 **Wisconsin Rapids:** Hotel Mead & Conf. Ctr., 451 E. Grand Ave. In downtown Wisconsin Rapids, on E. Grand Ave. between 4th St. S. and Garfield. See [www.hotelmead.com](http://www.hotelmead.com) for maps.
- Sept. 27 **DePere:** Apple Creek Inn, 3177 French Road. Frontage road east of US-41, between Lawrence Drive and Golden Glow Road.

Photo credits: Clockwise from upper left: Wisconsin Department of Tourism; Wisconsin Farm Bureau Federation; Galen Frysinger [www.galenfrysinger.com](http://www.galenfrysinger.com); Wisconsin Department of Tourism.



## Budgeting and Community Growth Workshops

For Town and Village Officials  
September 2007



### Sponsored by:

Wisconsin Towns Association  
League of Wisconsin Municipalities  
Department of Agriculture, Trade & Consumer Protection  
WI Department of Natural Resources  
WI Department of Tourism  
WI Department of Revenue  
WI Internal Revenue Service  
UW-Extension County Offices  
UW-Extension Center for Community and Economic  
Development  
UW-Extension Local Government Center