



Upcoming Local Government Programs May – June 2018

The **UW-Extension Local Government Center (LGC)** publishes this announcement of statewide programs monthly. It includes UW-Extension programming and other programs of interest relating to local government that are offered in Wisconsin. Asterisked (*) programs are Cooperative Extension programs. Information about the **UWEX Local Government Center** and its programming may be found at lgc.uwex.edu.

Please send brochures and announcements of programs of statewide interest to Eileen Langdon (eileen.langdon@ces.uwex.edu) at the LGC. Our address: **Local Government Center**, 610 Langdon St., Rm. 229, Madison, WI 53703.

Please call the specified program contact with questions about the programs.

May 2018

*View at your convenience – **“2018 Board of Review (BOR)”** – All 2018 Board of Review training by the UW-Extension Local Government Center will be by DVD. Cost: \$35, extra materials are \$10 each. The video presents a dramatization of a complete statutory two-hour meeting of a Board of Review in the fictional village of Kayso, Wisconsin. At the end of each scene, a panel of local government experts discusses what happened and reviews important points about Board of Review procedures. Written materials include exam, affidavit, and filing instructions for certification. For information on ordering, visit <http://lgc.uwex.edu>.

May 1, 2, 3, 7, 8, 9, 10, 2018 – **“Work Zone and Flagger Safety”** – Workshop by UW-Madison Transportation Information Center. 7:45 am - 3:15 pm. Seven dates in May given below. Cost: \$80, lunch included. Topics include: Work Zone and Flagger Safety will cover the setup and use of approved temporary traffic control devices in a variety of typical situations, including work on the shoulder, on a two-lane road, on a multi-lane road, and during mobile operations. *Instructors: James Schneider, Andi Bill, and Jack Gerlach.* To register, call 800-462-0876 or visit <http://epd.wisc.edu/tic>.

May Dates & Locations Work Zone and Flagger Safety Spring 2018

Waukesha	Tuesday, May 1	Country Springs Hotel
Barneveld	Wednesday, May 2	American Legion Hall
Fond du Lac	Thursday, May 3	UW-Fond du Lac
Green Bay	Monday, May 7	Comfort Suites-Rock Garden
Wausau	Tuesday, May 8	Westwood Conference Center
Hayward	Wednesday, May 9	Flat Creek Inn & Suites
Eau Claire	Thursday, May 10	Sleep Inn & Suites Conference Center

May 2, 2018 – **“Presenting Yourself to One or Many”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$165. Effective speaking is a key skill for the successful manager. Learn tips to strengthen that skill in many different settings. Review how to use everyday occasions to enhance your personal presence. Develop skills to improve your formal speeches and to interview effectively with the media. Ample opportunity for practice plus exercises for continuing to improve on your own. *Instructor: Al Guyant*. Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/presenting-yourself-one-many/>.

May 3, 2018 – **“The Art of Delegation”** – Certified Public Manager® Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$165. Delegation is more than just getting work off of your desk and onto the desks of others. Learn how to create a clear, shared vision of the end result that you and your employees are attempting to achieve. Explore the basics of delegation: identifying the “starting” conditions that ensure success, detailing the role that leaders play throughout the process, and exploring common obstacles to effective delegation. Find out how to enable your employees to willingly take more responsibility and use their expanded authority well. *Instructor: Jeff Russell*. Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/art-of-delegation>.

May 4, 11, June 1, 8, September 28, 2018 – **“Local Government 101: Important Basics”** – League of Wisconsin Municipalities. Five locations and dates listed below. 8:30 am – 3:45 pm. Cost: \$85 members, \$110 nonmembers. Topics include: Organization & Powers of Cities and Villages; Recognizing and Avoiding Conflicts of Interest; Budgeting & Financial Oversight; Procedures for Local Government Meetings; Managing Public Works Activities. *Instructors: Claire Silverman, Daniel Olson, Staff from Ehlers, Dan Hill, Ben Jordan*. For more information visit <http://www.lwm-info.org/799/Local-Government-101-Important-Basics>.

Dates and Locations for 2018 Local Government 101: Important Basics

Brookfield	Friday, May 4
Eau Claire	Friday, May 11
Madison	Friday, June 1
Appleton	Friday, June 8
Stevens Point	Friday, September 28

*May 8, 9, 10, 15, 16, 22, 23, 2018 – **“County Officials Workshops”** – Local Government Center and Wisconsin Counties Association. Seven dates and locations given below. 8:00 am - 4:00 pm. Cost: \$75 in advance, \$85 late registration, includes lunch. Topics include: Roles and Responsibilities of County Board Supervisors; the County Budgeting Process; the Ins and Outs of Wisconsin’s Open Meetings Law; Running and Participating in Effective Meetings; Wisconsin’s Public Records Law; Ethics and Conflict of Interest; What Counties Do, State and County Issues Update. *Instructors: Jon Hochkammer, Sarah Diedrick-Kasdorf, Philip Freeburg, Yunji Kim, Dan Hill*. To register, visit <http://www.wicounties.org/events/652/#event-listing>. Go to Event Listing and find a link to your date/location on the left-hand side or in the calendar.

2018 County Officials Workshops – Locations and Dates

Cable	Tuesday, May 8
Minocqua	Wednesday, May 9
Green Bay	Thursday, May 10
Richland Center	Tuesday, May 15
DeForest	Wednesday, May 16
Eau Claire	Tuesday, May 22
Stevens Point	Wednesday, May 23

*May 8, 2018 – **“Alcohol Beverage Regulation and Licensing”** – UW-Extension Local Government Center *Local Government Essentials* teleconference/webinar series. 9:30 am - 12:00 noon. Cost: \$25. Wisconsin municipalities are required to appropriately review and issue alcohol licenses according to state law. Prepare for your municipality’s review and issuing of licenses by learning the statutory requirements for alcoholic beverage licenses, municipal licensing actions, recent court decisions and any legislative changes. *Presenters: Attorney Carol Nawrocki, Wisconsin Towns Association; Attorney Claire Silverman, League of Wisconsin Municipalities; and Tom Ourada, Wisconsin Department of Revenue.* Questions: Local Government Center, 608-262-9960 or visit <http://lgc.uwex.edu>.

*May 9, 2018 – **“Dealing with Conflict in Local Land Use Decision-Making”** – UW-Extension Local Government Center *Local Land Use, Planning and Zoning* teleconference series. 10:30 am - 12:00 noon. Cost: \$20. Although land use planning is often accompanied by conflict, effective, proactive communication between local planning officials and the public can go a long way to minimize conflict. This session describes several public participation strategies and techniques that support an inclusive and civil planning process. *Presented by: Bill Rizzo, Professor, UW-Extension (retired).* Questions: Local Government Center, 608-262-9960 or visit <http://lgc.uwex.edu>.

May 15, 2018 – **“Budgeting for Public Managers”** – Certified Public Manager[®] Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$165. Are you challenged by the complex realities of public finance and budgeting? Budgets play an integral role as a policy document, management tool, resource allocation plan, and financial plan. This workshop helps you understand the roles, responsibilities, and opportunities that administrators, elected officials, and the public face when developing, adopting, executing, and monitoring a public budget. *Instructor: Tom Long.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/budgeting-for-public-managers>.

May 16, 2018 – **“Managing Organizational Change”** – Certified Public Manager[®] Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$165. A key challenge for today’s leaders is helping employees to understand the need for change. They must assist employees in discovering new ways of working and embracing these new ideas. In this class we explore strategies for communicating the need for change and building employee commitment to that change. Learn general and specific approaches for turbulent times. *Instructor: Jeff Russell.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/classes/managing-organizational-change>.

May 23, 2018 – **“Election Training: Baseline Chief Inspector”** – Wisconsin Elections Commission (WEC)-approved. 6:00 pm - 9:00 pm. Mukwonago Town Hall Board Room, Mukwonago. Questions: Allison Coakley, 608-261-2033. To register or for more information online, visit <http://elections.wi.gov/clerks/education-training/schedule>.

May 31, 2018 – **“Workshop for Local Planning & Zoning Officials”** – UWSP/UW-Extension Center for Land Use Education. 6:00 pm - 8:30 pm, Chetek Community Center, Chetek. Cost: \$15. This workshop will provide an overview of the roles and responsibilities of local government officials involved in planning, zoning, and land division review, focusing on following appropriate legal standards and processes, making impartial decisions, and properly recording decisions. *Presenter: Rebecca Roberts, Land Use Specialist Center for Land Use Education.* Questions: Rebecca Roberts 715-346-4322 or RebeccaRoberts@uwsp.edu. Find brochure and register online at <https://www.uwsp.edu/cnr-ap/clue/Pages/workshops/workshopspc.aspx>.

June 2018

*View at your convenience – **“2018 Board of Review (BOR)”** – All 2018 Board of Review training by the UW-Extension Local Government Center will be by DVD. Cost: \$35, extra materials are \$10 each. The video presents a dramatization of a complete statutory two-hour meeting of a Board of Review in the fictional village of Kayso, Wisconsin. At the end of each scene, a panel of local government experts discusses what happened and reviews important points about Board of Review procedures. Written materials include exam, affidavit, and filing instructions for certification. For information on ordering, visit <http://lgc.uwex.edu>.

June 1, 8, September 28, 2018 – **“Local Government 101: Important Basics”** – League of Wisconsin Municipalities. Three locations and dates listed below. Cost \$85 members, \$110 nonmembers. The League’s one-day workshop provides a basic framework for governing to both new city and village officials and those who want to brush up on their knowledge of local governance. For more information, visit <http://www.lwm-info.org/799/Local-Government-101-Important-Basics>.

Dates and Locations for 2018 Local Government 101: Important Basics

Madison	Friday, June 1
Appleton	Friday, June 8
Stevens Point	Friday, September 28

June 7, 2018 – **“Organizational Performance Measurement”** – Certified Public Manager[®] Program. 8:30 am - 3:15 pm, Pyle Center, Madison. Cost: \$165. Differing in content and scope from simple performance evaluation, organizational performance evaluation teaches you to analyze your agency’s effectiveness in achieving objectives. In this workshop you learn how to avoid the pitfalls of confused objectives when managing your organization’s performance, and examine the most efficient ways to achieve success at every level of management. *Instructor: Guy VanRensselaer.* Questions: Sunshine Jansen, 608-262-4354. To register, call 608-262-0810 or 800-725-9692 or register online at <https://continuingstudies.wisc.edu/course/organizational-performance-measurement>.

June 7, 2018 – **“Election Training: Baseline Chief Inspector”** – Wisconsin Elections Commission (WEC)-approved. Morning Training 8:30 am - 11:30 am, Afternoon Training 1:30 pm – 4:30 pm, West Allis City Hall, West Allis. Questions: Allison Coakley, 608-261-2033. To register or for more information online, visit <http://elections.wi.gov/clerks/education-training/schedule>.

June 13-15, 2018 – **“Wisconsin Clerks, Treasurers & Finance Officers Institute”** – League of Wisconsin Municipalities. Wednesday 11:30 am - Friday 11:45 am, Chula Vista Resort, Wisconsin Dells. Cost: \$120 members, \$145 non-members. General sessions include: Legislative Update, Department of Revenue Update, Networking Hour & Picnic. Workshop choices: Alcohol/Tobacco Licensing; Financial Management Planning; State Reporting For C & PSC Report; Elections; TIF Project Planning; Lean Government; Emotional Intelligence: Checks and Balances for Self-Awareness. *Presenters: Steve DeQuaker; Curt Witynski; Gail Sumi; Julie Raes; Steve Braatz, Jr; Jason Lee; Rick Uhlig; Ralph Chipman; Staff from Ehlers; Kelly Tarczewski; Myra Piergrossi; Dave Maccoux; Sandi Wesolowski; Staff from Wisconsin Elections Commission; John Somers; Deb Hall; Dave Kunihara; Carolyn Toms-Neary; Deb Kneser; Matt Trebatoski; Roger Wolkoff.* Conference information and register online, <http://www.lwm-info.org/760/Clerks-Treasurers-Finance-Officers-Insti>.

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