Agenda

8:30 *Registration - Coffee*

9:00 **Welcome**
Dan Thompson, Executive Director, League of Wisconsin Municipalities

Framework of Wisconsin Local Government
Dan Thompson

Powers of City Councils and Village Boards
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

Recognizing and Avoiding Conflicts of Interest
Claire Silverman, Legal Counsel, or Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

10:45 *Break*

11:00 **Budgeting & Financial Oversight**
Tom Hoff, MBA, Financial Service Mgr., Eau Claire

Noon *Lunch (included)*

1:00 **Procedures for Local Government Meetings**
Larry Larmer, Professor Emeritus, Local Government Center, UW-Madison

2:15 *Break*

2:30 **Managing Public Works Activities**
Ben Jordan, Department of Engineering Professional Development, UW-Madison

Open Discussion

3:45 *Adjournment*

2013 New Municipal Officials Workshops Registration

Please make the following reservation for the New Municipal Officials Workshop at

❒ Madison, Crowne Plaza Hotel, May 10, 2013
❒ Kimberly, Liberty Hall/Hilton Garden, June 7, 2013
❒ Eau Claire, Holiday Inn Campus, 2703 Craig Rd., June 14, 2013

Name (please type or print) **Position**

_____ _____

_____ _____

_____ _____

_____ _____

Contact Person _____ (for questions regarding this registration)

Address _____ Municipality _____

Zip _____ E-mail _____

Payment Method
❒ Credit Card or ❒ Check

Card type _____
(Master Card, Visa, or Discover)

Number _____ Exp _____ Vcode _____

Name on Card _____

Please enclose registration fee of $60 (member) or $85 (non-member) per person. Make checks payable to the League of Wisconsin Municipalities. Return this form no later than five days prior to your chosen seminar. Registration by phone cannot be accepted.

Mail to: League of Wisconsin Municipalities, 122 W. Washington Ave., Suite 300, Madison, WI 53703
Fax: (608) 267-0645; On-Line: www.lwm-info.org

Registration fees, less the $10 processing fee, are refundable if the League receives the cancellation not later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.

❒ Please place an "X" through the box if you need an accommodation regarding a disability. We will contact you to make the necessary arrangements.

2013
New Municipal Officials Workshops

The League of Wisconsin Municipalities, in cooperation with the Department of Professional Development and Applied Studies, Local Government Center, UW-Extension and the Department of Engineering Professional Development, UW-Madison, is sponsoring a one-day workshop for new city and village officials.

This Workshop provides a basic course on local government for officials who assumed office this spring. Other city and village officials who wish to brush up on their knowledge of local government or missed the previous annual workshops may also find the meetings beneficial.

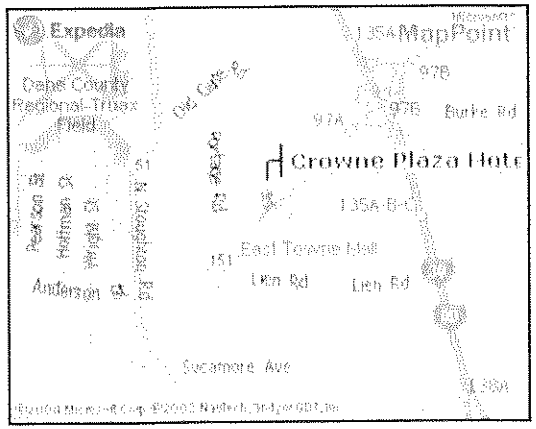
Workshop Locations

May 10, 2013
Madison
Crowne Plaza Hotel, 4402 E. Washington Ave.

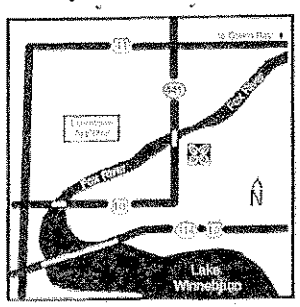
June 7, 2013
Kimberly
Liberty Hall/Hilton Garden, 800 Eisenhower Dr.

June 14, 2013
Eau Claire
Holiday Inn Campus, 2703 Craig Rd.

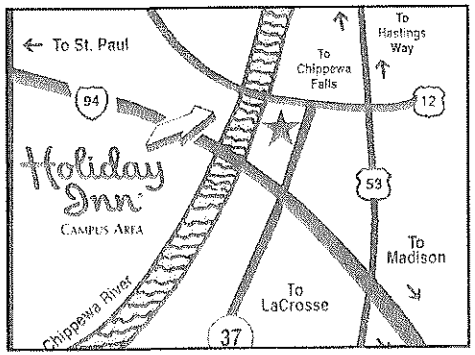
Crowne Plaza, Madison



Liberty Hall/Hilton Garden, Kimberly



Holiday Inn - Campus, Eau Claire



2013

New Officials Workshops

At Three Locations

- Madison
- Kimberly
- Eau Claire