Aldermen: If interested in attending please contact me.

thanks
Debbie

2014
New Municipal Officials Workshops

The League of Wisconsin Municipalities, is holding a one-day workshop for new city and village officials.

This Workshop provides a basic course on local government for officials who assume 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.

Registration information will be mailed to clerks in mid-March and available at <www.lwm-info.org>.

Workshop Locations

Madison
Friday, May 9, 2014
Crowne Plaza
4402 E. Washington Ave.

Eau Claire
Friday, May 30, 2014
Holiday Inn Campus, 2703 Craig Rd.

Pewaukee
Friday, June 6, 2014
Country Springs Hotel, 2810 Golf Rd.

Green Bay
Friday, June 13, 2014
Tundra Lodge, 865 Lombardi Ave.

2014

New Officials Workshops

At Four Locations

- **Madison**
- **Eau Claire**
- **Pewaukee**
- **Green Bay**

Agenda

8:30 *Registration - Coffee*

9:00 **Welcome**
Curt Witnyski, Assistant Executive Director, League of Wisconsin Municipalities

Framework of Wisconsin Local Government
Curt Witnyski

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*

2014 New Municipal Officials Workshops Registration

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

- ❒ Madison, Crowne Plaza Hotel, May 9, 2014
- ❒ Eau Claire, Holiday Inn Campus, 2703 Craig Rd., May 30, 2014
- ❒ Pewaukee, Country Springs Hotel, 2810 Golf Rd., June 6, 2014
- ❒ Green Bay, Tundra Lodge, 865 Lombardi Ave., June 13, 2014

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.