



MEMO

TO: Common Council

FROM: Debbie Galeazzi, City Clerk

SUBJECT: League of Wisconsin Municipalities Workshop

DATE: April 14, 2016

Attached to this memo is a registration form for Local Government 101 Workshop sponsored by the League of Wisconsin Municipalities. Please let me know by May 16 if you are interested in attending this workshop so I can register you. There are funds in the Council's budget for attending this workshop.



# Agenda

Local Government 101

8:30 Registration - Coffee

9:00 Welcome

Jerry Deschane, Executive Director or Gail Sumi, Member Engagement Director, League of Wisconsin Municipalities

### Organization & Powers of Cities and Villages

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

Staff from Ehlers

Noon Lunch (included)

1:00 Procedures for Local Government Meetings

Dan Hill, Local Government Specialist, UW-Extension Local Government Center

2:15 Break

2:30 Managing Public Works Activities

Ben Jordan, Transportation Information Center, Department of Engineering Professional Development, UW-Madison

3:45 Adjournment



# Registration

2016 Local Government 101

Please make the following reservation for Local Government 101 at:

- Pewaukee, Holiday Inn Pewaukee/Milwaukee West, April 29, 2016
- Eau Claire, Clarion Hotel Campus, May 6, 2016
- Madison, Crowne Plaza, May 20, 2016
- Green Bay, Tundra Lodge & Conference Center, June 3, 2016

Name (please type or print)

Position

_____	_____
_____	_____
_____	_____
_____	_____

Contact Person (for questions regarding this registration) \_\_\_\_\_

Address \_\_\_\_\_ Municipality \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Payment Method  Credit Card  Check Card Type  MasterCard  Visa  Discover

Number \_\_\_\_\_ Exp \_\_\_\_\_ Vcode \_\_\_\_\_

Name on Card \_\_\_\_\_

Please enclose registration fee of \$70 (member) or \$95 (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. Registration fee includes all Powerpoint and background materials in a spiral bound book.

Mail to: League of Wisconsin Municipalities, 131 W. Wilson, Suite 505, Madison, WI 53703

Phone: (608) 267-2380 Fax: (608) 267-0645 Online: www.lwm-info.org Email: league@lwm-info.org

Registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation no later than three days before the institute. Refunds are not available for cancellations made within three days of the institute.



Please check the box if you need an accommodation regarding a disability or dietary restriction. We will contact you to make the necessary arrangements.

## **Local Government 101 Basics You Need to Know**

The League's one-day workshops provide 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.



### **Workshop Dates & Locations**

#### **PEWAUKEE**

**Friday, April 29, 2016**

Holiday Inn Pewaukee/Milwaukee West  
N14 W24140 Tower Pl.

#### **EAU CLAIRE**

**Friday, May 6, 2016**

Clarion Hotel Campus Area  
2703 Craig Rd.

#### **MADISON**

**Friday, May 20, 2016**

Crowne Plaza Hotel  
4402 E Washington Ave.

#### **GREEN BAY**

**Friday, June 3, 2016**

Tundra Lodge & Conference Center  
865 Lombardi Ave.

## **Invest in Yourself and Your Community**

Save the date and plan to attend the League's 118th Annual Conference, October 19–21 at the Holiday Inn Hotel & Convention Center in Stevens Point.

If you've never attended the League's Annual Conference before then this is your year. All first-time attendees will receive half off of the registration fee. Watch for details in League publications and on the League's website at [www.lwm-info.org](http://www.lwm-info.org).



## **2016 Local Government 101**

*At four locations:*

- Pewaukee
- Eau Claire
- Madison
- Green Bay

