



WCMA

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WCMA NEWSLETTER

SPRING 2007

WCMA Summer Conference

The 2007 Summer Conference will be held June 13-15 at the Chula Vista Resort in Wisconsin Dells. The Chula Vista recently completed a multi-million dollar expansion of its water park, which will provide for fun and entertainment for families while managers/administrators are learning about "Transition Planning".

As the Baby-Boomer managers retire, who will take over? How does a municipality plan for these changes? These and other questions will be answered during the ICMA University Workshop entitled "Transition Planning". The workshop will be followed up by a presentation by a city manager who has been through the process. Included in a transition plan is leadership development within the organization which will also be included on the program. Mark your calendar now to attend program.

The Conference Registration form is included with this newsletter. The registration deadline is May 25th. The Executive Board approved a cancellation policy, which requires a \$50.00 fee for registrations cancelled after May 31st.

Room reservations at the Chula Vista may be made by calling 608-254-8366 and asking for the WCMA block. Rooms are \$112.00 per night. The deadline for room reservations is May 14th.

Summer Conference Golf Outing

Traditionally the Summer Conference kicks-off with a golf outing. Gary Rogers, Waupun City Administrator is setting up this year's outing. Unique to this year's conference will be a \$1 million hole-in-one contest during the golf outing sponsored by the Wisconsin Concrete Pipe Association. Sharpen your golfing skills and join in the fun on Wednesday June 13th. Please express your appreciation to Dennis Segal of WCPA for setting up this exciting event. Also, thank Gary for his assistance in making the arrangements for the golf outing.

Annual Awards Presentation in June

Two years ago, WCMA created the Manager of the Year and the Future Manager Awards program. This year's winners will be announced and the awards will be presented at the Thursday evening dinner at the Summer Conference. Please be sure to attend this event to help recognize this year's award winners.

WCMA Winter Conference Highlights

The 2007 Winter Conference was held in LaCrosse with 120 people attending. The conference started with three excellent programs on Wednesday afternoon developed by WAMCAM. They included "Fiscal Trends in Wisconsin" presented by Professor Deller; "The Wisconsin Health Plan" presented by Lisa Elinger; "New Cable Rules and the Impact on Cable Franchising" presented by Attorney Anita Gallucci. The day concluded with the President's Reception for new members, assistants and first time attendees at Piggy's Restaurant.

The Thursday sessions provided a variety of educational opportunities including: "Economic Development Impacts" presented by Mike Ley; "State Constitution Revisions" presented by Mayor Tim Hanna; "Legislative Update" presented by Kurt Witynski; "GASB 45" presented by Chris Solimine; and "Public Sector Ethics" presented by Ed Henschel. The evening was capped-off by a dinner presentation by Roger Ervin, Secretary of Revenue.

On Friday, Paul Moderacki and Greg David presented a program on "Sustainable Communities" based on efforts underway in Sweden to preserve our world. The final presentation was by Gordon Tiffany on taking care of your "Personal Finances".

In addition to a great conference, many members were entertained by several bald eagles catching fish in the Mississippi River outside of their hotel room.

Future WCMA Conference Dates

Mark your calendar now to attend the following WCMA conferences and other professional development opportunities:

2007

- **June 13-15**, WCMA Summer Conference, Chula Vista, Wisconsin Dells
- **October 7-10**, ICMA Annual Conference, Pittsburg, Pennsylvania

2008

- **March 5-7**, WCMA Winter Conference, Liberty Hall, Kimberly
- **June 11-13** WCMA Summer Conference, Holiday Inn, Manitowoc

A Letter From a Retiree

In January 2007, we received the following letter from John Fredrickson. John was the Village Manager of River Hills for 34 years and retired in 1990:

Hi Ed - Thanks for keeping us old codgers informed of what's going on in the work world. Reading the NEWS LETTER I can't help but be amazed at the growth and professionalism of the Association. When I joined in 1955, I think we had only 12 or so municipalities in the State. At my first meeting (in Madison, I believe) the featured (and only) speaker was Clarence Ridley. The term "speaker" is a bit inaccurate since we more or less just sat around and shot the breeze.

Anyhow, good luck to you and all. You appear to be doing a great job.

Sincerely,
John Frederickson

Thank you, John, for the letter. I think it is important for all of the members to hear from the "old codgers" and get a sense of WCMA history.

If you have a WCMA story to tell, please share it with us. Send your stories to Ed Henschel, WCMA Executive Director, 115 South 84th Street, Milwaukee, WI 53214, or send an e-mail to ehenschel@virchowkrause.com.

WAMCAM Events

The Wisconsin Association of Municipal/County Assistant Managers (WAMCAM) has again scheduled several events for 2007. All WCMA and WAMCAM members are encouraged to attend. A brochure with this year's program scheduled is enclosed with this newsletter or may be accessed on the WCMA website.

2007 WAMCAM Board of Directors

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WCMA Internship Grants

In 2005, WCMA created an Internship Grant Program to encourage the use of interns to assist municipalities and to train future municipal leaders. This year grants were awarded to Lancaster, Whitefish Bay and Whitewater. Applications for grants and grant guidelines may be obtained from the WCMA website (www.wcma-wi.org). Applications are due to Scott Gosse, Internship Grant Committee Chairman by June 15th. The grants are 50/50 matching grants, with the awards to be made in August so that the winning municipality can include their match in their budget process. If you have any questions about the grant program, please contact Scott Gosse at 262-691-5660.

Comings & Goings & New Members

Daniel Wietecha has been appointed Village Administrator in **Evansville**.

Michael Huggins, Assistant City Manager in **Eau Claire** has been appointed City Manager there.

Rebecca Smith, Community Information Specialist in **Janesville** has been appointed Management Assistant there.

Stephen Compton, left his position as Richland Center Administrator to take the position of Director of Finance in Greenville, Texas.

Travis Parish has been appointed Town Administrator for the **Town of Campbell**. Travis previously worked in Geneva, Illinois

Tim Frietag, left his position as the West Milwaukee Village Administrator to accept the position as the **City of Jefferson** Administrator.

Lou Pluckhan left his position as the City Manager of Platteville to become the City Manager of Marion, Iowa.

Alfred (Al) Vacanti has been appointed Village Administrator/Treasurer for **North Fond du Lac**. Al's most recent position was City Manager for Chadron, Nebraska.

Congratulations and good luck to all who have been appointed to new positions. WCMA is a resource for you. Contact the Executive Director, your regional coordinator, or other members if you need ideas on how to handle problems or how to implement new policies.

We apologize for any omissions. Please be sure to let us know of changes in employment, so we can update our records.

Help Us Keep Our Records Updated!



Each WCMA member has a member profile on the WCMA website. This is the information we use to create mailing lists, maintain active memberships, print the Roster, etc. Please check your profile to be sure it is up to date. For example, in an effort to reduce postage, we changed everyone's profile to receive the Newsletter and Salary Survey electronically. If you would prefer to receive this information by mail, you must go into your profile and change the section on how to receive information.

It is very easy to keep your WCMA member contact information up-to-date. Members can update their own information on the WCMA web site. When you login to the "Members Only" area of the web site at www.wcma-wi.org/members/index.php, you can click on "Edit Your Profile" under the heading "Member Directory" and update your e-mail address, phone number and other contact information.

While you are there, please be sure to fill in your Personal Information at the bottom of the screen, including the number of years you have been in your current position, the number of years you have been in the profession, your job history and other personal biographical information. For some fun, try looking up this information for your colleagues and learn a little bit about their work history and personal background.

If you do not have Internet access, or need some help in updating your member profile, please contact WCMA, and we will be happy to help you out. Call Ed Henschel at 414-777-5382 or e-mail ehenschel@virchowkrause.com. Thank you for your assistance in keeping our records up to date.

ICMA Midwest Regional Summit 2007

On a warm, sunny March afternoon, in beautiful downtown Milwaukee (WI) the Midwest Regional Summit began with more than 50 people in attendance (a great turnout!). Held during the height of March Madness (March 22-23), participants from each of the Midwest states (Ohio, Minnesota, Michigan, Missouri, Iowa, Indiana and Michigan and, of course, Wisconsin), shared information, networking and camaraderie.

On Thursday afternoon Bob O'Neill and Felicia Logan collaborated on the ICMA University workshop, entitled "Sustainability as Legacy: Leaving a Legacy of Public Service," which had everyone participating in an interactive exercise. Participants were invited to 'explore what a framework of sustainability for the public sector might look like' and reviewed measures for success, dealing effectively within power structures, ensuring that the right people are along for the ride and how to personally sustain their professionalism, energy and legacy. It was a well-presented workshop.

Following the Workshop was a reception hosted by ICMA-RC, dinner, with a video presentation on the value of professional management and another reception sponsored by the Wisconsin City/County Management Association (lots of opportunities to network!).

Friday morning began with a continental breakfast, followed by Bob's presentation of the ICMA Strategic Planning Committee's effort to date. The session allowed attendees an opportunity to evaluate and comment on results that the Committee received from a survey of members concerning local government, the profession and the association. Information collected at the Midwest Summit, as well as the other regional summits has been forwarded to the Committee for their information and utilization as they continue their strategic planning work.

The Midwest VP's then had an opportunity to hear from attendees concerning any issues they might have about ICMA, and then shared info on membership, next generation strategies, the annual conference in Pittsburgh, ethics, the credentialing program, international efforts, and the fund for professional management.

The Midwest Summit was well attended, well-presented and well-received by all! On behalf of Peter and Mike, we hope you enjoyed this brief summary! (Thank you Barb Blumenfield, ICMA-VP).

Ethics in Action: Helping Employees Make Sound Ethical Decisions

Many of our cities and counties have ethics laws that sit on their shelves. What are some ways to raise the ethical awareness of local government employees? Montgomery County, Maryland, recently launched an initiative to help its employees understand the county's ethics law. In addition to giving all county employees a brochure of ethics facts, the county has also developed a series of "brainteasers" that it posts on its Web site. Written in a straightforward style, these documents provide descriptions of typical situations that employees face in their day-to-day work and offers advice on how to handle them in a professional and ethical way.

Here are some excerpts from the county's brochure "Ethifacts: A Primer in Montgomery County Ethics."

The next time you are faced with an ethical crisis, ask yourself the following questions:

- How will it affect my career, my future, my status in the community?
- Would I like my actions on the front page of the newspaper?
- What would my peers think?
- What are the penalties if I break the rules?

In 2004, the county held an educational forum for 300 of its staff and executive leaders. Prior to the event, the commission staff e-mailed each participant a series of ethics questions based on particular scenarios. After the leadership forum, the commission posted the interactive employee training ("Brainteasers") on its Web site, along with the appropriate responses. Here's an example:

The ethics commission has approved outside employment for Celia to work as a sales associate for a cosmetics company. She regularly hands out catalogues to fellow employees and often stops by to take orders or answer questions during her county work hours. She also spends considerable time sorting and distributing products to her fellow employees. Sometimes, she uses her lunchtime for this work, but she often conducts this business during regular work time. Does Celia's conduct pose an ethics violation?

Answer: Yes. Celia is actively conducting her outside work during county work hours. Although her outside employment is approved, she is

prohibited from conducting it during her county

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Taxes Compared

Listed here is the per capita state and local tax bill in 2004. Figures represent all state and local government tax revenue collected from households, consumers and businesses, divided by the state population. (Source: U.S. Census Bureau)

\$ 7,154	Washington DC	\$ 3,133	New Hampshire
5,260	New York	3,094	Florida
4,921	Connecticut	3,054	Iowa
4,555	New Jersey	2,999	Indiana
4,437	Wyoming	2,989	North Dakota
4,217	Massachusetts	2,929	North Carolina
4,016	Maryland	2,917	Oregon
3,891	Rhode Island	2,899	Louisiana
3,813	Hawaii	2,881	Texas
3,811	Minnesota	2,877	Georgia
3,789	Maine	2,871	Arizona
3,736	California	2,861	New Mexico
3,714	Wisconsin	2,822	Missouri
3,681	Vermont	2,767	Kentucky
3,610	Alaska	2,740	West Virginia
3,609	Nebraska	2,735	Utah
3,608	Delaware	2,728	Idaho
3,555	Illinois	2,677	Oklahoma
3,452	Washington	2,662	South Carolina
3,447	Pennsylvania*	2,623	Montana
3,419	Ohio	2,615	South Dakota
3,417	Nevada	2,536	Arkansas
3,380	Kansas	2,535	Tennessee
3,342	Virginia	2,444	Mississippi
3,313	Michigan	2,328	Alabama
3,169	Colorado		*National Average

Job Postings on WCMA Web Site

Remember to check the WCMA web site at www.wcma-wi.org/resources/jobpostings.php for the latest position openings. There are also links to other government jobs web sites. As a service to WCMA members, the web site may be used to advertise other positions (such as department heads) in your organization. Send your postings to WCMA via e-mail to ehenschel@virchowkrause.com, or through the contact form on the WCMA web site at <http://www.wcma-wi.org/contactus.php>.

Looking for Articles and Programs

We are continually looking for articles of interest and programs for conferences. If any members or sponsors have written articles or have programs of interest, please send them to WCMA for consideration for future newsletters and conferences.

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Public Safety Interoperable Communications Grants Available

The Digital Television Transition and Public Safety Act of 2005 (the Act) provides that the Assistant Secretary for Communications and Information of the Department of Commerce, in consultation with the Secretary of the DHS, shall make payments not to exceed \$1 billion in the aggregate through fiscal year 2010 to carry out the PSIC program.

The Act also directed NTIA, in consultation with DHS, to develop the grant program policies, procedures and regulations of the grants to be awarded in 2007, and grant projects will be completed in Fiscal Year 2010. As required in the recently enacted Call Home Act of 2006, the grants will be awarded by September 30, 2007. The grant program, which covers public safety agencies in all 50 states, the District of Columbia, Puerto Rico and four U.S. territories, will assist public safety agencies in the acquisition of, deployment of, or training for the use of interoperable communications systems that can utilize reallocated public safety spectrum in the 700 MHz band for radio communication.

Under this MOU, DHS's Office of Grants and Training will provide grants management services to NTIA for the PSIC grant program. DHS, among other things, will:

- Develop policies, procedures and regulations to govern the PSIC program
- Develop a timetable to complete actions so that grants may be awarded by the established dates
- Develop and distribute program application and guidance materials
- Publicize the availability of grant opportunities
- Provide technical assistance to applicants
- Notify recipients of grant awards
- Award grant funds by September 30, 2007; and
- Conduct site visits to verify progress and completion of funded projects.

NTIA, among other things, will:

- Assist in the development of policies, procedures, and regulations governing the PSIC program and approve the same;
- Provide DHS with NTIA access rights to Grants.gov to post funding opportunity announcements and post NTIA grant award information to the Federal Assistance Award Data Systems;
- Participate in publicizing the availability of grant opportunities under the PSIC Grant Program;
- Approve final grant awards;
- Review and approve an annual administrative plan to implement the program;
- Jointly announce grant awards; and
- Provide funding to DHS for administrative costs and the grant awards.

For program information, contact NTIA's Office of Telecommunications and Information Administration at (202) 482-5802 or the DHS Office of Grants & Training at 1-800-368-6498.

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Crown Community Award

Congratulations to Osceola and Dale Soltis on winning a 2006 Crown Community Award. This award is made annually by American City and County Magazine based on the uniqueness of a particular project within a community.

Being a quaint village listed on the National Historic Downtown Register may be prestigious, but as the local government officials in Osceola, Wis., discovered, it also may mean trouble is brewing below the surface. Established in 1844, Osceola's treasures include an old millpond and other historical landmarks, yet more recently the town had to address problems throughout its century-old infrastructure.

In 2002, heavy rains broke an earthen dam upstream from the village, flooding a major portion of Osceola's downtown and nearby State Highway 35. The flooding also filled the historic millpond with silt. The year before, the village had begun planning for a much-needed wastewater treatment plant, but the flooding — which damaged sections of Highway 35 and threatened a federally endangered species of mussel — revealed a need for additional stormwater control and wastewater treatment upgrades. The town responded by creating a plan to fortify its historic identity while paving the way for its future.

Emergency repairs were made, but before making permanent changes, the town first developed a comprehensive \$9.25 million project that included building a new wastewater treatment plant, re-establishing the historic dam and millpond, replacing elements of the water and sewer system, reconstructing streets and storm sewers, landscaping and adding enhancements to the downtown area, improving parking and adding new lighting compatible with the town's historic character.

The new wastewater treatment plant was built to accommodate increased commercial, industrial and residential growth with a flow capacity of 0.9 million gallons per day, says Neil Soltis, village administrator and clerk. The town routed a new sewer line beneath the old millpond and lowered the inlet to the wastewater treatment plant, eliminating the need for a lift station and force main. The millpond, which had filled with silt, was dredged and fitted with a stone-covered dam and new box culvert for better flow control.

The Osceola Historical Society contributed ideas for the aesthetics of the dam and millpond reconstruction as well as downtown lighting, benches, trash receptacles and landscaping. Local businesses and residents were consulted and updated on the project's progress through e-mails from Soltis and through a weekly construction feature published in the local paper.

The project spanned two years, and ended just in time for the annual Village Fair and Wings to Wheels Labor Day celebration. "Most people felt this was a huge investment in the future," Soltis says.

Summer Conference Program

The preliminary Summer Conference Program is as follows:

Wednesday, June 13th

11:00 Registration for Golf Outing (location to be determined)

12:00 – 4:00 Golf outing & Hole-in-One Contest

5:30 – 7:30 Cookout at the Chula Vista

Thursday June 14th

7:30-8:30 Breakfast

8:30-noon ICMA Univ. Workshop: "Transition Planning"

1:00 – 3:00 "Staff Leadership Development"

5:15 – 6:00 Cash-Bar Social

6:00 – 7:30 Dinner and Awards presentation

Friday June 15th

7:30 – 8:30 Breakfast

8:30 – 9:30 "Experiences of a Transition Planner"

9:45 – 10:45 WAMCAM Program (to be announced)

10:45 – 11:45 Annual Business Meeting

11:45 – 12:15 2011 ICMA Conference Planning Committee Meeting

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Nine Reasons to Conduct an Orientation for New Council Members

1. Becoming an effective council member is hard work.

Local government professionals often underestimate the challenges involved for newly elected council members in making the transition from the role of citizen to that of effective council member. Many individuals elected to local government office have had little or no direct experience with the organization they have been elected to lead or with local government in general.

Newly elected council members have little opportunity to grow into the job. Immediately upon taking office, they are required to exercise the full authority of the office—no internship or apprenticeship here! In most cities, they have to become acquainted quickly with a wide variety of topics to which they have had little or no exposure. They are thrown into the policy-making arena to deal with topics ranging from planning and land use to public works and public finance, labor relations, and many specific service areas of the jurisdiction.

Citizens almost immediately expect them to be experts on topics ranging from law enforcement to library collection policies. Although it will be appropriate and relatively easy for them to refer inquiries on many of these topics to staff, the public that elected them will expect them to know at least some basics about all these topics.

Even the jargon that local government staff take for granted can be foreign and perplexing to new members of the community's "board of directors." Council members usually value and long appreciate the assistance provided to them during this challenging transition by staff who appreciate the difficulties they face.

2. Important decisions often will not wait.

It is rare for cities to have the luxury of deferring important decisions until newly elected council members are fully acclimated to their new roles and responsibilities. Issues often have their own critical path and may need to be addressed regardless of the tenure of council members. Council members in training are often required to make significant decisions on behalf of their communities.

An effective council member orientation program is not a guarantee that new council members will be able to rise to the occasion of tough and important decisions early in their tenure, but it certainly increases their chances. Such orientation programs are, in essence, survey courses in their roles and responsibilities as well as in the broad spectrum of issues the local government is facing. With the benefit of this context, council members are more likely to be up to the challenge of the significant issues confronting them during their tenure.

3. Staff can demonstrate the importance of the transition.

Their personal success in this visible and important role as council member is certainly going to be of great importance to those who are newly elected. A thoughtful and well-prepared orientation program clearly demonstrates the staff's appreciation of the importance of their transition to having a public role. It is likely to be early in their tenure that new council members are most dependent on staff and will need staff's support. Through a thoughtful and informative orientation program, the local government manager and staff can demonstrate their commitment to assist and support council members in their important responsibilities.

4. Government managers can jump-start relationships with council members.

It has been demonstrated in more than one poll of city managers that the relationship between the council and the manager and staff is one of the most important factors in determining the job satisfaction of the city manager. It is certainly one of the most critical prerequisites for creating an effective council-manager-staff team.

Without an effective team, cities are often not high performing. An effective orientation program can create a good first impression by modeling the type of open and informative communication with council members to which staff is committed.

Orientation is also an excellent time to encourage staff (not only the local government manager and the executive staff) and council members to get to know each other outside the spotlight and formalities of a council meeting. Developing greater familiarity can be very

valuable to the newly elected council member as well as to the staff members who will be working with them.

5. Council members take on new legal responsibilities.

After their election, new council members can suddenly have legal responsibilities much different from those of private citizens. They have financial disclosure obligations, and they will certainly (and suddenly) discover pitfalls to avoid, including conflicts of interest. The sooner they are aware of their new obligations, the less likely they will be to inadvertently run into problems by not being aware of the full implications of their new status.

6. Council members may be surprised about the public nature of community input and group decision making.

Newly elected council members may have little or no experience in considering public comments and group decision-making dynamics. It is even less likely that they will have had experience doing so in the very public atmosphere of the council meeting. The sooner they gain an understanding of this dynamic and learn how to function best in this environment, the more likely it is that they will be effective in their new role.

7. Staff can step back and review issues comprehensively.

Preparing for an orientation program can have some specific side benefits for staff. It provides them with an opportunity to step back from their busy workdays and take a more comprehensive look at what they are doing. It allows them to take a look at all the issues and projects under way and see their context in the broader organizational picture. It also reminds them of how their roles relate to the council and of the critical ingredients necessary for the maintenance of a positive relationship with the council.

8. Council member issues and priorities can be identified early.

The campaign will often provide plenty of clues about the priorities of the newly elected members, but an orientation program offers an opportunity to confirm and clarify those priorities. It can often be interesting to learn what was and

was not said (or, possibly, what was and was not meant) during the heat of the campaign.

The orientation process can provide helpful clues about the priorities of new council members that might not be immediately apparent through formal council meetings.

The local government manager can use the orientation to find out what expectations the new council members have of staff. Although a full discussion of expectations may be more appropriately handled during meetings or retreats with the entire council, the new member orientation is the first opportunity to bring to the surface issues that may affect establishing a good working relationship.

9. Council members learn of areas where they need more information.

Depending on a council member's previous experience (e.g., as a board or commission member) or professional or volunteer work, the new member may well be stronger in some subject areas than in others. The orientation helps the member to identify these areas and find out about opportunities to gain more training or information.

Source: Excerpted from *New Council Member Orientation: Instilling the Spirit of High Performance IQ Report* (2006). To get more information about how to get the entire IQ Report from ICMA, go to: http://bookstore.icma.org/New_Council_Member_Orientation_P1710C14.cfm

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Just One Hundred Years Ago – In 1907:

The average life expectancy in the US was 47 years.
 Only 14% of the homes in the US had a bathtub.
 Only 8% of the homes had a telephone.
 A three-minute call from Denver to New York City cost \$11.00.
 There were only 8,000 cars in the US, and only 144 miles of paved roads.
 The maximum speed limit in most cities was 10 mph.
 Alabama, Mississippi, Iowa, and Tennessee were each more heavily populated than California. With a mere 1.4 million residents, California was only the 21st most populous state in the Union.
 The average hourly wage in the US was 22¢.
 The average US worker made between \$200 and \$400 per year.
 A competent accountant could expect to earn \$2000 per year, a dentist \$2,500 per year. A veterinarian between \$1,500 and \$4,000 per year. A mechanical engineer about \$5,000 per year.
 More than 95 percent of all births in the US took place at home.
 Sugar cost four cents a pound. Eggs were fourteen cents a dozen. Coffee was fifteen cents a pound.
 Most women only washed their hair once a month, and used borax or egg yolks for shampoo.
 The five leading causes of death in the US were:

1. Pneumonia and influenza
2. Tuberculosis
3. Diarrhea
4. Heart disease
5. Stroke

The population of Las Vegas, Nevada, was 30!
 Crossword puzzles, canned beer, and iced tea hadn't been invented.
 Two of 10 US adults couldn't read or write. Only 6 % of all Americans had graduated high school.
 Marijuana, heroin, and morphine were all available over the counter at corner drugstores. According to one pharmacist, "Heroin clears the complexion, gives buoyancy to the mind, regulates the stomach and bowels, and is, in fact, a perfect guardian of health." (Leave it to your friendly pharmacist).
 There were only about 230 reported murders in the entire US.

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In-State Training Opportunities

In addition to the two conferences put on by WCMA and the professional development seminars sponsored by WAMCAM, other training opportunities in Wisconsin include:

- League of Wisconsin Municipalities Chief Executives Workshop, Elkhart Lake, August 29. <lwm-info.org>
- League of Wisconsin Municipalities Annual Conference, Milwaukee, October 3-5. <lwm-info.org>
- UW Green Bay Municipal Clerks & Treasurers Institute, Green Bay, July 8-13. <uwgb.edu/outreach/govt>
- UW Green Bay Municipal Administrators Academy, Green Bay, July 22-26. <uwgb.edu/outreach/govt>
- American Academy of Certified Public Managers National Convention, Madison, September 8-12. <wscpm.org>

The following WisLine programs are offered by UW-Extension's Local Government Center:

*May 1 and 3 - "**Conducting the Annual Board of Review**" Program #1743-10 - Learn or review the statutory requirements and procedures for conducting the annual board of review. This program meets the certified training requirement under the law for board members. Fee: \$15.

*May 8 - "**What Every Clerk Needs to Know - and Didn't Know To Ask**" Program #1742-8 - A beginner's guide to basic election information, such as running a local election, notices, ballot preparation, and more. Available at any WisLine site 10:30 a.m. - 11:50 a.m. Fee: \$15.

*May 31 - "**Open Meetings Law**" Program #1745-2 - offered by the Local Government Center. Basic statutory requirements of the open meetings law and current case law. Held from 2:30-4:20 p.m. at any public WisLine site statewide. Fee: \$18.

*For more information about any of these programs, contact WisLine Registrations 608-262-0810. The registration brochure is online at <http://www.uwex.edu/lgc>.

May 3, 4, 8, 9, 11, 15, 16, 18, 22, 23, or 24 - "**Town Officials Workshop**" - Sessions for New and Continuing officials offer topics designed for each group. The workshop provides useful information on current procedures, requirements, and resources necessary to conduct town government. Fee: \$55.

May 9 - "**Management Assessment for Personal Planning and Development**" Offered by the Wisconsin Certified Public Manager Program at UW-Madison. Fee: \$128. Held at the Pyle Center, Madison, from 8:30-3:30. Basics of self-evaluation to become an effective manager begin before the class with self-assessment exercises; learn to build on strengths and address limitations. Registration before April 26 is required. Call 608-262-3830, email rdreifuerst@dcs.wisc.edu, or visit <dcs.wisc.edu/pda/cpm>.

May 9, 10, and 11 - "**Repair of Concrete**" Learn what causes deterioration, how to evaluate it, and ways to select appropriate and cost-effective repairs. Fee: \$895 (some discounts available). For more information, email Ray Matulionis at matulionis@epd.engr.wisc.edu, call 800-462-0876, or visit <epdweb.engr.wisc.edu/courses/course.lasso?myCourseChoice=J236>.

May 10 - "**Using Succession Planning and Mentoring to Chart the Future**" Fee: \$128. Held at the Pyle Center, Madison, from 8:30-3:30. Growing leaders within your organization is a priority to meet its workforce demands. For information, visit <dcs.wisc.edu/pda/cpm>, email rdreifuerst@dcs.wisc.edu, or call 608-262-3830.

May 15 - "**Preparing RFP's and Bids**" Fee: \$128. Held at the Pyle Center, Madison, from 8:30-3:30. Learn to conduct a proposal or bid process that is legal and achieves the desired outcomes. For more information, call 608-262-3830 or visit <dcs.wisc.edu/pda/cpm>.

May 16 - "**Program Evaluation Techniques**" Fee: \$128. Held at the Pyle Center, Madison, from 8:30-3:30. For more information email spaddock@wisc.edu, or call 608-262-2576.