



Upcoming Local Government Programs

March-April 2020



UW-Madison Division of Extension's Local Government Center publishes this announcement of statewide programs monthly. It includes UW-Madison Extension programming and other programs of interest relating to local government that are offered in Wisconsin. Asterisked (*) programs are UW-Madison Extension's Local Government Center programs. Information about UW-Madison Extension's Local Government Center and its programming may be found at lgc.uwex.edu. Please send brochures and announcements of programs of statewide interest to Philip Freeburg (philip.freeburg@wisc.edu). Our address: **Local Government Center**, 702 Langdon St., Suite 111, Madison, WI 53706.

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

Disclaimer: Due to the Covid-19 outbreak, all in-person programming is cancelled. The programs listed will all be conducted via webinar. Many courses are in the process of being rescheduled and more information will be published as dates and locations are provided. If you are organizing or running a program not listed, please contact the Local Government Center.

May 2020

*Tuesday, May 12, 2020 – **“Effective Virtual Public Meetings During Covid-19 Pandemic”** – Local Government Center. 9:00 a.m.-10:30 a.m., Paul M. Ferguson, Assistant Attorney General, State of Wisconsin Department of Justice, Office of Open Government and Andrew T. Phillips, Attorney, von Briesen & Roper, S.C. This program is part of our “Issues, Challenges, and Strategies” Distance Education Series and is co-sponsored by Local Government Education, UW-Madison Division of Extension, the League of Wisconsin Municipalities, Wisconsin Towns Association, and Wisconsin Counties Association. The program is free; however, registration is required. <https://lgc.uwex.edu/distance-education/current-issues-affecting-local-government-officials/>

*Wednesday, May 13, 2020 – **“Annual Case Law and Legislative Update”** — Local Government Center. 10:30 am — 12:00p.m. Planning law is constantly changing. This program reviews recent court decisions and legislation from the past year affecting planning and land use

in Wisconsin. Presented by Professor Brian Ohm., Department of Planning and Landscape Architecture, UW-Madison and UW-Madison Division of Extension

To register online, go to the Distance Education tab at <https://lgc.uwex.edu/>

or follow this link:

https://uw.ungerboeck.com/prod/emc00/PublicSignIn.aspx?&SessionID=fblffkfa6fcmfdkei6ejl&Lang=*

To register by telephone, call 608-262-0810. Payment due at registration.

Thursday, May 14, 2020 – **“Urbanism Next Virtual Forum”** – Urban Futures. 10:30 a.m.-4:05 p.m. A conversation about new mobility, mobility as a service, and e-commerce in the midst of global disruption. The Virtual Forum will be followed by a series of monthly webinars starting in June 2020. Access to this entire series of webinars is included in the price of the Virtual Forum. \$125 - General Registration: Urbanism Next Virtual Forum + Webinar Series \$50 - Student Registration - Urbanism Next Virtual Forum + Webinar Series. Registration closes on May 13th at midnight PT - register now to ensure your spot! To register, visit the link: <https://ecommerce.uoregon.edu/select/2513709/6265125578547>

Thursday, May 14- Thursday, May 28, 2020 – **“Citizen/ Customer Service”** – Transportation Information Center. Topics include: providing great citizen/customer service for your community, improve department infrastructures (systems, processes, or structures) that build and sustain great customer service, knowing the differences between a customer and a stakeholder, becoming a customer-centered department and create strategies for being more customer-centered, characteristics of upset customers and learn techniques to calm them, building a win/win partnership with customers, and supervisors role in ensuring great customer service and strategies for supporting frontline employees. \$150, fee includes all course materials. Session days and times include:

Thursday, May 14, 2020 at 9:00 a.m. to 11:00 a.m.

Thursday, May 21, 2020 at 9:00 a.m. to 11:00 a.m.

Thursday, May 28, 2020 at 9:00 a.m. to 11:00 a.m.

To register, visit:

<https://uw.ungerboeck.com/prod/emc00/regload.html?OrgCode=10&EvtID=24833&AppCode=REG&CC=119103075759®TYPE=3100-101&Timeout=1000&GACode=UA-68094028-1>

May and June 2020 - **Local Government 101** – League of Wisconsin Municipalities \$70-All online & may attend any LG 101 Webinar(s) (in-person events for May and June rescheduled to these webinars.) The League’s 1-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. You’ll learn about city and village powers including municipal home rule, hear

about how to recognize and avoid conflicts of interest, go home with a quick tutorial on municipal budgeting as well as how to run a meeting and finish with an overview on managing public works projects. In addition, you'll have that age-old question answered: "what is a walking quorum anyway?"

We're adapting and have converted four of the one-day workshops into webinars - with more dates possible. Participants who opt for the online webinar version have the option to take the course all in one day or mix and match the four different modules during any of our offered webinar dates over a 12 month period following their registration. In addition to the online training, participants will have the option of receiving a hard copy workbook or a USB version. The cost of the program is \$70 per person. Register here: <https://www.lwm-info.org/799/Local-Government-101-Important-Basics>

Sessions (Check with League for Times):

May 15 -

May 29 -

June 5 -

June 26 -

*Wednesday, May 20, 2020 – **“Alcohol Beverage Regulation and Licensing- Part 1”** – Local Government Center. 10:00a.m.- 12:00 p.m. Part 1: Under state law, Wisconsin municipalities issue and renew alcohol licenses. New municipal clerks and others looking for a refresher on the basics of alcohol licensing will benefit most from this session. Learn about the different types of licenses, license qualifications, notice requirements and other statutory requirements as your municipality prepares for the upcoming license renewal period. To register, visit: https://uw.ungerboeck.com/prod/emc00/PublicSignIn.aspx?&SessionID=fb9ff7fanfbmfe3fbkej1&Lang=*

Thursday, May 21, 2020 – **“Executive Writing: Effective Workplace Communication – 8:30am- 3:15pm. Online.** Certified Public Manager® Program. This workshop will help you master the writing skills necessary to communicate effectively with internal and external audiences in today's professional environment. Learn techniques of document structure, grammar, and style proven to enhance credibility, connection, and influence. Explore the most common credibility-damaging errors and tips for avoiding them. And then practice applying these techniques to your own work situations. \$325, government or nonprofit \$225. To register, visit <https://continuingstudies.wisc.edu/classes/executive-writing/>

Wednesday, May 20- Thursday, May 21 – **“The Manager's Role in Work Satisfaction and Engagement.** 9:00 a.m.-3:45 p.m. **Online.** There are many myths about what managers can and should do to support employee work performance, satisfaction, and engagement. Learn what decades of real-world management experience reveals about best practices and tools for day-to-day manager activities, plus gain insights from recent research focusing on today's diverse and fast-moving environments. \$495; government or nonprofit \$385. For more information and to

register, visit <https://continuingstudies.wisc.edu/classes/managers-role-satisfaction-performance-engagement/>

June 2020

*Wednesday, June 3, 2020– **“Alcohol Beverage Regulation and Licensing- Part 2”** – Local Government Center. 10:00 a.m.-12:00 p.m. Part 2 is intended for new and continuing officials who want to stay up-to-date with recent law changes, current issues, and Wisconsin Department of Revenue resources related to alcohol licensing. Tyler Quam will cover recent legal updates and legislative changes. To submit your questions ahead of time, please email them by Wednesday, May 1, 2020 to lgc@extension.wisc.edu. To register, visit: https://uw.ungerboeck.com/prod/emc00/PublicSignIn.aspx?&SessionID=fbpffofalfb1feofblfap&Lang=*

Thursday June 4, 2020 – **“Exploring and Reporting Your Data”** - Certified Public Manager® Program. 8:30 a.m. - 3:15 pm, online. Cost: \$225 Govt/nonprofit. In this updated class you will gain a better understanding of common data types, their purpose, and their limitations. You will have opportunities to analyze the data your organization has available, identify data gaps, and assess the strength of your information. You will also discover strategies for reporting data for different audiences. Instructor: Patrick Jackson. Questions: Masha Bubela, 608-263-5130. Register online at <https://continuingstudies.wisc.edu/classes/data-exploring-reporting/>

*Tuesday, June 9, 2020 - ***When Revenues Fall Short – Weathering the Covid-19 Recession** Local Government Center 10:00 a.m. – 11:30 a.m., Zoom Webinar. Wisconsin municipal governments are already feeling the COVID-19 recession’s impact, and it is likely to get worse before it gets better. Further, Retail and Main Street have taken an economic hit in our current environment. Non-essential businesses have lost sales and workers, and community leaders and economic development professionals are concerned about the future of local business districts. Room taxes and other revenues are significantly off across all sectors. This webinar will provide data and practical information on the potential revenue loss impacts on municipalities and how to anticipate and mitigate those impacts. Presenters from Ehlers, KerberRose, the Wisconsin Policy Forum, and UW-Madison Extension’s Community and Economic Development program, each of whom will provide data, practical advice, and potential solutions for local governments to consider as they deal with revenue shortfalls for 2020 and beyond. Cost: Free. Register Here. https://uwextension.zoom.us/meeting/register/tJcrduyprjwsHdd-UZEaqPCe-f_btv0vtOi

Thursday June 18, 2020 – **“Encouraging a Culture of Civility and Respect”** - Certified Public Manager® Program. 8:30 am - 3:15 pm, online. Cost: \$225 Govt/nonprofit. Disrespectful and uncivil behavior is on the rise in the workplace, costing organizations millions in lost

productivity, lower quality, and employee turnover. To address this growing problem, we examine the concept of civil and respectful behavior and some of the possible reasons behind the trend. We also share strategies that organizational leaders and teams can employ to build and maintain a culture of civil and respectful behavior, and to address disrespectful or inappropriate behavior when they see it. Instructor: Sagar Allison Cooley. Questions: Masha Bubela, 608-263-5130. Register online at <https://continuingstudies.wisc.edu/classes/encourage-culture-civility-respect>

Thursday June 18- Thursday June 25, 2020 – **“Improving Communication Skills”** – Transportation Information Center. Online. Course topics include: understanding basics of verbal communications, writing better emails, short letters and reports, team communications and delegation, conducting small meetings, and working with difficult people. Registration fee is \$150 and includes all course materials. Session dates and times are as follows:

Thursday, June 18, 2020 from 1:00 p.m. to 3:00 p.m.

Tuesday, June 23, 2020 from 1:00 p.m. to 3:00 p.m.

Thursday, June 25, 2020 from 1:00 p.m. to 3:00 p.m.

To register, visit:

https://uw.ungerboeck.com/prod/emc00/PublicSignIn.aspx?&SessionID=fb8ffkfa5fa2fb5ffoej2&Lang=*

An EEO/AA employer, UW-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and American with Disabilities (ADA) requirements. Requests for reasonable accommodations for **disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early** as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.