



David Torgler, Administrator/Clerk

### COMMUNICATION FORM

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FROM: David Torgler, Town Administrator/Clerk  
DATE: May 9, 2024  
ITEM: Town of Oak Creek Board Orientation  
ATTACHED: 2024 Town of Oak Creek Elected Officials Orientation

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BOARD ACTION:                    ☐ ACTION ITEM  
   ☐ DIRECTION REQUESTED  
   ☒ INFORMATION  
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REQUEST OR ISSUE: To prepare the Town's municipal leaders for their roles, duties and responsibilities as statutory town officials.

RECOMMENDED ACTION: No action is anticipated.

BACKGROUND INFORMATION: Kate McIntire, DOLA's Regional Manager, will meet with the Board and discuss the role of a Statutory Town, the Town Board; how to be effective municipal leaders; and to discuss DOLA's role to provide assistance and advice to municipal leaders, etc.

FISCAL IMPACTS: None known

LEGAL ISSUES: None known

CONFLICTS OR ISSUES: None known.

SUMMARY AND ALTERNATIVES: This orientation is a training opportunity provided by DOLA's staff to prepare municipal officials for their duties and responsibilities.