

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

## **PERSONNEL COMMITTEE**

**August 8, 2022 - 6:20 PM**

**(or immediately following previously scheduled meeting)**

**Community Room  
933 Michigan Avenue, Stevens Point, WI**

**OR**

**Zoom Teleconferencing**

**Meeting ID: 864 4825 5430 | Passcode: 379656**

**By**

**Computer: <https://us02web.zoom.us/j/86448255430?pwd=d3pkMmNSY1llUTg3bi9YZTNDNDNB3UT09>**

**By Phone: +1-312-626-6799 (US Chicago)**

**(A quorum of the City Council may attend this meeting)**

## **AGENDA**

### **Discussion and Possible Action on:**

1. Roll Call.
2. Requests for known 2023 out of state travel.
3. Adjournment.

### **Meeting Rider**

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

**PERSONNEL COMMITTEE NOTES:**

**08/08/2022**

2) Administrative Policy 03.05 requires that the Personnel Committee review all known out of state travel for the upcoming year. Attached are the requests.

|                   |                                               |                 |
|-------------------|-----------------------------------------------|-----------------|
| Policy Title:     | Out of State Travel for Work Related Training | Policy No. 3.05 |
| Date of Issuance: | December 18, 1989                             |                 |
| Revision Date:    | October 15, 1990                              |                 |

1. Out-of-State

- Section Policy No. 3.01 “Standard Benefits” for policy information relating to Continuing Education.

**City of Stevens Point  
Department of  
Public Utilities and  
Transportation**



**Joel C Lemke**  
**Director**  
**Phone: 715-345-5266**  
**jlemke@stevenspoint.com**

June 29, 2022

MEMO

RE: 2023 out of state travel

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Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke  
Director

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481



**Public Works**

Engineering Department:  
Phone: 715-346-1561  
Fax: 715-346-1650

Streets Department:  
Phone: 715-346-1537  
Fax: 715-346-1687

July 29, 2022

To: Personnel Committee

From: Scott Beduhn, Director of Public Works *SAB*

Re: 2023 Out of State Travel Request

Please consider the following request for out of state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australia (IPWEA), Institute of Transportation Engineers (ITE), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out of state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

If there are any questions, please don't hesitate to contact me.

Thank you.



**MEMORANDUM**

To: Personnel Committee

From: Ryan Kernosky, Director of Community Development 

Date: August 8, 2022

**RE: 2023 Out of State Travel Request**

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Please consider the following request for out of state travel in 2023 for the Department of Community Development.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. Wisconsin and Midwest conferences occur yearly, and most staff chooses to attend those, however, there may be educational courses or conferences out of state that provide opportunities not available at the State or Regional level. These opportunities include the American Planning Association's annual conference, International Economic Development Council's annual conference, International Association of Assessing Officers annual conference, among others. Conferences like these are important to the continuing education of your dedicated Community Development Staff.

Out of state travel will be reviewed by the Department Director on a case-by-case basis, ensuring that there is adequate staff coverage and budgeting to allow the employee to attend.

Thank you for your consideration.

[www.stevenspoint.com](http://www.stevenspoint.com)

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*Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.*



# Memo

**TO:** Personnel Committee

**FROM:** Dan Kremer, Director of Parks, Recreation and Forestry

**DATE:** June 29, 2022

**RE:** Out of State Travel - 2023

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Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2023.

Each year during the budget process the Parks, Recreation and Forestry Department (PRF) includes budget dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety related courses, professional organization and association conferences and other professional development trainings. The Wisconsin Parks and Recreation Association, Wisconsin Arborists Association, Wisconsin Turf Managers Association and National Park and Recreation Association conferences are examples of those attended by staff.

Many dates and locations for various conferences and training have not been announced yet but could potentially require out of state travel when details are announced at a later date. I respectfully request permission to allow out of state travel for purposes related to education, safety and professional development which can be accomplished within the PRF operational budget as approved by the Director.