

PERSONNEL COMMITTEE

August 10, 2020 - 6:00 PM

Zoom Conference Call Meeting

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AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Out of state travel requests for 2021 per Administrative Policy 3.05.
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.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax 715-346-1530



Personnel Department
Lisa Jakusz, Human Resource Manager
715-346-1594
ljakusz@stevenspoint.com

August 3, 2020

MEMORANDUM

TO: Personnel Committee Members

FROM: City Personnel

RE: 2021 Known Out-of-State-Travel

Included in the agenda packet is City Administrative Policy 3.05 that discusses known out of state travel for the upcoming budget year.

A few department heads have submitted requests for out-of-state-travel for conferences and other work-related training in 2021. Please note that these are being submitted with an abundance of optimism that travel restrictions will not be in place and training sessions and conferences will be able to be held. We will review each training session to ensure the safety of our employees during travel and cancel attendance if we are unable to do so.

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.



Memo

TO: Personnel Committee
FROM: Dan Kremer, Director of Parks, Recreation and Forestry
DATE: July 28, 2020
RE: Out of State Travel - 2021

Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2021.

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.

Out of state travel would only be considered and/or approved if the Covid-19 guidance from local, state and federal health officials would deem out of state travel safe and appropriate.

Thank you,

Dan Kremer

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

August 3, 2020

To: Personnel Committee

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

Re: 2021 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), 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.

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



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

August 3, 2020

MEMO

RE: 2021 out of state travel

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