

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.

**CITY OF STEVENS POINT
PERSONNEL COMMITTEE**

August 11, 2025 - 6:05 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 848 3297 2479 | Passcode: 069651

By Computer: **

<https://us02web.zoom.us/j/84832972479?pwd=Nix4JzTNoYdZ8p761PYa6o7kui1n6>

G.1 **

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. Ordinance Amendment - Request to amend Section 3.29 of the Revised Municipal Code, Board of Police and Fire Commissioners - Compensation for Police and Fire Commissioners.
3. Director Kremer request to reclassify Park Technician to Horticulturist.
4. Requests for known 2026 out-of-state travel per Administrative Policy 3.05.
5. 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.



July 8, 2025

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Request increase compensation for Police and Fire Commissioners

Extensive research by staff, particularly Shannon Eckels, has turned up the following information:

- Police and Fire Commissioner's compensation must be set by ordinance.
- It looks like the Police and Fire Commission was created in September of 1933, at which point Commissioners received no compensation at all.
- In March of 1970, an informational memo from then Chief Ray Kulas stated commissioners would get \$10.00 for each meeting \$5 from the Police and \$5 from the Fire Department, with a maximum of \$180/year.
- We found little information on compensation between 1970 and 1994. We do know the Police Chief's salary in 1972 was \$1029.16 per month and a probationary patrolman \$598.15/month. The Fire Chief's salary was the same as PD, but a probationary firefighter earned \$630.00/month.
- Administrative Assistant, Lee Ann Spoon, was hired in 1994 and while we found no compensation records, she recalls it being \$15 per meeting.
- Sometime before 2004, it was increased to \$30 per meeting, which is where it sits today.
- After more than 20 years, we are recommending an increase in the compensation of Police and Fire Commissioners to \$50 per meeting. Multiple meetings in the same day would not count for compensation.

Respectfully submitted,

Mayor Mike Wiza

Classification Review Request Form

Your Name: Dan Kremer

Your Supervisor's Name: Mike Wiza

Your Division: Parks, Recreation, Forestry

Your Department: Parks, Recreation, Forestry

Your Current Classification: Park Technician - Forestry - Grade C

My job has changed since the Pay Plan Study

Requested Classification: E

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

See attached write up for reclassification and retitle request for this position.

Use additional sheets if necessary

Dan Kremer
Employee Signature / Typed Name

7/14/2025
Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

I agree with the employee's review request.

I disagree with the employee's review request.

Reason/comment:

This request is being made by me as the department head - Dan Kremer.

<u>Dan Kremer</u> Immediate Supervisor Signature / Typed Name	<u>7/14/2025</u> Date
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Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

I agree with the employee's review request.

I disagree with the employee's review request-

Reason/comment:

Request is being made by me as the Department Head

<u>Dan Kremer</u> Department Head Signature / Typed Name	<u>7/14/2025</u> Date
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Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.



TO: Human Resources Manager, Sandy Frasch
FROM: Dan Kremer, Director of Parks, Recreation, Forestry
DATE: August 1, 2025
RE: Reclassification and Retitle of Vacant Park Technician Position

I am requesting a reclassification and job title change for the Forestry Department's Park Technician position to "**Horticulturist**". This change request is to better reflect the current and future needs of the Parks, Recreation, and Forestry Department and the scope of work being performed by the position.

Since 2019, the department has significantly expanded its focus on sustainable landscaping and pollinator-friendly plantings, with an increasing number of native gardens, perennial beds, city orchards, and ornamental plantings being installed throughout the park system and on city property. This trend is expected to continue as the city prioritizes environmental stewardship and urban biodiversity. Alongside this growth, the department is preparing to assume full maintenance responsibilities for the Cultural Commons Garden, a complex and highly visible site previously managed by a volunteer committee. As part of the original construction agreement, the city agreed in writing to maintain the garden following the establishment of the plants by the volunteers.

The list of planting locations and landscaped areas across the city has grown substantially over time and I believe we have reached a point that the city requires a specialized role that brings horticultural expertise to the planning, installation, and care of these diverse spaces. A general park maintenance classification is no longer sufficient to support the technical skill, plant knowledge, and aesthetic judgment needed to manage these areas effectively and sustainably.

While the reclassification to Horticulturist reflects the primary focus of this role, it is important to note that the position will continue to support arboriculture operations alongside the City Arborist. The overlap between tree and plant care is significant, and the ability to cross-train and collaborate on these tasks creates both operational efficiency and higher-quality outcomes. The advanced horticultural skill set of this position will complement and enhance the work of the existing Arborist, especially in transitional planting zones, soil health, pest management, and garden restoration. Our Forestry Department has significantly increased the number of tree plantings on an annual basis which is resulting in increased demand for training pruning and long-term care as our urban forest continues to grow larger.

Updating the job title and classification will help the city attract and retain candidates with the expertise necessary for this evolving role, while aligning the title with the actual work performed and the department's growing horticultural demands.

I am including the following documents for your consideration and to comply with city policy:

- Current Park Technician job description
- Red line copy of proposed job description and retitle
- Clean copy of the proposed job description and retitle
- Current organization chart
- Proposed organization chart
- Classification request form

Positions within the department who perform similar work are the Arborist, Park Handyperson, and Ice Center/Pool Maintenance.

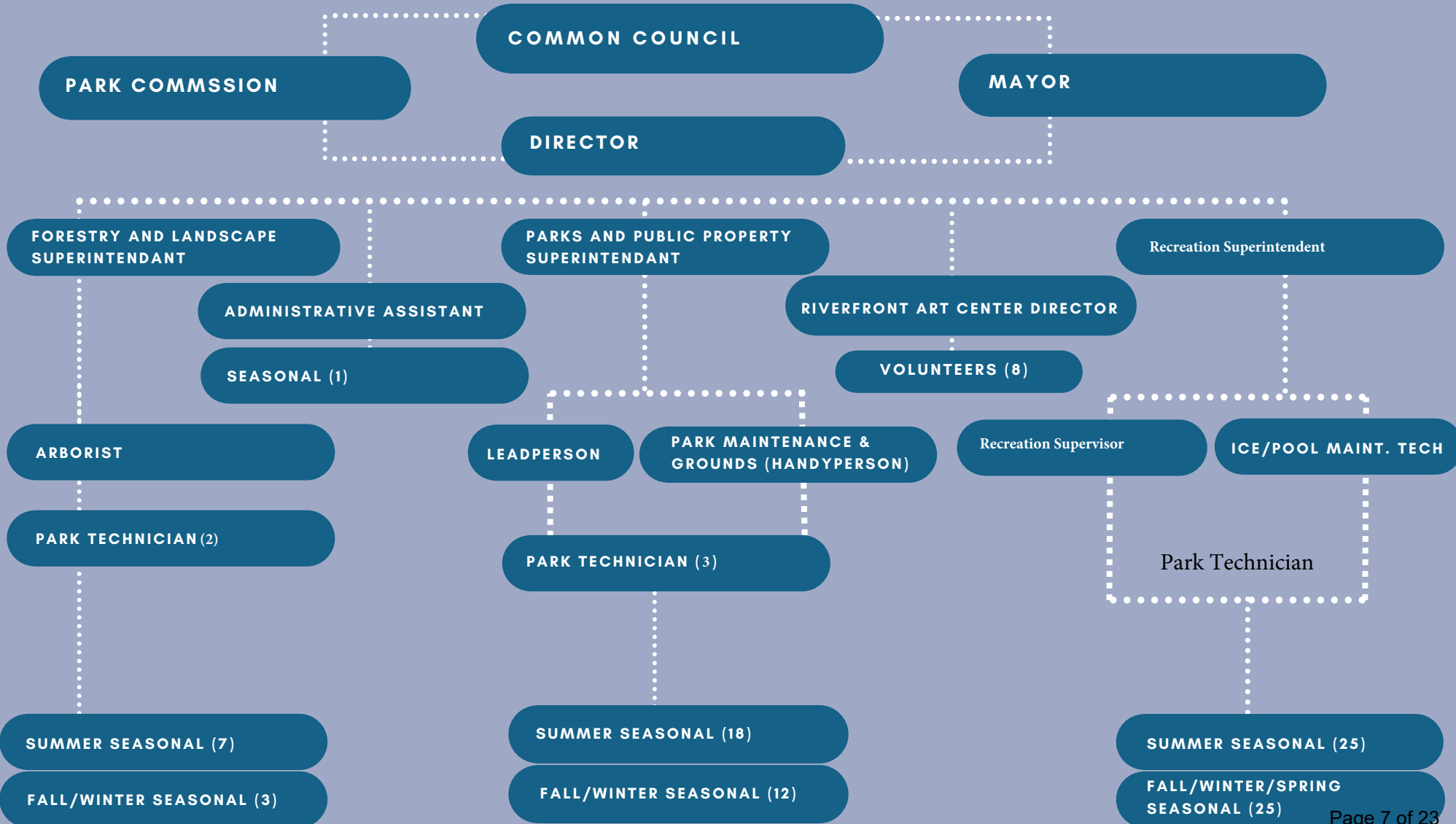
Baker Tilly evaluated and recommended placing the position as non-exempt FLSA status, Grade E, of the 2025 pay plan. Step 1 of this grade is an hourly rate of \$27.23. The financial impact of the reclassification is approximately \$5,750.

The funding for this change will be covered by the elimination of an office summer seasonal assistant within the Parks, Recreation and Forestry Department. In future years where an office assistant may still be needed, my department will look to recruit an intern in which the wages are covered by the internship program.

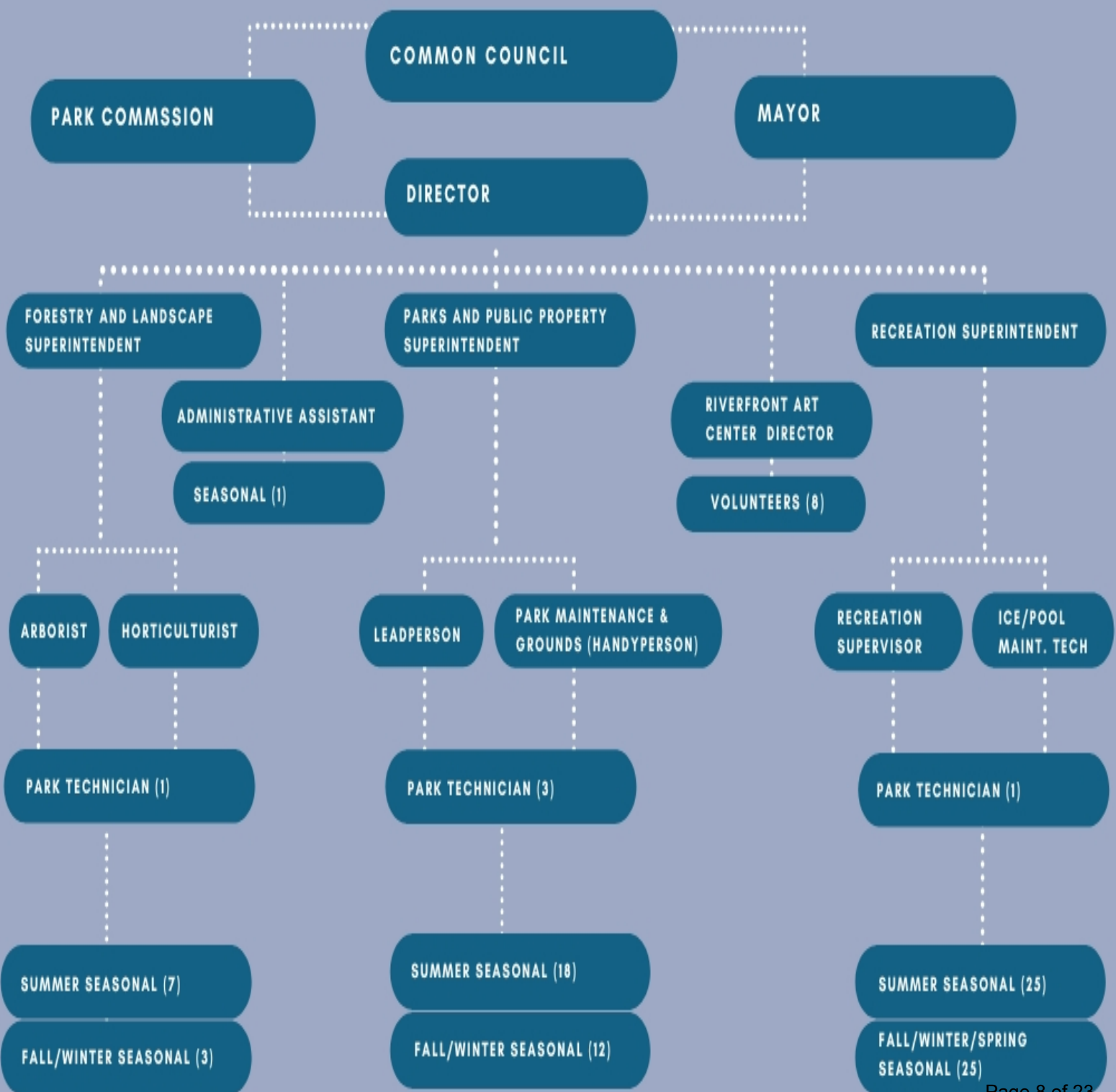
STEVENS POINT PARKS, RECREATION & FORESTRY

ORGANIZATION CHART

CURRENT



STEVENS POINT Proposed PARKS, RECREATION & FORESTRY ORGANIZATION CHART



POSITION DESCRIPTION

CITY OF STEVENS POINT

TITLE OF POSITION: ~~Park Technician~~ **Horticulturist**

WORK UNIT: ~~Parks, Recreation and Forestry Department~~

IMMEDIATE SUPERVISORS: ~~Parks and Public Land Superintendent, Forestry and Landscape Operations Superintendent, Recreation Superintendent~~

**SECTION A
DISTINGUISHING FEATURES OF THE CLASS**

~~Provides a wide range of general maintenance, repair, construction and horticultural activities in park facilities and assigned areas. Responsible for the general upkeep, appearance, improvements, safety, cleanup and maintenance of indoor/outdoor facilities and park grounds.~~

Performs skilled horticultural and arboriculture work in the care, maintenance, and preservation of landscaped areas, horticultural features and trees throughout the City's park system. These areas include the Cultural Commons, landscape beds, city orchards and pollinator areas. In addition to specialty work with plant health, this role includes a wide range of general Parks, Recreation and Forestry Department tasks. Responsible for the health and appearance of plantings, safety of the public, and general upkeep of both natural and built park environments.

**SECTION B
ESSENTIAL KNOWLEDGE AND SKILLS**

Ability to maintain a professional demeanor and establish effective working relationships with associates, volunteers, staff and public; calmly approach and solve problems under stressful circumstances; maintain and promote harmony in the workplace; concentrate for extended periods of time, and be flexible.

Ability to communicate effectively and lead seasonal crews.

~~Knowledge of the principles and techniques used in the operation, maintenance, construction and repair of parks, athletic fields and recreational facilities.~~

Knowledge of plan and tree biology, insect and disease diagnosis, pruning standards, and Integrated Pest Management (IPM).

Strong understanding of horticultural principles and practices, including planting design, soil health, plant ID, pest and disease control, and sustainable landscape care.

Knowledge and ability to care for pollinator and native plant gardens, particularly in high-profile areas like the Cultural Commons.

~~Skill in the use of common tools, power tools and various equipment.~~

Skill in the safe use and maintenance of arboriculture tools and equipment including chainsaws, chippers, aerial lifts, sprayers, and hand tools.

~~Knowledge on operation of dump truck, bucket truck, garbage truck, snow removal equipment and loader.~~

Knowledge of and ability to operate dump trucks, bucket trucks, snow removal equipment, mowers, and loaders.

~~Ability to maintain written and computer-generated reports and forms.~~

Ability to maintain written and computer-generated reports and forms including planting and pruning logs, maintenance records and schedules, and fertilizer and pesticide application records.

SECTION C QUALIFICATIONS REQUIRED

~~Graduation from high school or GED required with two to four years' work experience in park maintenance, landscaping, construction, general maintenance, natural resources or related field.~~

Associate's degree in horticulture, landscape management, arboriculture or a related field is required. Two to four years of work experience in horticulture, landscaping, arboriculture, park maintenance, or a related field is also required. Formal certifications are strongly preferred.

~~Possession of a valid Commercial Driving License (CDL) issued by the State of Wisconsin or ability to obtain CDL within six months of hire, with a safe driving record.~~

Possession of a valid Commercial Driver's License (CDL) issued by the State of Wisconsin or ability to obtain CDL within six months of hire, with a safe driving record.

Wisconsin Commercial Pesticide Applicator License or ability to obtain within twelve months of hire required.

SECTION D ESSENTIAL DUTIES PERFORMED

Maintain horticultural displays, native plant areas, and specialty gardens such as the Cultural Commons using appropriate techniques for each plant type and site.

Apply fertilizers, herbicides, and pesticides using industry-standard safety protocols and documentation practices.

Identify plant species, pests, and diseases; make recommendations and implement treatment or control methods.

Assist in the design and implementation of planting plans and garden renovations throughout park spaces.

Perform all aspects of tree care, including planting, pruning, removal, disease and pest diagnosis, and root zone management in accordance with best practices.

Performs turf maintenance including mowing, trimming, seeding, fertilizing, watering and pesticide applications.

Prepares and maintains grass and synthetic turf athletic fields for various recreation activities.

Assists in training seasonal employees. Leads seasonal crews at park areas and park facilities with tasks, projects and processes.

Assists with the seasonal start-up and winterization of parks and recreation facilities.

Conducts daily operations /maintenance of indoor/outdoor facilities.

~~Inspects parks, playgrounds, and recreation areas for hazards and unsafe conditions and makes necessary repairs or modifications.~~

Performs minor repairs and preventive maintenance to park facilities and park related equipment including: mechanical, plumbing, carpentry, masonry, and electrical.

Constructs, assembles, repairs, installs and renovates park facilities including buildings, pavilions, restrooms, skate parks, fences, signs, picnic tables, benches, trails, steps, ramps, guard posts and rails, etc.

~~Performs landscape methods and procedures.~~

Supports and performs landscape methods and procedures with an emphasis on plant health, irrigation, and aesthetic design.

Perform snow and ice control and removal procedures from parking lots, walkways and park roads. Including plowing, sanding, spreading deicing chemicals, loading trucks, hauling snow, and shoveling sidewalks.

~~Prune and/or removes trees along street right-of-ways and in park areas.~~

Assists with pruning and/or removal of trees along street rights-of-way and park areas using approved safety and arboriculture practices.

Collects refuse and fugitive trash at outdoor recreation areas and at park facilities.

~~Assist in municipal pool start-up, day-to-day operations, and winterizing tasks~~

Operates pick-up trucks, tractors, large and small mowers, ice resurfacing equipment, powered grounds equipment, hand tools and power tools.

Responsible for cleaning and care of assigned equipment.

Reports needed repairs or malfunction of equipment to supervisor.

Establish and maintain a positive working relationship with peers, supervisor, seasonal employees and the general public.

Performs a variety of custodial tasks typical of public buildings and indoor/outdoor facilities. Tasks include but are not limited to: cleaning floors, remove and empty trash; clean windows, walls, ceilings and light fixtures; clean sinks, lavatories and urinals in restrooms as needed.

Assist the public as needed, while conveying the mission of the City of Stevens Point in a positive and professional manner.

Perform other related work as assigned for the efficient operation of the department

SECTION E WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

1. Must be available to work day or night hours and weekends with minimal notice.
2. Must be able to work in outdoor and indoor environment conditions from extreme heat, rain, snow, humidity, to extreme cold.
3. Must be able to occasionally lift 50-100 pounds and 20 to 50 pounds continuously five days per week.
4. Must be able to coordinate and accomplish service calls seven days a week.
5. Must be able to perform the responsibilities of the position, which require the use of both hands.
6. ~~Must be able to bend, twist, kneel and squat for repair requirements.~~ **Must be able to bend, twist, kneel and squat for repair and planting requirements.**
7. Performance of tasks may involve exposure to machinery and its moving parts as well as gases, chemicals and exhaust.
8. Must be able to sit to drive and operate continuously 6-8 hours per day.
9. Must have no restrictions from continuous motion and vibration.
10. Must be able to utilize hand controls continuously 6-8 hours per day.
11. Must be able to work at heights above 12 feet.
12. Must be able to use a seat belt.

NOTE: This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job-related responsibilities and tasks other than those stated in this description.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date: April 18, 2016, July 17, 2017

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for positions covered under the City's pay plan, which depend upon new permanent assignment of work of a higher level of responsibility.

Department reorganizations are not a part of this process.

1. A request for reclassification may be initiated by (1) the employee, with department head concurrence; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

- A. Requests are to be submitted to the City Human Resource Manager. A list of positions seeking a reclassification will be provided to the Personnel Committee after a request is submitted to Personnel.
- B. All requests for reclassification must be supported with a substantial and permanent change in job duties and responsibility since the last review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

To ensure that any reclassifications are made on the basis of changes in job duties that are stable and long lasting, in some cases, they may be held under review for as long as six (6) months if there is uncertainty about the permanence of the change of duties.

- C. Following an internal review by the Human Resource Manager to ensure that all required documentation has been submitted, a job evaluation will be conducted by the salary plan consultant. If reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Manager and may suggest that other positions affected by the reclassification be reviewed as well. The consultant shall provide their recommendations no more than thirty (30) days after the submittal of materials for review.

- D. Reclassification requests and fiscal impact for those awarded by the salary plan consultant will be presented to the Personnel Committee for consideration.
- E. Approved reclassification will be effective the first pay period after council approval unless otherwise stipulated by the City Council.
- F. Employees may submit requests for reconsideration. Such requests will be handled by the consultant.

Classification Review Request Form

Your Name: _____

Your Supervisor's Name: _____

Your Division: _____

Your Department: _____

Your Current Classification: _____

My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Use additional sheets if necessary

Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

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

Description: The purpose of this policy is to explain the City's policy regarding employee travel for out of state work related training.

1. Out-of-State

- A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).
- B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

Section Policy No. 3.01 "Standard Benefits" for policy information relating to Continuing Education.



July 24, 2025

MEMO

RE: 2026 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

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 30, 2025

To: Personnel Committee

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

Re: 2026 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 Australasia (IPWEA)/NAMS Canada, 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.



Memo

TO: Personnel Committee

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

DATE: July 24, 2025

RE: Out of State Travel - 2026

Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2026.

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.

STEVENS POINT
1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT
STEVENS POINT, WI 54481
FAX: 715-346-1599

Jb D. Moody
FIRE CHIEF

July 24, 2025

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

From: Jb D. Moody
Fire Chief
Stevens Point Fire Department

Subject: Out-of-State Travel

Please consider the following request for out-of-state travel for the Fire Department for 2026.

Each year during the budget process the Fire Department includes 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 training courses. The Wisconsin State Fire Chiefs Association, Wisconsin Society of Emergency Services Instructors, and Wisconsin Fire Inspectors Association are just some examples of those attended by staff.

Many dates and locations for various conferences and training courses have not been announced yet but could potentially require out-of-state travel when details are announced at later dates. 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 operational budget as approved by the Director.

Professionally,

A handwritten signature in black ink, appearing to read "Jb D. Moody", written over a light blue horizontal line.

Jb D. Moody
Fire Chief
Stevens Point Fire Department



Stevens Point Police Department

933 Michigan Avenue
Stevens Point, WI 54481
Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through
Partnerships with the Community"*



Robert J. Kussow, Chief of Police

TO: Personnel Committee

FROM: Robert Kussow, Chief of Police

DATE: August 11, 2025

RE: 2026 Out of State Travel Request

Please consider the following request for out of state travel in 2026 for the Stevens Point Police Department.

Annually we budget for training and travel related to continuing education, professional annual conferences, and mandated certifications. Most educational opportunities occur in Wisconsin but there may be training opportunities or conferences out of state that provide opportunities not available in Wisconsin for 2026.

Many dates and locations for these training opportunities have not been announced but they may potentially require out-of-state travel when details are announced. I respectfully request permission to allow for out of state travel for purposes related to education, professional development and certifications.

Out of state travel will be reviewed by the departments Administration on a case-by-case basis, ensuring there is adequate manpower and budgeting to allow an employee to attend.

Respectfully submitted,

Robert Kussow
Chief of Police



MEMORANDUM

To: City of Stevens Point Personnel Committee and Common Council

From: Jarod Kivela, Director of Community Development

Date: July 24, 2025

RE: 2026 Out of State Travel Request

Please consider the following request for out of state travel in 2026 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

Open Records Information: 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.