

Out of State Travel/Training Request Presented to Oversight Committee for Approval

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|--------------------------------|--------------------|
| Requesting Supervisor/Manager: | Adam Tegen |
| Names of Employees Attending: | Anne Marie Skinner |
| Department: | |
| Other | |

| Name of Training | Dates of Training | Location of Training |
|---|-------------------|---|
| 2026 National Planning Conference (NPC26) | April 25-28, 2026 | Huntington Place Convention Center, Detroit, MI |

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|----------------------------------|-----------|
| Estimated cost of training | \$ 835.00 |
| Estimated cost of travel | \$ 310 |
| Estimated cost of meals | \$ 120 |
| Estimated cost of accommodations | \$ 910 |
| Estimated cost of misc. expenses | \$ 12 |
| Estimated cost of overtime | \$ 0 |

Estimated total: \$ 2187

If applicable, what are the misc. expenses for?

Detroit Airport Express to and from the airport - \$6 each way

Requesting Supervisor/Manager Comments:

The National APA conference is by far the largest planning conference that offers a variety of educational opportunities with the newest trends and tools in the planning field. Having it as close as Detroit is uncommon as it often is located on the east or west coast. There is sufficient funding in the Community Development budget to cover this conference and associated costs.

What are the objectives for the training?

The conference will feature over 200 education sessions that can teach me about new tools, creative approaches, and the latest trends in planning that are directly applicable to my work. Many of the presentations are tailored to housing and give information on how to address housing shortages and affordability.

How will this training be shared/implemented upon return? How will this training benefit the City?

Seeing planning innovations in action in Detroit will help me visualize the implementation of our own projects in Manitowoc.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: Adam Tegen Dated: 3/10/2026

*Please attach any additional information you would like considered with this request