

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

Requesting Supervisor/Manager: Adam Tegen / Shawn Alfred Department: Community Development  
to Finance

Names of Employees Attending: Adam Tegen  
Shawn Alfred

Name of Training	Dates of Training	Location of Training
EPA National Brownfields Training Conference	August 8-11	Detroit

Estimated cost of training	\$ 400
Estimated cost of travel	\$ 1,000
Estimated cost of meals	\$ 400
Estimated cost of accommodations	\$ 800
Estimated cost of misc. expenses	\$ Please explain
Any anticipated overtime costs	\$ -
Total estimated cost	\$ 2,600

Requesting Supervisor/Manager Comments:  
EPA Brownfields conference is eligible for reimbursement under our existing EPA Grant.

What are the objectives for the training?  
Present on River Point Project, expand knowledge on funding options and cleanup options for brown fields

How will this training be shared/implemented upon return?  
Administration of EPA & WEDC grants, progress & redevelopment of brown fields like Mirro and River Point

How will this training benefit the City? What is the return on the investment?  
Expand staff knowledge on tools, techniques and funding, continued access to resources to support redevelopment

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature: [Signature] Dated: 5/11/23

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