

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

Requesting Supervisor/Manager:	Justin M. Nickels
Names of Employees Attending:	Adam Tegen
Department:	Community Development
Other	

Name of Training	Dates of Training	Location of Training
2025 EPA National Brownfields Conference	Tuesday August 5th to Friday August 8th	Chicago, IL

Estimated cost of training	\$ 275
Estimated cost of travel	\$ 350
Estimated cost of meals	\$ 200
Estimated cost of accommodations	\$ 550
Estimated cost of misc. expenses	\$ 75
Estimated cost of overtime	\$

Estimated total: \$ ~~1450~~

If applicable, what are the misc. expenses for?

**Parking**

Requesting Supervisor/Manager Comments:

What are the objectives for the training?

Learn about the the EPA Brownfields program and grant implementation. The City has also been asked to present about the EPA Building Block Grant we received. Please note that previously awarded EPA grants will reimburse the City for any costs associated with the conference. +

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

To allow the City to be more effective in apply for and utilizing EPA Grants. Utilize connections made with the WDNR, EPA, and other communities to help further guide brownfield redevelopment.

Supervisor Approval/Decline

Approved ☒

Declined ☐

Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_

Dated: 7/7/25

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