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MEMORANDUM

March 19, 2024

TO: Town of Beloit Board of Supervisors
FROM: Tim Wellnitz, Town Administrator
RE: Discussion and possible action authorizing the Town Administrator to attend professional development conferences

STAFF RECOMMENDATION

I recommend that the Board authorize me to attend professional development conferences as provided for in the budget.

RECOMMENDED MOTION

I move to authorize the Town Administrator to attend professional development conferences as provided for in the budget.

BACKGROUND

My employment agreement requires prior Town Board approval for the Town to pay for my travel to and expenses for attending professional development conferences. Rather than receive prior approval for each conference I would prefer to receive approval to attend conferences as budgeted. If the Board does not desire to take this approach I would request approval for the upcoming League of Wisconsin Municipalities Attorneys Institute June 12 - 14 in La Crosse, WI and Wisconsin City County Management Association (WCMA) Summer Conference June 19 – 21 in Eau Claire, WI.

ANALYSIS

By attending professional development conferences, I will be able to learn valuable information that will be helpful in performing my duties for the Town.

CC: Karry DeVault, Town Clerk