

**TO: MAYOR AND CITY COUNCIL**

**FROM: JON RADERMACHER, City Administrator**

**SUBJECT: Authorize out of State Travel for ICMA Conference**

**MEETING DATE: May 6, 2025**

**BACKGROUND**

Per the employment agreement with the City Administrator, he is authorized to attend conferences for professional development. The International City/County Manager's Association (ICMA) Conference will be held October 25-29 in Tampa, Florida. I maintain a membership to ICMA, and the annual conference is a great opportunity for professional development, gaining knowledge about issues pertinent to the local government, and collaborating with colleagues from around the world. MN Statue 471.661 requires that a City has a policy in regards to authorizing out of state travel, and the City's personnel policy dictates that the City Administrator has authority to approve or deny any requests. In this instant I would like for the Council to authorize my request to attend the ICMA International Conference in Tampa, Florida, and any expenses incurred that are eligible for reimbursement within the personnel policies, and with the budget authorized for professional development and training in 2025.

**REQUESTED COUNCIL ACTION**

Authorize out of state travel for Jon Radermacher's attendance to the ICMA International Conference in Tampa, Florida, October 25-29, 2025.