



**Marty Kelly**  
Goodhue County Sheriff

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To: Budget Committee & Board of County Commissioners  
From: Earl Merchlewitz, Emergency Management Director  
Subject: Out-of-State Travel - 2026 Emergency Management

DATE: January 12, 2026

Budget Committee & Commissioners,

Director Earl Merchlewitz has applied and has been selected to participate in the National Emergency Management Advanced Academy. The academy is an in-residence course located in Emmitsburg, Maryland. The completion of this academy requires four separate trips throughout 2026 to complete the academy and certification. FEMA covers all transportation costs through reimbursements.

The only cost that is not covered by FEMA is the meal plan while attending the academy. The meal plan is \$250.00 per week of attendance. That cost will be repeated on four different occasions throughout the 2026 calendar year. This total cost would be \$1000.00 for all four weeks of the academy. All of these costs will be funded by the 2026 REP Grant.

Cost: \$1000.00 Meal plan for four weeks of attendance paid by the 2026 REP Grant.

**ACTION REQUESTED:** By Goodhue County Personnel Policy Chapter 12.3 (Out of State Travel for Elected Officials and Employees), I am requesting that the Budget Committee and Board of County Commissioners approve this travel.

Sincerely,

Earl Merchlewitz, Emergency Management Director,  
Goodhue County Sheriff's Office  
P: (651)-267-2639

[Earl.merchlewitz@goodhuecountymn.gov](mailto:Earl.merchlewitz@goodhuecountymn.gov)

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