



# Board of County Commissioners Agenda Request

## 4A

Agenda Item #

**Requested Meeting Date:** May 12, 2026

**Title of Item:** Approve Out-of-State Travel Approval

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Environmental Services
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 5 Minutes
<b>Summary of Issue:</b>  <p>On November 25, 2025, the Aitkin County Board approved a 3-year contract service agreement with Schneider GeoPermits to utilize their permitting, licensing, and land use software platform. The service contract includes registration, airfare, and hotel to Schneider Users' Conference. Registration is valued at \$500 and the conference hotel rate is \$215/night.</p> <p>The Empower 26 Conference is scheduled for September 28-29 in Savannah, Georgia. Shannon Wiebusch, Office Assistant V and Andy Bober, Zoning Officer from the Environmental Services department to attend this conference to further learn best practices and future technologies for our GeoPermits applications.</p> <p>Shannon and Andy's exemplary service and dedication to duty have been instrumental to our initial setup of this new software. Board approval is required for any out-of-state travel.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b> Approve Out-of-State travel for Shannon Wiebusch and Andy Bober, at no cost to Aitkin County, to attend Schneider's User's Conference in Savannah, Georgia.		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i>		