

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota }
County of Kanabec }
Office of the County Coordinator

April 8, 2009

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, April 8, 2009 pursuant to adjournment with the following Board Members present: Kim Smith, Kathi Ellis, Les Nielsen, Roger Crawford and Kevin Troupe.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 - It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the agenda as amended:

a. Add #10, Hospital Property Purchase

Action #2 – It was moved by Kevin Troupe, seconded by Les Nielsen, and carried unanimously to approve the March 25, 2009 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Roger Crawford, seconded by Kevin Troupe, and carried unanimously to approve a **Consent Agenda** including all of the following actions:

Resolution #3a - 04/08/09

Transit Claims

WHEREAS the Transit uses volunteer drivers for many public purposes,
and

WHEREAS these drivers are reimbursed for incurred expenses in
accordance with County Policy and public law, and

WHEREAS the Transit Department Manager recommends approval of
these claims;

BE IT RESOLVED to approve the following driver expense claims for
reimbursement, all of which are properly documented:

DRIVER	AMOUNT
Annette Majeski	110.00
Barb Maul	60.50
Barbara Peterson	237.60
Betty Geisthardt	202.95

Bill Hood	585.50
Bob Hoefert	1829.72
Charlyne Grant	1,179.25
David Hebeisen	2,658.40
Gary Nelson	754.95
Jean Newgard	498.14
Jennifer Leerssen	451.05
Joy Morrell	551.39
Judy Colburn	350.90
Karen Luberda	611.25
Linda Nelson	738.85
Marge Tadych	56.60
Mary Lou Moriarity	458.70
Millie Laska	287.99
Ray Zamora	881.19
Roger Homan	68.75
Rollie Pieper	1239.73
Ronette Nelson	743.93
Steve McIlhargey	131.45
Sy Tadych	1067.15
Ted Lindgren	708.92
Vonda Terpstra	108.90
Wallace Johnson	70.40
Willard Landreville	649.84
	\$17,294.00

Resolution #3b – 04/08/09

SCORE CLAIMS

WHEREAS the board has been presented with claims for recycling efforts to be paid from SCORE Funds, and

WHEREAS these claims have been reviewed, tabulated and approved by the Kanabec County Solid Waste Officer, and

WHEREAS SCORE Funds appear adequate for the purpose;

BE IT RESOLVED to approve payment of the following January, 2009 claims on SCORE Funds:

Quality Disposal	\$2,588.12
Knife Lake Sanitation	\$1,369.60
TOTAL	\$3,557.72

Resolution #3c – 04/08/09

KLID CLAIMS

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to pay claims on Knife Lake Improvement District funds, and

WHEREAS the request was accompanied by an invoices and verification in the Knife Lake Improvement District Board minutes of February 14, 2009 and March 3, 2009, and

WHEREAS the Knife Lake Improvement District has sufficient funds on hand to cover these claims;

BE IT RESOLVED to pay the following claims:

Kassie Norby	\$25.00
Dan Crowell	\$183.00
Kassie Norby	\$25.00

Action #4 - It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to approve the following paid claims:

Assurant Employee Benefits	1,435.15
Brasch, Margaret	60.00
D Investments	196.00
East Central Energy	91.35
Federated Coop	22,610.66
GMCU	1,699.08
Holiday Credit Office	4,688.52
Holiday Credit Office	3,875.31
Humana Dental	3,521.73
Kanabec Co Auditor	25,260.00
Kanabec Co IS	15,717.51
Kanabec Co Public Health	30,584.23
Kloepper, Richard	24.00
MN Dept of Finance	4,185.00
MN Dept of Natural Resources	3,500.00
MN Energy Resources Corp	1,155.87
MN Energy Resources Corp	5,257.82
MN Energy Resources Corp	1,674.51
MN Mutual Life Ins	345.45
MN State Treasurer	63.08

Mora Fire Dept	1,800.00
Mora Municipal Utilities	9,939.89
Northstar Access	895.86
Ostrom, Donna, Deputy Registrar	1,358.74
Pine Co Health & Human Services	41,970.22
Schulz, Steve	446.19
TDS Metrocom	290.10
Treasurer, Kanabec Co	86,465.00
Total	<u>269,111.27</u>

Action #4 - It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:05am to a time immediately following the Public Health Board.

The Kanabec County **Public Health Board** met at **9:05am** on Wednesday, April 8, 2009 pursuant to public notice with the following Board Members present: Kathi Ellis, Les Nielsen, Kim Smith, Roger Crawford and Kevin Troupe. Health & Human Service Director Wendy Thompson presented the Health Board agenda. Items discussed included agency finances, contracts, staffing and other agency business.

Action #PH6 - It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the Public Health Board Agenda with the following additions:

- a. Letter of Support
- b. Public Health Budget

Action #PH7 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to submit a letter of support to the Commissioner of the Department of Human Services for Dellwood Recovery Center Outpatient Substance Abuse Service.

Action #PH8 - It was moved by Les Nielsen, seconded by Kim Smith, and carried unanimously to adjourn the Public Health Board at 9:50am to meet in regular session on Wednesday, May 13, 2009 at 9:05am.

The meeting of the Kanabec County Board of Commissioners resumed.

9:50am: Health & Human Service Director Wendy Thompson presented information regarding Emergency Management.

Action #9 - It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #9 - 04/08/09

EM Grant Application

WHEREAS the Emergency Management Director has developed an exercise to test Kanabec County's response to hazardous material emergencies that includes cooperation with other units of government, and

WHEREAS the Emergency Management Director and the Arrowhead Region have identified grant funds available for an exercise of this type, and

WHEREAS Kanabec County would be the fiscal agent;

BE IT RESOLVED to authorize Veteran Service Officer/Emergency Management Director Lowell Sedlacek to apply for a \$4,000.00 Homeland Security grant on behalf of the Arrowhead Emergency Management Region for the hazardous material emergency exercise.

10:01am – Central Minnesota Jobs & Training CEO Barbara Chaffee met with the county board to present the annual report of the CMJTS. Also present were Regional Manager Rita Borchert and North Region Supervisor Leslie Wottowicz. Information presented included the CMJTS annual audit, regional & county data, and other items of interest. No action was taken at this time.

10:35am - The Chairperson then called for public comment three times. None responded.

10:38am - The Chairperson closed public comment.

Action #10 – It was moved by Les Nielsen, seconded by Roger Crawford, and carried unanimously to approve the following claims on the funds indicated:

Revenue Fund

Ace Hardware	71.62
Ace Hardware	17.02
Allina Hospitals & Clinics	25.00
AMC	225.00
AMC	40.00
American Screening Corp	700.00
American Solutions	585.40
American Solutions	349.41
American Solutions	866.93
AmeriPride	326.37
AmeriPride	49.29
Anderson Brothers Garage	300.66
Anderson, Bruce	44.90

Anderson, Karen	239.25
Andres, Christine	311.85
Arens, Kayle	20.90
Armstrong, Becci	14.85
Auto Value	40.75
Auto Value	215.17
BCA	120.00
BCA	345.00
Bearce, Teresa	267.18
Bernhardt, Maria	304.70
Biever, Laurie	121.55
Billings Service Inc	1,017.89
BLI Lighting	43.60
Braham Motor Service	605.12
Briggs	322.28
Bryant, Donna	1,597.50
Burski, Kathy	21.73
Butch's Towing	150.00
Cassman, Deb	255.75
Centerpoint Energy	84.00
Central Fleet Service	1,079.12
CHAMP Software	1,398.00
City of Milaca	30.83
City of Mora	350.00
Coborns	29.80
Coborns Long Term Care Pharmacy	1,668.22
Coborns Pharmacy	55.33
CPS Technology	423.32
Craguns	2,500.00
CTC	5.54
D&T Ventures	578.81
D&T Ventures	500.00
Dandelion Floral	33.74
Dept of Public Safety	270.00
East Central Energy	139.00
East Central Exterminating	111.83
Elfstrum, Brenda	146.30
Fairview Northland Regional Hosp	24.00
Felger, Karen	249.43
Fresonke, Lew	165.00
Frontier Communications	417.88
Frontier Communications	635.71
Galls	48.98

Galls	970.07
Garcia, Timothy	192.50
Glens Tire	66.16
Glens Tire	270.95
Grainger	490.19
Granite Electronics	900.00
Granite Electronics	6,452.00
Granite Electronics	401.00
Hannu, Joann	70.40
Hasler	1,150.20
Heart Beat of America	87.00
Horizon Towing	303.53
Howard, Carey	130.35
Image Office Service	85.28
Information Systems	99.00
Institute for Brain Potential	75.00
Ivans	60.71
Johnsons Hardware	52.64
JP Window Fashions	213.33
Kanabec Co Aud/Treas	2,166.00
Kanabec Co Hwy Dept	18.00
Kanabec Co IS	99.99
Kanabec Co IS	99.99
Kanabec Co IS	5.75
Kanabec Co IS	99.99
Kanabec Co Public Health	5,269.55
Kanabec Publications	2,257.50
Kanabec Publications	754.55
Kanabec Publications	10.64
Kanabec Soil & Water	30.00
Keefe Supply Co	599.36
Keepsr	170.47
Keepsr	852.80
Keepsr	39.40
Knutson, Dr James	886.00
LA Publishing	256.50
Lenny's Service	109.06
Lenny's Service	93.09
Lindberg, Jodi	71.28
Luberda, Karen	36.85
Maack, Heather	26.95
MAAO	120.00
MACAI	75.00

Martin, Bill	21.45
Martin, Karen	284.15
Mattson, Gene	10.00
Maul, Barb	111.10
MCCC	12,648.91
McGee, Michael MD	1,500.00
Mike Nelson Auto Glass	229.35
Milaca Chiropractic	65.00
Milaca Supervalue	68.06
Mille Lacs Band of Ojibwe	100.00
MN Dept of Health	44.00
MN Prevention Resource Center	30.00
MN Sheriff's Assn	425.00
MN Sheriff's Assn	280.00
MOAPPP	15.00
Montana Institute	13,000.00
Mora Police Dept	384.00
Mora Schools	9,456.00
Mora Schools	500.00
NIMCO	403.37
Northland Inn	261.56
Novus Glass	141.38
Nummela, Pat	76.73
Oak Gallery	10.60
Office Depot	100.26
Office Depot	32.19
Office Depot	58.38
Office Depot	34.49
Office Depot	34.75
Office Depot	1,446.27
Office Depot	55.39
Office Depot	23.95
Office Depot	225.76
Office Depot	193.39
Ogilvie Schools	8,012.87
O'Reilly, Molly	68.75
Osterdyk, Sue	86.35
Ostrom, Donna	11.25
Ostrom, Donna	11.25
Otte Dairy Delivery	403.00
Owens Auto Parts	55.37
Papenhausen, Mike	36.65
PD's Embroidery	45.00

PD's Embroidery	65.00
Pedersen, Jerry	51.70
Peterson, Alan	51.70
Pieper, Helen	366.30
Pizza Hut	98.25
Post Board	585.00
Prasnicki, Deb	23.10
Priority Dispatch	3,174.00
Quality Disposal	434.34
Quill	150.43
Quill	56.28
Quill	102.22
Raiche, Nancy	119.90
Ramsey County	4,200.00
Reed, Terrie	243.10
Regions Hospital	56.27
Regions Hospital	638.00
Reiman Auto & Trailer Sales	105.00
Richards, Lila	394.05
Ringler, Jennie	26.95
Risk & Needs Assessment	200.00
Rittenour, Michelle	91.30
Rosburg, Diane	195.06
RS Eden	51.30
S&T	326.33
S&T	10.87
S&T	7.94
Sandberg, Bev	199.10
Sandstone Distributing	39.94
Schmidt, Barb	452.17
Schultz, Stefani	100.65
Scofield, Becca	116.60
Sedlacek, Lowell	16.25
Sedlacek, Lowell	24.20
Sedlacek, Lowell	428.53
Sheggurd, Eugene	10.00
Sheriff, Kanabec Co	1,852.00
Sheriff, Pine Co	7,247.60
Sign Shoppe	380.05
Skramstad, Linda	185.90
Sprint	363.58
Stahlke's	129.99
Stemig, Michelle	53.68

Stericycle	250.14
Stericycle	250.14
Streichers	184.85
Streichers	286.94
Sundsvold, Kathy	30.25
Superior Transit Sales	1,775.37
Swanson, Lori	141.35
Thompson, Wendy	478.50
Tiger Direct	867.20
Tomlinson, Kathy	265.00
Tomlinson, Kathy	85.00
Toshiba Financial Services	36.86
Tvedt, Joell	208.98
UHL Company	508.01
US Bank	27,442.50
US Cable	55.57
Viking Electric	1,147.85
Visual Gov Solutions	300.00
Vogel Darla	176.00
Voight, Jackie	68.75
Waschenbecker, Diana	48.40
Watson Co	791.12
Watson Co	472.92
Weber, Dan	42.90
Weisbenbach Specialty Printing	232.55
West Central Jal Administrator Assn	180.00
West Payment Center	273.23
Winning Edge Seminars	2,350.00
Total	360,156.53

Road & Bridge

AASHTO	236.25
Ace Hardware	434.28
Ameripride	678.57
Auto Value Mora	1,780.56
Boyer Ford Trucks	280.28
Braham Motor Service	47.91
Brock White Company	743.17
CCP Industries	333.11
Certified Power, Inc.	68.63
Commissioner of Transportation	331.68
Federated Co-ops Inc.	619.98
Fluegge's Ag, Inc.	42.55
Frontier Precision, Inc.	92.28

Glen's Tire	947.35
Gopher State One-Call	1.45
Kanabec County Highway - Petty Cash	34.75
Kanabec County Treasurer	13.79
Kanabec Publications	100.00
Lakes Gas Company	140.58
Mille Lacs County Highway Dept.	907.18
Minnesota Counties Insurance Trust	642.00
Minnesota Petroleum Marketers Assn.	410.00
Novus Glass	239.63
Nuss Truck & Equipment	1,011.29
Office Depot	28.00
Oslin Lumber	153.36
Owens Auto Parts (NAPA)	411.21
Oxygen Service Company	81.31
Postmaster	488.00
Quality Disposal Systems, Inc.	126.57
Reed Business Information	152.52
Richards, Lila, The Cleaning Agent	939.33
S & T Office Products	82.34
Watson Company	423.35
Zep Sales & Service	260.61
Ziegler Inc.	3,697.69
<hr/>	
Total:	16,981.56

Action #11 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #11 - 04/08/09

Lease

WHEREAS the county has leased space to the State of Minnesota for a Highway Patrol Office for the last seven years, and

WHEREAS the Kanabec County Board of Commissioners have been presented with a request to renew the lease, and

WHEREAS the County Sheriff has expressed agreement with renewing the lease;

BE IT RESOLVED to approve Lease Number 11211 Amendment 2 between the State of Minnesota and Kanabec County for approximately 144 sq ft of office space for a sum of \$4,665.60 per year or \$129.60 per month, and

BE IT FURTHER RESOLVED to authorize and direct Chairperson Kathi Ellis and Board Clerk/County Coordinator Alan B. Peterson to sign the lease documents.

Action #12 – It was moved by Roger Crawford, seconded by Kim Smith, and carried unanimously to approve the following department reporting schedule:

Reporting Month	Meeting	Reporting Period	Department
May	1 st Meeting (2 nd Wed)	January-February-March	Public Health
	2 nd Meeting (3 rd Wed)	January-February-March	Family Services
	3 rd Meeting (4 th Wed)	October - March	County Coordinator
June	1 st Meeting (2 nd Wed)	November - April	County Assessor
	2 nd Meeting (3 rd Wed)	November – April	Information Systems
	3 rd Meeting (4 th Wed)	November – April	
July	1 st Meeting (2 nd Wed)	December – May	County Recorder
	2 nd Meeting (3 rd Wed)	December – May	Environmental Services
	3 rd Meeting (4 th Wed)	December – May	County Attorney
August	1 st Meeting (2 nd Wed)	April-May-June	Public Health
	2 nd Meeting (3 rd Wed)	April-May-June	Family Services
	3 rd Meeting (4 th Wed)	January - June	County Sheriff
September	1 st Meeting (2 nd Wed)	February - July	VSO/EM
	2 nd Meeting (3 rd Wed)	February - July	Auditor/Treasurer
	3 rd Meeting (4 th Wed)	February - July	Highway Dept
October	1 st Meeting (2 nd Wed)	March - August	Extension
	2 nd Meeting (3 rd Wed)	March – August	Probation
	3 rd Meeting (4 th Wed)	March – August	
November	1 st Meeting (2 nd TUESDAY)	July-August-September	Public Health
	2 nd Meeting (3 rd Wed)	July-August-September	Family Service
	3 rd Meeting (4 th TUESDAY)	April - September	County Coordinator
December	1 st Meeting (2 nd Wed)	May - October	County Assessor
	2 nd Meeting (3 rd Wed)	May – October	Information Systems
	3 rd Meeting (4 th Wed)	May – October	
January	1 st Meeting (2 nd Wed)	June - November	County Recorder
	2 nd Meeting (3 rd Wed)	June – November	Environmental Services
	3 rd Meeting (4 th Wed)	June – November	County Attorney
February	1 st Meeting (2 nd Wed)	October-Nov-December	Public Health

	2 nd Meeting (3 rd Wed)	October-Nov-December	Family Service
	3 rd Meeting (4 th Wed)	July - December	County Sheriff
March	1 st Meeting (2 nd Wed)	August – January	VSO/EM
	2 nd Meeting (3 rd Wed)	August – January	Auditor/Treasurer
	3 rd Meeting (4 th Wed)	August – January	Highway Dept
April	1 st Meeting (2 nd Wed)	September – February	Extension
	2 nd Meeting (3 rd Wed)	September – February	Probation
	3 rd Meeting (4 th Wed)	September – February	

Action #13 – It was moved by Kim Smith, seconded by Kevin Troupe, and carried unanimously to approve the following resolution:

Resolution #13 – 04/08/09
Addressing

WHEREAS Kanabec County is in need of rural addressing signs for life and safety responders, and

WHEREAS the effect of local and national economic conditions on Kanabec County have made it difficult to move forward with this project, and

WHEREAS a project plan and much of the materials are already on hand making this a truly “shovel-ready” project;

BE IT RESOLVED to authorize and direct the County Coordinator to apply for grants and aids as may be available for this project, including funding through or derived from the Federal Stimulus package.

Action #14 – It was moved by Roger Crawford, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #14 – 04/08/09
Building Energy Efficiency

WHEREAS Kanabec County has three buildings—Courthouse, Highway, and Public Service Building—ranging in age back to 1894, and

WHEREAS these building have substantial room for improvement in energy efficiency, and

WHEREAS the effect of local and national economic conditions on Kanabec

County have made it difficult to move forward with energy improvements, and

WHEREAS a project plan is on hand making this a truly “shovel-ready” project;

BE IT RESOLVED to authorize and direct the County Coordinator to apply for grants and aids as may be available for this project, including funding through or derived from the Federal Stimulus package.

10:50am – County Engineer Greg Nikodym met with the county board to discuss matters concerning the Highway Department.

The first order of business was to present Engineering Technician Donn Sawyer with recognition for 30 years of service with Kanabec County.

Action #15 – It was moved by Kim Smith, seconded by Roger Crawford, and carried unanimously to approve the following resolution:

Resolution #15 – 04/08/09

Shredder

WHEREAS Kanabec County Departments are in need of a paper shredder to destroy documents containing sensitive information, and

WHEREAS the Kanabec County Information Systems Director did obtain quotes for the purchase of an acceptable shredder, and

WHEREAS the Kanabec County Highway Department has funds available for the purchase of this shredder

BE IT RESOLVED, that the County Engineer is authorized to purchase a Fellows Powershred 120C-2 from Florida Micro for the cost of \$416.42 plus tax.

11:06am – Chief Deputy Sheriff Robert Jensen and Jail/Office Assistant Trish Gravning met with the county board.

Action #16 – It was moved by Kevin Troupe, seconded by Kim Smith, and carried unanimously to approve the following resolution:

Resolution #16 – 04/08/09

JAG Grant Application

WHEREAS Northeast Minnesota municipalities will receive \$592,694 in Justice Assistance Grants for law enforcement efforts as part of the recently passed American

Recovery and Reinvestment Act, and

WHEREAS Kanabec County is eligible to apply for a share of the grant funds for expenses that fall within the parameters of the grant, and

WHEREAS the Sheriff has identified a number of areas of need that fall within the parameters of the grant;

BE IT RESOLVED to authorize the Sheriff to apply for Justice Assistance Grants for the following:

- | | |
|---|--------------------|
| • 2 AED's @\$2,485.50 each | \$4,971.00 |
| • Equipment for a new deputy (recovery grant) | \$3,000.00 |
| • Network Printer for dispatch | \$1,140.00 |
| • Maintenance agreement for new printer | \$ 304.80 |
| • Computer for Dispatch | \$ 820.00 |
| • 2 ERT Life Saving Vests @ \$1,000 each | \$2,000.00 |
| • Mock Crash for Mora & Ogilvie school | \$1,420.20 |
| • Grant Administrators time | <u>\$1,500.00</u> |
| | \$15,156.00 |

Action #17 – It was moved by Kim Smith, seconded by Les Nielsen, and carried unanimously to approve the following resolution:

Resolution #17 – 04/08/09
Vehicle Sale

WHEREAS the Sheriff has removed from service two squad cars and requested authority to dispose of them, and

WHEREAS the County Coordinator has indicated there is not another reasonable county use for these vehicles;

BE IT RESOLVED to declare the following vehicles as surplus and authorize their sale at public auction:

- a. 2003 Crown Victoria Vin # 2FHP71W23X163061
- b. 2005 Chevy Impala Vin# 2GIWF55KX59355375.

Action #18 – Les Nielsen introduced the following resolution and moved its adoption:

Resolution #18 – 04/08/09
Travel Policy

WHEREAS the county has established Policy #P-108 to provide guidelines for travel which includes regulation of mileage paid for use of personal vehicles, and

WHEREAS Kanabec County shares in the financial difficulties our struggling economy brings which behooves the board to examine all costs of doing business, and

WHEREAS it costs the county less to use county vehicles than it costs to reimburse employees for use of their own vehicles, and

WHEREAS the Department Heads Committee has recommended changes to Policy #P-108 to reduce mileage reimbursements;

BE IT RESOLVED to accept the recommendations of the Department Heads Committee and approve the following revised Policy #P-108:

Policy #P-108

Approved: April 8, 2009

Effective: May 1, 2009

Supersedes (Eff) : December 7, 2006

Travel

I. POLICY STATEMENT

This is an acceptable use Policy for travel by county employees and others who may be reimbursed by county funds.

II. Travel approvals

The Kanabec County Board of Commissioners reserves the right to allow or not allow any travel for which the county board must approve the reimbursement except where otherwise provided by public law. Approval takes one of two forms:

1. For travel where the total cost of the trip per individual including transportation, lodging, meals, fees, registration, etc is less than \$500.00, and where there is adequate departmental funding for that line item, approval is implied by the county board's budget with approval by the Department Head.
2. For travel where the total cost of the trip including transportation, lodging, meals, fees, registration, etc is \$500.00 or greater, or where there is insufficient departmental funding for that line item, specific approval for the trip must be obtained from the county board in advance of the trip.

III. Airline Travel Credit

Whenever county funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

IV. Vehicle Reimbursement

The board has established a motor pool in the care the County Coordinator who is directed to develop procedures for equitable use of vehicles. In addition other departments have county vehicles, including the Sheriff's Office, Assessor's Office, Environmental Services, Veteran Services and Highway Department.

1. Travel requirements, are as follows:
 - a. Employees must use a county vehicle for travel if one is available; however, an employee may choose to use their own vehicle when a county vehicle is available at a reimbursement rate of 60% of the current IRS rate. If an employee uses their own vehicle because a county vehicle is not available, they will be reimbursed at 100% of the current IRS rate.
 - b. For trips of 10 miles or fewer, an employee may be reimbursed at 100% of the current IRS rate whether a county vehicle was available or not.
 - c. Item #1a applies to employees in Public Health and the Family Service Agency for out-of-county trips only. In-county travel in those departments will be paid at the Federal IRS rate for mileage reimbursement. In-county means within Kanabec County and the Milaca Transit Office.
2. Where it can be documented to show that the unique circumstance of a trip makes it less costly to use a personal vehicle, then the employee may be reimbursed at the Federal IRS rate for mileage reimbursement with prior supervisor approval.

V. Out of State Travel

Out of state travel is handled on the following basis:

1. Out of state travel is appropriate when the time and cost of such travel are outweighed by the benefit to Kanabec County.
2. Expenses are limited to reasonable and proper.
3. All out of state travel requires prior county board approval.

The motion for the adoption of the foregoing Resolution was duly seconded by Kevin Troupe and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF: Kevin Troupe, Les Nielsen, Kathi Ellis, Kim Smith

OPPOSED: Roger Crawford

ABSTAIN: None

whereupon the resolution was declared duly passed and adopted.

Action #19 – Chairperson Ellis adjourned the meeting at 11:47am to meet again in regular session on Wednesday, April 15, 2009 at 9:00am.

Signed _____

Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____

Alan B. Peterson, Kanabec County Coordinator