

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, NOVEMBER 25, 2025, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individuals present may address the Board about items not on the regular agenda; no action on these items is required at this time.
- 5. Approval of the Board minutes; bills**
- 6. Regular Agenda**
 - 10:05 Julie Sjostrand – Human Services Director
 - 10:10 Mike Flaagan – County Engineer
 - 10:20 Seth Vettleson – Pennington County Sheriff
- 7. County Auditor-Treasurer Items**
- 8. County Coordinator Items**
- 9. County Attorney Items**
- 10. Committee Reports / Commissioner Updates**
- 11. Adjournment**

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
NOVEMBER 10, 2025 – 10:00 A.M.**

Pursuant to adjournment, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Monday, November 10, 2025, at 10:00 a.m. Members present: Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: Seth Nelson.

The meeting was called to order by Chairman Sourdif and the Pledge of Allegiance was recited.

The Chairman asked if there were any amendments to the agenda. Hearing none, there was a motion by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the agenda as written. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Lawrence, to approve the County Board minutes of October 28, 2025, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the Auditor & Manual warrants for October 2025 totaling \$3,432,550.17 and the following Commissioner warrants. Motion carried.

County Revenue	\$124,947.95
Road & Bridge	\$ 35,268.12
Solid Waste Facility	\$ 5,720.00
Justice Ctr Jail Bond Fund	\$ 475.00
Justice Ctr Cap. Imp. Fund	\$ 475.00
Ditch Funds	\$ 8,600.00

Per diems and meal reimbursements in the amount of \$2,100.00 were also approved.

Mike Flaagan – County Engineer

Mr. Flaagan discussed the county land and radio tower for sale in Smiley Township, noting no bids were received the first round of advertising. Mr. Haase stated the county can list the property with a realtor but that requires a sale for at least 90% of estimated market value. Otherwise, it can be advertised for sale on bids and the county can accept any bid. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to readvertise the sale of the radio tower and land in Smiley Township on bids. Motion carried.

Mr. Flaagan discussed final payment on Contract No. 2501 with RJ Zavoral & Sons, Inc., which was approved by the Board on September 23, 2025, in the amount of \$2,551,703.55. Omitted in error were incentives for ride and density of the roads, as well

as discounts related to reconstruction of six catch basins, resulting in an updated final cost of \$2,661,565.40. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to amend the final payment amount to RJ Zavoral & Sons, Inc. for Contract No. 2501 in the amount \$2,661,565.40 as discussed above. Following discussion of the project incentives, the motion was carried.

Mr. Flaagan informed the Board that the Kittson County Engineer is now licensed in MN, so he is expecting a letter from the county requesting termination of the contract with Pennington County for highway engineering services.

County Auditor-Treasurer Items:

Ms. Herzberg presented the 2026/2027 State of MN Natural Resources Block Grant Agreement with Pennington County. Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the FY 2026/2027 Natural Resources Block Grant Agreement in the amount of \$101,655. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a 2026 grant agreement with the State of MN/Dept of Agriculture in the amount of \$10,300 to support the duties of the County Ag Inspector under the Noxious Weed Law. Motion carried.

County Coordinator Items:

Mr. Erickson reminded the County Board that 2026 insurance open enrollment is open from the period of November 3, 2025, to November 21, 2025.

Mr. Erickson informed the Board that the Personnel Committee met with the county's union groups to discuss Memorandum of Agreement's to the CBA's related to the Paid Family Medical Leave law that takes effective January 1, 2026. He expects to have union-signed MOA's from the Unions in time for the next County Board meeting.

County Attorney Items: None.

Committee Reports / Commissioner Updates:

Commissioner Sorenson noted recent issues with the electric boiler in the Auditorium, but they have been resolved and the county is again able to heat the building.

Commissioner Lawrence noted an incident of graffiti on the east side of the Justice Center, which has since been removed at a cost of approximately \$900. Charges in the incident have been filed and restitution will be sought.

Commissioner Peterson stated that Northern Counties met last week and the MN DNR was present to discuss new policies. Northern Counties will be updating their Joint

Powers Agreement with the addition of the following counties: Pine, Ottertail, Cass, and Carlton.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve an agreement with the Lake of the Woods County Sheriff's Office for the housing of inmates at the Pennington County jail for the period of September 1, 2025, to September 1, 2026; contracting three daily beds at \$70.00 per bed, per day, or \$150.00 per bed, per day for inmates with special needs classification. Motion carried.

Commissioner Lawrence stated the Marshall County jail project should be complete within the next month and noted that Pennington County contracted to house their inmates during the project.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to adjourn the Board meeting to November 25, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Roy Sourdif, Chairman
Board of Commissioners

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Pennington County Financial System



Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1347 Amazon Capital Services							
109	01-251-000-0000-6405		24.69	MAGNETIC HOOKS	1433-KDMR-69TH	GENERAL SUPPLIES - JAIL	N
104	01-132-000-0000-6631		238.00	2 - ASUS COMPUTER MONITORS	1GYV-YRY3-C4JN	FURNITURE & EQUIPMENT - MOTO	N
111	01-201-000-0000-6401		29.99	FLASH DRIVES	1L6N-L9NX-6W7M	SUPPLIES	N
110	01-251-000-0000-6405		21.54	LAUNDRY DETERGENT	1L6N-L9NX-6W7M	GENERAL SUPPLIES - JAIL	N
112	01-201-000-0000-6405		288.41	PORTABLE HARD DRIVES, FLASH DR	1LV7-91T9-6GKP	GENERAL SUPPLIES	N
108	01-251-000-0000-6300		79.98	SCREWS	1Y6C-CW6V-97HP	REPAIRS & MAINTENANCE	N
1347	Amazon Capital Services		682.61	6 Transactions			
1603 ANDERSON/STACY							
52	01-801-000-0000-6801		18.28	WELLNESS-SERVICE PROJECT		MISCELLANEOUS EXPENSE	N
53	01-801-000-0000-6801		140.00	WELLNESS-SERVICE PROJECT		MISCELLANEOUS EXPENSE	N
54	01-801-000-0000-6801		85.21	WELLNESS-SERVICE PROJECT		MISCELLANEOUS EXPENSE	N
1603	ANDERSON/STACY		243.49	3 Transactions			
1308 ASSOCIATION OF MINNESOTA COUNTIES							
25	01-003-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - NP	75356.00	DUES - BOARD	N
26	01-041-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - KE	75357.00	DUES - AUDITOR	N
27	01-003-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - BL	75358.00	DUES - BOARD	N
28	01-003-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - SN	75359.00	DUES - BOARD	N
29	01-003-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - DS	75360.00	DUES - BOARD	N
30	01-003-000-0000-6241		50.00	2025 DIST 2 FALL MEETING - RS	75361.00	DUES - BOARD	N
1308	ASSOCIATION OF MINNESOTA COUNTIES		300.00	6 Transactions			
999999997 BAUER/JOSEPH							
36	01-251-000-0000-6420		159.99	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
37	01-251-000-0000-6420		165.01	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
999999997	BAUER/JOSEPH		325.00	2 Transactions			
2360 BENSON/ASHLEY							
8	01-106-000-0000-6330		108.50	ASSESSING MILES 10/10-11/3	155 MILES @ .70	TRAVEL & EXPENSE	N
2360	BENSON/ASHLEY		108.50	1 Transactions			
3369 CARLSON/GABRIEL							
62	01-601-000-0000-6330		2.80	MILEAGE - 4 MILES		TRAVEL & EXPENSE	Y
61	01-601-000-0000-6330		65.00	PER DIEM- EXTENSION COMMITTEE	11/13/25	TRAVEL & EXPENSE	Y
3369	CARLSON/GABRIEL		67.80	2 Transactions			
13405 COCA-COLA BOTTLING COMPANY HIGH C							
107	01-801-000-0000-6838		250.09	COKE PRODUCTS	5318208	POP MACHINE EXPENSE	N

Pennington County Financial System



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1 County Revenue

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13405	COCA-COLA BOTTLING COMPANY HIGH CO		250.09		1 Transactions		
35	3521 CUMMINS SALES AND SERVICE						
	01-218-000-0000-6300		976.62	BATTERY REPLACEMENT	F1-251053346	REPAIRS & MAINTENANCE	N
	3521 CUMMINS SALES AND SERVICE		976.62		1 Transactions		
34	999999997 DELAGE/KYLIE						
	01-251-000-0000-6420		160.00	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 DELAGE/KYLIE		160.00		1 Transactions		
98	6006 FARMERS UNION OIL						
	01-290-000-0000-6560		79.08	FUEL FOR CO VEHICLE OCT 2025	ACCT #697477	Gas & Diesel	N
	6006 FARMERS UNION OIL		79.08		1 Transactions		
63	6375 FITZGERALD/LARISSA						
	01-601-000-0000-6330		65.00	PER DIEM - EXTENSION COMMITTEE	11/13/25	TRAVEL & EXPENSE	N
	6375 FITZGERALD/LARISSA		65.00		1 Transactions		
58	6461 FORNSHELL/LUCAS						
	01-041-000-0000-6330		128.78	LODGING - IFS TRAINING-SARTELL	11/11/25	TRAVEL & EXPENSE	N
60	01-041-000-0000-6330		26.31	MEAL - IFS TRAINING-SARTELL	11/11/25	TRAVEL & EXPENSE	N
59	01-041-000-0000-6330		322.00	MILEAGE-IFS TRAINING-SARTELL	460 MILES @ .70	TRAVEL & EXPENSE	N
	6461 FORNSHELL/LUCAS		477.09		3 Transactions		
10	7325 G & R CONTROLS, INC.						
	01-111-000-0000-6300		1,023.00	REMOTE ASSISTANCE -TEMP ALARMS	154941	REPAIRS & MAINTENANCE	N
	7325 G & R CONTROLS, INC.		1,023.00		1 Transactions		
42	7031 GARDEN VALLEY TELEPHONE						
	01-041-000-0000-6631		99.34-	CREDIT		FURNITURE & EQUIPMENT - AUDITC	N
31	01-041-000-0000-6631		1,800.00	2-DELL PRO MICRO DESKTOP COMPU	INV-25307	FURNITURE & EQUIPMENT - AUDITC	N
40	01-132-000-0000-6631		1,690.00	2-DELL PRO SLIM DESKTOP COMPUT	INV-25313	FURNITURE & EQUIPMENT - MOTOF	N
	7031 GARDEN VALLEY TELEPHONE		3,390.66		3 Transactions		
43	7070 GRAND FORKS COUNTY SHERIFF'S OFFICE						
	01-091-000-0000-6261		182.20	SUBPOENA SERVICE 57-CR-25-480		CONSULTING & LEGAL SERVICES-A	N
	7070 GRAND FORKS COUNTY SHERIFF'S OFFICE		182.20		1 Transactions		
51	8331 HARDWARE HANK						
	01-201-000-0000-6405		425.00	12 GAUGE AMMO	34026228	GENERAL SUPPLIES	N

Pennington County Financial System



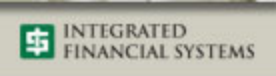
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Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description	1099
No.	Account/Formula						Paid On Bhf #	On Behalf of Name	
8331	HARDWARE HANK			425.00		1 Transactions			
33	8355 HENNINGSEN/ALEXANDER			90.00	UNIFORM ALLOWANCE REIMBURSEMEN			UNIFORMS	N
	01-201-000-0000-6420								
8355	HENNINGSEN/ALEXANDER			90.00		1 Transactions			
55	8413 HERZBERG/JENNIFER			13.78	WELLNESS-SERVICE PROJECT			MISCELLANEOUS EXPENSE	N
	01-801-000-0000-6801								
56	01-801-000-0000-6801			21.84	WELLNESS-SERVICE PROJECT			MISCELLANEOUS EXPENSE	N
8413	HERZBERG/JENNIFER			35.62		2 Transactions			
113	8361 HOOD CLEANERS			1,200.00	CLEAN HOODS/KITCHEN		20256	KITCHEN REPAIRS & EXPENSE	Y
	01-251-000-0000-6302								
8361	HOOD CLEANERS			1,200.00		1 Transactions			
46	10303 JKC			220.00	20-SQUAD CARWASHES		5305	REPAIR & MAINTENANCE - SQUADS	N
	01-201-000-0000-6304								
10303	JKC			220.00		1 Transactions			
32	11355 KOLSTOE/JILL			30.40	CERTIFIED MAIL-BUFFER ORDINANC			SUPPLIES	N
	01-091-000-0000-6401								
11355	KOLSTOE/JILL			30.40		1 Transactions			
136	12460 LAWRENCE BUILDERS OF TRF, LLC			3,955.00	DROP CEILING-RECORDER'S OFFICE			REPAIRS & MAINTENANCE	N
	01-111-000-0000-6300								
12460	LAWRENCE BUILDERS OF TRF, LLC			3,955.00		1 Transactions			
15	12037 LEE PLUMBING & HEATING			1,590.91	BOILER PUMP REPAIR		33425990	REPAIRS & MAINTENANCE	N
	01-111-000-0000-6300								
103	01-111-000-0000-6300			10,488.20	CONDENSATE PANS FOR BOILER		34232398	REPAIRS & MAINTENANCE	N
16	01-111-000-0000-6300			1,477.88	BOILER REPAIRS		34623180	REPAIRS & MAINTENANCE	N
114	01-251-000-0000-6302			552.00	SERVICES - KITCHEN STEAMER		34625094	KITCHEN REPAIRS & EXPENSE	N
50	01-251-000-0000-6300			93.00	2-CLOSET GASKENT/JAIL		35605584	REPAIRS & MAINTENANCE	N
12037	LEE PLUMBING & HEATING			14,201.99		5 Transactions			
115	12324 LOVLY/DAVID			110.49	UNIFORM ALLOWANCE REIMBURSEMEN			PART-TIME DEPUTY'S UNIFORMS	N
	01-201-000-0000-6450								
116	01-201-000-0000-6450			164.51	UNIFORM ALLOWANCE REIMBURSEMEN			PART-TIME DEPUTY'S UNIFORMS	N
12324	LOVLY/DAVID			275.00		2 Transactions			

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
24	13498 MARCO TECHNOLOGIES LLC 01-101-000-0000-6301		30.00	EQ442257 MAINTENANCE AGREEMENT	INV14523389	MAINTENANCE AGREEMENT	N
66	01-132-000-0000-6301		47.50	EQ1356645 MAINTENANCE	INV14566599	MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		77.50	2 Transactions			
102	999999997 MEURET/KIMBERLY 01-041-000-0000-5510		35.00	REFUND DUPLICATE CARD PAYMENT		Passports	N
	999999997 MEURET/KIMBERLY		35.00	1 Transactions			
117	13433 MILLER/KYLE 01-201-000-0000-6420		269.97	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
118	01-201-000-0000-6420		247.97	UNIFORM ALLOWANCE REIMBURSEMEN		UNIFORMS	N
	13433 MILLER/KYLE		517.94	2 Transactions			
41	13447 MN BOARD OF ASSESSORS 01-106-000-0000-6241		35.00	CMA LICENSE #4643 - AV		DUES - ASSESSOR	N
	13447 MN BOARD OF ASSESSORS		35.00	1 Transactions			
135	13035 MN COUNTY ATTORNEYS ASSN 01-091-000-0000-6241		335.00	2025 ANNUAL MEETING	200013439	DUES	N
	13035 MN COUNTY ATTORNEYS ASSN		335.00	1 Transactions			
119	13425 MOTOROLA SOLUTIONS 01-223-000-0000-6202		270.00	VESTA MANAGED SERVICES-TEXTING	8282225344	TELEPHONE - E911	N
	13425 MOTOROLA SOLUTIONS		270.00	1 Transactions			
38	14320 NATIONAL ASSOCIATION OF COUNTIES 01-003-000-0000-6241		450.00	2026 MEMBERSHIP DUES	202542978	DUES - BOARD	N
	14320 NATIONAL ASSOCIATION OF COUNTIES		450.00	1 Transactions			
120	15323 OFFICE DEPOT 01-201-000-0000-6405		9.83	OFFICE SUPPLIES	438341441001	GENERAL SUPPLIES	N
64	01-091-000-0000-6401		4.99	PENS	446148034001	SUPPLIES	N
65	01-091-000-0000-6401		191.33	PENS,LEGAL PAD,BUBBLE MAILER,T	446149260001	SUPPLIES	N
105	01-041-000-0000-6401		98.24	HP414 YELLOW	449146974001	SUPPLIES - AUDITOR	N
106	01-041-000-0000-6401		98.24	HP414 CYAN	449146974001	SUPPLIES - AUDITOR	N
	15323 OFFICE DEPOT		402.63	5 Transactions			
57	13329 OFFICE OF MNIT SERVICES 01-070-000-0000-6263		1,338.65	OCT FIBER USAGE	DV25100391	COMPUTER SERVICES - DP	N

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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

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1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
13329	OFFICE OF MNIT SERVICES		1,338.65				
				1 Transactions			
15329	OIL BOYZ EXPRESS LUBE INC						
47	01-201-000-0000-6304		90.84	OIL CHANGE/SERVICE #01	21512	REPAIR & MAINTENANCE - SQUADS	N
48	01-201-000-0000-6304		90.84	OIL CHANGE/SERVICE #08	21889	REPAIR & MAINTENANCE - SQUADS	N
49	01-201-000-0000-6304		25.53	TIRE REPAIR #16	22236	REPAIR & MAINTENANCE - SQUADS	N
15329	OIL BOYZ EXPRESS LUBE INC		207.21				
				3 Transactions			
16460	POMP'S TIRE SERVICE, INC						
121	01-201-000-0000-6304		39.59	TIRE REPAIR #05	1550036297	REPAIR & MAINTENANCE - SQUADS	N
16460	POMP'S TIRE SERVICE, INC		39.59				
				1 Transactions			
16448	PREMIUM WATERS, INC.						
9	01-091-000-0000-6801		23.99	WATER - OCT	ACCT #176878	MISCELLANEOUS EXPENSE	N
16448	PREMIUM WATERS, INC.		23.99				
				1 Transactions			
20358	QUADIENT FINANCE USA, INC.						
6	01-801-000-0000-6209		1,500.00	POSTAGE		POSTAGE	N
20358	QUADIENT FINANCE USA, INC.		1,500.00				
				1 Transactions			
19369	SANFORD PATIENT FINANCIAL SERVICES						
7	01-805-000-0000-6801		4,750.00	OCT ADDITION COUNSELOR	CI-00035532	Miscellaneous Expense	6
19369	SANFORD PATIENT FINANCIAL SERVICES		4,750.00				
				1 Transactions			
19329	STATE OF MINNESOTA						
19	01-253-000-0000-6262		19,451.07	2025 1ST 1/2 PAROLE & PROBATION	00000898921	OTHER SERVICES - PROBATION	N
19329	STATE OF MINNESOTA		19,451.07				
				1 Transactions			
19310	STONE'S MOBILE RADIO						
122	01-201-000-0000-6205		639.15	SERVICE VHF CHANNEL/REPLACE PO	2061195	WALKIE TALKIE & RADIO	N
19310	STONE'S MOBILE RADIO		639.15				
				1 Transactions			
19189	STREICHER'S						
44	01-201-000-0000-6420		328.00	VEST CARRIER #06 NR	11794101	UNIFORMS	N
45	01-201-000-0000-6420		328.00	VEST CARRIER #05	11794101	UNIFORMS	N
19189	STREICHER'S		656.00				
				2 Transactions			
20305	TECHNIQUES INC						
17	01-111-000-0000-6300		149.58	FILTERS - GC	30634	REPAIRS & MAINTENANCE	N
18	01-218-000-0000-6300		490.00	FILTERS - JC	30634	REPAIRS & MAINTENANCE	N

Pennington County Financial System



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1 County Revenue

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20305	TECHNIQUES INC		639.58		2 Transactions		
20027	THE TIMES						
1	01-003-000-0000-6231		355.41	PROCEEDINGS OF 9/9	ACCT #281	PUBLISHING - BOARD	N
4	01-003-000-0000-6231		297.99	PROCEEDINGS OF 9/23	ACCT #281	PUBLISHING - BOARD	N
2	01-041-000-0000-6231		90.00	TIMES - 2ND HALF TAXES DUE	ACCT #281	PUBLISHING/ADVERTISING - AUDIT	N
3	01-041-000-0000-6231		87.50	WATCH - 2ND HALF TAXES DUE	ACCT #281	PUBLISHING/ADVERTISING - AUDIT	N
20027	THE TIMES		830.90		4 Transactions		
20512	THOMASON, SWANSON & ZAHN PLLC						
39	01-011-000-0000-6261		259.25	ATTORNEY FEES 57-PR-24-404	33654	COURT APPOINTED ATTORNEYS	Y
20512	THOMASON, SWANSON & ZAHN PLLC		259.25		1 Transactions		
23303	THOMSON REUTERS/WEST PAYMENT CEN						
21	01-016-000-0000-6242		1,138.48	OCT WESTLAW ACCESS-LAW LIBRARY	852752901	SUBSCRIPTIONS - LAW LIBRARY	N
22	01-091-000-0000-6240		1,651.00	OCT WESTLAW ACCESS-ATTORNEY	852757800	SUBSCRIPTIONS	N
20	01-016-000-0000-6242		488.21	NOV SUBSCRIPTIONS - LAW LIBRAR	852824582	SUBSCRIPTIONS - LAW LIBRARY	N
23	01-091-000-0000-6240		92.92	NOV SUBSCRIPTIONS-ATTORNEY	852828786	SUBSCRIPTIONS	N
23303	THOMSON REUTERS/WEST PAYMENT CEN		3,370.61		4 Transactions		
11039	TRF RADIO						
11	01-601-000-0000-6240		100.00	NAT'L 4-H WEEK SPONSOR	40705-1	SUBSCRIPTIONS	N
11039	TRF RADIO		100.00		1 Transactions		
1 Fund Total:			64,693.22	County Revenue		46 Vendors	86 Transactions

Pennington County Financial System



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Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
94	1305 ACME ELECTRIC 03-350-000-0000-6556		71.96	CHISEL, HAMMER HEX DRIVER		SHOP SUPPLIES	N
	1305 ACME ELECTRIC		71.96	1 Transactions			
93	2394 BACKWOODS CUSTOMS 03-350-000-0000-6564		385.00	WELD TRAILER, BRACKET, BATTERY		EQUIPMENT REPAIR PARTS	N
	2394 BACKWOODS CUSTOMS		385.00	1 Transactions			
92	2325 BOBCAT OF GRAND FORKS 03-350-000-0000-6631		13,350.58	2026 TRAILER	30313G	FURNITURE & EQUIPMENT	N
	2325 BOBCAT OF GRAND FORKS		13,350.58	1 Transactions			
129	6006 FARMERS UNION OIL 03-350-000-0000-6556		6.70	PROPANE		SHOP SUPPLIES	N
124	03-350-000-0000-6560		3,465.60	DIESEL SHOP 211		GAS & DIESEL	N
125	03-350-000-0000-6560		2,240.84	DIESEL SHOP 215		GAS & DIESEL	N
126	03-350-000-0000-6560		4,622.50	DIESEL SHOP 213		GAS & DIESEL	N
127	03-350-000-0000-6560		2,159.30	DIESEL SHOP 212		GAS & DIESEL	N
130	03-350-000-0000-6560		2.01	FROM JULY STATEMENT - GAS		GAS & DIESEL	N
128	03-350-000-0000-6562		641.85	DEF		MOTOR OIL & LUBRICANTS	N
	6006 FARMERS UNION OIL		13,138.80	7 Transactions			
91	6349 FASTENAL COMPANY 03-350-000-0000-6551		74.06	LOCK NUTS, DRILL BITS		SIGNS	N
	6349 FASTENAL COMPANY		74.06	1 Transactions			
89	7031 GARDEN VALLEY TELEPHONE 03-350-000-0000-6631		5,175.00	OUTLYING SHOP COMPUTERS	INV-25308	FURNITURE & EQUIPMENT	N
90	03-320-000-0000-6263		246.00	SERVICE CALL RIVER VALLEY	INV-25462	COMPUTER SERVICES	N
	7031 GARDEN VALLEY TELEPHONE		5,421.00	2 Transactions			
88	8331 HARDWARE HANK 03-350-000-0000-6551		24.99	MAILBOX		SIGNS	N
	8331 HARDWARE HANK		24.99	1 Transactions			
97	8341 HARTZ TRUCKLINE SHOP 03-350-000-0000-6564		163.83	SWITCH IGNITION		EQUIPMENT REPAIR PARTS	N
	8341 HARTZ TRUCKLINE SHOP		163.83	1 Transactions			
	8380 HDR ENGINEERING, INC.						

Pennington County Financial System



Danielle
11/24/25 9:47AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
86	03-330-000-0000-6261		7,358.25	P/E SAP 57-629-008		CONSULTING & LEGAL SERVICES	N
87	03-330-000-0000-6261		9,454.50	P/E SAP 57-611-002		CONSULTING & LEGAL SERVICES	N
	8380 HDR ENGINEERING, INC.		16,812.75		2 Transactions		
	8323 HERMRECK/GERALD						
123	03-350-000-0000-6330		19.25	MILEAGE-RANDOM DRUG TEST	27.50 MILES @ .70	TRAVEL & EXPENSE	Y
	8323 HERMRECK/GERALD		19.25		1 Transactions		
	8014 HUGOS #7						
85	03-350-000-0000-6556		76.92	TP, PT, AIR FRESHNER	ACCT #1159	SHOP SUPPLIES	N
	8014 HUGOS #7		76.92		1 Transactions		
	10008 JOHN DEERE FINANCIAL						
84	03-350-000-0000-6564		96.92	TEST KITS		EQUIPMENT REPAIR PARTS	N
	10008 JOHN DEERE FINANCIAL		96.92		1 Transactions		
	11349 KRIS ENGINEERING INC						
83	03-350-000-0000-6561		11,332.56	CUTTING EDGES		CUTTING EDGES	N
	11349 KRIS ENGINEERING INC		11,332.56		1 Transactions		
	13302 M-R SIGN CO, INC						
80	03-350-000-0000-6551		44.18	911 RESIDENTIAL SIGN		SIGNS	N
	13302 M-R SIGN CO, INC		44.18		1 Transactions		
	13498 MARCO TECHNOLOGIES LLC						
82	03-320-000-0000-6301		55.51	COPY MACHINE - NOV - HWY DEPT	INV14542807	MAINTENANCE AGREEMENT	N
	13498 MARCO TECHNOLOGIES LLC		55.51		1 Transactions		
	13393 MINNESOTA NORTHERN RAILROAD INC						
81	03-350-000-0000-6252		68.00	ELECTRICITY RR SIGNAL - OCT		ELECTRICITY	N
	13393 MINNESOTA NORTHERN RAILROAD INC		68.00		1 Transactions		
	20379 NEIGHBORS FORD/THIEF RIVER FORD						
67	03-350-000-0000-6564		356.50	DIAGNOSE STARTING ISSUE		EQUIPMENT REPAIR PARTS	N
68	03-350-000-0000-6564		48.00	BRACKET		EQUIPMENT REPAIR PARTS	N
	20379 NEIGHBORS FORD/THIEF RIVER FORD		404.50		2 Transactions		
	14440 NORTHDALE OIL INC.						
78	03-350-000-0000-6560		2,360.77	GAS & DIESEL SHOP 500		GAS & DIESEL	N
79	03-350-000-0000-6560		1,307.35	GAS & DIESEL SHOP 500		GAS & DIESEL	N

Pennington County Financial System



Danielle
11/24/25 9:47AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
14440	NORTHDALE OIL INC.		3,668.12		2 Transactions		
15311	O'DAY EQUIPMENT LLC				3 Transactions		
75	03-350-000-0000-6564		1,343.00-	SERVICE CALL - CREDIT		EQUIPMENT REPAIR PARTS	N
76	03-350-000-0000-6564		809.40	SERVICE CALL		EQUIPMENT REPAIR PARTS	N
77	03-350-000-0000-6564		983.40	SERVICE CALL		EQUIPMENT REPAIR PARTS	N
15311	O'DAY EQUIPMENT LLC		449.80		3 Transactions		
16027	PENNINGTON COUNTY TREASURER						
74	03-320-000-0000-6263		1,237.63	HOSTED IT SERVICES - OCT	4449	COMPUTER SERVICES	N
16027	PENNINGTON COUNTY TREASURER		1,237.63		1 Transactions		
16419	PRECISE MRM LLC						
73	03-350-000-0000-6564		396.00	MONTHLY GPS - OCT	IN200-2009053	EQUIPMENT REPAIR PARTS	N
16419	PRECISE MRM LLC		396.00		1 Transactions		
16448	PREMIUM WATERS, INC.						
72	03-320-000-0000-6401		57.99	WATER - HWY DEPT	ACCT #176896	SUPPLIES	N
16448	PREMIUM WATERS, INC.		57.99		1 Transactions		
17002	QUILL CORPORATION						
131	03-320-000-0000-6401		89.97	PAPER	46493708	SUPPLIES	N
132	03-320-000-0000-6401		83.99	FOLDERS	46494625	SUPPLIES	N
133	03-320-000-0000-6401		86.97	PAPER	46626901	SUPPLIES	N
134	03-350-000-0000-6556		62.99	PAPER TOWELS	46626901	SHOP SUPPLIES	N
17002	QUILL CORPORATION		323.92		4 Transactions		
18357	RINKE NOONAN						
71	03-330-000-0000-6261		200.00	RETAINER - OCCTOBER		CONSULTING & LEGAL SERVICES	Y
18357	RINKE NOONAN		200.00		1 Transactions		
18439	ROCKSBURY TRUCK REPAIR						
70	03-350-000-0000-6564		97.44	MOUNT TIRE		EQUIPMENT REPAIR PARTS	N
18439	ROCKSBURY TRUCK REPAIR		97.44		1 Transactions		
19511	SANFORD HEALTH OCCUPATIONAL MEDIC						
69	03-320-000-0000-6801		32.00	RANDOM DRUG TEST		MISCELLANEOUS EXPENSE	6
19511	SANFORD HEALTH OCCUPATIONAL MEDIC		32.00		1 Transactions		
3 Fund Total:			68,003.71	Road & Bridge		26 Vendors	41 Transactions

Pennington County Financial System



Danielle
11/24/25 9:47AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 11

32 Solid Waste Facility

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
19324	SAFETY-KLEEN SYSTEMS, INC.						
13	32-390-000-0000-6262		799.00	USED OIL RECYCLING	98509200	OTHER SERVICES-SCORE ACCOUN	N
12	32-390-000-0000-6262		401.00	USED OIL RECYCLING	98645710	OTHER SERVICES-SCORE ACCOUN	N
14	32-390-000-0000-6262		519.40	USED OIL RECYCLING	98648369	OTHER SERVICES-SCORE ACCOUN	N
19324	SAFETY-KLEEN SYSTEMS, INC.		1,719.40				
				3 Transactions			
32 Fund Total:			1,719.40	Solid Waste Facility	1 Vendors	3 Transactions	

DRAFT

Pennington County Financial System



Danielle
11/24/25 9:47AM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 12

40 Ditch Funds

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
99	15314 OLSON CONSTRUCTION TRF, INC. 40-796-000-0000-6262		9,887.50	MOWING/LEVELING	4037	OTHER SERVICES	N
	15314 OLSON CONSTRUCTION TRF, INC.		9,887.50	1 Transactions			
96	15359 OLSON/COLE 40-716-000-0000-6849		300.00	BEAVER BOUNTY		BEAVER BOUNTY	Y
95	40-796-000-0000-6849		375.00	BEAVER BOUNTY		BEAVER CONTROL	Y
	15359 OLSON/COLE		675.00	2 Transactions			
101	18357 RINKE NOONAN 40-746-000-0000-6262		147.50	REDETERMINATION OF BENEFITS	403646	OTHER SERVICES	Y
100	40-770-000-0000-6262		118.00	REDETERMINATION OF BENEFITS	404090	OTHER SERVICES	Y
	18357 RINKE NOONAN		265.50	2 Transactions			
5	20027 THE TIMES 40-746-000-0000-6801		30.69	CTY DITCH 46&70 LANDOWNER MEET	ACCT #281	MISCELLANEOUS EXPENSE	N
	20027 THE TIMES		30.69	1 Transactions			
40 Fund Total:			10,858.69	Ditch Funds	4 Vendors	6 Transactions	
Final Total:			145,275.02	77 Vendors	136 Transactions		

Pennington County Financial System



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	64,693.22	County Revenue
	3	68,003.71	Road & Bridge
	32	1,719.40	Solid Waste Facility
	40	10,858.69	Ditch Funds
	All Funds	145,275.02	Total

Approved by,

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DRAFT

Pennington County Financial System



Print List in Order By: 1 1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

DRAFT

Pennington County Financial System



Danielle
11/21/25 4:40PM

Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 2

1 County Revenue

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
12323	LAWRENCE/BRUCE						
7	01-003-000-0000-6103		75.00	PERSONNEL MEETIN	11/04/25	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	TECHNOLOGY MEETING	11/10/25	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		100.00	DITCH #40/#70 & NWRECB MEETING	11/12/25	PER DIEMS - BOARD	N
10	01-003-000-0000-6103		75.00	COUNTY EXTENSION MEETING	11/13/25	PER DIEMS - BOARD	N
11	01-003-000-0000-6103		100.00	ROAD MEETINGS-KRATKA/CLOVERLEA	11/17/25	PER DIEMS - BOARD	N
12	01-003-000-0000-6103		100.00	SOLID WASTE/BUILDING COMMITTEE	11/18/25	PER DIEMS - BOARD	N
13	01-003-000-0000-6103		75.00	AIRPORT AUTHORITY	11/19/25	PER DIEMS - BOARD	N
14	01-003-000-0000-6103		75.00	DRUG TASK FORCE MEETING	11/20/25	PER DIEMS - BOARD	N
15	01-003-000-0000-6103		75.00	PERSONNEL MEETING	11/25/25	PER DIEMS - BOARD	N
12323	LAWRENCE/BRUCE		750.00	9 Transactions			
14478	NELSON/SETH						
2	01-003-000-0000-6103		75.00	TECH COMMITTEE	10/13/25	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		75.00	JOINT CITY SCHOOL	10/20/25	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		75.00	LAW LIBRARY	10/21/25	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		75.00	SOLID WASTE	10/22/25	PER DIEMS - BOARD	N
6	01-003-000-0000-6103		100.00	AMC DISTRICT	10/30/25	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		75.00	COMMUNITY STRONG	10/7/25	PER DIEMS - BOARD	N
14478	NELSON/SETH		475.00	6 Transactions			
1 Fund Total:			1,225.00	County Revenue		2 Vendors	15 Transactions
Final Total:			1,225.00	2 Vendors		15 Transactions	

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	1,225.00	County Revenue
All Funds	1,225.00	Total

Approved by,

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DRAFT

PENNINGTON COUNTY HUMAN SERVICES

HUMAN SERVICE COMMITTEE

CONSENT AGENDA

On a motion by Commissioner _____ and seconded by
Commissioner _____, The Following recommendations of the
Pennington County Human Service Committee for November 18, 2025 (detailed minutes on
record) are hereby adopted:

SECTION A

- I. To approve October 21, 2025, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.
- III. A. To approve the CY 2026 MFIP/DWP Employment Services Purchase of Service Agreement with the Career Force Center as presented.
B. To approve CY 2026 Behavioral Health (Temporary Confinement/Community Based Services) Purchase of Service Agreements Between Sanford Behavioral Health and Pennington County Human Services as presented.

SECTION B

- I. To approve payment of the Agency's bills.

Aye

Nay

Chairperson

Date



KITTSON COUNTY BOARD OF COMMISSIONERS

Kittson County Courthouse
410 5th St S
Hallock, MN 56728

Phone: 218-843-2670
Fax: 218-843-2656

Tuesday, November 18, 2025

Pennington County Board of Commissioners
PO Box 616
101 Main Ave N
Thief River Falls, MN 56701

RE: Termination of Engineering Contract

Dear Pennington County Commissioners and Engineer Flaagen,

We, the Kittson County Board of Commissioners, are writing to formally request the termination of the current engineering contract between Kittson County and Pennington County that was made on August 6, 2024.

The final date of the contract will be Sunday, November 30, 2025.

We are thankful for your cooperation throughout the duration of this contract. The superior work and professional guidance that Engineer Flaagan provided as part of the contract are immensely appreciated.

We wish you the best and look forward to a continued working relationship between our counties.

Sincerely,

Commissioner Gillie

Commissioner Johnson

Commissioner Jones

Commissioner Swenson

Commissioner Younggren (Chair)

MEMORANDUM OF UNDERSTANDING

WHEREAS, AFSCME MN Council #65, Local #3452 (hereinafter “Union”), is the certified exclusive representative for the Human Services Department in Pennington County (hereinafter “County”); and

WHEREAS, there is in existence a Collective Bargaining Agreement between the County and the Union, the current of which covers the period of January 1, 2024, through December 31, 2026; and,

WHEREAS, the MN Legislature passed a law effective January 1, 2026, which provides employees, with limited exception, with Paid Family Medical Leave (hereinafter “PFML”) benefits that will be funded by premiums from employers paid at a rate not less than 50% with the remainder to be paid by employees; and,

WHEREAS, MN Statute 268B.10, Subd. 1, allows the County to substitute an approved private plan to provide PFML benefits at a rate equal to or greater than the State plan; and,

WHEREAS, qualifying employees are not required to exhaust accrued vacation, ESST/sick leave, or compensatory time banks prior to applying for or receiving PFML benefits offered or granted by the State of MN or a private plan.

BE IT HEREBY RESOLVED, that the County and Union agree that PFML premiums shall be shared equally between the County (Employer) and Union employees, with each party responsible for fifty percent (50%) of total premium costs, regardless of plan provider. Such cost-sharing arrangement shall remain in effect for the duration of the PFML program and shall not be subject to modification unless mutually agreed upon by both parties in writing through an amendment to this agreement or to the collective bargaining agreement. Employee share of premiums shall be collected through payroll in accordance with law and any plan requirements. The County may adjust the payroll process as necessary to ensure compliance or operational efficiencies, with prior notice to employees.

BE IT FURTHER RESOLVED, that the first sentence of Article 8; Section F of the CBA shall be amended to state “Employees will not be required to use any accrued leave or time off prior to using an unpaid FMLA leave of absence.”

BE IT FURTHER RESOLVED, the County shall allow, but not require, qualifying employees to use supplemental benefits including Earned Sick & Safe Time/sick leave, vacation time, and compensatory time to supplement PFML benefits up to a maximum of 100% salary continuation. The County reserves the right to request documentation as necessary to allow for calculation of supplemental benefits.

BE IT FURTHER RESOLVED, the County shall allow employees on approved PFML to accrue prorated vacation and sick leave benefits based on the amount of supplemental benefits elected for salary continuation.

BE IT FURTHER RESOLVED, while an employee is on approved PFML, he/she shall be entitled to holiday pay for all observed holidays as if such employee was not on leave.

BE IT FURTHER RESOLVED, that in cases where an employee leave qualifies for both PFML and FMLA, such leaves will run concurrently.

BE IT FURTHER RESOLVED, the County reserves the right to investigate suspected abuse or misuse of PFML. Any employee found to have misused or abused PFML benefits, or provided false information, may be subject to disciplinary action, up to and including termination.

AFSCME MN Council #65, Local 3452

BY: Christopher Kapella

Date: 11-20-25

Chris Kapella, Agent
By: Lori Forsberg
Union Steward

Date: 11-21-2025

PENNINGTON COUNTY

BY: _____
County Board Chair

Date: _____

BY: _____
County Coordinator

Date: _____

MEMORANDUM OF UNDERSTANDING

WHEREAS, the International Union of Operating Engineers, Local No. 49 (hereinafter “Union”), is the certified exclusive representative for employees of the Highway Department in Pennington County (hereinafter “County”); and

WHEREAS, there is in existence a Collective Bargaining Agreement between the County and the Union, the current of which covers the period of January 1, 2024, through December 31, 2026; and,

WHEREAS, the MN Legislature passed a law effective January 1, 2026, which provides employees, with limited exception, with Paid Family Medical Leave (hereinafter “PFML”) benefits that will be funded by premiums from employers paid at a rate not less than 50% with the remainder to be paid by employees; and,

WHEREAS, MN Statute 268B.10, Subd. 1, allows the County to substitute an approved private plan to provide PFML benefits at a rate equal to or greater than the State plan; and,

WHEREAS, qualifying employees are not required to exhaust accrued vacation, ESST/sick leave, or compensatory time banks prior to applying for or receiving PFML benefits offered or granted by the State of MN or a private plan.

BE IT HEREBY RESOLVED, that the County and Union agree that PFML premiums shall be shared equally between the County (Employer) and Union employees, with each party responsible for fifty percent (50%) of total premium costs, regardless of plan provider. Such cost-sharing arrangement shall remain in effect for the duration of the PFML program and shall not be subject to modification unless mutually agreed upon by both parties in writing through an amendment to this agreement or to the collective bargaining agreement. Employee share of premiums shall be collected through payroll in accordance with law and any plan requirements. The County may adjust the payroll process as necessary to ensure compliance or operational efficiencies, with prior notice to employees.

BE IT FURTHER RESOLVED, the County shall allow, but not require, qualifying employees to use supplemental benefits including Earned Sick & Safe Time/sick leave, vacation time, and compensatory time to supplement PFML benefits up to a maximum of 100% salary continuation. The County reserves the right to request documentation as necessary to allow for calculation of supplemental benefits.

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BE IT FURTHER RESOLVED, while an employee is on approved PFML, he/she shall be entitled to holiday pay for all observed holidays as if such employee was not on leave.

BE IT FURTHER RESOLVED, that in cases where an employee leave qualifies for both PFML and FMLA, such leaves will run concurrently.

BE IT FURTHER RESOLVED, the County reserves the right to investigate suspected abuse or misuse of PFML. Any employee found to have misused or abused PFML benefits, or provided false information, may be subject to disciplinary action, up to and including termination.

I.U.O.E. Local 49

BY: Todd E. Djonne
Todd Djonne, Agent

Date: 11/20/25

By: Conrad Holten
Union Steward

Date: 11-20-25

By: [Signature]
Union Steward

Date: 11-20-25

PENNINGTON COUNTY

BY: _____
County Board Chair

Date: _____

BY: _____
County Coordinator

Date: _____

MEMORANDUM OF UNDERSTANDING

WHEREAS, Law Enforcement Labor Services, Local No. 548 (hereinafter “Union”), is the certified exclusive representative for the positions of Jail Administrator and Assistant Jail Administrator in Pennington County (hereinafter “County”); and

WHEREAS, there is in existence a Collective Bargaining Agreement between the County and the Union, the current of which covers the period of January 1, 2024, through December 31, 2026; and,

WHEREAS, the MN Legislature passed a law effective January 1, 2026, which provides employees, with limited exception, with Paid Family Medical Leave (hereinafter “PFML”) benefits that will be funded by premiums from employers paid at a rate not less than 50% with the remainder to be paid by employees; and,

WHEREAS, MN Statute 268B.10, Subd. 1, allows the County to substitute an approved private plan to provide PFML benefits at a rate equal to or greater than the State plan; and,

WHEREAS, qualifying employees are not required to exhaust accrued vacation, ESST/sick leave, or compensatory time banks prior to applying for or receiving PFML benefits offered or granted by the State of MN or a private plan.

BE IT HEREBY RESOLVED, that the County and Union agree that PFML premiums shall be shared equally between the County (Employer) and Union employees, with each party responsible for fifty percent (50%) of total premium costs, regardless of plan provider. Such cost-sharing arrangement shall remain in effect for the duration of the PFML program and shall not be subject to modification unless mutually agreed upon by both parties in writing through an amendment to this agreement or to the collective bargaining agreement. Employee share of premiums shall be collected through payroll in accordance with law and any plan requirements. The County may adjust the payroll process as necessary to ensure compliance or operational efficiencies, with prior notice to employees.

BE IT FURTHER RESOLVED, the County shall allow, but not require, qualifying employees to use supplemental benefits including Earned Sick & Safe Time/sick leave, vacation time, and compensatory time to supplement PFML benefits up to a maximum of 100% salary continuation. The County reserves the right to request documentation as necessary to allow for calculation of supplemental benefits.

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BE IT FURTHER RESOLVED, while an employee is on approved PFML, he/she shall be entitled to holiday pay for all observed holidays as if such employee was not on leave.

BE IT FURTHER RESOLVED, that in cases where an employee leave qualifies for both PFML and FMLA, such leaves will run concurrently.

BE IT FURTHER RESOLVED, the County reserves the right to investigate suspected abuse or misuse of PFML. Any employee found to have misused or abused PFML benefits, or provided false information, may be subject to disciplinary action, up to and including termination.

Law Enforcement Labor Services, Local 548

BY: Adam Burnside
Adam Burnside, Agent

Date: 10-30-25

By: David Casanova
Union Steward

Date: 10-30-2025

PENNINGTON COUNTY

BY: _____
County Board Chair

Date: _____

BY: _____
County Coordinator

Date: _____

MEMORANDUM OF UNDERSTANDING

WHEREAS, MN Teamsters Local 320 (hereinafter "Union"), is the certified exclusive representative for the positions of Deputies in Pennington County (hereinafter "County"); and

WHEREAS, there is in existence a Collective Bargaining Agreement between the County and the Union, the current of which covers the period of January 1, 2024, through December 31, 2026; and,

WHEREAS, the MN Legislature passed a law effective January 1, 2026, which provides employees, with limited exception, with Paid Family Medical Leave (hereinafter "PFML") benefits that will be funded by premiums from employers paid at a rate not less than 50% with the remainder to be paid by employees; and,

WHEREAS, MN Statute 268B.10, Subd. 1, allows the County to substitute an approved private plan to provide PFML benefits at a rate equal to or greater than the State plan; and,

WHEREAS, qualifying employees are not required to exhaust accrued vacation, ESST/sick leave, or compensatory time banks prior to applying for or receiving PFML benefits offered or granted by the State of MN or a private plan.

BE IT HEREBY RESOLVED, that the County and Union agree that PFML premiums shall be shared equally between the County (Employer) and Union employees, with each party responsible for fifty percent (50%) of total premium costs, regardless of plan provider. Such cost-sharing arrangement shall remain in effect for the duration of the PFML program and shall not be subject to modification unless mutually agreed upon by both parties in writing through an amendment to this agreement or to the collective bargaining agreement. Employee share of premiums shall be collected through payroll in accordance with law and any plan requirements. The County may adjust the payroll process as necessary to ensure compliance or operational efficiencies, with prior notice to employees.

BE IT FURTHER RESOLVED, the County shall allow, but not require, qualifying employees to use supplemental benefits including Earned Sick & Safe Time/sick leave, vacation time, and compensatory time to supplement PFML benefits up to a maximum of 100% salary continuation. The County reserves the right to request documentation as necessary to allow for calculation of supplemental benefits.

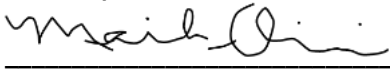
BE IT FURTHER RESOLVED, the County shall allow employees on approved PFML to accrue prorated vacation and sick leave benefits based on the amount of supplemental benefits elected for salary continuation.

BE IT FURTHER RESOLVED, while an employee is on approved PFML, he/she shall be entitled to holiday pay for all observed holidays as if such employee was not on leave.

BE IT FURTHER RESOLVED, that in cases where an employee leave qualifies for both PFML and FMLA, such leaves will run concurrently.

BE IT FURTHER RESOLVED, the County reserves the right to investigate suspected abuse or misuse of PFML. Any employee found to have misused or abused PFML benefits, or provided false information, may be subject to disciplinary action, up to and including termination.

Teamsters, Local 320

BY: 
Marika Olivier, Agent

Date: 11/24/2025

By: _____

Date: _____

Union Steward

PENNINGTON COUNTY

BY: _____
County Board Chair

BY: _____
County Coordinator

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

WHEREAS, MN Teamsters Local 320 (hereinafter "Union"), is the certified exclusive representative for the positions of Dispatcher/Jailer, Corrections Officer, Jail Program Director, Sergeants, and STS Officers in Pennington County (hereinafter "County"); and

WHEREAS, there is in existence a Collective Bargaining Agreement between the County and the Union, the current of which covers the period of January 1, 2024, through December 31, 2026; and,

WHEREAS, the MN Legislature passed a law effective January 1, 2026, which provides employees, with limited exception, with Paid Family Medical Leave (hereinafter "PFML") benefits that will be funded by premiums from employers paid at a rate not less than 50% with the remainder to be paid by employees; and,

WHEREAS, MN Statute 268B.10, Subd. 1, allows the County to substitute an approved private plan to provide PFML benefits at a rate equal to or greater than the State plan; and,

WHEREAS, qualifying employees are not required to exhaust accrued vacation, ESST/sick leave, or compensatory time banks prior to applying for or receiving PFML benefits offered or granted by the State of MN or a private plan.

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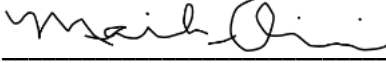
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Teamsters, Local 320

BY: 
Marika Olivier, Agent

Date: 11/24/2025

By: _____

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Union Steward

PENNINGTON COUNTY

BY: _____
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