

**OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
JUSTICE CENTER BOARD ROOM
NOVEMBER 25, 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 Tuesday, November 25, 2025, at 10:00 a.m. Members present: Seth Nelson, Bruce Lawrence, Roy Sourdif, David Sorenson, and Neil Peterson. Members absent: None.

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 Sorenson, seconded by Commissioner Lawrence, to approve the agenda as written. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Sorenson, seconded by Commissioner Nelson, to approve the County Board minutes of November 10, 2025, as written. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve the Human Services warrants totaling \$223,499.76 and the following Commissioner warrants. Motion carried.

County Revenue	\$64,693.22
Road & Bridge	\$68,003.71
Solid Waste Facility	\$ 1,719.40
Ditch Funds	\$10,858.69

Per diems and meal reimbursements in the amount of \$ 1,225.00 were also approved.

Julie Sjostrand – Human Services Director

Human Services Director Julie Sjostrand presented the consent agenda from the November 18, 2025, Human Services Committee meeting. On a motion by Commissioner Peterson and seconded by Commissioner Sorenson, 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 the 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.

Seth Vettleson – County Sheriff

Sheriff Vettleson and Joseph Drevlow of the Northern Lodge of Free Masons informed the County Board that the Northern Lodge of Free Masons have donated 10 fire suppression tools to the Sheriff's department. These units, which are worth approximately \$1,100 each and have a 15-year shelf life, will be carried in Deputy vehicles and can suppress a fire by separating the fuel from the fire, allowing more time for fire and other emergency personnel to respond; potentially saving lives. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to accept the donation of the Fire Suppression Units on behalf of the County and to thank the Northern Lodge of Free Masons for the generous donation. Motion carried. The County Coordinator was directed to send a letter of thanks to the Northern Lodge of Free Masons.

Mike Flaagan – County Engineer

Engineer Flaagan presented a letter from the Kittson County Board of Commissioners requesting to terminate their engineering services contract with the County. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve termination of the engineering services contract with Kittson County effective November 30, 2025. Motion carried.

Engineer Flaagan stated that the CSAH #10 milling and overlay project is complete and he recommended approval of final payment to R.J. Zavoral & Sons, Inc., noting a total cost of \$754,672.81. The following resolution was motioned for approval by Commissioner Peterson, seconded by Commissioner Nelson, and upon vote was unanimously carried.

RESOLUTION

WHEREAS, Contract No. 2502 has in all things been completed and the County Board being fully advised in the premises,

NOW THEN, BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the Pennington County Highway Dept. and authorize final payment as specified herein

Engineer Flaagan discussed the public hearings held in Kratka and Cloverleaf townships on November 17, 2025, regarding proposed turnback of County Roads. To date he has

not received a response from either township. He also noted a similar hearing held in Reiner Township some time ago with also no township response. He will reach out to the Reiner Town Board regarding the proposed turnback(s) in that township.

Engineer Flaagan noted that the new county plow truck should arrive in mid-December, and the new handheld radios are being programmed now.

County Auditor-Treasurer Items:

The following resolution was introduced by Auditor-Treasurer Jennifer Herzberg, motioned for approval by Commissioner Nelson, seconded by Commissioner Sorenson, and upon vote was unanimously carried.

RESOLUTION

BE IT RESOLVED, that Northern State Bank of Thief River Falls, MN, be designated as a depository of public funds of Pennington County, MN for the term of two years from the date of approval, November 25, 2025.

Ms. Herzberg reminded the elected officials that campaign finance reports are due by January 31, 2026.

County Coordinator Items:

County Coordinator Kevin Erickson presented proposed Memorandum of Agreements to the county's five collective bargaining agreements regarding provisions of the MN Paid Family & Medical Leave law. He noted that all four unions have approved the MOAs as written.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve a Memorandum of Agreement to the 2024-2026 collective bargaining agreement between Pennington County and AFSCME MN Council #65, Local #3452, regarding provisions of the MN Paid Family Medical Leave law. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve a Memorandum of Agreement to the 2024-2026 collective bargaining agreement between Pennington County and Law Enforcement Labor Services, Local No. 548, regarding provisions of the MN Paid Family Medical Leave law. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve a Memorandum of Agreement to the 2024-2026 collective bargaining agreement between Pennington County and MN Teamsters, Local No. 320 (Deputies), regarding provisions of the MN Paid Family Medical Leave law. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve a Memorandum of Agreement to the 2024-2026 collective bargaining agreement between

Pennington County and MN Teamsters, Local No. 320 (Dispatcher/Jailer, Corrections Officer, Jail Program Director, Sergeants, STS), regarding provisions of the MN Paid Family Medical Leave law. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve a Memorandum of Agreement to the 2024-2026 collective bargaining agreement between Pennington County and International Union of Operating Engineers, Local No. 49, regarding provisions of the MN Paid Family Medical Leave law. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve issuance of a duplicate warrant to Ryan Crosson in the amount of \$277.54 to replace lost warrant #116472 dated June 18, 2025, without issuance of an indemnifying bond. Motion carried.

County Attorney Items: None.

Committee Reports / Commissioner Updates:

Commissioner Peterson reminded the Board of the Association of MN Counties (AMC) Annual Conference being held in Bloomington, MN, December 8-10, 2025.

Commissioner Sourdif presented a summary of a recent Red River Basin meeting he attended.

The County Coordinator discussed the need for language to the Pennington County Personnel Policy addressing the MN Paid Family Medical Leave law that takes effect January 1, 2026. To provide for consistency among employees, including non-union employees, he recommended on behalf of the Personnel Committee that the Board approve the same PFML provisions listed in the related union MOAs approved today. These provisions include: 50/50 premium split, employee choice to use supplemental benefits with paid leave benefits to a maximum of 100% salary, accrue prorated vacation and sick leave based on supplemental benefits used during PFML, full holiday pay for all observed holidays within a PFML, and to run concurrently with PFML other qualifying state/federal leaves such as FMLA and MN Pregnancy and Parental Leave. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to approve forthcoming language to the Pennington County Personnel Policy, Article 14, regarding MN Paid Family Medical leave provisions, as listed above, effective January 1, 2026. Discussion followed with Coordinator Erickson noting that the language is nearly complete and will be approved by the Personnel Committee and the Interim County Attorney prior to implementation and distribution to staff. Motion carried.

Commissioner Nelson questioned Mr. Erickson, as Safety Director, on the status of the safety manual update and related quotes. Mr. Erickson recommended that the Safety Committee meet after the Thanksgiving holiday and discuss two quotes received from Safety Compliance Services for 1) update of the county safety program & manual; and 2) two-year comprehensive review and update of the county safety program, manual update,

annual safety training, etc. He will bring a Safety Committee recommendation to the next County Board meeting on December 15, 2025.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to December 15, 2025, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Roy Sourdif, Chairman
Board of Commissioners