

**PENNINGTON COUNTY
BOARD OF COMMISSIONER'S MEETING
JUSTICE CENTER – COUNTY BOARD ROOM
TUESDAY, JANUARY 6, 2026, 10:00 A.M.**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Amendments to the Agenda**
- 4. Recognition of Citizens** – Individual's 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 Reorganization
 - 10:25 Seth Vettleson – 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
DECEMBER 30, 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, December 30, 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 Nelson, seconded by Commissioner Lawrence, to approve the agenda as written. Motion carried.

Recognition of Citizens: None.

Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve the County Board minutes of December 15, 2025, and the minutes from the Kratka and Cloverleaf Township Public Hearings held on November 17, 2025, as presented. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to approve the Human Services warrants totaling \$218,698.21 and the following Commissioner warrants, to include payments to Karpel Solutions in the amount of \$6,625.00 for PBK Annual Maintenance and to Jill Kolstoe in the amount of \$140.00 for notary license and recording fee reimbursement. Motion carried.

County Revenue	\$125,599.34
Road & Bridge	\$355,882.55
Solid Waste Facility	\$ 1,252.73
Ditch Funds	\$ 1,553.50

Per diems and meal reimbursements in the amount of \$2,050.00 were also approved.

Julie Sjostrand – Human Services Director

Ms. Sjostrand presented the consent agenda of the December 16, 2025, Human Service Committee meeting. On a motion by Commissioner Nelson and seconded by Commissioner Peterson, the following recommendations of the Pennington County Human Service Committee for December 16, 2025 (detailed minutes on record) are hereby adopted:

SECTION A

- I. To approve November 18, 2025, Human Service Committee Meeting minutes.
- II. To approve the agency's personnel action as presented.

- III. A. To approve the CY 2026-2027 Child Support Cooperative Agreement between the State of Minnesota, Pennington County Attorney's Office, Pennington County Sheriff's Office, and Pennington County Human Services as presented.
- B. To approve CY 2026 Guardian and Conservator Purchase of Service Agreement between Lutheran Social Services of Minnesota and Pennington County Human Services as presented.
- C. To approve CY 2026 Rural Transportation Collaborative Access Transportation Services Contract with Tri-Valley Opportunity Council, Inc. as presented.
- D. To approve the CY 2025 NW8 LAC (Local Advisory Council) Report to the County Board of Commissioners as presented.

SECTION B

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

Miranda Solem – DWI Treatment Court

Ms. Solem distributed handouts on the Pennington-Marshall County DWI Court program and stated it aims to reduce recidivism, enhance public safety, and offer a structured path to recovery. Participants must live in the county, participate for 14+ months, cooperate with random testing, field and office visits, and attend DWI Court hearings. 8 people are currently enrolled in Pennington County. A county contribution of \$2,500 was requested to assist with program incentives, drug test costs, etc. Motioned by Commissioner Peterson, seconded by Commissioner Sorenson, to approve a \$2,500 funding request to the Pennington-Marshall Counties DWI Court program to be paid in 2025. Following discussion and questions regarding the Drug Court program, the motion was carried.

Seth Vettleson – County Sheriff

Sheriff Vettleson requested an increase to the per diem rate for housing out-of-county inmates (non-contracted counties) in 2026. Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to increase the per diem rate for out-of-county inmates (non-contracted) from \$80.00 to \$85.00 per day effective January 1, 2026. Motion carried. Mr. Vettleson noted that the high-risk offender per diem will remain at \$150.00 per day.

The Sheriff discussed a recent accident where a Pennington County Deputy was rear-ended by another vehicle in a snowstorm; he is awaiting the loss determination by MCIT. Discussion was held on a new squad vehicle available in Warroad MN. Commissioner Lawrence asked that the Sheriff check on pricing of that squad and the issue will be addressed at the next Board meeting.

County Auditor-Treasurer Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to transfer \$101,736.36 from various ditch maintenance funds to the Road & Bridge Fund for work done by the Highway Department in 2025. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to authorize the County Auditor-Treasurer to make temporary transfers as outlined by the Auditor-Treasurer, to bring ditch balances to a positive balance at the end of 2025. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Lawrence, to authorize a temporary transfer not to exceed \$200,000 from the General Fund to the Road & Bridge Fund to bring the Road and Bridge fund to a positive balance at the end of 2025. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve committing \$23,000 from the Road and Bridge Fund - Department 320 Furniture and Equipment account, for an ongoing server project that will continue into 2026. Motion carried.

Motioned by Peterson, seconded by Lawrence, to approve the Commitment of up to \$850,000 from the General Fund for ongoing and future capital improvement projects, to include completion of the LEC roof that has been delayed, replacement of county servers, and upgrades to the Government Center fire alarm system. Motion carried.

Motioned by Commissioner Peterson, seconded by Commissioner Nelson, to schedule an Economic Development Tax Abatement Hearing for January 27th, 2026, at 10:30 a.m. in the Justice Center Board Room regarding the following properties. Motion carried.

<u>Parcel Number:</u>	<u>Property owner:</u>
25.097.014.10	Kia B. Vichaikul
25.111.003.10	Abbey Halvorson

Kayla Jore – Pennington & Red Lake County Public Health & Home Care Director

Ms. Jore presented and reviewed a handout on Foundational Public Health Responsibilities, which include communicable disease control, chronic disease/injury prevention, environmental public health, maternal, child, and family health, and access to and linkage with clinical care. Opioid funding and substance use prevention were discussed, with it noted that the Sanford contract with local schools continues and is showing success with about 40 kids participating. Community Strong has been in existence for about 5 years and they plan to evaluate the program in 2026. The Be the Voice event continues to be a main focus. Influenza cases in the county are rising, especially Influenza A, and the county's vaccination rate is very low at approximately 22%. The Board thanked her for the update and report.

County Coordinator Items:

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve a new, non-union position of Lead Maintenance Worker at wage grade 14 and authorize advertising of the full-time position. Motion carried.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to approve a request by Building & Grounds Supervisor Morgan Bernier for up to 10 hours of overtime for Lead Custodian Tony Marsh for January 3-4, 2026, in the event of inclement weather and snow removal. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the reappointments of Caron Alten and Lorna Peterson to the Pennington & Red Lake County Public Health & Home Care Board for two-year terms effective January 1, 2026. Motion carried.

Motioned by Commissioner Sorenson, seconded by Commissioner Lawrence, to approve the appointment of Caitlin Knodel to the NW Regional Library Board as Pennington County Representative for a three-year term effective January 1, 2026. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Nelson, to approve revisions to Article 7.4 and 7.5 of the Pennington County Personnel Policy regarding rest and meal breaks, whereas employees are entitled to a 15-minute break for each 4-hour period of continuous work and a 30-minute meal break for a 6+ hour period of continuous work, and whereas employees may be required to sign a waiver for any such break(s) they voluntarily choose to waive, effective January 1, 2026. Motion carried.

Motioned by Commissioner Lawrence, seconded by Commissioner Peterson, to approve a 4% cost of living adjustment for County Sheriff and set such salary at \$133,538.08 effective January 1, 2026. Motion carried.

Mr. Erickson informed the Board that no bids were received for the county land, tower, and building for sale in Smiley Township; bids were to be opened at 9:00 a.m. today. Discussion followed with Interim CA Nathan Haase stating the county's options, which include continuing to seek bids and listing the property with a realtor. The Board requested that the County Assessor re-evaluate the property values and deferred the issue to a future Board meeting.

Mr. Erickson presented the following quotes received for replacement of a water heater at the LEC/Justice Center, with each vendor providing multiple heater options. It is noted that neither vendor included state permitting fees in their quotes, which may be an additional cost.

Lee Plumbing

1) Bock OptiTherm 500N-A, 5-year warranty, installation	\$32,500
2) AO Smith Cyclone, 3-year warranty, installation	\$30,600
3) IBC indirect tank heater, piping, pump, installation	\$24,500

Bernier Plumbing

- | | |
|---|----------|
| 1) Bock OptiTherm 500N-A, 5-year warranty, installation | \$26,900 |
| 2) Ruud Tritron ASM, 3-year warranty, installation | \$24,600 |
| 3) AO Smith Flex, 3-year warranty, installation | \$25,200 |

Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the replacement of a water heater at the LEC/Justice Center at a total cost up to \$30,000 and to authorize the Building Committee to make final approval of vendor and quote. Discussion followed with the Board requesting that Bernier Plumbing provide a quote on an indirect tank water heater option. Following discussion, the motion was carried.

County Attorney Items:

Mr. Haase discussed an opportunity to hire a paid law internship for his office. Abigail Flaagan is planning to attend law school this fall and has expressed interest in a paid internship. If approved she could begin on January 5, 2026. Mr. Haase noted that he has budgeted for 1-2 interns in 2026 at a rate of \$18.00/hour. Motioned by Commissioner Lawrence, seconded by Commissioner Sorenson, to approve the hire of Abigail Flaagan as an intern in the County Attorney's office at a rate of \$18.00/hour, effective January 5, 2026. Motion carried.

Committee Reports / Commissioner Updates: None.

Motioned by Commissioner Nelson, seconded by Commissioner Sorenson, to adjourn the Board meeting to January 6, 2026, at 10:00 a.m. Motion carried.

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

Roy Sourdif, Chairman
Board of Commissioners

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



KEVIN
1/5/26 8:23PM

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

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
1307 ABM TECHNOLOGY GROUP							
17	01-201-000-0000-6300		1,863.00	SECURE 365/SECURE DEVICE PROTE	AR1996596	REPAIRS & MAINTENANCE	N
18	01-220-000-0000-6263		2,250.00	IT CORE USER/DEVICE SUPPOR-JAN	AR1996597	COMPUTER SERVICES & SUPPLIES	N
62	01-201-000-0000-6210		1,312.50	MICROSOFT OFFICE 365 - JANUARY	AR2008444	E-MAIL SERVICES	N
			5,425.50	3 Transactions			
1011 ACE HARDWARE							
60	01-251-000-0000-6300	AP	1.80	HARDWARE - WEIGHT EQUIPMENT	198079	REPAIRS & MAINTENANCE	N
61	01-251-000-0000-6300	AP	1.52	HARDWARE - WEIGHT EQUIPMENT	198085	REPAIRS & MAINTENANCE	N
			3.32	2 Transactions			
1347 Amazon Capital Services							
50	01-259-000-0000-6801	AP	87.65	PROGRAMMING SUPPLIES	13XM-QK96-GJT7	MISCELLANEOUS EXPENSE - CANTI	N
49	01-255-000-0000-6405	AP	49.91	CHAINSAW CLUTCH COVER	1L1V-3C79-FMP6	GENERAL SUPPLIES - S.T.S.	N
51	01-251-000-0000-6405	AP	33.37	TV REMOTES	1LJQ-PHMY-GPHN	GENERAL SUPPLIES - JAIL	N
53	01-223-000-0000-6631		459.79	DISPATCH CHAIR	1LKP-34DJ-W6KM	FURNITURE & EQUIPMENT	N
52	01-220-000-0000-6401	AP	38.17	BATTERIES	1VNR-KXYR-XQ6N	SUPPLIES	N
			668.89	5 Transactions			
1308 ASSOCIATION OF MINNESOTA COUNTIES							
32	01-003-000-0000-6241		12,993.00	2026 ANNUAL DUES	75927	DUES - BOARD	N
31	01-801-000-0000-6801		5,500.00	2026 - HR TECH ASSISTANCE	76011	MISCELLANEOUS EXPENSE	N
30	01-003-000-0000-6241		2,300.00	MRC - 2026 ANNUAL DUES	76392	DUES - BOARD	N
29	01-041-000-0000-6241		771.00	2026 MACA DUES	8274-26	DUES - AUDITOR	N
			21,564.00	4 Transactions			
2322 BRUZEK/CARL							
1	01-106-000-0000-6330	AP	270.06	ASSESSING MILES- 385.8 MILES	11/18/25-12/31/25	TRAVEL & EXPENSE	N
			270.06	1 Transactions			
3311 COLE PAPERS, INC.							
3	01-111-000-0000-6403	AP	345.70	ICE MELT - GC	10667259	JANITORIAL SUPPLIES - COURTHOL	N
4	01-218-000-0000-6403	AP	345.70	ICE MELT - JC	10667259	JANITORIAL SUPPLIES	N
			691.40	2 Transactions			
3350 COTA/WADE							
63	01-255-000-0000-6420	AP	279.99	UNIFORM ALLOWANCE REIMB.		UNIFORMS	N
64	01-255-000-0000-6420	AP	30.00	UNIFORM ALLOWANCE REIMB.		UNIFORMS	N
			309.99	2 Transactions			

Pennington County Financial System



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

1 County Revenue

Vendor No.	Name	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula			Service Dates	Paid On Bhf #	On Behalf of Name	
65	4315 DAKOTA WHOLESALE TIRE	AP	414.00	TIRES #1304	837932	REPAIR & MAINTENANCE - SQUADS	N
	4315 DAKOTA WHOLESALE TIRE		414.00	1 Transactions			
21	4313 DEPARTMENT OF MOTOR VEHICLES		21.25	LICENSE/REGIST CHEV EXPRESS		TRAVEL & EXPENSE	N
22	01-255-000-0000-6330		21.25	LICENSE/REGIST 2012 FORD VAN		TRAVEL & EXPENSE	N
23	01-255-000-0000-6330		21.25	LICENSE/REGIST 93 CHEVY		TRAVEL & EXPENSE	N
24	01-255-000-0000-6330		21.25	LICENSE/REGIST BOBCAT TRAILER		TRAVEL & EXPENSE	N
25	01-255-000-0000-6330		21.25	LICENSE/REGIST H & H TRAILER		TRAVEL & EXPENSE	N
26	01-255-000-0000-6330		21.25	LICENSE/REGIST 2015 TRAILER		TRAVEL & EXPENSE	N
27	01-255-000-0000-6330		21.25	LICENSE/REGIST 2022 TRAILER		TRAVEL & EXPENSE	N
	4313 DEPARTMENT OF MOTOR VEHICLES		148.75	7 Transactions			
54	4333 DEVIN'S PART TIME SERVICE		830.78	2012 FORD BALL JOINT REPAIR	1086	REPAIRS & MAINTENANCE	Y
	4333 DEVIN'S PART TIME SERVICE		830.78	1 Transactions			
55	4054 DIGI-KEY ELECTRONICS	AP	83.87	AA, AAA, C BATTERIES	119316699	SUPPLIES	N
	4054 DIGI-KEY ELECTRONICS		83.87	1 Transactions			
59	6305 FLAAGAN/JODI	AP	1,820.00	52hr @ \$35/hour - TZD Grant		TOWARD ZERO DEATH GRANT	Y
	6305 FLAAGAN/JODI		1,820.00	1 Transactions			
56	999999997 KOTRBA/ SARAH	AP	109.05	UNIFORM ALLOWANCE REIMBURSEMEN		JAILER UNIFORMS	N
	999999997 KOTRBA/ SARAH		109.05	1 Transactions			
19	13246 MAGNET FORENSICS, LLC		18,315.00	MAGNET AXIOM BUNDLE/GRAYKEY LI	SIN0893479	COMPUTER SERVICES & SUPPLIES	N
	13246 MAGNET FORENSICS, LLC		18,315.00	1 Transactions			
10	13314 MDRA		360.00	2026 MDRA MEMBERSHIP DUES		DUES - MOTOR VEHICLE	N
	13314 MDRA		360.00	1 Transactions			
33	13033 MN COUNTIES INTERGOVERNMENTAL TRU		49,397.00	2026 WORKERS COMP	21185R	INSURANCE - WORKMAN'S COMP	N

Pennington County Financial System



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

1 County Revenue

Vendor No.	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
34	01-201-000-0000-6355		103,610.00	2026 PROPERTY/CASUALTY	21185R	INSURANCE - PROPERTY CASUALTY N
8	01-290-000-0000-6801		794.00	2026 PROPERTY/CASUALTY	21185R	Miscellaneous Expense N
5	01-801-000-0000-6354		10,517.00	2026 WORK COMP	21185R	INSURANCE - WORKMAN'S COMP N
6	01-801-000-0000-6355		68,249.00	2026 PROPERTY/CASUALTY	21185R	INSURANCE - PROPERTY CASUALTY N
13033	MN COUNTIES INTERGOVERNMENTAL TRU		232,567.00	5 Transactions		
14440	NORTHDALE OIL INC.					
66	01-201-000-0000-6560	AP	1,400.58	FUEL - SQUADS / DECEMBER 2025	90037	GAS & DIESEL N
14440	NORTHDALE OIL INC.		1,400.58	1 Transactions		
15328	OTIS ELEVATOR COMPANY					
2	01-111-000-0000-6300	AP	750.00	TESTING - FINAL PAYMENT	CLG15679002	REPAIRS & MAINTENANCE N
15328	OTIS ELEVATOR COMPANY		750.00	1 Transactions		
9001	PENNINGTON & RED LAKE COUNTY					
28	01-003-000-0000-6901		16,682.00	2026 1ST QTR ALLOCATION	1267	APPROPRIATIONS N
9001	PENNINGTON & RED LAKE COUNTY		16,682.00	1 Transactions		
16448	PREMIUM WATERS, INC.					
57	01-251-000-0000-6801	AP	57.99	WATER (6) BOTTLE DEPOSIT	341338664	MISCELLANEOUS EXPENSE - JAIL N
58	01-220-000-0000-6801	AP	49.49	WATER (5) BOTTLE DEPOSIT	341341991	MISCELLANEOUS EXPENSE N
16448	PREMIUM WATERS, INC.		107.48	2 Transactions		
19577	SOURDIF/ROY					
9	01-003-000-0000-6330	AP	442.40	MILEAGE - DEC - 632 MILES		TRAVEL & EXPENSE N
19577	SOURDIF/ROY		442.40	1 Transactions		
12332	TRITECH SOFTWARE SYSTEMS					
20	01-223-000-0000-6801		1,815.58	INSIGHT MAPPING 2026	450636	MISCELLANEOUS EXPENSE-E911 N
12332	TRITECH SOFTWARE SYSTEMS		1,815.58	1 Transactions		
1 Fund Total:			304,779.65	County Revenue	22 Vendors	45 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
1364 AUTO VALUE							
38	03-350-000-0000-6556	AP	66.70	TOOLS		SHOP SUPPLIES	N
41	03-350-000-0000-6556	AP	9.89	PENETRATING OIL		SHOP SUPPLIES	N
42	03-350-000-0000-6556	AP	46.86	ANITFREEZE, PLASTIC GLOVES		SHOP SUPPLIES	N
44	03-350-000-0000-6556	AP	17.08	SHOP 500 SUPPLIES		SHOP SUPPLIES	N
37	03-350-000-0000-6564	AP	58.96	LIGHT, DIESEL ADDITIVE		EQUIPMENT REPAIR PARTS	N
39	03-350-000-0000-6564	AP	47.99	BLOWER MOTOR		EQUIPMENT REPAIR PARTS	N
40	03-350-000-0000-6564	AP	10.98	LIGHT		EQUIPMENT REPAIR PARTS	N
43	03-350-000-0000-6564	AP	29.99	PARTS FOR UNIT 303		EQUIPMENT REPAIR PARTS	N
1364	AUTO VALUE		288.45	8 Transactions			
4353 DLT SOLUTIONS							
48	03-330-000-0000-6554		8,484.15	AUTOCAD RENEWAL 2026	5368597A	ENGINEERING & SURVEYING SUPPI	N
4353	DLT SOLUTIONS		8,484.15	1 Transactions			
7308 GRAND FORKS WELDING & MACHINE CO							
35	03-350-000-0000-6564	AP	76.01	YOKE, U JOINT	351269	EQUIPMENT REPAIR PARTS	N
7308	GRAND FORKS WELDING & MACHINE CO		76.01	1 Transactions			
8412 HOFFMAN, PHILIPP, & MARTELL, PLLC							
47	03-320-000-0000-6261	AP	1,440.00	AUDIT BILL #4 FINAL		CONSULTING & LEGAL SERVICES	N
8412	HOFFMAN, PHILIPP, & MARTELL, PLLC		1,440.00	1 Transactions			
13033 MN COUNTIES INTERGOVERNMENTAL TRU							
45	03-803-000-0000-6354		30,786.00	2026 WORKMANS COMP	21185R	INSURANCE - WORKMAN'S COMP	N
46	03-803-000-0000-6355		46,893.00	2026 PROPERTY/CASUALTY	21185R	INSURANCE - PROPERTY CASUALT	N
13033	MN COUNTIES INTERGOVERNMENTAL TRU		77,679.00	2 Transactions			
1350 VESTIS							
36	03-320-000-0000-6262	AP	907.50	SHOP 500 COATS & FIRST AID		OTHER SERVICES	N
1350	VESTIS		907.50	1 Transactions			
3 Fund Total:			88,875.11	Road & Bridge		6 Vendors	14 Transactions

Pennington County Financial System



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32 Solid Waste Facility

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
7	13033 MN COUNTIES INTERGOVERNMENTAL TRU 32-391-000-0000-6355		9,029.00	2026 PROPERTY/CASUALTY	21185R	INSURANCE - PROPERTY CASUALT	N
	13033 MN COUNTIES INTERGOVERNMENTAL TRU		9,029.00	1 Transactions			
32 Fund Total:			9,029.00	Solid Waste Facility	1 Vendors	1 Transactions	

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Pennington County Financial System



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

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
14323 NORTHLAND BOND SERVICES							
11	40-784-000-0000-6704		30,000.00	PRINCIPAL - RLWD #14	PENNCTY13A	PRINCIPAL - RLWD 14	N
12	40-784-000-0000-6705		3,406.25	INTEREST - RLWD #14	PENNCTY13A	INTEREST - RLWD 14	N
15	40-784-000-0000-6706		247.50	FEE - RLWD #14	PENNCTY13A	COSTS - RLWD 14	N
13	40-785-000-0000-6704		25,000.00	PRINCIPLE - RLWD #15	PENNCTY13A	PRINCIPAL - RLWD 15	N
14	40-785-000-0000-6705		2,937.50	INTEREST - RLWD #15	PENNCTY13A	INTEREST - RLWD 15	N
16	40-785-000-0000-6706		247.50	FEE - RLWD #15	PENNCTY13A	COSTS - RLWD 15	N
14323 NORTHLAND BOND SERVICES			61,838.75	6 Transactions			
40 Fund Total:			61,838.75	Ditch Funds	1 Vendors	6 Transactions	
Final Total:			464,522.51	30 Vendors	66 Transactions		

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Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	304,779.65	County Revenue
3	88,875.11	Road & Bridge
32	9,029.00	Solid Waste Facility
40	61,838.75	Ditch Funds
All Funds	464,522.51	Total

Approved by,

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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**

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
10	18429 ROBERTSON/NASH 01-251-000-0000-6330		7.32	MEAL REIMB - TRANSPORT - LUNCH	12/30/25	TRAVEL & EXPENSE	N
	18429 ROBERTSON/NASH		7.32	1 Transactions			
6	19577 SOURDIF/ROY 01-003-000-0000-6103		100.00	AMC	12/10/25	PER DIEMS - BOARD	N
7	01-003-000-0000-6103		75.00	NWRL - BOARD	12/17/25	PER DIEMS - BOARD	N
8	01-003-000-0000-6103		75.00	TRF LIBRARY	12/18/25	PER DIEMS - BOARD	N
9	01-003-000-0000-6103		75.00	NWRL - PERSONNEL/BUDGET	12/19/25	PER DIEMS - BOARD	N
1	01-003-000-0000-6103		75.00	NWRL - PERSONNEL	12/2/25	PER DIEMS - BOARD	N
2	01-003-000-0000-6103		75.00	TRF LIBRARY - MEET WITH TRF	12/4/25	PER DIEMS - BOARD	N
3	01-003-000-0000-6103		125.00	AMC	12/7/25	PER DIEMS - BOARD	N
4	01-003-000-0000-6103		125.00	AMC	12/8/25	PER DIEMS - BOARD	N
5	01-003-000-0000-6103		125.00	AMC	12/9/25	PER DIEMS - BOARD	N
	19577 SOURDIF/ROY		850.00	9 Transactions			
1 Fund Total:			857.32	County Revenue		2 Vendors	10 Transactions
Final Total:			857.32	2 Vendors		10 Transactions	

DRAFT

Pennington County Financial System



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	857.32	County Revenue
All Funds	857.32	Total

Approved by,

.....

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DRAFT

OFFICIAL PROCEEDINGS
PENNINGTON COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 6th, 2026 – 10:00 A.M.

Pursuant to M.S. 375.07, the Pennington County Board of Commissioners met in the Pennington County Justice Center Board Room in Thief River Falls, MN, on Tuesday, January 6th, 2026, at 10:00 a.m. Members Present: Seth Nelson, Bruce Lawrence, Roy Sourdif, Dave Sorenson, and Neil Peterson. Members absent: None.

The meeting was called to order by 2025 Board Chairman Sourdif and the Pledge of Allegiance was recited.

Motioned by Commissioner _____, seconded by Commissioner _____, to approve the County Board minutes of December 30th, 2025, as written. Motion carried.

Motioned by Commissioner _____, seconded by Commissioner _____, to approve following Commissioner warrants. Motion carried.

County Revenue	\$
Road & Bridge	\$
Solid Waste	\$
Ditch Funds	\$

Meal reimbursements and per diems in the amount of \$ _____ were also approved.

The County Board proceeded to organize for the year 2026 with the County Coordinator assisting by calling for nominations for Chairman. Commissioner _____ nominated Commissioner Sorenson as Chairman for 2026. Motioned by Commissioner _____, seconded by Commissioner _____, that nominations cease and that a unanimous ballot be cast for Commissioner Sorenson as Chairman. Motion carried.

The County Coordinator then called for nominations for Vice-Chairman. Commissioner _____ nominated Commissioner Peterson as Vice-Chairman for 2026.

Motioned by Commissioner _____, seconded by Commissioner _____, that nominations cease and that a unanimous ballot be cast for Commissioner Peterson as Vice-Chairman for 2026. Motion carried.

Motioned by Commissioner _____, seconded by Commissioner _____, that the County Board express their appreciation to Commissioner Sourdif for serving as Chairman in 2025. Motion carried.

Moved by Commissioner _____, seconded by Commissioner _____, that the dates for the regular meetings of the Board will be the second Tuesday at 10:00 a.m. and the fourth Tuesday at 10:00 a.m. of each month unless

otherwise called, with the exception of the Statutory meeting in January that is set by law. Motion carried.

Motioned by Commissioner _____, seconded by Commissioner _____, and pursuant to MS471.96, elected and appointed officials of the County be designated as representatives of the County in their respective State Association and are eligible for reimbursement of expenses by-law with presentation of verified claims. Motion unanimously carried.

Motioned by Commissioner _____, seconded by Commissioner _____, to appropriate and set aside in the Revenue Fund and authorize the Auditor-Treasurer to pay necessary expenses for postage, freight, telephone, water, lights, and other utilities as provided by MS375.16 as amended. Motion unanimously carried.

Commissioner _____ introduced the following resolution and moved for its adoption:

RESOLUTION

BE IT RESOLVED that the official newspaper of Pennington County shall be The Times for the year 2026, published weekly, each Wednesday, in Thief River Falls.

The foregoing resolution was duly seconded by Commissioner _____, and upon vote was unanimously adopted.

Commissioner _____ introduced the following resolution and moved its adoption:

RESOLUTION

BE IT RESOLVED, that pursuant to the by-laws of the Association of Minnesota Counties; the following officers are named delegates of the County of Pennington, to-wit: Commissioners, Engineer, Auditor-Treasurer and County Attorney. Other officers may be authorized by the Board to attend as non-voting members.

The foregoing resolution was duly seconded by Commissioner _____, and upon vote was unanimously carried.

The County Board reviewed the insurance premiums for the County's Workmen's Compensation, Property, Liability and error and omission policies. The insurance policies are all through the Minnesota Counties Intergovernmental Trust. Commissioner _____ moved, seconded by Commissioner _____, to approve the insurance premium rates for 2026 and authorize the County Auditor-Treasurer to pay as presented. Motion unanimously carried.

The County Board reviewed a list of Committee, Boards, and meetings that would allow for a per diem to be paid. Moved by Commissioner _____, seconded by Commissioner _____, to approve the following list of committees,

boards, and meetings as meetings authorized to charge a per diem of attending on behalf of Pennington County. Motion unanimously carried.

Advance Thief River Committee
Airport Zoning Advisory Committee
AMC Legislative Review Committee
Annual Township Meetings
Area Transportation Plan
Association of Minnesota Counties Meetings
Building and Maintenance Committee
BWSR Wetland Meetings
Chamber of Commerce
Clearwater River 1 Watershed 1 Plan Policy Committee
Emergency Management Committee
Extension Committee
Family Service Collaborative
Feedlot Meetings
Gravel Tax Committee
Highway Committee
Household Hazardous Waste Meetings
Human Service Committee
Insurance Committee
Inter-County Community Council
Joint City/County Meetings
Juvenile Training Center Board
Law Enforcement Committee
Law Library Committee
Government Relations Committee
Minnesota Rural Counties
MnDOT County – Joint Facilities Committee
Northern Counties Land Use Coordinating Board
Northland Community and Technical College Advisory Committee
Northwest Minnesota Joint Powers Board
Northwest Regional Library Board
Northwest Minnesota Regional Emergency Communication Board
Land of the Dancing Sky Area Agency on Aging
Northwest Regional Development Commission Board
Northwest Regional Development Commission Transportation Committee
Pennington County Housing Loan Fund
Pennington County Water Resource Advisory Committee
Personnel Committee
Pine to Prairie Drug Task Force
Pennington County Historical Society Board
Red Lake River Corridor
Red Lake Watershed Meetings
Red Lake River 1 Watershed 1 Plan Policy Committee

Red River Basin Joint Powers Board
Red River Valley Development
Regional Insurance Board
Road, Bridge, and Culvert Committee
Safety Committee
Solid Waste Committee
Special County Board Meetings
Technology Committee
Thief River Falls Regional Airport Authority
Thief River Falls Library Board
Thief River 1 Watershed 1 Plan Policy Committee

Also, any other Committees that are established by the County Board or appointments made or meetings attended while representing Pennington County.

The following resolution was motioned by Commissioner _____, seconded by Commissioner _____, and upon vote was unanimously carried.

RESOLUTION

BE IT RESOLVED, that an employee that has been given a County vehicle for their use and the employee chooses to use their own vehicle anyway, the employee will not be reimbursed the County mileage rate unless the vehicle assigned to them is inoperable.

BE IT FURTHER RESOLVED, that the meal reimbursement for travel outside the County shall not exceed \$15 for breakfast, \$25 for a noon meal, and \$35 for an evening meal; that meal reimbursement shall be made for the exact expenditure, plus up to a 15% gratuity, and not the maximum amount allowed; itemized receipts, not totals receipts, must be attached to the claim form or no reimbursement will be made; no alcoholic beverages will be reimbursed,

BE IT FURTHER RESOLVED, that there shall be no reimbursement for meals within the County of Pennington,

BE IT FURTHER RESOLVED, that the meal reimbursement without lodging shall be submitted on a claim form, with receipt (s) attached, to be processed through payroll whereby withholding tax and FICA will be deducted and that meal reimbursements with overnight lodging will not enter into the payroll system,

BE IT FURTHER RESOLVED, that the County Auditor and Human Service Director are hereby given the authority to adjust the amounts of reimbursement if the above policy is not followed,

BE IT FURTHER RESOLVED that this meal and mileage policy shall be effective January 1st, 2026, and shall be reviewed at the County Board's discretion.

Motioned by Commissioner _____, seconded by Commissioner _____, to appoint Jennifer Herzberg as MnCCC delegate with Lucas Fornshell as alternate. Motion carried.

Motioned by Commissioner _____, seconded by Commissioner _____, to appoint Scott Petrescue as the County Coroner for a one-year term ending December 31, 2026, as per MN Statutes 3901.005. Motion carried.

Motioned by Commissioner _____, seconded by Commissioner _____, to approve the following appointments. Motion carried.

- Road, Bridge, and Culvert Committee
Commissioner Lawrence
Commissioner Sorenson
Commissioner Nelson
Commissioner Peterson
Commissioner Sourdif
- Human Service Committee
Commissioner Lawrence
Commissioner Sorenson
Commissioner Nelson
Commissioner Peterson
Commissioner Sourdif
- Law Library Committee
Commissioner Sourdif
- Building & Maintenance Committee

Government Center:
Commissioner Lawrence
Commissioner Sorenson
County Coordinator Kevin Erickson
Auditor-Treasurer Jennifer Herzberg

LEC / Justice Center:
Commissioner Sorenson
Commissioner Lawrence
County Coordinator Kevin Erickson
Sheriff Seth Vettleison
- Thief River Falls Airport Zoning Commission
Commissioner Nelson
- Thief River Falls Chamber of Commerce Representative
Commissioner Sourdif
- Inter-County Community Council Board
Commissioner Nelson

Commissioner Sourdif, Alternate

- NW Regional Development Transportation Committee
Commissioner Sourdif
- County Extension Committee
Commissioner Lawrence
Commissioner Sourdif
- Pennington County Historical Society
Commissioner Nelson
- Pennington County Water Resource Advisory Committee
Commissioner Peterson
- Solid Waste Committee
Commissioner Nelson
Commissioner Lawrence
- Highway Committee
Commissioner Lawrence
Commissioner Peterson
- Household Hazardous Waste Joint Powers Board
Commissioner Nelson
Commissioner Lawrence, Alternate
- Land of the Dancing Sky Area Agency Aging Board / Region 1 Aging
Advisory
Commissioner Sorenson
Commissioner Sourdif, Alternate
- Regional Insurance Advisory Board of the Northwest Service
Cooperative
Commissioner Sorenson
County Coordinator Kevin Erickson
- NW Regional Library Board and Thief River Falls Library Board
Commissioner Sourdif
- Minnesota Rural Counties Board
Commissioner Peterson
Commissioner Lawrence, Alternate
- Northern Counties Land Use Coordinating Board
Commissioner Nelson

Commissioner Peterson

- NW Regional Emergency Communications Board
Commissioner Lawrence
Commissioner Nelson, Alternate
- Pennington County Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Pennington/Red Lake County Public Health & Home Care Board
Commissioner Sourdif
- Labor/Personnel Committee
Commissioner Lawrence
Commissioner Peterson
- Pennington County Safety Committee
Commissioner Nelson
- Technology Committee
Commissioner Nelson
Commissioner Lawrence
- Gravel Tax Committee
Commissioner Lawrence
Commissioner Peterson
- Law Enforcement Committee
Commissioner Lawrence
Commissioner Peterson
- Emergency Management Committee
Commissioner Nelson _____
Commissioner Sourdif _____
(usually Chairman & Vice Chairman)
- 2026 AMC Policy Committee Appointments
Environment & Natural Resources - Commissioner Peterson
General Government - Commissioner Sourdif
Health & Human Services - Commissioner Nelson
Public Safety - Commissioner Lawrence
Transportation & Infrastructure - Commissioner Sorenson
- Pine to Prairie Drug Task Force Joint Powers Governing Board
Commissioner Lawrence

- Northwest Regional Development Commission Board
Commissioner Lawrence
- Government Relations Committee
Commissioner Sorenson
Commissioner Sourdif, Alternate
- TVF Regional Airport Authority
Commissioner Lawrence
Commissioner Peterson
- Association of MN Counties Delegate
Commissioner Lawrence
Commissioner Sorenson
Commissioner Nelson
Commissioner Peterson
Commissioner Sourdif
- NW Regional Affordable Housing Fund Advisory Board
Commissioner Sorenson
- Quinn County Advisory Board
Commissioner Peterson
Commissioner Sorenson, Alternate
- Thief River One Watershed One Plan Policy Committee
Commissioner Peterson
Commissioner Sorenson, Alternate
- 911 Advisory Committee
Commissioner Sorenson
- Red Lake River Corridor
Commissioner Nelson
- Red Lake River Basin Board
Commissioner Sourdif
- Clearwater River One Watershed, One Plan Policy Committee
Commissioner Peterson
Commissioner Sourdif, Alternate
- Comprehensive Local Water Plan, Joint Powers Board
Commissioner Peterson
- NW Juvenile Training Center Board

Commissioner Peterson

- Red Lake River One Watershed, One Plan Policy Committee
Commissioner Sorenson
Commissioner Peterson, Alternate
- Advance Thief River Committee
Commissioner Sourdif
Commissioner Sorenson, Alternate
- Cannabis Committee
Commissioner Sorenson
Commissioner Nelson
- Community Strong
Commissioner Nelson
- NW Minnesota Multi County HRA
Commissioner Nelson

(SCHEDULED BOARD AGENDA ITEMS TO FOLLOW)

Seth Vettleson – County Sheriff:

County Auditor-Treasurer Items:

Motioned by Commissioner _____, seconded by _____, to approve and accept the following donations received in 2025. Motion carried.

Sentence-to-Serve (misc. services, wood)	\$ 54,960.61
D.A.R.E	\$ 400.00

The County Board then reviewed the individual ditch levies as recommended by the committee. Motioned by Commissioner _____, seconded by Commissioner _____, that a levy be made for ditch maintenance purposes and property assessed to various ditches in 2025, payable in 2026, in the following amounts. Motion carried.

Ditch Levies							
Ditch	Levy %	Ditch	Levy %	Ditch	Levy %	Ditch	Levy %
CD #16	100.0%	CD #42	40.0%	CD #59	30.0%	JD #11	20.0%
CD #21	60.0%	CD #43	25.0%	CD #62	40.0%	JD #13	10.0%
CD #32	40.0%	CD #44	75.0%	CD #70	1.0%	JD#13 Penn/Red Lake	2.0%
CD #33	25.0%	CD #45	60.0%	CD #71	60.0%	JD #15	20.0%
CD #35	50.0%	CD #46	50.0%	CD #73	50.0%	JD #18	30.0%
CD #36	20.0%	CD #47	25.0%	CD #74	40.0%	JD #25-3	1.0%

CD #37	75.0%	CD #53	20.0%	CD #75	20.0%	JD #30	30.0%
CD #38	50.0%	CD #55	80.0%	CD #77	10.0%	JD #31	4.0%
CD #39	25.0%	CD #57	30.0%	CD #96	10.0%	JD #60	10.0%
CD #41	2.0%	CD #58	40.0%	JD #1	25.0%	JD #30 Br. A	2.0%

Ms. Herzberg noted that the 2025 audit engagement letter has been received. Motioned by Commissioner _____, seconded by Commissioner _____, to acknowledge receipt of the 2025 county audit engagement letter from Hoffman, Philipp, and Martell PLLC. Motion carried.

The following resolution was introduced by Commissioner _____, seconded by Commissioner _____, and upon vote was unanimously carried.

**PENNINGTON COUNTY BOARD OF COMMISSIONERS
RESOLUTION ESTABLISHING ABSENTEE, MAIL, AND UOCAVA BALLOT
BOARDS AND DELEGATING AUTHORITY TO APPOINT BALLOT BOARD
JUDGES FOR CALENDAR YEAR 2026**

WHEREAS, Minnesota Statutes § 203B.121, subdivision 1, requires the county board to establish an Absentee Ballot Board; and

WHEREAS, the Pennington County Board of Commissioners desires to establish an Absentee Ballot Board effective January 6, 2026, to provide uniformity and consistency in the processing, acceptance, and rejection of returned absentee ballots in Pennington County; and

WHEREAS, Minnesota Statutes § 203B.121 authorizes the county board to appoint election judges to serve on ballot boards and further permits the county board to delegate that appointment authority to the county auditor-treasurer; and

WHEREAS, the Absentee Ballot Board may consist of a sufficient number of election judges appointed under Minnesota Statutes §§ 204B.19 through 204B.22, or deputy county auditor-treasurers trained in the processing and counting of absentee ballots; and

WHEREAS, efficient administration of elections requires flexibility in appointing, removing, and replacing ballot board judges throughout the election year as workload and election activity require;

NOW, THEREFORE, BE IT RESOLVED, that the Pennington County Board of Commissioners hereby establishes an Absentee Ballot Board, Mail Ballot Board, and UOCAVA (Uniformed and Overseas Citizens' Absentee Voting Act) Ballot Board pursuant to Minnesota Statutes §§ 203B.121, subdivision 1, and 203B.23; and

BE IT FURTHER RESOLVED, that the Pennington County Board of Commissioners hereby delegates authority to the Pennington County Auditor-Treasurer to appoint, remove, and replace ballot board judges as necessary for all elections conducted during calendar year 2026, including but not limited to:

- Statewide elections
- County elections
- Municipal elections administered by the county
- School district elections
- Special elections and special primaries

BE IT FURTHER RESOLVED, that all ballot board judges appointed by the County Auditor-Treasurer must meet the qualifications of election judges under Minnesota Statutes Chapter 204B and must complete all required training; and

BE IT FURTHER RESOLVED, that this delegation of authority shall be effective from January 6, 2026, through December 31, 2026, unless earlier rescinded by action of the Pennington County Board of Commissioners.

The Auditor-Treasurer reminded the elected officials present that campaign finance reports are due by January 31st, 2026.

County Coordinator Items:

County Attorney Items:

Committee Reports / Commissioner Updates:

Adjournment:

ATTEST:

Kevin Erickson, County Coordinator
Pennington County

_____, Chairman
Board of Commissioners