

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS BOARD  
Monday, July 25, 2022  
10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:00 a.m., Monday, July 25, 2022, by Chair Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Backer (virtual attendance: 316 West Broadway, Browns Valley, MN – reason(s) for virtual attendance: meeting conflict, travel time constraints)

Cottonwood: Commissioner Holman (virtual attendance: Cottonwood County Courthouse, Commissioner's Room, 900 3<sup>rd</sup> Ave, Windom, MN – reason(s) for virtual attendance: meeting conflict, travel time constraints)

Douglas: Commissioner Meyer

Grant: Commissioner Troy Johnson, Commissioner Walvatne (virtual attendance, non-voting)

Kandiyohi: Commissioner Nissen

Lincoln: Commissioner Drietz

Lyon: Commissioner Sanow

Mahnomen: Commissioner Ahmann

Marshall: Commissioner Miller

Meeker: Commissioner Paul Johnson

Nobles: Commissioner Metz (virtual attendance: Nobles County Courthouse, Board of commissioners Room, Worthington, MN – reason(s) for virtual attendance: meeting conflict, travel time constraints)

Norman: Commissioner Redland

Pipestone: absent

Pope: Commissioner Lindor

Redwood: Commissioner Wakefield

Renville: Commissioner Kramer (virtual attendance: Renville County, 42808 CR-11, Bird Island, MN - reason(s) for virtual attendance: meeting conflict, travel time constraints)

Steele: absent

Stevens: Commissioner Kopitzke

Swift: Commissioner Pederson

Todd: Commissioner Neumann

Traverse: Commissioner Salberg

Wadena: Commissioner Weyer

Wilkin: Commissioner Folstad

Yellow Medicine: absent

The new Executive Director, Joel Flaten was introduced to the board. His start date is August 8, 2022.

Commissioner Meyer moved to approve the agenda. Commissioner Drietz seconded the motion and all members voted aye, motion carried.

Commissioner Salberg moved to approve minutes of the Jun 27, 2022 meeting. Commissioner Nissen seconded the motion and all members voted aye, motion carried.

Mike Koehler presented and reviewed the Financial Report. Warrants were presented. Commissioner Johnson moved to approve the June 2022 Financial Report and warrants from June 23, 2022 through July 14, 2022. Commissioner Weyer seconded the motion and all members voted aye, motion carried.

Mike Koehler gave the Director's Update. New personnel: the RPG Developer began work on June 21 and is doing a great job. Samantha Deseth began July 5 in the Financial Technical Support role and is working out well. Interviews were held for the Tax Technical Support Specialist opening; no offers were made and the position will be reposted. Wilkin County hosting went live June 21<sup>st</sup>, all pieces should now be in place. 200 hours were completed on the tax rewrite this past month with additional hours spent on reworks after testing by the support team. The ND User meeting will be held Thursday, July 28, 2022. Other operational updates were provided.

Chair Kopitzke gave the Executive Committee Update. Discussion on the Morris Electronics building. The building was built in 1995 or 1996 and is a clear span building of approximately 5200-5400 square feet; there are no interior load-bearing walls; the outside walls of the building are independent from neighboring businesses; the asking price is \$250,000. Commissioner Kopitzke is looking for someone to provide an opinion on the condition of the roof. Discussion followed. Commissioner Meyer moved to proceed with looking into the purchase of the building. Commissioner Folstad seconded the motion and all members voted aye, motion carried. The audit is complete. Contact will be made with the auditors to schedule a time for them to give an in-person presentation to the full board. Commissioner Kopitzke received a request from AMC for CPT to participate in the Cyber Security Task force. Mike Koehler has volunteered to be our representative.

Commissioner Backer stated there are no updates from the Personnel Committee.

Janel Timm stated there are no updates from the Software Administration Committee.

Other business. Commissioner Ahmann moved to accept the bid of \$12,500 from CPS for PTF updates per LPR. Commissioner Miller seconded the motion and all members voted aye, motion carried. Discussion on TNT Statement requirements.

The next meeting of the board will be August 22nd at 10:00 a.m.

Hearing no further business Chair Kopitzke called for adjournment at 10:33 a.m. Commissioner Lindor moved to adjourn the meeting. Commissioner Meyer seconded the motion and all members voted aye, motion carried.

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Chair – Bob Kopitzke