

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, September 26, 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, September 26, 2022, by Chair Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Backer
Cottonwood: Commissioner Holmen
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Nissen
Lincoln: Commissioner Drietz
Lyon: Commissioner Sanow
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Bring (virtual attendance, non-voting)
Meeker: Commissioner Paul Johnson
Nobles: absent
Norman: Commissioner Redland
Pipestone: Commissioner Hollingsworth
Pope: Commissioners Lindor and Wagner
Redwood: Commissioner Wakefield
Renville: Commissioner Fox
Steele: absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Salberg
Wadena: Commissioner Weyer
Wilkin: Commissioner Folstad
Yellow Medicine: Ron Antony

Commissioner P. Johnson moved to approve the agenda. Commissioner Weyer seconded the motion and all members voted aye, motion carried.

Commissioner Nissen moved to approve minutes of the August 22, 2022 meeting. Commissioner Salberg seconded the motion and all members voted aye, motion carried.

Mike Koehler and Joel Flaten presented the Financial Report and warrants for review. Commissioner Folstad moved to approve the July 2022 Financial Report and warrant registers from August 19, 2022 through September 16, 2022. Commissioner Holmen seconded the motion and all members voted aye, motion carried.

Joel Flaten provided the Executive Director's Update. Commissioner Sanow moved to grant authority to Stephanie Buss of Stevens County to pursue investment of excess funds into CDs. Commissioner Antony seconded the motion. The motion was tabled with direction given to Mr. Flaten to do some additional

research into investment options with Bremer and/or the Magic Fund. Motion by Commissioner Fox to approve adding a credit card for the Executive Director to the existing account with a limit of \$8,000. Commissioner Backer seconded the motion and all members voted aye, motion carried.

Mike Koehler gave the Development Director's Update. Project manager software has been purchased for the purpose of organizing, documenting, testing and communicating the tax rewrite project.

Commissioner Kopitzke gave the Executive Committee Update. Commissioner Meyer moved to approve the purchase of the Morris Electronics building for \$250,000 contingent on attorney review and final approval. CPT further agrees to pay for utilities and snow removal starting October 1, 2022 along with continuing the stipulations in place for circuits, tax revenue sharing and network support. Commissioner Backer seconded the motion and all members voted aye, motion carried.

Commissioner Nissen moved to approve a contract with Kaylene Mecklenburg at \$40/hour for additional administrative time with an \$8,000 limit. Commissioner Ahmann seconded the motion and all members voted aye, motion carried.

Commissioner P. Johnson moved to combine the CPT Joint Powers Board meetings for the months of November and December into one meeting to be held November 28, 2022. Commissioner Folstad seconded the motion and all members voted aye, motion carried. Discussion followed with regards to the nominating committee. Any members interested in running for Chairperson or Vice Chairperson for 2023 should contact a member of the Executive Committee.

Commissioner Backer moved to approve an hour increase from 37.5 hours per week to 40 hours per week for the Development Director effective 7/01/2022 and to receive retro pay back to 7/01/2022. Commissioner Nissen seconded the motion and all members voted aye, motion carried.

Commissioner Backer presented an update from the Personnel Committee. Commissioner P. Johnson moved to approve opening up the Development Lead position for internal staff to apply beginning October 1, 2022. The selected Lead would start at a grade 10 and a step level that gives them at least a 3% increase. The position would be moved to 40 hours per week. Commissioner T. Johnson seconded the motion and all members voted aye, motion carried.

The intern position is to be advertised and filled as soon as possible.

Commissioner Holmen moved to approve hiring of Kristina Zempel as Technical Support Specialist starting at Grade 5, Step 8. Commissioner Hollingsworth seconded the motion and all members voted aye, motion carried.

Janel Timm presented updates from the Software and Strategic Planning Committees.

The next meeting of the board will be October 24 at 10:00 a.m.

Hearing no further business Chair Kopitzke called for adjournment at 11:17 a.m.