

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, March 27, 2023
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, March 27, 2023, by Chair Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Athey
Cottonwood: Commissioner Holmen
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Gardner
Lincoln: Commissioner Drietz
Lyon: Commissioner Graupmann
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Miller
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz (virtual attendance, non-voting)
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth
Pope: Commissioner Lindor
Redwood: Commissioner Wakefield
Renville: Commissioner Kramer
Steele: Commissioner Abbe (virtual attendance, voting)
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson
Wadena: Commissioner Weyer
Wilkin: Commissioner Larson
Yellow Medicine: Commissioner Antony

Others present: Joel Flaten, Mike Koehler, Janel Timm, and Loren Stromberg, Lyon County Administrator

Commissioner Johnson moved to approve the agenda, seconded by Commissioner Kramer. A roll call was taken and all members voted aye, motion carried.

Commissioner Hollingsworth moved to approve minutes for the January 23, 2023 meeting, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried.

Joel Flaten and Mike Koehler presented the Financial Reports. Commissioner Holmen moved to approve the January and February 2023 Financial Reports, seconded by Commissioner Johnson. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Meyer moved to approve the warrant registers from January 19, 2023 through March 16, 2023, seconded by Commissioner Miller. A roll call was taken and all members voted aye, motion carried. Joel Flaten reviewed the monthly deposit reports.

Joel Flaten provided the Executive Director's update.

Chair Kopitzke gave the Executive Committee updates. The proposed Master Service Agreement was reviewed and discussed by the board. There was a consensus among the group that the proposed contract should be for three years. They also discussed the requirement that a county member of the board would have to use the tax program. The contract will go back to the Executive Committee to review and have a final recommendation to the board. They will also review the By-Laws to look at membership requirements. Motion by Commissioner Gardner to approve a service contract with Jay Kroona, seconded by Commissioner Antony. A roll call was taken and all members voted aye, motion carried. Jay will help with the user testing. The board discussed what is CPT's commitment to providing services to North Dakota along with the Mercer County quote for services. Motion by Commissioner Holmen to withdraw our quote for Mercer County and to develop a plan to thoughtfully exit from providing services to North Dakota, seconded by Kramer. There was further discussion by the board and the consensus was there needed to be more information before discontinuing services in North Dakota. Motion by Commissioner Weyer to table this motion, seconded by Commissioner Gardner. (Commissioner Abbe left the meeting.) A roll call was taken with Commissioners Athey, Holmen, Meyer, Troy Johnson, Gardner, Drietz, Graupmann, Ahmann, Miller, Paul Johnson, Lee, Hollingsworth, Wakefield, Kopitzke, Pederson, Neumann, Olson, Weyer, Larson, and Antony voting aye and Commissioners Lindor and Kramer voting nay. Motion carried. The board discussed the Mercer County quote further. Motion by Commissioner Antony to withdraw the Mercer County quote to provide services, seconded by Commissioner Johnson. A roll call was taken and all members voted aye, motion carried. Chair Kopitzke felt that with the importance of deciding on North Dakota that he is recommending that the board meet in April instead of waiting till the May meeting. Motion by Commissioner Lee for the Joint Powers Board to meet on April 24th at 10am, seconded by Commissioner Hollingsworth. A roll call was taken with Commissioners Holmen, Meyer, Troy Johnson, Gardner, Drietz, Graupmann, Ahmann, Miller, Johnson, Lee, Hollingsworth, Lindor, Wakefield, Kramer, Kopitzke, Pederson, Neumann, Olson, Weyer, Larson, and Antony voting aye and Commissioner Athey voting nay. Motion carried.

Commissioner Lindor gave the Personnel Committee updates. Motion by Commissioner Johnson to approve the Executive Director Position Description changes, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried. Motion by Commissioner Johnson to approve changes to the Promotion Policy, to place Preston Miller at Grade 12, Step 9 on 10/17/22 with retro pay back to this date, to approve the Project Manager Position Description, to approve Trisha Bartels as the Project Manager at Grade 11, Step 7 at 40 hours per week effective 4/3/23, to approve changes to the Telecommuter Policy, seconded by Commissioner Ahmann. A roll call was taken and all members voted aye, motion carried.

Janel Timm presented the Software Committee updates.

The next meeting will be April 24th, 2023 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:44 a.m.

Chair – Bob Kopitzke

Clerk – Joel Flaten