
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

Monday, September 25, 2023

Old No. 1 Southside, Morris

10:00 a.m.

AGENDA

- 10:00 am Convene
 - Roll Call
 - Additions to Agenda
 - Approve Agenda
 - Approve Minutes of 8-28-2023 Meeting

- 10:10 am Financial Reporting – Mike Koehler
 - Review of Revenue and Expenditures
 - August 2023 Financials for Approval
 - Warrants for Review and Approval
 - Monthly Deposit Report

- 10:20 am Personnel Update/Personnel Committee
 - Jan Gomer (Stevens County HR)
 - Transition Plan and Interim positions for discussion
 - Extension of resignation date for Kristina Zempel to October 13, 2023 for approval.
 - Retirement of Valerie VanderWeyst for approval and back fill of Technical Support position.

- 10:35 am Executive Committee Update and Recommendation Items
 - ND Meeting Update
 - Purchase Offer letter
 - Professional Service and Hosting Agreements update
 - Building Committee Update
 - Cameras and Door Fobs Update
 - Roof Patching Update
 - Gutter Replacement
 - CLA Security Audit Update –
 - Policy Update

- 10:50 am Software Committee Update

-
- 11:05 am Other Business –
 - 11:10 am Upcoming Meetings:
 - Executive Committee October 23 at 9am via Zoom
 - JPB November 27, 2023 at 10:00 am; The Old No. 1 – Southside, Morris
 - Executive Committee December 18, 2023 at 10:00 am at CPT Office and via Zoom

Zoom Attendance

Note: *If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is not open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons during a health pandemic or other emergency.*

- 11:15 am Adjourn

Commissioner Virtual Attendance Locations:

Commissioner Gene Metz: Nobles County Courthouse, Board of Commissioners Room,
Worthington, MN

Commissioner Abbe: Steele County Board Room, 630 Florence Ave., Owatonna, MN

Commissioner Denny: Todd County Courthouse, Board of Commissioners Room, Long
Prairie, MN

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, August 28, 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, August 28, 2023, by Chair Bob Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Olson
Cottonwood: Commissioner Holmen
Douglas: Commissioner Meyer
Grant: Commissioner Walvatne
Kandiyohi: Commissioner Imdieke
Lincoln: Commissioner Drietz
Lyon: Commissioner Graupmann
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Bring
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Demuth (virtual attendance, voting)
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth
Pope: Commissioner Lindor
Redwood: Commissioner Wakefield
Renville: Commissioner Kramer
Steele: Absent
Stevens: Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson
Wadena: Commissioner Weyer
Wilkin: Commissioner Klindt
Yellow Medicine: Commissioner Antony

Others present: Stephanie Buss, Jan Gomer, Michelle Knutson, Mike Koehler, Heidi Roiland, Erica Swenson and Janel Timm

One addition to the agenda, discussion of health insurance rates. Commissioner Meyer moved to approve the agenda with the addition, seconded by Commissioner Kramer. A roll call was taken and all members voted aye, motion carried.

Commissioner Weyer moved to approve minutes from the July 24, 2023 meeting, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried.

Mike Koehler presented the Financial Reports. Commissioner Holmen moved to approve the July 2023 Financial Report, seconded by Commissioner Olson. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Lindor moved to approve the warrant registers from July 27, 2023 through August 10, 2023, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried. The monthly deposit report was presented. Quotes from CPS Technology were presented for the annual Cybernetics renewal. Commissioner Olson moved to approve the three year renewal quote as presented, seconded by Commissioner Imdieke. A roll call was taken and all members voted aye, motion carried. Fund balance and budget discussion. Commissioner Antony moved to create a budget

committee made up of volunteer members Commissioner Meyer, Commissioner Holmen and Commissioner Kramer, seconded by Commissioner Kramer. A roll call was taken and all members voted aye, motion carried.

Jan Gomer, Stevens County HR Coordinator and Commissioner Kopitzke presented a personnel update. Commissioner Olson moved to accept the resignation of Executive Director Joel Flaten, effective immediately; resignation acceptance to include two weeks compensation, seconded by Commissioner Klindt. A roll call was taken and all members voted aye, motion carried. Commissioner Antony moved to accept the resignations of Kristina Zempel and Magen Feuchtenberger with approval to back fill both Technical Support positions, seconded by Commissioner Ahmann. A roll call was taken and all members voted aye, motion carried. Discussion on the transition plan and interim positions. Commissioner Ahmann moved to appoint Erica Swenson as Interim Technical Director taking on Human Resource duties with Mike Koehler continuing as Development Director taking on the Financial duties of the executive director; additional duties to be assigned as needed; seconded by Commissioner Hollingsworth. A roll call was taken with 22 members voting aye, one-member voting nay, motion carried. Augmentation to compensation for these individuals to be researched by Jan Gomer.

Chair Kopitzke gave the Executive Committee update. Jenna Peterson, Redwood County Attorney was present via zoom to discuss her concerns with the owning counties signing a service agreement contract with CPT. Direction given to consult with Ann Goering regarding this discussion. Chair Kopitzke brought forth concerns regarding the decision to end CPT's book of business in North Dakota. Commissioner Larson left the meeting. Commissioner Imdieke moved to rescind the previous vote to end business in North Dakota, seconded by Commissioner Olson. A roll call was taken and all members voted aye, motion carried.

Janel Timm gave the Software Committee update.

Health insurance rates for 2024 were presented. Commissioner Olson moved to accept rates as presented, seconded by Commissioner Graupmann. A roll call was taken and all members voted aye, motion carried.

Chair Kopitzke presented the Building Committee update.

The next meeting will be September 25th, 2023 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 12:31 p.m.

Chair – Bob Kopitzke

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 08/2023

66 FUND Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>67% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	371,089.00-	1,440,480.34-	2,137,740.00-	67
66-003-000-0000-5502	Hosting Fees - MN	37,650.00-	153,402.00-	217,800.00-	70
66-003-000-0000-5512	Charges For Services - ND	35,435.00-	147,547.00-	203,040.00-	73
66-003-000-0000-5513	Hosting Fees - ND	7,750.00-	27,250.00-	42,000.00-	65
66-003-000-0000-5701	Investment/Interest Earnings	5,986.06-	21,590.33-	800.00-	2699
66-003-000-0000-5802	Misc. Revenue	95,450.00-	149,690.00-	120,000.00-	125
66-003-000-0000-5992	Dental/Disability Insurance	26,908.03-	109,785.55-	155,000.00-	71
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	242,138.39	967,273.41	1,459,107.00	66
66-003-000-0000-6106	Per Diem	4,700.00	18,430.17	38,800.00	48
66-003-000-0000-6110	CPT Contribution	35,550.00	132,750.00	194,400.00	68
66-003-000-0000-6160	Employer PERA	18,160.39	72,139.85	109,433.00	66
66-003-000-0000-6170	Employer FICA	14,865.91	59,065.18	90,465.00	65
66-003-000-0000-6180	Employer Medicare	3,476.67	13,813.57	21,157.00	65
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	6,000.00	16,000.00	26,000.00	62
66-003-000-0000-6215	Postage	111.66	486.77	1,000.00	49
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	1,215.00	5,000.00	24
66-003-000-0000-6245	Dues, Subscriptions and Books	34.18	325.51	4,000.00	8
66-003-000-0000-6251	Utilities	2,197.59	13,256.58	24,000.00	55
66-003-000-0000-6261	Professional Fees for Services	33,036.27	145,041.85	162,100.00	89
66-003-000-0000-6271	Professional Cleaning	1,240.00	4,640.00	10,600.00	44
66-003-000-0000-6331	Training/Registration	452.50	6,507.77	17,000.00	38
66-003-000-0000-6337	Lodging/Meals	2,437.48	4,941.36	8,000.00	62
66-003-000-0000-6338	Mileage	3,376.56	11,807.67	34,500.00	34
66-003-000-0000-6401	Office Supplies	719.67	3,011.69	7,000.00	43
66-003-000-0000-6402	Software/Licenses	12,815.10	64,067.79	110,000.00	58
66-003-000-0000-6481	Small Equipment	223.29	9,454.75	30,000.00	32
66-003-000-0000-6482	Electronic Supplies	1,463.60	3,111.65	10,000.00	31
66-003-000-0000-6605	Building Acquisition	0.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	1,112.98	2,112.98	50,000.00	4
66-003-000-0000-6815	Misc Expense	0.00	8,842.96	400.00	2211
66-003-000-0000-6871	Insurance	13,366.49	110,326.24	180,000.00	61

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 08/2023

Report Basis: Cash

66 FUND

Counties Providing Technology

Percent of Year 67%

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue	580,268.09-	2,049,745.22-	2,876,380.00-	71
		Expend.	397,478.73	1,918,622.75	2,854,962.00	67
		Net	182,789.36-	131,122.47-	21,418.00-	612
66 FUND	Totals Counties Providing Technology	Revenue	580,268.09-	2,049,745.22-	2,876,380.00-	71
		Expend.	397,478.73	1,918,622.75	2,854,962.00	67
		Net	182,789.36-	131,122.47-	21,418.00-	612
FINAL TOTALS	32 Accounts	Revenue	580,268.09-	2,049,745.22-	2,876,380.00-	71
		Expend.	397,478.73	1,918,622.75	2,854,962.00	67
		Net	182,789.36-	131,122.47-	21,418.00-	612

**** Counties Providing Technology ****



midstate
9/19/23 10:27AM

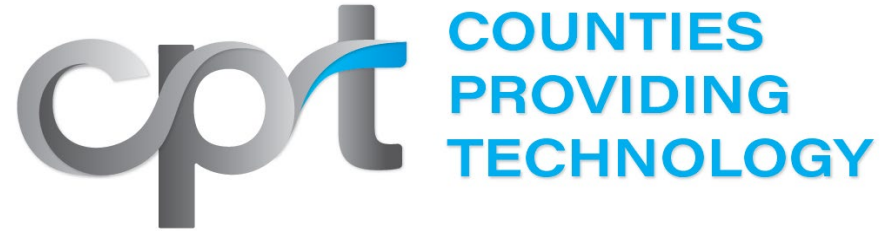
TREASURER'S CASH TRIAL BALANCE

As of 08/2023

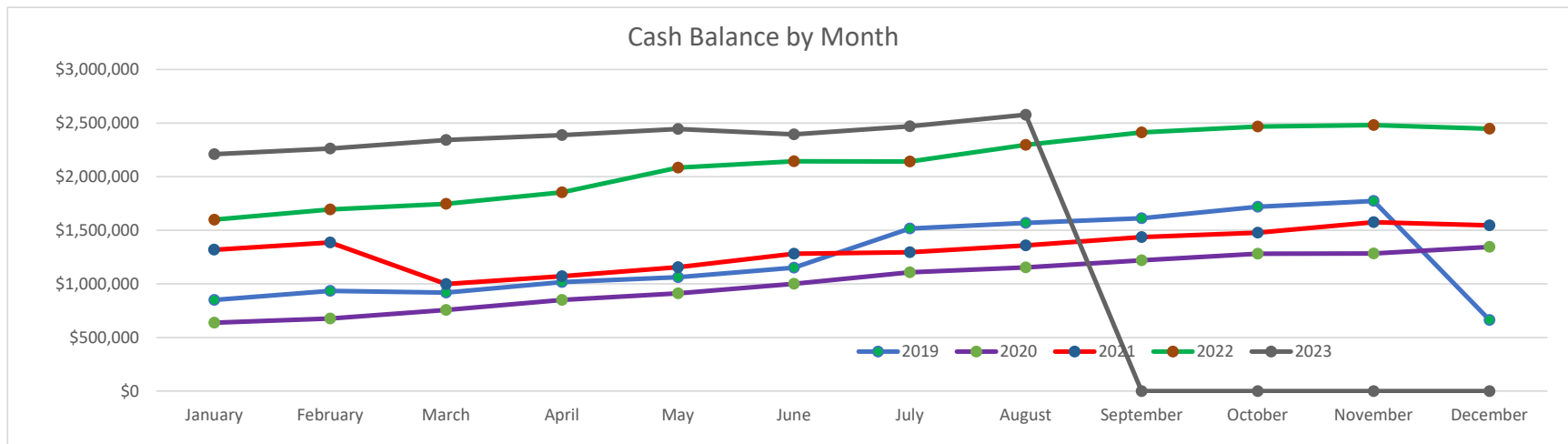
Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,447,452.78			
Receipts		293,875.09	2,050,460.22	
Disbursements		30,052.23-	674,295.74-	
Payroll		155,500.41-	1,245,042.01-	
Journal Entries		0.00	418.50-	
Fund Total		108,322.45	130,703.97	2,578,156.75
All Funds	2,447,452.78			
Receipts		293,875.09	2,050,460.22	
Disbursements		30,052.23-	674,295.74-	
Payroll		155,500.41-	1,245,042.01-	
Journal Entries		0.00	418.50-	
Total		108,322.45	130,703.97	2,578,156.75

Cash Balance by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,025,000	\$374,057	\$677,739	\$718,504	\$774,027
2019	\$851,184	\$934,474	\$918,351	\$1,016,080	\$1,062,916	\$1,151,725	\$1,515,305	\$1,569,522	\$1,613,211	\$1,720,464	\$1,773,396	\$663,830
2020	\$638,056	\$675,823	\$756,804	\$849,950	\$912,844	\$1,000,367	\$1,107,435	\$1,154,585	\$1,220,272	\$1,280,377	\$1,283,826	\$1,344,687
2021	\$1,318,549	\$1,387,126	\$998,896	\$1,071,476	\$1,155,464	\$1,281,522	\$1,295,276	\$1,359,485	\$1,437,156	\$1,477,794	\$1,575,415	\$1,545,377
2022	\$1,599,495	\$1,694,391	\$1,747,236	\$1,853,557	\$2,083,791	\$2,142,709	\$2,141,455	\$2,297,151	\$2,412,030	\$2,467,037	\$2,481,305	\$2,447,034
2023	\$2,209,404	\$2,262,540	\$2,343,182	\$2,388,733	\$2,444,289	\$2,395,367	\$2,469,834	\$2,578,157				

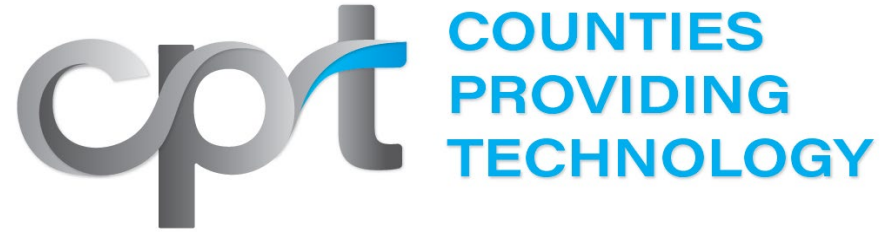


Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

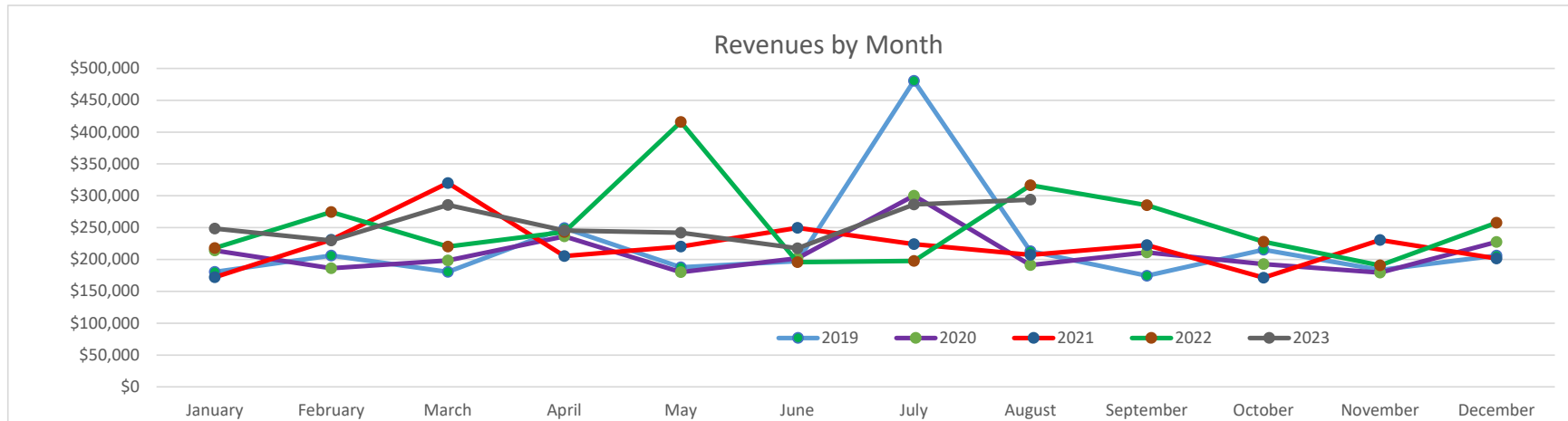
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

Return of capital contributions were paid in December 2019 totaling \$1,150,000 to the 23 owning counties (\$50,000 to each county) and were paid in March 2021 totaling \$575,000 (\$25,000 to each county).

Revenues by Month

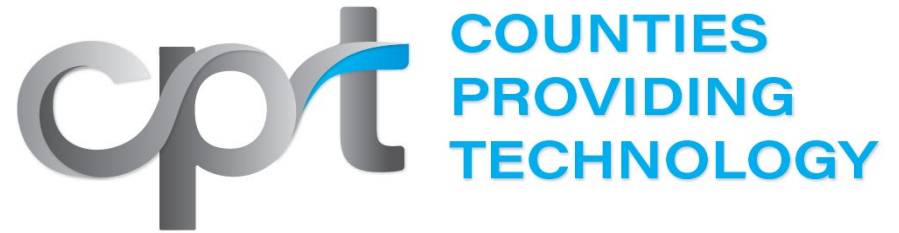


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$198,543	\$236,352	\$180,238	\$201,993	\$300,289	\$191,366	\$211,176	\$192,820	\$179,376	\$227,605
2021	\$172,059	\$230,798	\$320,153	\$205,380	\$220,382	\$249,773	\$223,930	\$207,136	\$222,391	\$171,471	\$230,671	\$201,692
2022	\$218,144	\$274,338	\$220,117	\$243,000	\$415,890	\$195,980	\$197,754	\$316,463	\$285,332	\$227,919	\$190,688	\$257,744
2023	\$248,401	\$229,978	\$285,653	\$245,596	\$241,849	\$217,582	\$286,393	\$293,875				

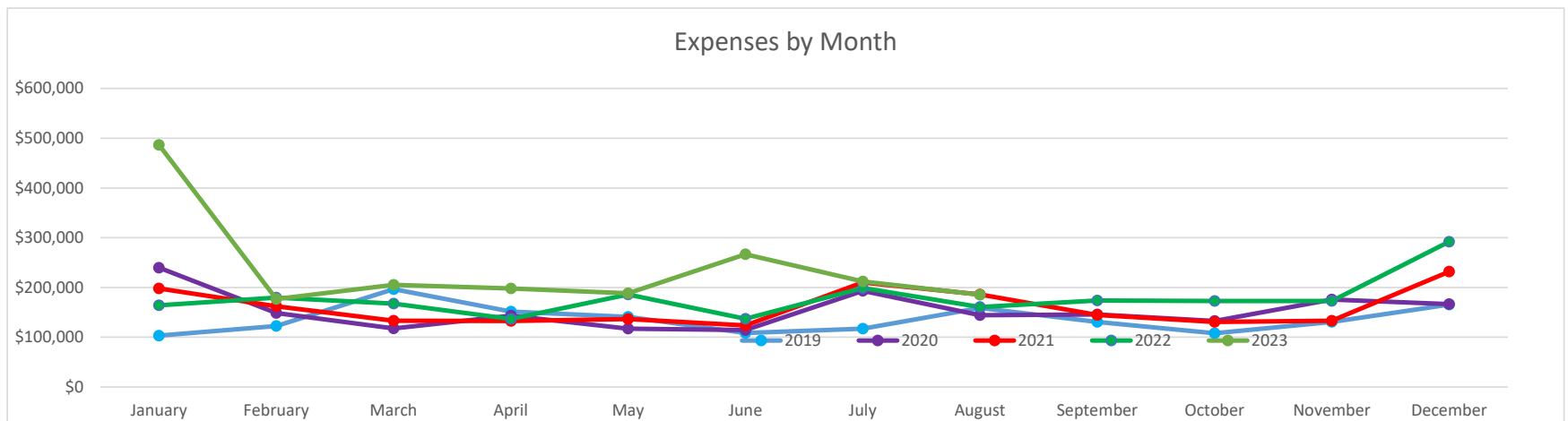


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 for the tax system re-write - - final project receipts
 March 2021 revenue includes \$50,000 for the tax system re-write and \$26,640 for conversion and installation costs from Sibley County

Expenses by Month

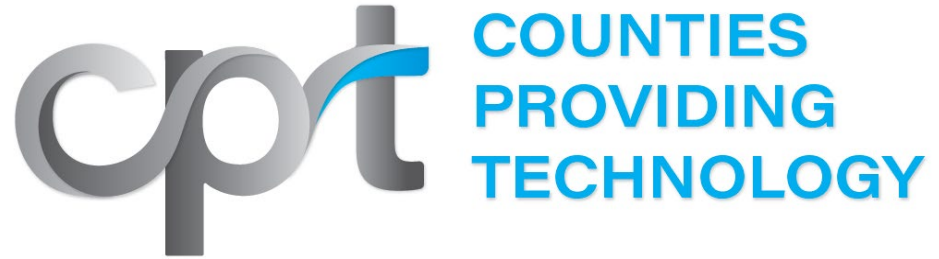


	January	February	March	April	May	June	July	August	September	October	November	December	
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$129,327	\$103,905	\$177,309
2019	\$103,295	\$122,646	\$196,642	\$151,635	\$140,983	\$108,582	\$116,958	\$158,921	\$130,779	\$108,171	\$130,728	\$165,593	
2020	\$239,764	\$148,611	\$117,562	\$143,206	\$117,344	\$114,470	\$193,221	\$144,216	\$145,489	\$132,715	\$175,927	\$166,744	
2021	\$198,197	\$162,221	\$133,383	\$132,800	\$136,394	\$123,715	\$210,176	\$142,927	\$144,720	\$130,833	\$133,050	\$231,730	
2022	\$164,026	\$179,442	\$167,272	\$136,679	\$185,656	\$137,061	\$199,008	\$160,767	\$173,814	\$172,912	\$173,060	\$292,015	
2023	\$486,450	\$176,843	\$205,011	\$198,044	\$188,293	\$266,503	\$211,926	\$185,553					



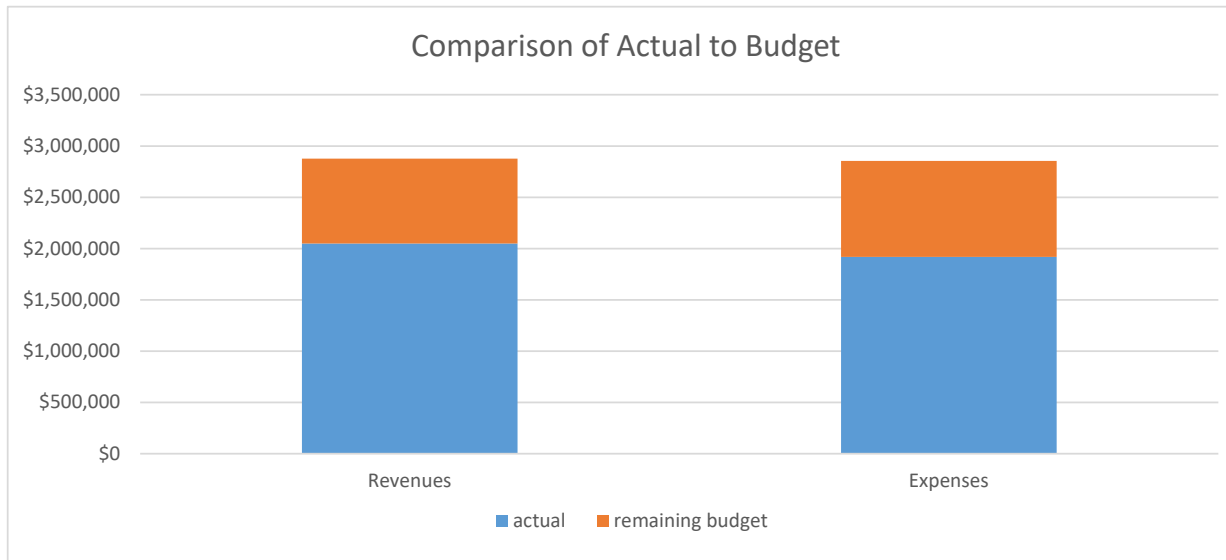
Budget to Actual Comparison

Through July 2023



Percent of year completed **67%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$2,049,745	71%	Revenues	\$2,876,380
Expenses	\$1,918,623	67%	Expenses	\$2,854,962
Return of capital	\$0	0%	Return of capital	\$0



****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
30	Center Point Energy	21.38	SERVICE 07/11-08/09	66-003-000-0000-6251	11831812-0	N
30		26.26	SERVICE 07/11-08/09	66-003-000-0000-6251	10942506-6	N
	Warrant # 2340	Total...	47.64			
33	CPS Technology Solutions	2,180.00	HOSTING FEE - SEPTEMBER	66-003-000-0000-6261	383784	N
	Warrant # 2341	Total...	2,180.00			
147	DACOTAH PAPER CO	166.53	PAPER PRODUCTS	66-003-000-0000-6401	35050	N
	Warrant # 2342	Total...	166.53			
79	IBM Corporation	2,134.19	MAINT & SWMA 08/01-10/31/23	66-003-000-0000-6402	286000	N
	Warrant # 2343	Total...	2,134.19			
124	Kopitzke/Bob	100.00	PERSONNEL MTG 8/8/23	66-003-000-0000-6106		N
124		100.00	MEETING STAFF & ANN G. 8/10/23	66-003-000-0000-6106		N
124		100.00	CONFERENCE CALL JAN G. 8/10/2	66-003-000-0000-6106		N
124		100.00	MEETING WITH MIKE K. 8/11/23	66-003-000-0000-6106		N
124		100.00	EXECUTIVE MTG 8/16/23	66-003-000-0000-6106		N
124		100.00	PERSONNEL MTG 8/17/23	66-003-000-0000-6106		N
124		100.00	MEETING MIKE & ERICA 8/18/23	66-003-000-0000-6106		N
	Warrant # 2344	Total...	700.00			
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6251	INV11528320	N
	Warrant # 2345	Total...	47.50			
17	Mueller/Dominique	51.01	COSTRITE TRAINING MEALS	66-003-000-0000-6337		N
	Warrant # 2346	Total...	51.01			
114	Roiland/Heidi	12.58	ROLLS FOR PAYROLL TRAINING	66-003-000-0000-6337		N
114		26.71	STORAGE TOTE	66-003-000-0000-6401		N
	Warrant # 2347	Total...	39.29			
9	Swanson/Craig	600.00	OFFICE CLEANING - AUGUST	66-003-000-0000-6271		N
	Warrant # 2348	Total...	600.00			
59	US Bank	17.09	MONTHLY ZOOM	66-003-000-0000-6245		N

**** **Counties Providing Technology** ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 08/24/2023
Pay Date 08/24/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
59	US Bank	376.25	MEALS			66-003-000-0000-6331		N
59		119.23	MEALS			66-003-000-0000-6337		N
59		183.64	MEALS FOR ND TRAINING			66-003-000-0000-6337		N
59		93.50	MEALS			66-003-000-0000-6337		N
59		39.99	FIRST AID KIT			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
59		107.00	LAPTOP DOCKING STATION			66-003-000-0000-6482		N
Warrant #	2349	Total...	958.20					
Warrant Form	WF91	Total...	6,924.36	25	Transactions			
	Final Total...	6,924.36	25	Transactions				

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
191	Affordable Signs	408.98	SIGNS	66-003-000-0000-6606	2264	N
	Warrant # 2350	Total...	408.98			
38	American Solutions for Business	156.72	LASER CHECK STOCK	66-003-000-0000-6401	INV06885777	N
	Warrant # 2351	Total...	156.72			
63	Apex Software	273.00	APEX LICENSE - RENVILLE	66-003-000-0000-6402	324612	N
	Warrant # 2352	Total...	273.00			
6	Delta Dental of Minnesota	270.92	DENTAL INS - SEPTEMBER	66-003-000-0000-6871	RIS0005147703	N
	Warrant # 2353	Total...	270.92			
86	Elan Financial Services	229.00	MOLD TESTING	66-003-000-0000-6261		N
86		41.25	USER TRAINING SNACKS	66-003-000-0000-6331		N
86		249.66	LODGING IN ND - JOEL	66-003-000-0000-6337		N
86		249.66	LODGING IN ND - ELIZABETH	66-003-000-0000-6337		N
86		249.66	LODGING IN ND - MIKE	66-003-000-0000-6337		N
86		249.66	LODGING IN ND - GWEN	66-003-000-0000-6337		N
86		249.66	LODGING IN ND - DOMINIQUE	66-003-000-0000-6337		N
86		249.66	LODGING IN ND - ERICA	66-003-000-0000-6337		N
86		319.56	MEALS IN ND	66-003-000-0000-6337		N
86		62.49	BATTERIES	66-003-000-0000-6401		N
86		822.20	ATLASSIAN	66-003-000-0000-6402		N
86		67.27	SLACK	66-003-000-0000-6402		N
86		10.00	GITHUB	66-003-000-0000-6402		N
86		38.90	FLUID SPILL KIT	66-003-000-0000-6402		N
86		29.91	SIMPLISAFE	66-003-000-0000-6402		N
86		270.00	LAPTOP DOCKING STATION	66-003-000-0000-6482		N
86		34.00	WIRELESS MOUSE	66-003-000-0000-6482		N
86		125.00	LAPTOP DOCKING STATION	66-003-000-0000-6482		N
	Warrant # 2354	Total...	3,547.54			
161	Hollingsworth/Christopher	100.00	JOINT POWERS MTG 08/28/23	66-003-000-0000-6106		N
161		162.44	MILEAGE	66-003-000-0000-6338		N

**** **Counties Providing Technology** ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 08/31/2023
Pay Date 08/31/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
						<u>From Date</u>	<u>To Date</u>
Warrant #	2355	Total...	262.44			08/28/2023	08/28/2023
124	Kopitzke/Bob	100.00	MEETINGS 8/24/23		66-003-000-0000-6106		N
124		100.00	JOINT POWERS MTG 08/28/23		66-003-000-0000-6106		N
124		100.00	MEETING 08/29/23		66-003-000-0000-6106		N
Warrant #	2356	Total...	300.00				
157	Neumann/Randy	65.50	MILEAGE		66-003-000-0000-6338		N
Warrant #	2357	Total...	65.50			08/28/2023	08/28/2023
170	Pederson/Edward	100.00	JOINT POWERS MTG 08/28/23		66-003-000-0000-6106		N
170		36.68	MILEAGE		66-003-000-0000-6338		N
Warrant #	2358	Total...	136.68			08/28/2023	08/28/2023
107	Todd County Auditor Treasurer	100.00	R.NEUMANN JNT POWERS MTG 8		66-003-000-0000-6106		N
Warrant #	2359	Total...	100.00				
137	VSP Insurance Co.	7.54	VISION INSURANCE - AUGUST		66-003-000-0000-6871	818552870	N
Warrant #	2360	Total...	7.54				
162	Weyer/Michael L.	100.00	JOINT POWERS MTG 08/28/23		66-003-000-0000-6106		N
162		145.41	MILEAGE		66-003-000-0000-6338		N
Warrant #	2361	Total...	245.41			08/28/2023	08/28/2023
Warrant Form	WF91	Total...	5,774.73	34 Transactions			
	Final Total...	5,774.73	34 Transactions				

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
33	CPS Technology Solutions	9,189.00	BACKUP SERVER FOR BACKUP T.	66-003-000-0000-1540	383851	N
	Warrant # 2362	Total...				
		9,189.00				
192	Engebretson & Sons Disposal	47.70	SERVICE 8/23	66-003-000-0000-6251	170493	N
	Warrant # 2363	Total...				
		47.70				
183	Groupmann/Paul F	100.00	JOINT POWERS MTG 08/28/23	66-003-000-0000-6106		N
183		128.38	MILEAGE	66-003-000-0000-6338		N
	Warrant # 2364	Total...				
		228.38				
185	IMDIEKE/ROGER R.	100.00	JOINT POWERS MTG 08/28/23	66-003-000-0000-6106		N
185		81.22	MILEAGE	66-003-000-0000-6338		N
	Warrant # 2365	Total...				
		181.22				
116	Life Insurance Company of N.America	123.84	CRITICAL ILLNESS INS - AUGUST	66-003-000-0000-6871	CI961398	N
116		119.25	ACCIDENT INSURANCE - AUGUST	66-003-000-0000-6871	AI961469	N
116		169.17	HOSPITAL INSURANCE - AUGUST	66-003-000-0000-6871	HC960734	N
116		123.84	CRITICAL ILLNESS - SEPTEMBER	66-003-000-0000-6871	CI961398	N
116		119.25	ACCIDENT INSURANCE - SEPTEMBER	66-003-000-0000-6871	AI961469	N
116		169.17	HOSPITAL INSURANCE - SEPTEMBER	66-003-000-0000-6871	HC960734	N
	Warrant # 2366	Total...				
		824.52				
54	Lincoln National Life Insurance Co/The	382.79	LIFE INSURANCE - AUGUST	66-003-000-0000-6871	10247942	N
54		381.60	STD INSURANCE - AUGUST	66-003-000-0000-6871	10258571	N
54		366.49	LIFE INSURANCE - SEPTEMBER	66-003-000-0000-6871	10247942	N
54		381.60	STD INSURANCE - SEPTEMBER	66-003-000-0000-6871	10258571	N
	Warrant # 2367	Total...				
		1,512.48				
164	Meyer/Charlie L	100.00	JOINT POWERS MTG 08/28/23	66-003-000-0000-6106		N
164		100.00	BUDGET MEETING 09/06/23	66-003-000-0000-6106		N
164		65.50	MILEAGE	66-003-000-0000-6338		N
164		65.50	MILEAGE	66-003-000-0000-6338		N
	Warrant # 2368	Total...				
		331.00				
100	Morris Electronics	2,000.00	DATA CIRCUIT - SEPTEMBER	66-003-000-0000-6210	DATASEPT	N

****** Counties Providing Technology ******



<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
<u>Warrant #</u>		<u>Total...</u>	<u>2,000.00</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
186	RENVILLE COUNTY		100.00	R.KRAMER EXEC MTG 08/16	66-003-000-0000-6106		N
186			100.00	R.KRAMER JNT POWERS MTG 08/	66-003-000-0000-6106		N
186			115.28	MILEAGE	66-003-000-0000-6338		N
Warrant #		2369	Total...				
			2,000.00				
78	Staples/Randy		585.00	ROOF/DOWNSPOUT REPAIR	66-003-000-0000-6606		N
Warrant #		2370	Total...				
			315.28				
55	Sun Life Financial		32.00	DISABILITY INS - AUGUST	66-003-000-0000-6871	935910	N
55			32.00	DISABILITY INS - SEPTEMBER	66-003-000-0000-6871	935910	N
Warrant #		2371	Total...				
			585.00				
13	Swenson/Erica		411.21	MEALS - PAYROLL TRAINING	66-003-000-0000-6337		N
13			605.22	MILEAGE TO ND USERS MTG	66-003-000-0000-6338		N
13			39.40	SUPPLIES	66-003-000-0000-6401		N
Warrant #		2372	Total...				
			64.00				
37	The Hartford		257.30	LIFE INSURANCE - SEPTEMBER	66-003-000-0000-6871	873747	N
Warrant #		2373	Total...				
			1,055.83				
Warrant Form	WF91	Total...	16,591.71	31 Transactions			
		Final Total...	16,591.71	31 Transactions			

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Signed _____
Director

****** Counties Providing Technology ******



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	100.00		JOINT POWERS MTG 08/28/23	66-003-000-0000-6106	N
126		175.54		MILEAGE	66-003-000-0000-6338	N
	Warrant # 2375	Total...		275.54		
127	Aloha Window Cleaning, LLC	40.00		WINDOW CLEANING AUG-SEPT	66-003-000-0000-6271	3860 N
	Warrant # 2376	Total...		40.00		
196	Arvig	15,000.00		INSTALL VIDEO & ACCESS CONF	66-003-000-0000-6261	337580 N
	Warrant # 2377	Total...		15,000.00		
168	Bring/Sharon	100.00		JOINT POWERS MTG 08/28/23	66-003-000-0000-6106	N
168		288.20		MILEAGE	66-003-000-0000-6338	N
	Warrant # 2378	Total...		388.20		
197	Daly Electric Inc	141.99		PHOTOCELL INSTALLATION	66-003-000-0000-6606	9798 N
	Warrant # 2379	Total...		141.99		
31	Driessen Water Inc	78.48		WATER	66-003-000-0000-6401	N
	Warrant # 2380	Total...		78.48		
188	Kroona/Jay M	1,800.00		TESTING - AUGUST	66-003-000-0000-6261	N
	Warrant # 2381	Total...		1,800.00		
134	Marco Technologies, LLC	47.50		ROUTINE SHRED	66-003-000-0000-6261	INV11610184 N
	Warrant # 2382	Total...		47.50		
43	Morris Electronics	62.50		LABOR	66-003-000-0000-6261	4066 N
43		250.00		LABOR	66-003-000-0000-6261	4070 N
43		125.00		LABOR	66-003-000-0000-6261	4155 N
43		93.75		LABOR	66-003-000-0000-6261	4195 N
43		187.50		LABOR	66-003-000-0000-6261	4218 N
43		100.00		MAP SERVER - AUGUST	66-003-000-0000-6261	4355 N
43		315.00		ND TAX WEB - AUGUST	66-003-000-0000-6261	4356 N
43		1,508.00		MN TAX WEB - AUGUST	66-003-000-0000-6261	4357 N
43		250.00		LABOR	66-003-000-0000-6261	4364 N

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 09/14/2023
Pay Date 09/15/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
43	Morris Electronics	93.75	LABOR			66-003-000-0000-6261	4452	N
43		250.00	LABOR			66-003-000-0000-6261	4484	N
	Warrant #	2383	Total...					
			3,235.50					
28	Old No 1 Bar & Grill	375.81	MEALS & SET UP 8/17/23			66-003-000-0000-6337	139	N
28		150.00	MEETING SET UP & ROLLS 8/28			66-003-000-0000-6337	139	N
	Warrant #	2384	Total...					
			525.81					
29	Otter Tail Power Company	889.21	SERVICE 07/31-08/31			66-003-000-0000-6251	4093126	N
29		114.65	SERVICE 07/31-08/31			66-003-000-0000-6251	20076543	N
	Warrant #	2385	Total...					
			1,003.86					
36	Stevens County Auditor Treasurer	48.36	POSTAGE - AUGUST			66-003-000-0000-6215	1136	N
36		2,300.00	FISCAL SERVICES - SEPTEMBER			66-003-000-0000-6261	1136	N
36		2,926.00	HUMAN RESOURCES CONSULTIN			66-003-000-0000-6261		N
	Warrant #	2386	Total...					
			5,274.36					
9	Swanson/Craig	600.00	OFFICE CLEANING - SEPTEMBER			66-003-000-0000-6271		N
	Warrant #	2387	Total...					
			600.00					
59	US Bank	17.09	MONTHLY ZOOM			66-003-000-0000-6245		N
59		0.52	REFUND			66-003-000-0000-6337		N
59		52.34	PIZZA			66-003-000-0000-6337		N
59		35.33	CLEANING SUPPLIES			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
	Warrant #	2388	Total...					
			125.74					
	Warrant Form	WF91	Total...					
			28,536.98					34 Transactions
	Final Total...		28,536.98					34 Transactions

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	A	B	C	D	E	F	G	H	I	J	K
1	COUNTIES PROVIDING TECHNOLOGY										
2	TREASURER'S MONTHLY REPORT OF DEPOSITS						ON THE LAST DAY OF AUGUST 2023				
3											
4											
5											
6	Type	Depository	FDIC Number	Maturity Date	Interest Rate	Step-Up?	Last Balance	Interest Earned	Deposited	Withdrawn	Balance
7											
8	CK	Bremer Bank, Morris					353,677.19		638,230.05	686,052.23	305,855.01
9		Bremer Payroll Account opened 12/31/2015					-				-
10							15,063.10		160,000.00	155,500.41	19,562.69
11		Flex Account					2,000.00				2,000.00
12											
13		Bremer Money Market Savings					799,094.01	1,645.04	250,000.00	100,000.00	950,739.05
14											
15											
16											
17											
18		Edward Jones					-				-
19		Interest on Credit Balance					-	6.74	6.74	6.74	-
20	CD	State Bank of India (8582852T7)	33682	11/17/23	5.200%	N	-		246,000.00		246,000.00
21	CD	Morgan Stanley National Bank (61768EQR7)	34221	3/15/24	5.250%	N	236,000.00				236,000.00
22	CD	Wells Fargo Sioux Falls (949764BE3)	3511	10/25/23	4.950%	N	209,000.00				209,000.00
23	CD	American National Bank, Omaha (028402CL7)	19300	11/28/23	4.800%	N	242,000.00				242,000.00
24	CD	BMO Harris (05800XQH6)	16571	11/16/23	5.100%	N	167,000.00				167,000.00
25	CD	Goldman Sachs (38150VGW3)	33124	8/3/23	4.900%	N	246,000.00	3,054.71	3,054.71	249,054.71	-
26	CD	Truist Bank (89788HFM0)	9846	1/2/24	5.300%	N	200,000.00				200,000.00
27											
28		TOTAL DEPOSITS (Broker Balances)						1,651.78	1,294,236.79	941,559.38	2,578,156.75
29											
30	Non-Restricted Accounts										
31		Cash Accounts					1,278,156.75				0.00
32		Edward Jones					1,300,000.00				
33											
34											
35											
36											
37											
38											
39											
40							2,578,156.75		Total Balance For Month-End		2,578,156.75
41											



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	September 25, 2023		
Agenda Item:	Extension of Resignation date – Kristina Zempel		
Submitted By:		Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Financial Impact:	Yes or No? Yes Was this budgeted for 2023? Yes		
Recommended Action/Motion:	Recommend for approval the extension of Kristina Zempel’s resignation date from September 18 to October 13, 2023 per her request.		



**Counties Providing Technology Board of Commissioners
Agenda Request**

Requested Meeting Date:	September 25, 2023		
Agenda Item:	Retirement of Valerie VanderWeyst		
Submitted By:		Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Financial Impact:	Yes or No? Yes Was this budgeted for 2023? Yes		
Recommended Action/Motion:	Recommend for approval acceptance of the retirement of Valerie VanderWeyst, effective October 13, 2023 and to back fill the position of a technical support.		

**EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Board Update: September 25, 2018
Monday, September 18, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Attendees: Chair Bob Kopitzke, Vice Chair Paul Johnson, Ron Antony, Chris Hollingsworth, Norman Holmen, Randy Kramer, Personnel Chair Larry Lindor, Vicki Knobloch-Kletscher, Jan Gomer, Mike Koehler, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- Bob, Erica, Mike, Gwen Gillespie and Liz Weidauer will be meeting with North Dakota counties on Wednesday, Sept 20 in Jamestown, ND regarding CPT keeping our service with those counties. The Executive Committee agreed to offering a 5-year contract to our counties with the ability to renegotiate fees at year 4 if needed. As a last resort, offer that the 2024 rates not be increased, with standard increases to happen going forward.
- The committee discussed having the North Dakota counties appointing a liaison to the CPT Board. It was decided to notify them of access to the zoom links for each board meeting.
- Discussion was held regarding the Interim structure of CPT management. It is recommended to appoint Mike Koehler as Interim Executive Director, Erica Swenson as Interim Technical Support Director and post in-house for an Interim Development Director. These positions to be graded according to DDA's previous recommendations. This will be taken to the personnel committee for their input prior to going to the full board.
- CPT employee Kristine Zempel has requested to extend her end date to October 13 and to stay on as a contract worker to do Tax testing. This also will go to the personnel committee prior to going to the full board.
- The committee was updated on Professional Service and Hosting Agreements. There are two remaining to be signed. The contract needs to be reviewed by Ann Goering per concerns voiced by Redwood County.
- The committee received an update on the tax re-write as well as the software committee meeting held on 9-14-2023. Discussion on the server replacement quotes.
- The budget committee provided an update.
- The weekly employee meetings held with the Interim directors continue to be well received.
- There has been a retirement in the Tax Support team.
- The committee was updated on the status of building repairs and security items.
- Additional items for the agenda?

**SOFTWARE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Board Update: September 25, 2018
Monday, September 14, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Updates and Discussions:

- Trisha presented on the status of the Tax Rewrite Update. There are 3 modules completed through the testing process.
- Trisha also discussed the joint Auditor/Assessor meeting. Items discussed were the new tax system, tax web and report generator status and functionality.
- Discussed the MCIS CAMA Mobile purchase. MCIS is in a due diligence phase to see if it will work for their customer needs. If it fits their needs, we can start discussing pricing.
- Reviewed the 2024 Budget after the Budget committee input. The major change was that there is no maintenance paid for 3 years with the purchase of a new server. Both amounts were in the original budget.
- We also discussed a retirement in the tax support area and the plan to fill that position.
- The Midstate group is planning on having a zoom call on cross county and TNT items.
- Discussed the North Dakota counties. Had a phone conversation with McKenzie County a few days ago. CPT is planning on going to Jamestown on Sept 20th to discuss in more detail.
- Updated committee on progress with getting Todd county hosting set up on a CPT box.
- Had a discussion on the IFS and Cash Drawer release update. It is out of BETA and we will start installing on production boxes. Janelle and Michelle updated the group on the status of the change from Cash Register to Cash Drawer.
- Mike discussed the new camera and key fob system. Things have been installed and are ready to go. These were part of some of the recommendations from the Security Audit.