
EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Monday, February 26, 2024
CPT Conference Room, 509 Atlantic Ave, Morris
9:00 a.m.

AGENDA

- 9:00 am Convene
 - Roll Call
 - Additions to Agenda
 - Approve Agenda
 - Approve JPB Minutes of 1-22-2024 Meeting

- 9:10 am Financial Reporting – Mike Koehler
 - Review of Revenue and Expenditures
 - January 2024 Financials for Approval
 - Warrants for Review and Approval
 - Monthly Deposit Report

- 9:20 am Personnel Update/Personnel Committee
 - Staffing Update

- 9:35 am Executive Director Update
 - Houston County – request for CPT to host
 - Griggs County, ND
 - Next meeting date – March 18

- 9:50 am Software Update
 - IT Representative to replace Chris Pelzer of Todd County on Software committee

- 10:05 am Other Business –
 - Strategic planning committee
 - Building Committee
 - County payback
 - Emergency expenses, amount limit
 - By-Laws discussion

- 10:10 am Upcoming Meetings:

-
- JPB March 25, 2024 at 10:00 am; The Old No. 1 – Southside, Morris
 - Executive Committee March 18, 2024 at 9:00 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.*

- 10:15 am Adjourn

Executive Committee Meeting Location:

CPT, 509 Atlantic Ave., Morris, MN 56244
Meeting Room

Commissioner Virtual Attendance Locations:

Commissioner Ahmann, 2320 135th Ave, Mahnomon, MN 56557
Commissioner Antony: 2535 230th Ave, Canby, MN 56220
Commissioner Hollingsworth: Pipestone County Courthouse, Commissioners Room, 416
Hiawatha Ave. SE, Pipestone, MN 56164
Commissioner Paul Johnson: 21475 CSAH 9, Darwin, MN 55324
Commissioner Kramer: 42808 County Rd 1, Bird Island, MN 55310

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, January 22, 2024
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, January 23, 2023, by Chair Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Sandberg (virtual attendance, voting)
Cottonwood: Commissioner Anderson
Douglas: Commissioner Meyer
Grant: Commissioner Walvatne
Kandiyohi: Commissioner Imdieke
Lincoln: Commissioner Drietz
Lyon: Commissioner Andries
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Bring
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz (virtual attendance, voting)
Norman: Commissioner Lee
Pipestone: Commissioner Nagel
Pope: Commissioner Lindor
Redwood: Commissioner Wakefield
Renville: Commissioner Kramer
Steele: Commissioner Abbe (virtual attendance, non-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: Gwen Gillespie, Preston Miller, Erica Swenson, Heidi Roiland, Vicki Doehling, Michelle Knutson, and Janel Timm.

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

Commissioner Lindor moved to approve minutes of the December 18, 2023 Executive Board meeting, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried.

Commissioner Antony moved to set purchase authorizations at \$15,000 for the Executive Committee and \$15,000 for CPT Management, seconded by Commissioner Andries. A roll call was taken and all members voted aye, motion carried.

Commissioner Kramer presented the slate of candidates for the Chair position. Commissioner Kramer opened the floor for additional nominations, hearing none ballot voting commenced. Commissioner Paul Johnson was voted Chair of the CPT Board.

Commissioner Kramer presented the slate of candidates for the Vice Chair position. Commissioner Kramer opened the floor for additional nominations, hearing none ballot voting commenced. Commissioner Hollingsworth was voted Vice Chair of the CPT Board.

Commissioner Kramer presented the slate of candidates for the Executive Committee. Commissioner Kramer opened the floor for additional nominations, hearing none ballot voting commenced. The following Commissioners were elected as at large members to the Executive Committee: Commissioner Ahmann, Commissioner Kramer, Commissioner Larson, and Commissioner Antony. Additional members to the Executive committee are the CPT Board Chair, Vice Chair and Chair of the personnel committee.

Chair Johnson called for volunteers for the Personnel Committee. The Personnel Committee shall be comprised of Vice Chair Hollingsworth, Commissioner Lindor, Commissioner Weyer, Commissioner Metz, and Commissioner Neumann.

Commissioner Imdieke moved to approve the slate of officers and executive committee members as voted upon as well as the personnel committee members as presented, seconded by Commissioner Kopitzke. A roll call was taken and all members voted aye, motion carried.

Chair Johnson thanked out-going Chair Kopitzke for his years of dedicated service to the CPT Board.

Erica Swenson presented the Financial Reports and warrant registers for review. Commissioner Larson moved to approve the December 2023 financial reports and warrants from December 18, 2023 through January 11, 2024, seconded by Commissioner Lee. A roll call was taken and all members voted aye, motion carried.

Erica Swenson provided the Executive Director's update. Motion by Commissioner Weyer to approve the SWAMA quote as presented for annual server maintenance and support, seconded by Commissioner Ahmann. A roll call was taken and all members voted aye, motion carried.

Commissioner Meyer moved to approve the Cyber Security Insurance quote as presented, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried

Commissioner Lindor and Erica Swenson presented the Personnel Committee update. Commissioner Lee moved to approve placing Heidi Roiland in the position of Technical Support/Board Administration at Grade 8 Step 8, effective August 17, 2023, seconded by Commissioner Ahmann. A roll call was taken and all members voted aye, motion carried.

Commissioner Kopitzke moved to approve the resignation of Elizabeth Heinze as Technical Support staff, effective February 2, 2024 with approval to backfill the position along with many thanks for Liz's hard work and dedication, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried.

Commissioner Kramer moved to repeal, from the November 27, 2023, board minutes the statement "approve the request to payout Executive Director Mike Koehler's vacation overage to MSRS" to be replaced with "approve the request to payout Executive Director Mike Koehler's vacation overage to the John Hancock fund", seconded by Commissioner Lindor. A roll call was taken and all members voted aye, motion carried.

Commissioner Kopitzke moved to appoint the following people to the Software Committee: Janel Timm, Vicki Knobloch Kletscher, Andrew Letson and Michelle Knutson, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried.

Gwen Gillespie presented the Software Committee updates.

Chair Johnson expressed a word of thanks to Preston Miller for helping in the absence of Executive Director Koehler. Commissioner Kramer expressed thanks to Heidi Roiland for the assistance with the nominating committee.

Upcoming meetings scheduled are the Executive Committee on February 26 at 9:00 a.m. with a full JPB meeting on March 25, 2024 at 10:00 a.m.

Hearing no further business Chair Paul Johnson called for adjournment at 11:14 a.m.

Chair – Paul Johnson

Clerk – Mike Koehler

DRAFT

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 01/2024

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>8% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	18,568.00-	18,568.00-	2,119,752.00-	1
66-003-000-0000-5502	Hosting Fees - MN	1,546.00-	1,546.00-	246,096.00-	1
66-003-000-0000-5512	Charges For Services - ND	0.00	0.00	205,296.00-	0
66-003-000-0000-5513	Hosting Fees - ND	0.00	0.00	43,356.00-	0
66-003-000-0000-5701	Investment/Interest Earnings	6,801.99-	6,801.99-	50,000.00-	14
66-003-000-0000-5702	Unrealized Gain/Loss Investments	1,092.53	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	4,825.00-	4,825.00-	120,000.00-	4
66-003-000-0000-5992	Dental/Disability Insurance	10,652.55-	10,652.55-	165,000.00-	6
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	121,710.85	121,710.85	1,525,218.00	8
66-003-000-0000-6102	Part Time Wages	933.37	933.37	0.00	0
66-003-000-0000-6106	Per Diem	2,500.00	2,500.00	28,800.00	9
66-003-000-0000-6110	CPT Contribution	16,150.00	16,150.00	205,200.00	8
66-003-000-0000-6160	Employer PERA	7,940.01	7,940.01	114,391.00	7
66-003-000-0000-6170	Employer FICA	6,741.04	6,741.04	94,564.00	7
66-003-000-0000-6180	Employer Medicare	1,576.52	1,576.52	22,116.00	7
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	2,000.00	2,000.00	26,000.00	8
66-003-000-0000-6215	Postage	76.65	76.65	1,000.00	8
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	0.00	5,000.00	0
66-003-000-0000-6245	Dues, Subscriptions and Books	0.00	0.00	4,000.00	0
66-003-000-0000-6251	Utilities	1,066.02	1,066.02	24,000.00	4
66-003-000-0000-6261	Professional Fees for Services	18,578.43	18,578.43	180,000.00	10
66-003-000-0000-6271	Professional Cleaning	600.00	600.00	10,600.00	6
66-003-000-0000-6331	Training/Registration	1,250.00	1,250.00	17,000.00	7
66-003-000-0000-6337	Lodging/Meals	1,366.36	1,366.36	8,000.00	17
66-003-000-0000-6338	Mileage	1,988.56	1,988.56	28,000.00	7
66-003-000-0000-6401	Office Supplies	245.31	245.31	7,000.00	4
66-003-000-0000-6402	Software/Licenses	884.29	884.29	95,000.00	1
66-003-000-0000-6481	Small Equipment	215.20	215.20	20,000.00	1
66-003-000-0000-6482	Electronic Supplies	0.00	0.00	6,000.00	0
66-003-000-0000-6606	Building Improvements	0.00	0.00	53,000.00	0
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	230,000.00	0
66-003-000-0000-6815	Misc Expense	0.00	0.00	1,000.00	0

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 01/2024

Report Basis: Cash

66 FUND

Counties Providing Technology

Percent of Year 8%

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
66-003-000-0000-6871	Insurance		1,918.87	1,918.87	190,000.00	1
3 DEPT	Totals Counties Providing Technology	Revenue	41,301.01-	41,301.01-	2,949,500.00-	1
		Expend.	187,741.48	187,741.48	2,897,889.00	6
		Net	146,440.47	146,440.47	51,611.00-	284-
66 FUND	Totals Counties Providing Technology	Revenue	41,301.01-	41,301.01-	2,949,500.00-	1
		Expend.	187,741.48	187,741.48	2,897,889.00	6
		Net	146,440.47	146,440.47	51,611.00-	284-
FINAL TOTALS	34 Accounts	Revenue	41,301.01-	41,301.01-	2,949,500.00-	1
		Expend.	187,741.48	187,741.48	2,897,889.00	6
		Net	146,440.47	146,440.47	51,611.00-	284-

**** Counties Providing Technology ****



midstate
2/20/24

9:34AM

TREASURER'S CASH TRIAL BALANCE

As of 01/2024

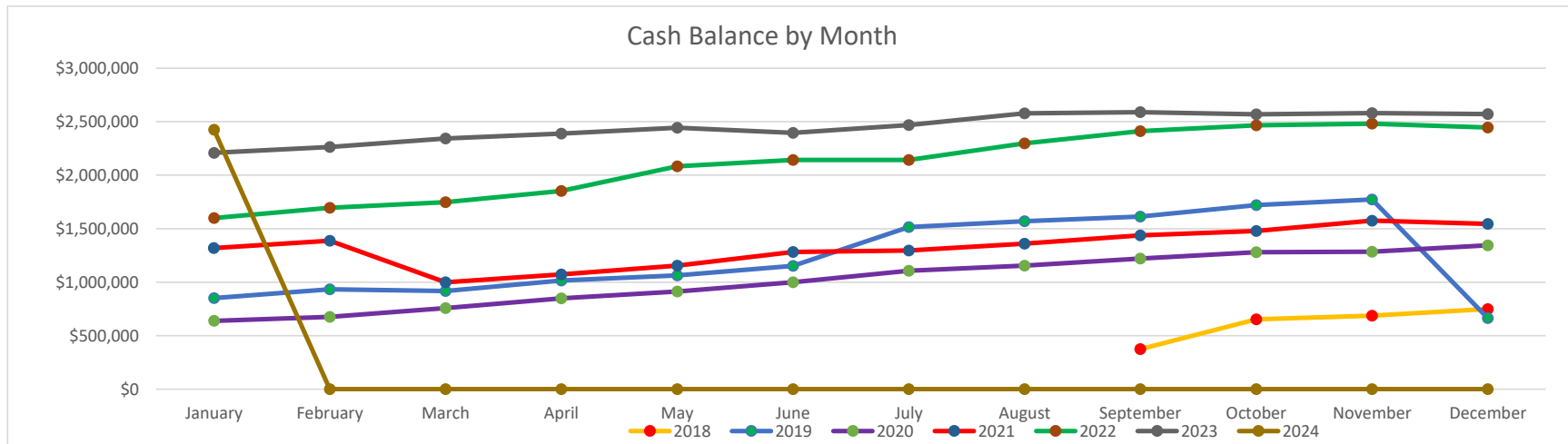
Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,571,749.99			
Receipts		42,393.54	42,393.54	
Disbursements		32,689.69-	32,689.69-	
Payroll		155,051.79-	155,051.79-	
Journal Entries		1,092.53-	1,092.53-	
Fund Total		146,440.47-	146,440.47-	2,425,309.52
All Funds	2,571,749.99			
Receipts		42,393.54	42,393.54	
Disbursements		32,689.69-	32,689.69-	
Payroll		155,051.79-	155,051.79-	
Journal Entries		1,092.53-	1,092.53-	
Total		146,440.47-	146,440.47-	2,425,309.52

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	\$2,588,856	\$2,568,565	\$2,579,790	\$2,571,150
2024	\$2,425,310											

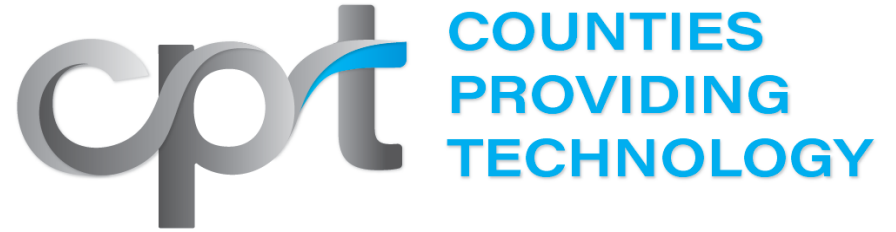


Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

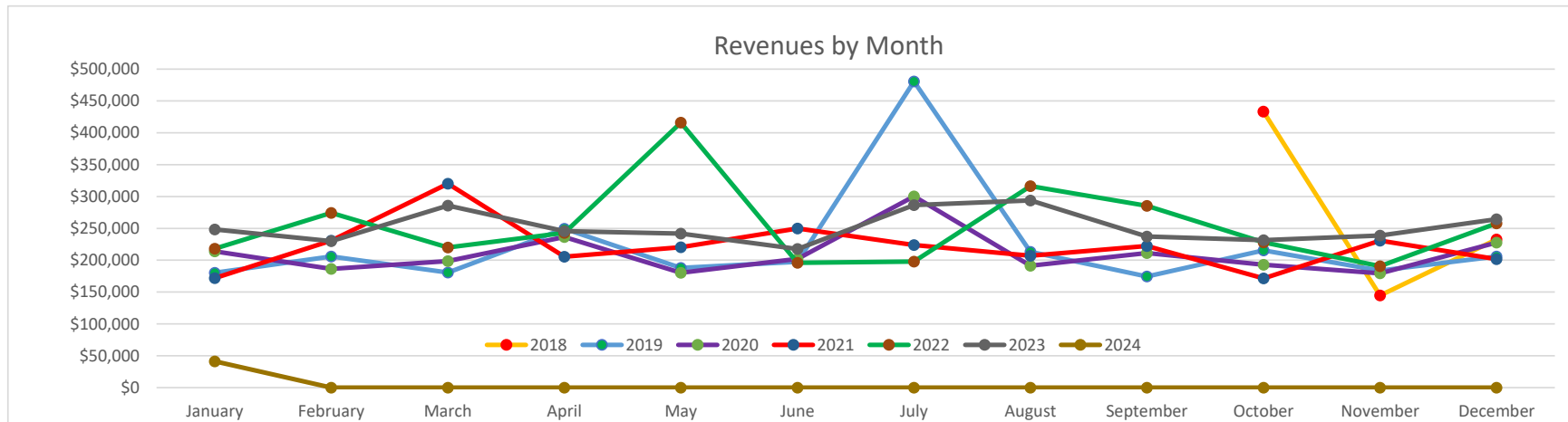
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

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



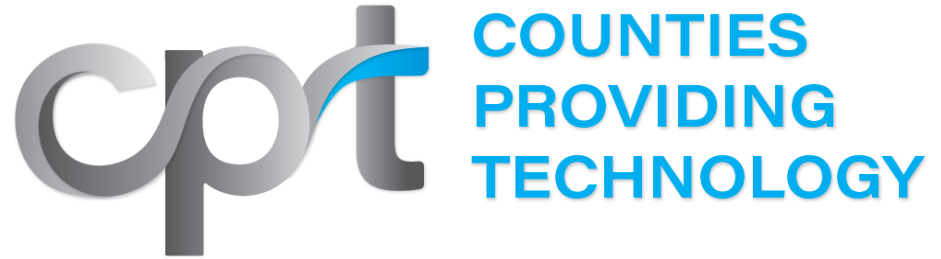
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$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	\$237,134	\$231,503	\$238,688	\$264,502
2024	\$41,301											



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

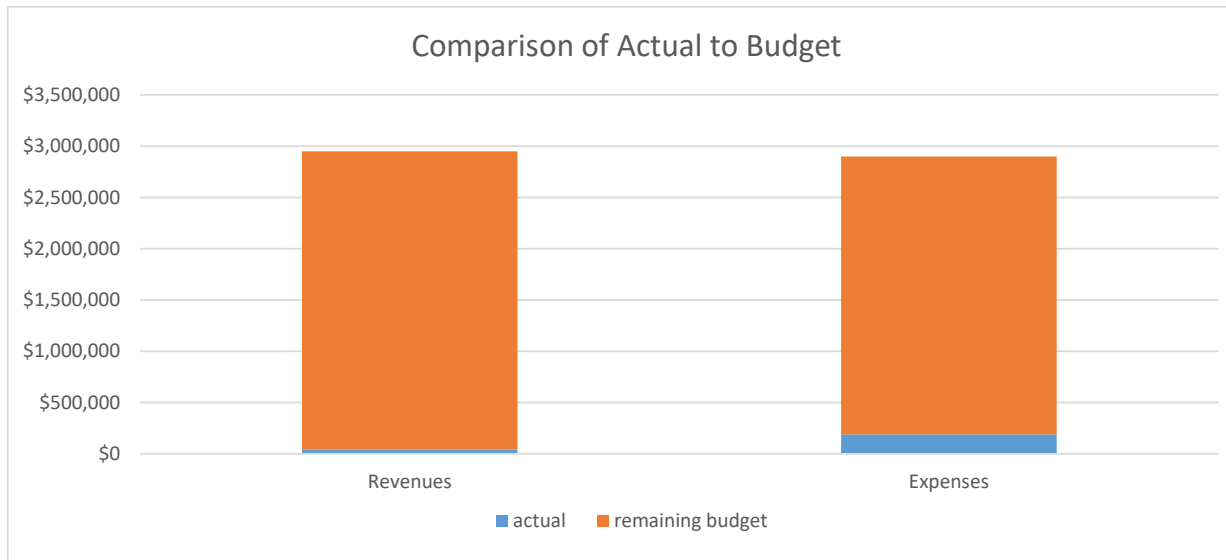
Budget to Actual Comparison

Through January 2024



Percent of year completed **8%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$41,301	1%	Revenues	\$2,949,500
Expenses	\$187,741	6%	Expenses	\$2,897,889
Return of capital	\$0	0%	Return of capital	\$0



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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 01/18/2024
Pay Date 01/18/2024

<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>
30	Center Point Energy	206.18	SERVICE	12/07-01/08/2024		66-003-000-0000-6251	10942506-6	N
30		163.92	SERVICE	12/07-01/08/2024		66-003-000-0000-6251	11831812-0	N
	Warrant #	2551	Total...	370.10				
124	Kopitzke/Bob	100.00	EXECUTIVE BOARD MTG			66-003-000-0000-6106		N
	Warrant #	2552	Total...	100.00			01/17/2024	01/17/2024
28	Old No 1 Bar & Grill	1,195.43	MEETING SET UP & LUNCH			66-003-000-0000-6337	195	N
	Warrant #	2553	Total...	1,195.43				
9	Swanson/Craig	600.00	OFFICE CLEANING - JANUARY			66-003-000-0000-6271		N
	Warrant #	2554	Total...	600.00				
59	US Bank	23.25	Postage			66-003-000-0000-6215		N
59		32.05	Simplisafe			66-003-000-0000-6261		N
59		1,250.00	Booth at MACO			66-003-000-0000-6331		N
59		170.93	Erica - Lodging AMC			66-003-000-0000-6337		N
59		46.19	Cleaning/Office Supplies			66-003-000-0000-6401		N
59		92.34	Cleaning Supplies			66-003-000-0000-6401		N
59		0.50-	Credit to Fix Amt Applied-Nov			66-003-000-0000-6401		N
59		21.50	Zoho Assist			66-003-000-0000-6402		N
59		845.70	Atlassian			66-003-000-0000-6402		N
59		17.09	Zoom			66-003-000-0000-6402		N
59		215.20	Collapsible Cart			66-003-000-0000-6481		N
	Warrant #	2555	Total...	2,713.75				
	Warrant Form	WF91	Total...	4,979.28	16 Transactions			
	Final Total...		4,979.28	16 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>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>
126	Ahmann/Karen	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
126		100.00	PERSONNEL MTG			66-003-000-0000-6106		N
							01/09/2024	01/09/2024
126		179.56	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
Warrant #	2556	Total...	379.56					
203	Anderson/Larry Dean	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
203		167.50	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
Warrant #	2557	Total...	267.50					
176	Andries/Thomas D.	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
176		117.92	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
Warrant #	2558	Total...	217.92					
181	Antony/Ronald J.	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
181		99.16	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
Warrant #	2559	Total...	199.16					
168	Bring/Sharon	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
168		300.16	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
Warrant #	2560	Total...	400.16					
33	CPS Technology Solutions	2,180.00	HOSTING FEE - FEBRUARY			66-003-000-0000-6261	384499	N
Warrant #	2561	Total...	2,180.00					
6	Delta Dental of Minnesota	405.20	DENTAL INSURANCE - FEBRUARY			66-003-000-0000-6871	RIS0005467021	N
Warrant #	2562	Total...	405.20					

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

WARRANT REGISTER
Commissioner Warrants



<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>
185	IMDIEKE/ROGER R.	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
185		81.74	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
	Warrant #	2563	Total...			181.74		
124	Kopitzke/Bob	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
	Warrant #	2564	Total...			100.00		
173	Larson/Dennis	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
173		80.40	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
	Warrant #	2565	Total...			180.40		
172	Lee/Jesse M	100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
172		196.98	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024
	Warrant #	2566	Total...			296.98		
169	Lindor/Larry	100.00	NOMINATING COMMITTEE			66-003-000-0000-6106		N
							01/12/2024	01/12/2024
169		100.00	EXECUTIVE BOARD MTG			66-003-000-0000-6106		N
							01/19/2024	01/19/2024
169		100.00	PERSONNEL MTG			66-003-000-0000-6106		N
							01/09/2024	01/09/2024
169		100.00	BOARD MTG			66-003-000-0000-6106		N
							01/22/2024	01/22/2024
169		21.44	MILEAGE			66-003-000-0000-6338		N
							01/12/2024	01/12/2024
169		21.44	MILEAGE			66-003-000-0000-6338		N
							01/17/2024	01/17/2024
169		21.44	MILEAGE			66-003-000-0000-6338		N
							01/09/2024	01/09/2024
169		21.44	MILEAGE			66-003-000-0000-6338		N
							01/22/2024	01/22/2024

****** 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>485.76</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
164	Meyer/Charlie L		100.00	BOARD MTG	66-003-000-0000-6106		N
						01/22/2024	01/22/2024
164			67.00	MILEAGE	66-003-000-0000-6338		N
						01/22/2024	01/22/2024
Warrant #		2567	Total...				
			485.76				
202	Nagel/Douglas D.		100.00	BOARD MTG	66-003-000-0000-6106		N
						01/22/2024	01/22/2024
202			171.52	MILEAGE	66-003-000-0000-6338		N
						01/22/2024	01/22/2024
Warrant #		2568	Total...				
			167.00				
157	Neumann/Randy		80.40	MILEAGE	66-003-000-0000-6338		N
						01/22/2024	01/22/2024
Warrant #		2569	Total...				
			271.52				
170	Pederson/Edward		100.00	BOARD MTG	66-003-000-0000-6106		N
						01/22/2024	01/22/2024
170			37.52	MILEAGE	66-003-000-0000-6338		N
						01/22/2024	01/22/2024
Warrant #		2570	Total...				
			80.40				
101	Ratwik, Roszak & Maloney, P.A.		1,375.63	MISC & COPYRIGHT ISSUE	66-003-000-0000-6261	75519	N
Warrant #		2571	Total...				
			1,375.63				
186	RENVILLE COUNTY		100.00	EXECUTIVE COMMITTEE MTG	66-003-000-0000-6106		N
						01/17/2024	01/17/2024
186			100.00	BOARD MTG	66-003-000-0000-6106		N
						01/22/2024	01/22/2024
186			120.60	MILEAGE	66-003-000-0000-6338		N
						01/22/2024	01/22/2024
Warrant #		2572	Total...				
			320.60				
107	Todd County Auditor Treasurer		100.00	BOARD MTG	66-003-000-0000-6106		N
						01/22/2024	01/22/2024
Warrant #		2573	Total...				
			100.00				
Warrant #		2574	Total...				
			100.00				

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 01/25/2024
Pay Date 01/25/2024

<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>
137	VSP Insurance Co.	33.34	VISION INSURANCE - JANUARY	66-003-000-0000-6871	819608407	N
Warrant #	2575	Total...	33.34			
198	Walvatne/Dwight E.	100.00	BOARD MTG	66-003-000-0000-6106		N
198		53.60	MILEAGE	66-003-000-0000-6338	01/22/2024	01/22/2024
Warrant #	2576	Total...	153.60		01/22/2024	01/22/2024
162	Weyer/Michael L.	100.00	BOARD MTG	66-003-000-0000-6106		N
162		148.74	MILEAGE	66-003-000-0000-6338	01/22/2024	01/22/2024
Warrant #	2577	Total...	248.74		01/22/2024	01/22/2024
Warrant Form	WF91	Total...	8,182.73	45 Transactions		
	Final Total...	8,182.73	45 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>
38	American Solutions for Business	1,888.36	PHONE SANITIZERS & STANDS	66-003-000-0000-6331	INV07115912	N
38		328.12	ENVELOPES	66-003-000-0000-6401	INV07141871	N
	Warrant # 2578	Total...	2,216.48			
117	Baker Tilly US, LLP	1,176.00	PROGRESS BILLING	66-003-000-0000-6261	BT2665902	N
	Warrant # 2579	Total...	1,176.00			
204	Cigna Health & Life Insurance Co	56.70	ACCIDENT INSURANCE - FEBRUA	66-003-000-0000-6871	AI961469	N
204		54.56	CRITICAL ILLNESS - FEBRUARY	66-003-000-0000-6871	CI961398	N
204		56.39	HOSPITAL INS - FEBRUARY	66-003-000-0000-6871	HC960734	N
	Warrant # 2580	Total...	167.65			
151	City of Morris	86.77	WATER/SEWER SERVICE	66-003-000-0000-6251	02-22900610-02-0	N
	Warrant # 2581	Total...	86.77			
33	CPS Technology Solutions	35,790.30	MAINTENANCE RENEWAL	66-003-000-0000-6402	384558	N
	Warrant # 2582	Total...	35,790.30			
197	Daly Electric Inc	90.00	LABOR - HEAT TAPES	66-003-000-0000-6606	9882	N
	Warrant # 2583	Total...	90.00			
192	Engebretson & Sons Disposal	45.56	SERVICE 01/2024	66-003-000-0000-6251	178554	N
	Warrant # 2584	Total...	45.56			
37	Hartford/The	221.78	LIFE INSURANCE - FEBRUARY	66-003-000-0000-6871	873747	N
	Warrant # 2585	Total...	221.78			
79	IBM Corporation	2,134.19	HWMA/SWMA	66-003-000-0000-6402	332258	N
	Warrant # 2586	Total...	2,134.19			
188	Kroona/Jay M	1,710.00	TESTING - JANUARY	66-003-000-0000-6261		N
	Warrant # 2587	Total...	1,710.00			
54	Lincoln National Life Insurance Co/The	356.90	LIFE INSURANCE - FEBRUARY	66-003-000-0000-6871	10247942	N
54		298.80	LIFE INSURANCE - FEBRUARY	66-003-000-0000-6871	10258571	N
	Warrant # 2588	Total...	655.70			

****** 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>
100	Morris Electronics	2,000.00	DATA CIRCUIT - FEBRUARY	66-003-000-0000-6210	DATAFEB2024	N
Warrant #	2589	Total...	2,000.00			
43	Morris Electronics	125.00	LABOR	66-003-000-0000-6261	6648	N
43		250.00	LABOR	66-003-000-0000-6261	6151	N
43		375.00	LABOR	66-003-000-0000-6261	6186	N
43		187.50	LABOR	66-003-000-0000-6261	6245	N
43		62.50	LABOR	66-003-000-0000-6261	6377	N
43		100.00	MAP SERVER - DECEMBER	66-003-000-0000-6261	6378	N
43		315.00	ND TAX WEB - DECEMBER	66-003-000-0000-6261	6379	N
43		1,508.00	MN TAX WEB - DECEMBER	66-003-000-0000-6261	6380	N
43		125.00	LABOR	66-003-000-0000-6261	6473	N
43		187.50	LABOR	66-003-000-0000-6261	6527	N
43		93.75	LABOR	66-003-000-0000-6261	6613	N
43		347.58	SYMANTEC SUBSCRIPTION LICENS	66-003-000-0000-6402	6021	N
43		782.10	PHONEFACTOR LICENSE	66-003-000-0000-6402	6179	N
43		599.99	STANDARD WILDCARD SSL	66-003-000-0000-6402	6253	N
43		55.15	KEYBOARD & MOUSE	66-003-000-0000-6481	6499	N
Warrant #	2590	Total...	5,114.07			
28	Old No 1 Bar & Grill	956.39	MEETING SET UP & LUNCH	66-003-000-0000-6337	202	N
28		732.32	MEETING SET UP & LUNCH	66-003-000-0000-6337	204	N
Warrant #	2591	Total...	1,688.71			
19	Peterson/Jeffrey	89.45	HOTEL REIMBURSEMENT	66-003-000-0000-6337		N
19		194.30	MILEAGE - MAHNOMEN & NORMA	66-003-000-0000-6338		N
Warrant #	2592	Total...	283.75		01/17/2024	01/17/2024
55	Sun Life Financial	30.00	DISABILITY INS - FEBRUARY	66-003-000-0000-6871	935910	N
Warrant #	2593	Total...	30.00			
148	Terrace, LLC	100.00	MONTHLY WEBSITE MAINT/SUPP	66-003-000-0000-6261	343	N
Warrant #	2594	Total...	100.00			

****** 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>
16	Vanderweyst/Valerie	5,600.00	CONTRACTED SERVICES - JANUA	66-003-000-0000-6261	JANUARY	N
Warrant #	2595	Total...	5,600.00			
Warrant Form	WF91	Total...	59,110.96	38 Transactions		
	Final Total...	59,110.96	38 Transactions			

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Signed _____
Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/15/2024
Pay Date 02/15/2024

<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>
27	Ascensus	97.35	457 PLAN ADMIN FEE	66-003-000-0000-6261	138652DF	N
	Warrant #	2596	Total...	97.35		
201	Culligan Ultrapure, Inc.	161.68	WATER	66-003-000-0000-6401	17708139-01312024	N
	Warrant #	2597	Total...	161.68		
155	Lakes Country Service Coop Ins Pool	9,517.52	HEALTH INS - FEBRUARY	66-003-000-0000-6871		N
	Warrant #	2598	Total...	9,517.52		
43	Morris Electronics	156.25	LABOR	66-003-000-0000-6261	5999	N
43		100.00	MAP SERVER - JANUARY	66-003-000-0000-6261	6743	N
43		315.00	ND TAX WEB - JANUARY	66-003-000-0000-6261	6744	N
43		1,508.00	MN TAX WEB - JANUARY	66-003-000-0000-6261	6745	N
43		281.25	LABOR	66-003-000-0000-6261	6770	N
43		156.25	LABOR	66-003-000-0000-6261	6841	N
	Warrant #	2599	Total...	2,516.75		
29	Otter Tail Power Company	74.75	SERVICE 12/29/23-02/01/24	66-003-000-0000-6251	20076543	N
29		677.27	SERVICE 12/29/23-02/01/24	66-003-000-0000-6251	4093126	N
	Warrant #	2600	Total...	752.02		
36	Stevens County Auditor Treasurer	55.52	POSTAGE - JANUARY	66-003-000-0000-6215	1247	N
36		2,300.00	FISCAL SERVICES - FEBRUARY	66-003-000-0000-6261	1247	N
	Warrant #	2601	Total...	2,355.52		
9	Swanson/Craig	600.00	OFFICE CLEANING - FEBRUARY	66-003-000-0000-6271		N
	Warrant #	2602	Total...	600.00		
59	US Bank	17.09	MONTHLY ZOOM	66-003-000-0000-6245		N
59		32.05	SIMPLISAFE	66-003-000-0000-6261		N
59		27.35	TREATS FOR MEETINGS	66-003-000-0000-6331		N
59		13.63	TREATS FOR MEETINGS	66-003-000-0000-6331		N
59		54.41	MEALS - ND	66-003-000-0000-6337		N
59		169.07	LODGING - ND	66-003-000-0000-6337		N
59		169.07	LODGING - ND	66-003-000-0000-6337		N

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/15/2024
Pay Date 02/15/2024

<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	169.07	LODGING - ND			66-003-000-0000-6337		N
59		169.07	LODGING - ND			66-003-000-0000-6337		N
59		143.39	MEALS - ND			66-003-000-0000-6337		N
59		17.09	SUPPLIES			66-003-000-0000-6401		N
59		80.19	PAPER SUPPLIES			66-003-000-0000-6401		N
59		46.96	EXTENSION CORD & CABLE			66-003-000-0000-6401		N
59		178.17	SUPPLIES & DOCKING STATION			66-003-000-0000-6401		N
59		95.88	TONER CARTRIDGE			66-003-000-0000-6401		N
59		367.77	TONER CARTRIDGES			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
59		885.55	ATLISSIAN			66-003-000-0000-6402		N
59		39.00	OVERLIMIT FEE			66-003-000-0000-6815		N
59		25,548.57	COMMERCIAL INS - RENEWAL			66-003-000-0000-6871		N
Warrant #	2603	Total...	28,244.88					
Warrant Form	WF91	Total...	44,245.72		34 Transactions			
	Final Total...	44,245.72			34 Transactions			

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Signed _____
Director

	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 JANUARY 2024					
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					427,771.86		241,006.45	387,689.69	281,088.62
9		Bremer Payroll Account opened 12/31/2015					24,292.32		155,000.00	155,051.79	24,240.53
10											
11		Flex Account					2,000.00				2,000.00
12											
13		Bremer Money Market Savings					816,593.28	1,387.09			817,980.37
14											
15											
16											
17											
18		Edward Jones					-				-
19		Interest on Credit Balance					-				-
20	CD	Ally Bank [02007GS87]	57803	4/11/24	5.000%	N	-		200,000.00		200,000.00
21	CD	Bank of China New York City [06428FR90]	33653	8/29/24	5.400%	N	213,000.00				213,000.00
22	CD	Morgan Stanley National Bank [61708EQR7]	34221	3/15/24	5.250%	N	236,000.00				236,000.00
23	CD	Charles Schwab [15987UCG1]	57450	12/4/24	5.350%	N	242,000.00				242,000.00
24	CD						-				-
25	CD						-				-
26	CD	Associated Bank National Assoc [045491QQ3]	5296	5/10/24	5.450%	N	209,000.00				209,000.00
27	CD	Partners Bank of New England Sandford [70214UBL1]	17115	6/7/24	5.300%	N	200,000.00				200,000.00
28	CD	Truist Bank [89788HFM0]	9846	1/2/24	5.300%	N	200,000.00	5,414.90	5,414.90	205,414.90	-
29							-				-
30	TOTAL DEPOSITS (Broker Balances)						2,570,657.46	6,801.99	601,421.35	748,156.38	2,425,309.52
31											
32	Non-Restricted Accounts						Per state auditors:				
33		Cash Accounts					1,125,309.52				0.00
34		Edward Jones					1,300,000.00				
35											
36											
37											
38											
39											
40							Total Balance			2,425,309.52	
41							For Month-End				
42							2,425,309.52				
43											

PERSONNEL COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Tuesday, February 13, 2024
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom

Attendees: Commissioner Chris Hollingsworth, Board Chair Paul Johnson, Commissioner Larry Lindor, Commissioner Gene Metz, Commissioner Randy Neumann, Commissioner Mike Weyer, Mike Koehler, Erica Swenson, and Heidi Roiland.

Updates and Discussions:

- Commissioner Johnson called for nominations for a chairperson for the committee. Commissioner Neumann moved to nominate Larry Lindor as chair of the committee, seconded by Commissioner Weyer; all members voted aye, motion carried. Commissioner Weyer moved to close nominations and cast a unanimous ballot to approve Commissioner Lindor as Chairperson of the CPT Personnel committee, seconded by Commissioner Metz; all members voted aye, motion carried. At this time Board Chair Johnson recused himself from the personnel committee and left the meeting.
- The Technical Support position for the tax team has been posted and is open until February 23, 2024. Discussion regarding if two good candidate applications are received, may fill two open positions.
- A first meeting for all support staff was held. Team meetings will be held on a regular basis going forward.
- Full staff meetings continue to be held weekly on Wednesdays.
- The independent contractor working with the tax team has been concentrating on the transfer of knowledge and updating the annual sequences.
- Discussion on work hours during the busy season.
- Staff met with the Griggs County, ND board of commissioners earlier this month and fielded questions regarding costs associated with CPT software.
- CPT staff did an additional demo for Faribault County, MN.
- Update on Redwood County contract.
- Email communication went out to all tax clients/users updating them on staffing at CPT.
- The annual assessors and auditors' meetings took place in January.
- The next meeting of the personnel committee meeting will be Tuesday, March 12 at 1:00 p.m.