
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

**Monday, January 22, 2024
Old No. 1 Southside, Morris
10:00 a.m.**

AGENDA

10:00 am Convene

- Pledge
- Roll Call
- Additions to Agenda
- Approve Agenda
- Approve Minutes of 12-18-2023 Executive Board Minutes
- Conflict of Interest Forms
- County Commissioners Expense Reimbursement and W-9
- Purchase authorizations
 - Executive Committee
 - CPT Management

10:10 am Nomination Committee

- Report of Candidates
- Election of Officers
 - Chair Nominations
 - Vice Chair Nominations
- 2024 Committee Member Appointments

10:20 am Financial Reporting – Mike Koehler

- Review of Revenue and Expenditures
- December 2023 Financials for Approval
- Warrants for Review and Approval
- Monthly Deposit Report

10:30 am Executive Director/Committee Update and Recommendation Items

- SWAMA quote – annual server maintenance/support
- Cyber Security Insurance quote

-
- SEIM systems
 - ND Update

10:40 am Personnel Update/Personnel Committee

- Developer Intern
- Technical Support/Board Administration Position
- Independent contractors
- Accept Resignation of Elizabeth Heinze, with approval for back fill of the position
- Amendment to 11-27-2023 CPT Board minutes: Payout of Executive Director Mike Koehler's vacation overage to MSRS should read to John Hancock.

10:50 am Software Committee Update – Gwen Gillespie

11:05 am Other Business –

- Meeting Schedule

11:10 am Upcoming Meetings (tentative):

- Executive Committee February 26, 2024 at 9:00 am at CPT Office and via Zoom
- JPB Meeting, March 25, 2024 at 10:0 am; Old No. 1 Southside, Morris

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 Roger Sandberg (Big Stone County): 539 4th St NW, Ortonville, MN
56278

Commissioner Jerrel Olson: Wheaton City Hall, Wheaton, MN 56296

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

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

Others present: Gwen Gillespie, Mike Koehler, Heidi Roiland, and Erica Swenson.

Commissioner Troy Johnson moved to approve the agenda as presented, seconded by Commissioner Imdieke. A roll call was taken, all members voted aye, motion carried.

Commissioner Kramer moved to approve minutes from the September 25, 2023 meeting, as well as the October 23, 2023 Executive Committee meeting seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Mike Koehler presented the Financial Reports and Warrant Registers. Commissioner Ahmann moved to approve the October 2023 Financial Report and warrant registers from October 19, 2023 through November 16, 2023, seconded by Commissioner Drietz. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

The 2024 budget was presented by the Budget Committee. Commissioner Kramer moved to approve the 2024 budget as presented, seconded by Commissioner Holmen. A roll call was taken, all members voted aye, motion carried.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. Commissioner Lindor moved to approve the hiring of Julie Bruns and Susan Hanson as Technical Support Specialists for the tax team at Grade 05, Step 08, with a vacation bank of 37.5 hours and placed on the vacation accrual table with 5 years' service, seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried.

Commissioner Meyer moved to approve the request of employee Brian Valik to retire effective December 29, 2023 under the PERA Pro option of phased retirement, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

Commissioner Meyer moved to approve the Personnel Policy changes as presented as well as the request to payout Executive Director Mike Koehler's vacation overage to MSRS, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Chair Kopitzke gave the Executive Committee update. Gwen Gillespie gave an update on retention of North Dakota counties. Chair Kopitzke called for volunteers for the nominating committee. Commissioner Kramer has volunteered to spearhead the committee; Commissioners Meyer and Lindor volunteered to be the other two committee members. Discussed CPT membership in AMC. Ann Goering is currently reviewing the CPT professional service and hosting agreement.

Chair Kopitzke presented the Building Committee update.

A Software Committee update was given by Gwen Gillespie.

The next meeting will be an Executive Board Meeting on December 18, 2023. The next meeting of the full Board will be January 22, 2024 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:08 a.m.

Chair – Bob Kopitzke

Clerk – Mike Koehler

**COUNTIES PROVIDING TECHNOLOGY
EXECUTIVE BOARD
Monday, December 18, 2023
9:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Executive Board was called to order at 9:00 a.m., Monday, December 18, 2023, by Chair Bob Kopitzke. Members present were: Cottonwood: Commissioner Holmen, Meeker: Commissioner Paul Johnson, Pipestone: Commissioner Hollingsworth, Pope: Commissioner Lindor, Stevens: Commissioner Kopitzke, Yellow Medicine: Commissioner Antony

Others present: Vicki Knobloch-Kletscher, Gwen Gillespie, Mike Koehler, Heidi Roiland, and Erica Swenson.

Commissioner P. Johnson moved to approve the agenda as presented, seconded by Commissioner Holmen. A roll call was taken, all members voted aye, motion carried.

Commissioner Lindor moved to approve minutes from the November 27, 2023 meeting, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Mike Koehler presented the Financial Reports and Warrant Registers. Commissioner Johnson moved to approve the November 2023 Financial Report and warrant registers from November 22, 2023 through December 8, 2023, seconded by Commissioner Holmen. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. Commissioner Lindor moved to approve the resignation of Technical Support Specialist, Griffin Mahoney, effective immediately; at this time the position will not be backfilled, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Commissioner Holmen moved to approve the job description for Technical Support/Board Administration, at a Grade 8 and post the position internally, seconded by Commissioner P. Johnson. A roll call was taken, all members voted aye, motion carried.

Commissioner Antony moved to proceed with negotiations with Valerie VanderWeyst for an independent contractor position, giving the Executive Director authority to offer an hourly rate not to exceed \$100, seconded by Commissioner Lindor. A roll call was taken, all members voted aye, motion carried.

Mike Koehler gave the Executive Director update. He, along with Erica Swenson attended the AMC conference in December. CPT has received the Cyber Security insurance renewal rate.

A Software progress update was presented by Gwen Gillespie.

In other business, we have received signed contracts from all but 7 clients. Ann Goering will reach out to the County attorney at Redwood County.

The next meeting will be an Executive Committee Meeting on January 17, 2024 at 9:00 a.m. The next meeting of the full Board will be January 22, 2024 at 10:00 a.m. Meeting adjourned at 9:45 a.m.

Chair – Bob Kopitzke

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2023

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>100% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	533,760.00-	2,144,213.34-	2,137,740.00-	100
66-003-000-0000-5502	Hosting Fees - MN	57,300.00-	226,150.00-	217,800.00-	104
66-003-000-0000-5512	Charges For Services - ND	57,155.00-	218,995.00-	203,040.00-	108
66-003-000-0000-5513	Hosting Fees - ND	12,750.00-	50,250.00-	42,000.00-	120
66-003-000-0000-5701	Investment/Interest Earnings	23,820.50-	46,965.47-	800.00-	5871
66-003-000-0000-5702	Unrealized Gain/Loss Investments	1,092.53-	674.03-	0.00	0
66-003-000-0000-5802	Misc. Revenue	12,090.00-	175,520.00-	120,000.00-	146
66-003-000-0000-5992	Dental/Disability Insurance	36,724.65-	158,385.19-	155,000.00-	102
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	442,954.50	1,545,308.94	1,459,107.00	106
66-003-000-0000-6106	Per Diem	5,200.00	28,190.00	38,800.00	73
66-003-000-0000-6110	CPT Contribution	49,587.00	199,437.00	194,400.00	103
66-003-000-0000-6160	Employer PERA	28,553.43	109,474.49	109,433.00	100
66-003-000-0000-6170	Employer FICA	24,581.30	91,656.29	90,465.00	101
66-003-000-0000-6180	Employer Medicare	5,748.86	21,435.66	21,157.00	101
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	24,000.00	26,000.00	92
66-003-000-0000-6215	Postage	111.74	646.87	1,000.00	65
66-003-000-0000-6244	Printing/Publishing & Advertising	75.00	1,290.00	5,000.00	26
66-003-000-0000-6245	Dues, Subscriptions and Books	0.00	342.60	4,000.00	9
66-003-000-0000-6251	Utilities	2,785.03	17,112.17	24,000.00	71
66-003-000-0000-6261	Professional Fees for Services	38,183.92	210,848.27	162,100.00	130
66-003-000-0000-6271	Professional Cleaning	1,860.00	7,140.00	10,600.00	67
66-003-000-0000-6331	Training/Registration	2,827.57	9,335.34	17,000.00	55
66-003-000-0000-6337	Lodging/Meals	2,680.78	8,610.98	8,000.00	108
66-003-000-0000-6338	Mileage	2,957.98	19,020.91	34,500.00	55
66-003-000-0000-6401	Office Supplies	3,143.63	6,308.53	7,000.00	90
66-003-000-0000-6402	Software/Licenses	67,220.21	132,141.70	110,000.00	120
66-003-000-0000-6481	Small Equipment	7,439.75	16,894.50	30,000.00	56
66-003-000-0000-6482	Electronic Supplies	0.00	3,111.65	10,000.00	31
66-003-000-0000-6605	Building Acquisition	250,000.00-	0.00	260,000.00	0
66-003-000-0000-6606	Building Improvements	3,680.00	6,519.97	50,000.00	13
66-003-000-0000-6815	Misc Expense	527.00-	8,842.96	400.00	2211
66-003-000-0000-6871	Insurance	56,734.99	169,997.99	180,000.00	94

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 12/2023

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Percent of Year</u>	<u>100% % of BDG</u>
66 FUND	Counties Providing Technology					
3 DEPT	Totals Counties Providing Technology	Revenue 734,692.68-	3,021,153.03-	2,876,380.00-	105	
		Expend. 501,798.69	2,637,666.82	2,854,962.00	92	
		Net 232,893.99-	383,486.21-	21,418.00-	1790	
66 FUND	Totals Counties Providing Technology	Revenue 734,692.68-	3,021,153.03-	2,876,380.00-	105	
		Expend. 501,798.69	2,637,666.82	2,854,962.00	92	
		Net 232,893.99-	383,486.21-	21,418.00-	1790	
FINAL TOTALS	33 Accounts	Revenue 734,692.68-	3,021,153.03-	2,876,380.00-	105	
		Expend. 501,798.69	2,637,666.82	2,854,962.00	92	
		Net 232,893.99-	383,486.21-	21,418.00-	1790	

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



midstate
1/19/24 11:48AM

TREASURER'S CASH TRIAL BALANCE

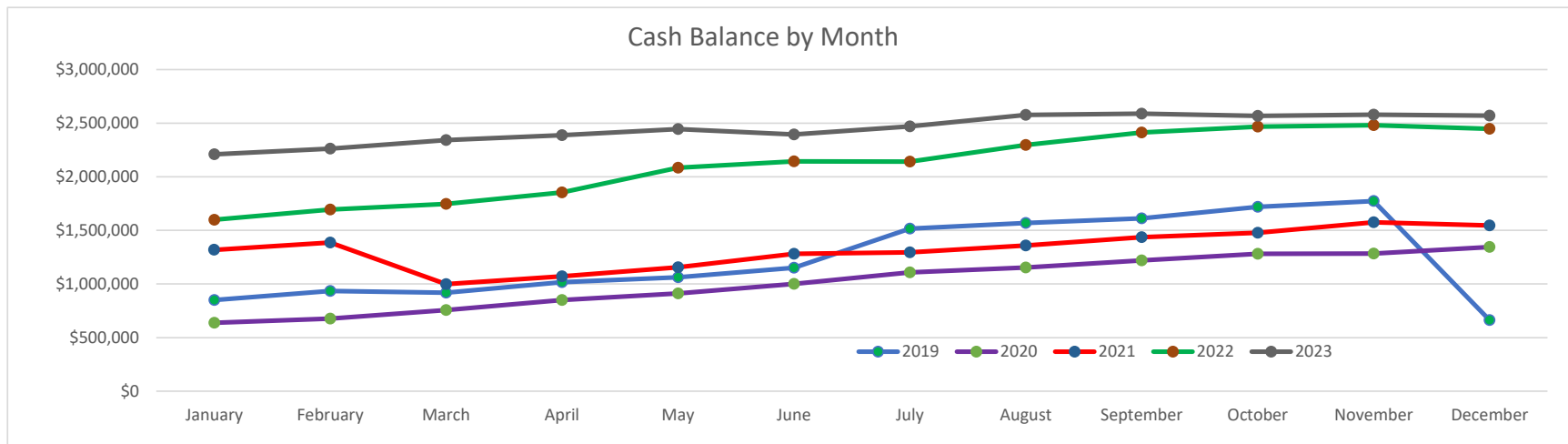
As of 12/2023

<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		263,936.01	3,021,721.00	
Disbursements		63,605.13-	930,785.44-	
Payroll		209,463.08-	1,967,312.38-	
Journal Entries		1,092.53	674.03	
Fund Total		8,039.67-	124,297.21	2,571,749.99
 All Funds	 2,447,452.78			
Receipts		263,936.01	3,021,721.00	
Disbursements		63,605.13-	930,785.44-	
Payroll		209,463.08-	1,967,312.38-	
Journal Entries		1,092.53	674.03	
Total		8,039.67-	124,297.21	2,571,749.99

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



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

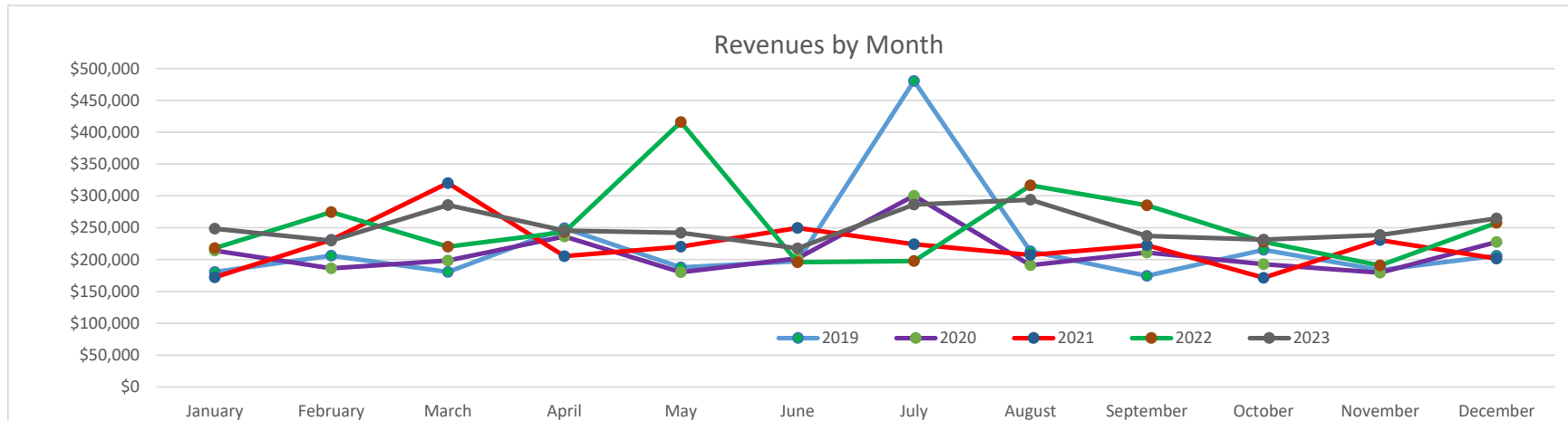
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

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

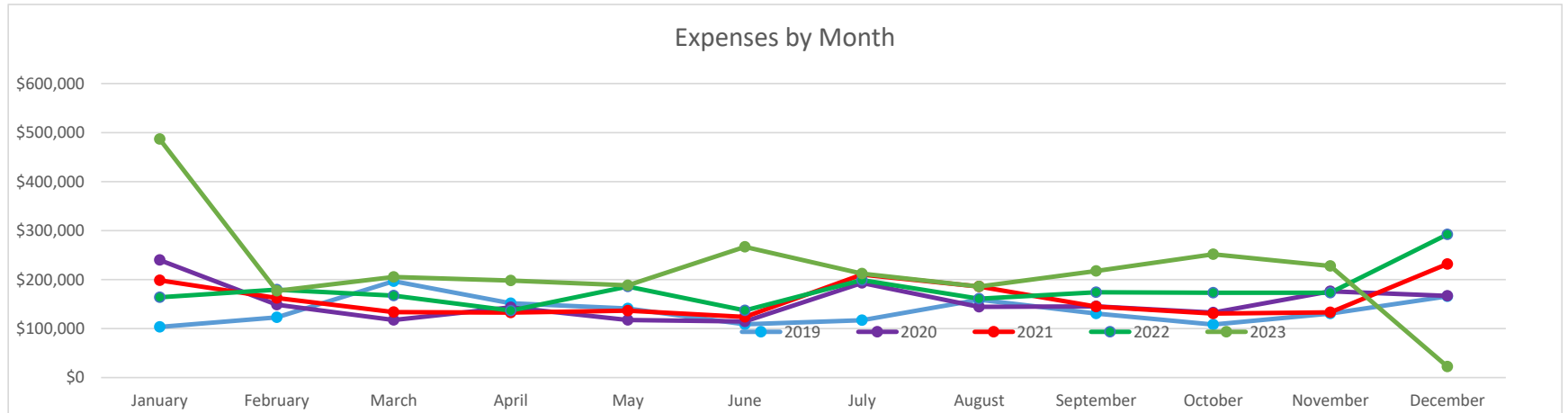


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 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

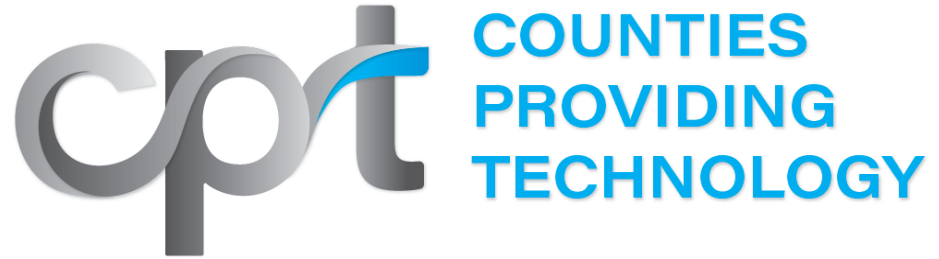


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$129,327	\$103,905	\$177,309
2019	\$103,295	\$122,646	\$196,642	\$151,635	\$140,983	\$108,582	\$116,958	\$158,921	\$130,779	\$108,171	\$130,728	\$165,593
2020	\$239,764	\$148,611	\$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	\$217,245	\$251,794	\$227,464	\$22,541



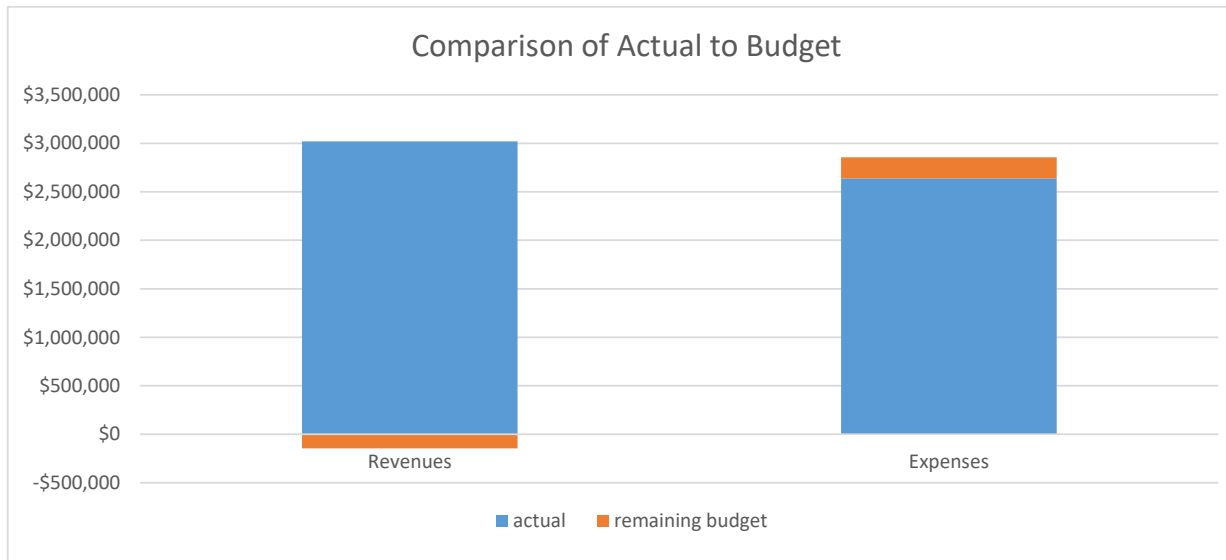
Budget to Actual Comparison

Through November 2023



Percent of year completed **92%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$3,021,153	105%	Revenues	\$2,876,380
Expenses	\$2,637,667	92%	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>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>
63	Apex Software	1,275.00	Apex Sketch Lincoln County			66-003-000-0000-6402	325498	N
63		840.00	Maint Renewal LOTW			66-003-000-0000-6402	325445	N
63		1,050.00	Maint Renewal Mahnomon			66-003-000-0000-6402	325456	N
63		1,110.00	Maint Renewal Cottonwood			66-003-000-0000-6402	325351	N
63		1,050.00	Maint Renewal Marshall			66-003-000-0000-6402	325350	N
63		1,480.00	Maint Renewal Wadena			66-003-000-0000-6402	325349	N
63		420.00	Maint Renewal Stevens			66-003-000-0000-6402	325348	N
63		840.00	Maint Renewal Swift			66-003-000-0000-6402	325347	N
63		210.00	Maint Renewal Pope			66-003-000-0000-6402	325346	N
63		2,035.00	Maint Renewal Pope Assessor			66-003-000-0000-6402	325345	N
63		3,145.00	Maint Renewal Kandiyohi			66-003-000-0000-6402	325344	N
63		840.00	Maint Renewal Big Stone			66-003-000-0000-6402	325343	N
63		630.00	Maint Renewal Ransom			66-003-000-0000-6402	325342	N
63		1,470.00	Maint Renewal Rock			66-003-000-0000-6402	325341	N
63		1,050.00	Maint Renewal Mille Lacs			66-003-000-0000-6402	325340	N
63		420.00	Maint Renewal Alexandria			66-003-000-0000-6402	325339	N
63		925.00	Maint Renewal Todd			66-003-000-0000-6402	325338	N
63		1,665.00	Maint Renewal Redwood			66-003-000-0000-6402	325337	N
63		1,480.00	Maint Renewal Meeker			66-003-000-0000-6402	325336	N
63		1,260.00	Maint Renewal Renville			66-003-000-0000-6402	325335	N
63		630.00	Maint Renewal Yellow Medicine			66-003-000-0000-6402	325359	N
63		630.00	Maint Renewal Wilkin			66-003-000-0000-6402	325358	N
63		1,980.00	Maint Renewal Douglas			66-003-000-0000-6402	325374	N
63		840.00	Maint Renewal Norman			66-003-000-0000-6402	325382	N
63		1,050.00	Maint Renewal Grant			66-003-000-0000-6402	325388	N
63		1,050.00	Maint Renewal Murray			66-003-000-0000-6402	325275	N
Warrant #	2512	Total...	29,375.00					
31	Driessen Water Inc	107.28	November Service			66-003-000-0000-6401	17708139-11302023	N
Warrant #	2513	Total...	107.28				11/02/2023	11/26/2023

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/14/2023
Pay Date 12/18/2023

<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>
124	Kopitzke/Bob	100.00	December Per Diem	66-003-000-0000-6106		N
	Warrant #	2514	Total...			
		100.00				
188	Kroona/Jay M	1,020.00	November Testing	66-003-000-0000-6261		N
	Warrant #	2515	Total...			
		1,020.00				
28	Old No 1 Bar & Grill	774.91	Financial/Payroll Mtg Expenses	66-003-000-0000-6337	180	N
	Warrant #	2516	Total...			
		774.91				
29	Otter Tail Power Company	59.18	Monthly Services	66-003-000-0000-6251		N
29		558.72	Monthly Service	66-003-000-0000-6251		N
	Warrant #	2517	Total...			
		617.90				
36	Stevens County Auditor Treasurer	249.00	2023 Online Banking Fees	66-003-000-0000-6261		N
	Warrant #	2518	Total...			
		249.00				
9	Swanson/Craig	600.00	December Cleaning	66-003-000-0000-6271		N
	Warrant #	2519	Total...			
		600.00				
13	Swenson/Erica	206.98	Mileage AMC Conference	66-003-000-0000-6338		N
	Warrant #	2520	Total...			
		206.98				
59	US Bank	32.05	Simplisafe	66-003-000-0000-6261		N
59		71.68	AMC Conference Treats	66-003-000-0000-6331	4881	N
59		50.34	AMC Conference Meals	66-003-000-0000-6337	3096	N
59		170.93	Mike-Lodging AMC	66-003-000-0000-6337	0678	N
59		62.85	AMC Conference-Meal	66-003-000-0000-6337	2525	N
59		70.71	AMC Conference-Meal	66-003-000-0000-6337	6029	N
59		50.00	AMC Conference-Parking	66-003-000-0000-6337	3483	N
59		52.70	Tacks, Pins, Clips, Wrist Pad	66-003-000-0000-6401	5963	N
			118 AMAZON			
59		21.16	Batteries	66-003-000-0000-6401	9024	N
59		166.00	Wireless Headset	66-003-000-0000-6401	4195	N
59		17.09	Screwdriver Set	66-003-000-0000-6401	0431	N
59		24.95	Office Supplies	66-003-000-0000-6401		N

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/14/2023
Pay Date 12/18/2023

<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>	
59	US Bank	21.50		Zoho Assist Monthly Fee	66-003-000-0000-6402	5525	N
59		885.55		Atlassian Monthly Service Fee	66-003-000-0000-6402	000676960	N
59		17.09		Monthly Zoom Fee	66-003-000-0000-6402	229120466	N
59		1,842.53		Chairs, Sideboard, Footrest	66-003-000-0000-6481		N
Warrant #	2521	Total...		3,557.13			
Warrant Form	WF91	Total...		36,608.20		51 Transactions	
	Final Total...			36,608.20		51 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>
127	Aloha Window Cleaning, LLC	60.00		WINDOW CLEANING OCT-DEC	66-003-000-0000-6271	4115 N
	Warrant # 2522	Total...		60.00		
30	Center Point Energy	118.62		SERVICE 11/07-12/07/23	66-003-000-0000-6251	11831812-0 N
30		143.39		SERVICE 11/07-12/07/23	66-003-000-0000-6251	10942506-6 N
	Warrant # 2523	Total...		262.01		
161	Hollingsworth/Christopher	100.00		EXECUTIVE BOARD MTG	66-003-000-0000-6106	N
	Warrant # 2524	Total...		100.00	12/18/2023	12/18/2023
155	Lakes Country Service Coop Ins Pool	10,715.04		HEALTH INSURANCE - JANUARY	66-003-000-0000-6871	N
	Warrant # 2525	Total...		10,715.04		
43	Morris Electronics	125.00		LABOR	66-003-000-0000-6261	5383 N
43		125.00		LABOR	66-003-000-0000-6261	5386 N
43		156.25		LABOR	66-003-000-0000-6261	5446 N
43		93.75		LABOR	66-003-000-0000-6261	5488 N
43		187.50		LABOR	66-003-000-0000-6261	5545 N
43		156.25		LABOR	66-003-000-0000-6261	5579 N
43		62.50		LABOR	66-003-000-0000-6261	5587 N
43		93.75		LABOR	66-003-000-0000-6261	5595 N
43		375.00		LABOR	66-003-000-0000-6261	5645 N
43		218.75		LABOR	66-003-000-0000-6261	5664 N
43		50.00		LABOR	66-003-000-0000-6261	5745 N
43		100.00		MAP SERVER - NOVEMBER	66-003-000-0000-6261	5752 N
43		315.00		ND TAX WEB - NOVEMBER	66-003-000-0000-6261	5753 N
43		1,508.00		MN TAX WEB - NOVEMBER	66-003-000-0000-6261	5754 N
43		93.75		LABOR	66-003-000-0000-6261	5847 N
43		500.00		LABOR	66-003-000-0000-6261	5904 N
43		93.75		LABOR	66-003-000-0000-6261	5905 N
43		1,462.50		LAPTOP	66-003-000-0000-6481	5733 N
43		1,416.70		LAPTOP	66-003-000-0000-6481	5734 N

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/21/2023
Pay Date 12/21/2023

Warrant #	2526	Total...	7,133.45	
Warrant Form	WF91	Total...	18,270.50	24 Transactions
		Final Total...	18,270.50	24 Transactions

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Signed _____
Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/28/2023
Pay Date 12/28/2023

<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>
181	Antony/Ronald J.	100.00	EXECUTIVE BOARD MTG	66-003-000-0000-6106		N
					12/18/2023	12/18/2023
	Warrant #	2527	Total...	100.00		
147	DACOTAH PAPER CO	44.70	PAPER SUPPLIES	66-003-000-0000-6401	21390	N
	Warrant #	2528	Total...	44.70		
159	Johnson/Paul M.	100.00	PERSONNEL MTG	66-003-000-0000-6106		N
					12/12/2023	12/12/2023
159		100.00	EXECUTIVE BOARD MTG	66-003-000-0000-6106		N
					12/18/2023	12/18/2023
	Warrant #	2529	Total...	200.00		
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6261	INV11978733	N
	Warrant #	2530	Total...	47.50		
19	Peterson/Jeffrey	117.90	MILEAGE	66-003-000-0000-6338		N
					12/21/2023	12/21/2023
	Warrant #	2531	Total...	117.90		
101	Ratwik, Roszak & Maloney, P.A.	1,570.00	MISC & COPYRIGHT ISSUE	66-003-000-0000-6261	1715-0001	N
	Warrant #	2532	Total...	1,570.00		
137	VSP Insurance Co.	48.42	VISION INSURANCE - DECEMBER	66-003-000-0000-6871	819391996	N
	Warrant #	2533	Total...	48.42		
	Warrant Form	WF91	Total...	2,128.52		8 Transactions
			Final Total...	2,128.52		8 Transactions

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Signed _____
Director

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



<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>
117	Baker Tilly US, LLP	420.00	PROGRESS BILLING			66-003-000-0000-6261	BT2639177	N
	Warrant # 2534	Total...	420.00					
33	CPS Technology Solutions	8,495.00	ANNUAL HOSTING FEE-DISASTER			66-003-000-0000-6261	384349	N
33		2,180.00	HOSTING FEE - JANUARY			66-003-000-0000-6261	384358	N
	Warrant # 2535	Total...	10,675.00					
6	Delta Dental of Minnesota	405.20	DENTAL INSURANCE - JANUARY			66-003-000-0000-6871	RIS0005393520	N
	Warrant # 2536	Total...	405.20					
192	Engebretson & Sons Disposal	47.70	SERVICE 12/2023			66-003-000-0000-6251	176921	N
	Warrant # 2537	Total...	47.70					
124	Kopitzke/Bob	100.00	EXECUTIVE BOARD MTG			66-003-000-0000-6106	12/18/2023	12/18/2023
	Warrant # 2538	Total...	100.00					
100	Morris Electronics	2,000.00	DATA CIRCUIT - JANUARY			66-003-000-0000-6210	DATAJAN2024	N
	Warrant # 2539	Total...	2,000.00					
148	Terrace, LLC	100.00	MONTHLY WEBSITE MAINT/SUPP			66-003-000-0000-6261	329	N
	Warrant # 2540	Total...	100.00					
	Warrant Form WF91	Total...	13,747.90			8 Transactions		
	Final Total...	13,747.90				8 Transactions		

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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>
201	Culligan Ultrapure, Inc.	107.28	WATER	66-003-000-0000-6401	17708139-12312023	N
	Warrant # 2541	Total...				
		107.28				
113	DDA Human Resources, INC	350.00	JOB DESCRIPTION RECLASS	66-003-000-0000-6261	713	N
	Warrant # 2542	Total...				
		350.00				
37	Hartford/The	221.78	LIFE INSURANCE - JANUARY	66-003-000-0000-6871	873747	N
	Warrant # 2543	Total...				
		221.78				
124	Kopitzke/Bob	100.00	PERSONNEL MEETING	66-003-000-0000-6106		N
	Warrant # 2544	Total...			01/09/2024	01/09/2024
		100.00				
188	Kroona/Jay M	1,110.00	TESTING - DECEMBER	66-003-000-0000-6261		N
	Warrant # 2545	Total...				
		1,110.00				
116	Life Insurance Company of N.America	56.70	ACCIDENT INS - JANUARY	66-003-000-0000-6871	AI961469	N
116		54.56	CRITICAL ILLNESS INS - JANUARY	66-003-000-0000-6871	CI961398	N
116		56.39	HOSPITAL INS - JANUARY	66-003-000-0000-6871	HC960734	N
	Warrant # 2546	Total...				
		167.65				
54	Lincoln National Life Insurance Co/The	298.80	STD INSURANCE - JANUARY	66-003-000-0000-6871	10258571	N
54		356.90	LIFE INSURANCE - JANUARY	66-003-000-0000-6871	10247942	N
	Warrant # 2547	Total...				
		655.70				
29	Otter Tail Power Company	62.85	SERVICE 11/29-12/29/23	66-003-000-0000-6251	20076543	N
29		585.37	SERVICE 11/29-12/29/23	66-003-000-0000-6251	4093126	N
	Warrant # 2548	Total...				
		648.22				
36	Stevens County Auditor Treasurer	53.40	POSTAGE - DECEMBER	66-003-000-0000-6215	1217	N
36		2,300.00	FISCAL SERVICES - JANUARY	66-003-000-0000-6261	1217	N
	Warrant # 2549	Total...				
		2,353.40				
55	Sun Life Financial	30.00	DISABILITY INS - JANUARY	66-003-000-0000-6871	935910	N
	Warrant # 2550	Total...				
		30.00				
	Warrant Form WF91	Total...	5,744.03	15 Transactions		

**EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Monday, January 17, 2024
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Attendees: Chair Bob Kopitzke, Vice Chair Paul Johnson, Norman Holmen, Randy Kramer, Personnel Chair Larry Lindor, Vicki Knobloch-Kletscher, Mike Koehler, Gwen Gillespie, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- Full financials will be presented at the annual board of commissioners meeting
- Staff resignation
- Programming intern
- Independent contractors
- Executive Director Mike Koehler's vacation overage payout to MSRS was actually paid to John Hancock.
- Griggs County, ND
- Contract guidance
- Nominating committee
- The software committee update was given.
- MN Department of Revenue meeting.
- Server updates, cyber security insurance, partitions

**PERSONNEL COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Tuesday, January 09, 2024
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Attendees: Chair Larry Lindor, Paul Johnson, Bob Kopitzke, Karen Ahmann, Mike Koehler, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- Executive Director Mike Koehler's vacation payout went to John Hancock instead of MSRS (MSRS is used for sick payouts), will need to amend board minutes;
- The Developer Intern - we are waiting to hear from for a start date
- The Technical Support/Board Administration position has been filled, will need to go the full board for approval
- Discussion on independent contractors.
 - Sent communication to Kristine Zempel to terminate the contract, waiting to hear from her
 - The option to hire an additional independent contractor, for training of tax support staff, was taken to the Executive Board and approved for up to 20 hours/wk.
- Have received a request from Griggs Co, ND for a demonstration of CPT products
- The next meeting will be held Tuesday, February 13, 2024 at 1 p.m.; discussion on meeting monthly or as needed. New committee members will be appointed at the annual meeting by the new chairperson.

Summary for Software Committee-January 12, 2024

Here's a summary of the 4 pieces of the ETAX Project –

- TAXWEB – We are still waiting on Shawn to get us the new server for the new TAXWEB and once we get the new server we can start testing the process for Statements, Value Notices, TNT and Parcel Photo's. We have updated the ECRV# from the CRV# on the old TAXWEB which be part of the next Tax Release for all counties.
- New Cama/Landcalc – We have 14 programs that have passed Jay's testing ready for the final test from Gwen. We were working with our ETAX user group showing them how Table Maintenance and Category Maintenance in which we got 2 requests/changes that we will get more input from our tax meeting on January 11. The January 11 meeting did happen and we feel we have the guidance that we needed to move forward. We have made a soft promise that we would CAMA/LandCalc out this summer (2024) at the meeting.
- New Report Generator – The county we were hoping to have test next has had some personal changes that will not give them the time to test since they have to focus on training. Our next steps will be to do two major changes that will help with the speed and accuracy of the data on converted report. Once we have those fixes in place we will have another good round of testing from Jay then proceed to select another county along with working with the two counties that are currently working on it.
- ETAX – We should have another round of deep testing for TCG900 Parcel Maintenance. We have also implemented the changes and ready for testing for TCG012 (Increase/Decrease Market Values) which was giving a proof prior to actual calculation and the increased size of fields in TXTILL for TCG173-TCG175 (Calculation and Listings for Avg Deeded and Tillable). We have some changes we are going to address with ETAX User group to see if it would be better to incorporate the changes for accuracy purposes and reporting. As discussed before, we were working with the searches to make them more user friendly and pulling the data in a more defined method to speed it up, these should be done in the next two weeks. We are in the processing of fixing Parcel Valuation and bringing the changes requested by the ETAX user group.

Just a reminder of our goal's below

- Our 1st Goal is to have TAXWEB and New Report Generator live.
- Our 2nd Goal is to have CAMA/LandCalc live.
- Our 3rd Goal is to get Assessor's Module of ETAX live.

Current Systems/User Meetings:

- Payroll- Year-End Release for MN and ND Payroll that included Programming for W2's and the new ESST law (MN only).
- NDIFS- Year -End Release to get them ready for 1099's.
- MNIFS- 1099 Release loaded on all Counties for 1099/Cash Drawer Updates.

- Assessor Meeting held on Jan. 11th, 2024. This was very well attended(45 in-person and at least 30 on Zoom). We gave a demo on New Report Generator and the E-CAMA and E-Tax System. Also, presentations that will get our counties ready for Equalization Notices and PRISM 1.
- Upcoming Auditor-Treasurer Meeting on January 25, 2024 in Morris.
- MACO Conference- Mike and Gwen will attend the upcoming MACO Conference on Feb. 21-22.

Todd County Partition:

We are in the final stages of testing on the Todd County Partition. The printers have all been set up. The plan is for a go-live date in January.

Cyber-Security Insurance:

CPT was issued a policy for Cyber-Security Insurance with The Hartford; the cost coming in at \$19,827.00.

I-Series PTF's:

IBM currently suggests applying PTF's (Program Temporary Fixes) on your I-Series twice a year. We have only been applying them once a year because of the cost that CPS charges, and banking is only required to load twice a year. However, this past weekend our staff took the step of loading the PTF's on our CPUDEV server(Development only), with the goal of loading the PTF's in-house and no longer incurring the cost of hiring it out. This process went very well and we do believe that we can do this process in-house with a savings of \$10,000 per PTF load. As well, we can also consider loading the PTF's twice a year.



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	January 22, 2024		
Agenda Item:	Filling of Technical Support/Board Administrative Position		
Submitted By:	Personnel Committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Placement of Heidi Roiland in the position of Technical Support/Board Administrative at Grade 8 Step 8, effective August 17, 2023.			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2024? Yes			
Recommended Action/Motion:			
Recommend the placement of Heidi Roiland in the position of Technical Support/Board Administrative Position.			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	January 22, 2024		
Agenda Item:	Resignation of Technical Support person		
Submitted By:	Personnel Committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Resignation submitted by Elizabeth Heinze			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2024? No			
Recommended Action/Motion:			
Motion to accept the resignation of Elizabeth Heinze as Technical Support staff, effective February 2, 2024 with approval to backfill the position.			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	January 22, 2024		
Agenda Item:	Amendment to 11-27-2023 Board of Commissioners minutes		
Submitted By:	Personnel Committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Vacation payout went to John Hancock, not MSRS			
Financial Impact:			
Yes or No? No			
Was this budgeted for 2024? No			
Recommended Action/Motion:			
Motion to amend the 11-27-2023 Board of Commissioners minutes to read motion to payout Executive Director Mike Koehler's vacation overage to John Hancock.			