

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, May 20, 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, May 20, 2024, by Chair Johnson. In attendance from member counties were:

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

Others present: Commissioner Wagner – Pope County, Michelle Knutson, Mike Koehler, Gwen Gillespie, Ethan Hamer, Heidi Roiland and Erica Swenson.

Commissioner Kopitzke moved to approve the agenda, seconded by Commissioner Weyer, all members voted aye, motion carried.

Commissioner Meyer moved to approve minutes of the April 22, 2024 Board meeting, seconded by Commissioner Kramer, all members voted aye, motion carried.

Mike Koehler opened the financials presentation by introducing Nick Goeman of Baker Tilly to present the CPT 2023 Audited Financial Reports and Management Letter. It is the opinion of Baker Tilly that the financial statements of CPT present fairly, in all material respects. Chair Johnson thanked Mr. Goeman for the presentation and Stevens County for their work as CPT's fiscal host. Commissioner Imdieke moved to approve the 2023 Audited Financial statements as presented, seconded by Commissioner Lee, all members voted aye, motion carried.

April 2024 financials and warrant registers were presented for review. Commissioner Meyer moved to approve the Warrant Registers for April 22, 2024, May 02, 2024 and May 09, 2024, seconded by Commissioner Lindor, all members voted aye, motion carried.

The Budget/Investment Committee, comprised of Commissioners Holmen, Kramer and Meyer, will meet to provide a recommendation to the full board for the July meeting, in regards to County payback. Discussion followed.

The Building Committee, comprised of Commissioners T. Johnson, Kopitzke and Meyer have received a bid for roof repair; additional bids will be solicited. Commissioner Olson moved to grant the Executive Committee authority to approve a bid for the roof repair not to exceed \$70,000, with warranty terms included in the bid/contract, seconded by Commissioner Miller, all members voted aye, motion carried.

A progress update was given on fiscal host duties being moved inhouse.

Chair Johnson expressed his thanks to the Bylaw Committee. Commissioner Antony presented the second reading of proposed changes to the CPT Bylaws. Commissioner Imdieke moved to approve the verbiage changes to the CPT Bylaws as presented, seconded by Commissioner Antony. A roll call vote was taken with all members present voting aye, motion carried. These changes to the By-laws take effect immediately except for the verbiage change in the executive committee paragraph, which will take effect January 1, 2025.

Commissioner Lindor presented the Personnel Committee update of which there was no meeting held in May.

Gwen Gillespie presented the Software Committee update, along with a demonstration of the new TAXWEB product. Mike Koehler updated the Board on cyber security meetings.

The next meeting of the full JPB is scheduled for July 22, 2024 at 10 a.m. at the Old #1 Southside.

Hearing no further business, Chair Paul Johnson called for adjournment at 11:50 a.m.

Respectfully submitted,

Chair – Paul Johnson

Clerk – Mike Koehler