

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, November 24, 2025
10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:03 a.m., Monday, November 24, 2025, by Chair Paul Johnson. In attendance from member counties were:

Big Stone: Commissioner Klages
Cottonwood: Commissioner Anderson
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Imdieke
Lincoln: Commissioner Drietz
Lyon: Commissioner Andries
Mahnomon: Commissioner Ahmann (via zoom)
Marshall: Commissioner Bring
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Demuth (via zoom)
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth (via zoom)
Pope: Commissioner Lindor
Redwood: absent
Renville: Commissioner Carlson
Steele: absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson
Wadena: Commissioner Winkels
Wilkin: Commissioner Larson
Yellow Medicine: Commissioner Antony

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

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

Commissioner Anderson moved to approve minutes of the September 22, 2025 JPB Full Board meeting, seconded by Commissioner Bring, all members voted aye, motion carried.

Nick Goeman of Baker Tilly joined via zoom to present the 2024 audited financial statements for CPT. Mr. Goeman commended the CPT team for the excellent communication before, during and after the transition to in-house financial functions and with the audit process. Baker Tilly issued a clean opinion of the 2024 financial statements.

Mike Koehler presented the Financial Reports for September and October, warrant registers and monthly deposit reports for review. Discussion followed. Commissioner Imdieke moved to approve the 2024 audited financial statements as presented, the September and October financial reports and the warrants from September 17,

September 24, October 8, October 22, October 29, November 5 and November 13, 2025, seconded by Commissioner Drietz, all members voted aye, motion carried.

Commissioner Lindor presented the Personnel Committee update from the meeting held on November 4, 2025, which Commissioners Lindor and Metz were unable to attend. Commissioner Lindor moved to place Shannon Asmus in the Technical Support Financial Position at Grade 7, Step 5, effective October 27, 2025, seconded by Commissioner Kopitzke, all members voted aye, motion carried.

Commissioner Lindor moved to add the proposed MNPL verbiage to the CPT Personnel policy, seconded by Commissioner Klages, all members voted aye, motion carried.

An RFP was completed for health insurance coverage for CPT employees. The best quote received is from the current provider with a 23% increase. It is the recommendation of the personnel committee to increase the CPT monthly cafeteria contribution by \$200 along with a 4% COLA for all employees. Discussion followed.

Erica Swenson was directed to get additional information from DDA regarding their wage study options and/or maintenance plan.

Discussion on potential new business. CPT has been in communication with potential new clients regarding the CPT Tax Software and CostRite systems. Currently one county has signed a quote to do business with CPT.

Commissioner Imdieke moved to accept the premium increases with Medica and increase the CPT Cafeteria Contribution \$200 per month for each employee, seconded by Commissioner Klages, all members voted aye, motion carried.

Commissioner Lee moved to approve a 4% COLA for all employees for one year, seconded by Commissioner Drietz, with 16 aye votes and 6 nay votes, motion carried.

The 2026 Budget with a 4% COLA was presented for review and discussion. Chair Johnson expressed the board's appreciation to Commissioners Pederson, Antony and Meyer, Mike and staff for the work done on the budget committee. Commissioner Kopitzke moved to adopt the 2026 budget as presented, seconded by Commissioner Antony, all members voted aye, motion carried.

The strategic planning committee has met twice. A list of objectives for 2026 has been compiled and will be presented at the January 2026 meeting of the JPB.

Commissioner Hollingsworth exited the meeting at 11:23 a.m.

Gwen Gillespie presented the Software Committee update of the e-tax program and day to day operations.

Commissioner Kopitzke provided a brief update from the Building Committee. Members of the building committee include Commissioners Kopitzke, Meyer and T. Johnson.

CPT will be participating in the upcoming AMC convention. Along with that, commissioners were provided with talking points for promoting CPT and are encouraged to spend time in the booth if possible.

The next meeting of the JPB will be the annual meeting held on January 26, 2026. The first order of business will be the election of officers and executive committee. Commissioners Lindor and Imdieke volunteered to be on the nominating committee which consists of three members.

Commissioner Neumann expressed his thanks to Mike, Gwen and Erica for meeting with Todd County staff and commissioners.

Upcoming meeting schedule: Executive Committee on January 20, 2026 at 2:00 p.m. with the full JPB meeting on January 26, 2026 at 10:00 a.m.

Hearing no further business to come before the board, Chair P. Johnson called for adjournment at 11:44 a.m.

Chair Paul Johnson

Clerk – Mike Koehler