

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, September 22, 2025
10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:05 a.m., Monday, September 22, 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: absent
Lyon: Commissioner Andries
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Bring
Meeker: Commissioner Paul Johnson
Nobles: absent
Norman: Commissioner Lee
Pipestone: absent
Pope: Commissioner Lindor
Redwood: absent
Renville: Commissioner Carlson
Steele: absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson, non-voting
Wadena: Commissioner Winkels
Wilkin: Commissioner Larson
Yellow Medicine: absent

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 Anderson, all members voted aye, motion carried.

Commissioner Larson moved to approve minutes of the August 25, 2025 JPB Full Board meeting, seconded by Commissioner Bring, all members voted aye, motion carried.

Mike Koehler presented the Financial Reports, warrant registers and monthly deposit report for review. Discussion followed. Commissioner Imdieke moved to approve the August financial reports and warrants from August 20, August 27, September 3 and September 10, 2025, seconded by Commissioner Winkels, all members voted aye, motion carried. Budget committee has met and has the beginnings of a rough draft ready.

Mike Koehler presented the Executive Director's update. Chair Johnson initiated the beginnings of a meeting schedule discussion. CPT was featured in the August edition of the Lakes Country Service Cooperative Communicator. Continued discussion on the CPT and County partnership, it's original purpose and

communications going forward. Chair Johnson directed staff to review the ideas shared, narrow them down and bring back ideas to implement. Discussion on County Commissioners sitting at the CPT booth during conferences.

Commissioner Lindor and Erica Swenson presented the Personnel Committee update from the meeting held on September 9, 2025. Commissioner Lindor moved to accept the bid from insurance carrier MetLife for private coverage of the required MN Paid Family and Medical Leave benefit that goes into effect January 1, 2026, seconded by Commissioner Lee, all members voted aye, motion carried.

Gwen Gillespie presented the Software Committee update of the e-tax program and day to day operations. Erica Swenson presented a flow chart of how CPT's Human Resource, CostRite/CostTime, Payroll and Trimin's financial system all interface together as well as a demonstration of CPT's e-time portal software.

Commissioner Kopitzke provided a brief update from the Building Committee.

Upcoming meeting schedule: Executive Committee on October 20, 2025 at 10:00 a.m. with the full JPB meeting on October 27, 2025 at 10:00 a.m.

Hearing no further business to come before the board, Chair P. Johnson called for adjournment at 11:42 a.m.

Chair Paul Johnson

Clerk – Mike Koehler