
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

Monday, November 24, 2025

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 9-22-2025 Joint Powers Board Meeting

10:10 am Financial Reporting – Mike Koehler

- Financial Audit – Nick Goeman of Baker Tilly
- Review of Revenue and Expenditures
- September and October 2025 Financials for Approval
- Warrants for Review and Approval
- Monthly Deposit Report

10:40 am Personnel Update/Personnel Committee

- Tech support-Financial position
- MNPL Personnel Policy verbiage
- Health Insurance

10:50 am Executive Director/Committee Update and Recommendation Items

- COLA/County Contribution
- 2026 Budget
- Potential new clients
- Strategic Planning update

11:00 am Software Committee Update – Gwen Gillespie

- Software Update

11:15 am Other Business –

- Building Committee
- Nominating Committee

11:25 am Upcoming Meetings:

- CANCELLED - Executive Board – December 22, 2025 at 10:00 am
- Executive Committee – January 20, 2026, 2:00 p.m.; at CPT Office and via zoom
- JPB Meeting (Annual Meeting) – Full Board January 26, 2026 at 10:00 am; The Old No. 1 – Southside, Morris and via zoom; lunch with staff to follow

Note: *Interactive technology under Minnesota Statutes, section 13D.02 may be utilized for this meeting.*

**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, its 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

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 09/2025

66 FUND Counties Providing Technology

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>75% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	569,431.00-	1,645,339.00-	2,208,876.00-	74
66-003-000-0000-5502	Hosting Fees - MN	66,628.00-	187,740.00-	274,692.00-	68
66-003-000-0000-5512	Charges For Services - ND	61,602.00-	177,470.00-	253,452.00-	70
66-003-000-0000-5513	Hosting Fees - ND	14,326.00-	39,817.00-	54,228.00-	73
66-003-000-0000-5701	Investment/Interest Earnings	11,726.90-	59,104.61-	50,000.00-	118
66-003-000-0000-5802	Misc. Revenue	98,985.00-	139,580.00-	120,000.00-	116
66-003-000-0000-5992	Dental/Disability Insurance	4,387.69-	12,009.89-	165,000.00-	7
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	403,846.99	1,171,356.80	1,600,301.00	73
66-003-000-0000-6106	Per Diem	5,904.40	15,603.20	28,800.00	54
66-003-000-0000-6110	CPT Contribution	64,050.00	172,935.00	226,800.00	76
66-003-000-0000-6160	Employer PERA	29,647.36	85,709.81	120,023.00	71
66-003-000-0000-6170	Employer FICA	25,419.52	73,552.55	99,219.00	74
66-003-000-0000-6180	Employer Medicare	5,944.81	17,201.99	23,204.00	74
66-003-000-0000-6190	Workman's Comp Insurance	0.00	1,195.00	2,000.00	60
66-003-000-0000-6191	Unemployment	0.00	1,340.10	0.00	0
66-003-000-0000-6210	Telephone	6,146.00	20,377.00	26,000.00	78
66-003-000-0000-6215	Postage	156.00	488.48	1,000.00	49
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	2,355.43	5,000.00	47
66-003-000-0000-6245	Dues, Subscriptions and Books	198.96	3,196.88	2,000.00	160
66-003-000-0000-6251	Utilities	3,324.46	8,664.49	24,000.00	36
66-003-000-0000-6261	Professional Fees for Services	33,573.29	125,521.51	180,000.00	70
66-003-000-0000-6271	Professional Cleaning	1,800.00	5,400.00	10,600.00	51
66-003-000-0000-6331	Training/Registration	3,013.08	11,798.99	17,000.00	69
66-003-000-0000-6337	Lodging/Meals	6,200.54	8,866.06	10,000.00	89
66-003-000-0000-6338	Mileage	7,180.46	15,654.83	19,000.00	82
66-003-000-0000-6359	Employee Recognition	44.37	380.94	1,000.00	38
66-003-000-0000-6401	Office Supplies	2,973.34	6,101.85	7,000.00	87
66-003-000-0000-6402	Software/Licenses	18,039.43	64,232.80	95,000.00	68
66-003-000-0000-6481	Small Equipment	3,693.95	14,115.45	20,000.00	71
66-003-000-0000-6482	Electronic Supplies	0.00	421.13	6,000.00	7
66-003-000-0000-6606	Building Improvements	5,250.00	7,451.17	53,000.00	14
66-003-000-0000-6609	Large Equipment - Furniture	0.00	16,430.35	35,000.00	47
66-003-000-0000-6815	Misc Expense	219.89	256.82	1,000.00	26

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 09/2025

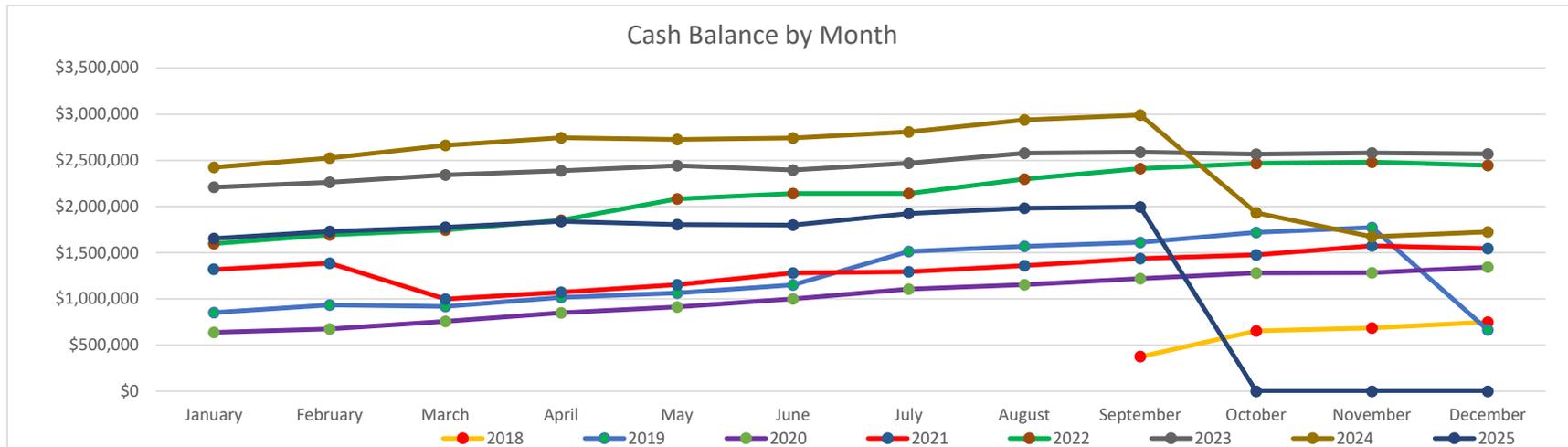
Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>75% % of BDG</u>
66-003-000-0000-6871	Insurance	4,117.59	40,292.47	190,000.00	21
3 DEPT	Totals Counties Providing Technology	827,086.59-	2,261,060.50-	3,126,248.00-	72
		Expend.	630,744.44	1,890,901.10	67
		Net	196,342.15-	370,159.40-	114
66 FUND	Totals Counties Providing Technology	827,086.59-	2,261,060.50-	3,126,248.00-	72
		Expend.	630,744.44	1,890,901.10	67
		Net	196,342.15-	370,159.40-	114
FINAL TOTALS	34 Accounts	827,086.59-	2,261,060.50-	3,126,248.00-	72
		Expend.	630,744.44	1,890,901.10	67
		Net	196,342.15-	370,159.40-	114

Cash Balance by Month



	January	February	March	April	May	June	July	August	September	October	November	December
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	\$2,524,887	\$2,663,053	\$2,745,738	\$2,726,770	\$2,742,604	\$2,807,547	\$2,939,338	\$2,990,954	\$1,933,228	\$1,673,468	\$1,724,680
2025	\$1,655,133	\$1,730,484	\$1,777,237	\$1,839,472	\$1,805,796	\$1,799,356	\$1,923,541	\$1,982,588	\$1,995,698			

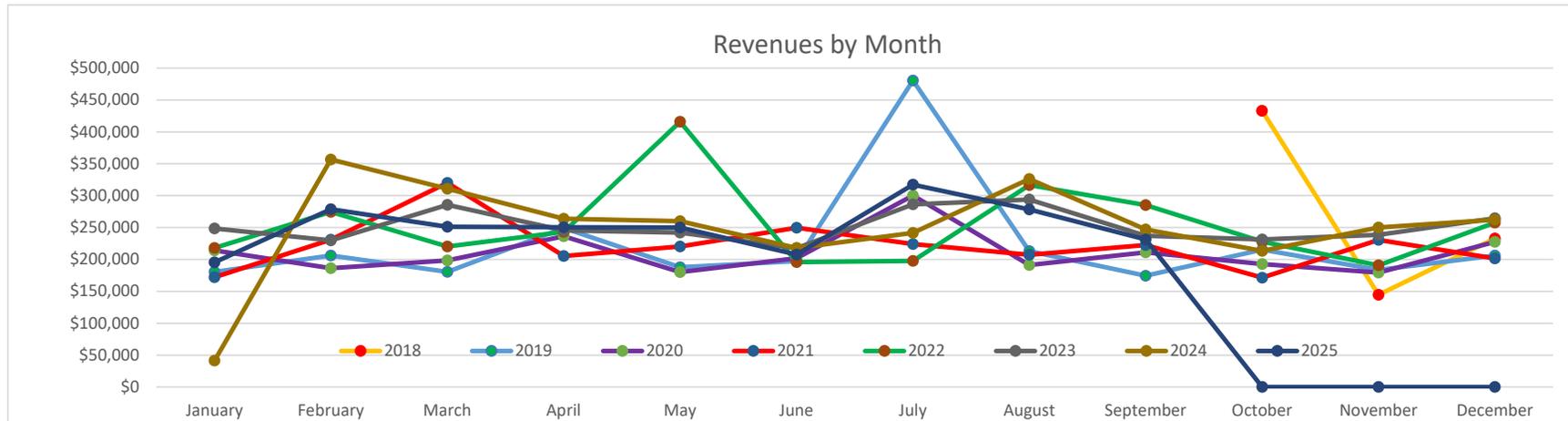


Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.
 Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.
 Return of capital contributions were paid in 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).
 Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.
 Return of capital contributions were paid in October 2024 totaling \$1,080,000 to the 24 owning counties (\$45,000 to each county).

Revenues by Month



	January	February	March	April	May	June	July	August	September	October	November	December
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	\$356,744	\$310,634	\$263,745	\$259,968	\$218,013	\$241,746	\$325,941	\$247,066	\$213,352	\$250,022	\$262,308
2025	\$195,608	\$278,892	\$251,126	\$250,573	\$250,200	\$207,574	\$317,254	\$278,379	\$231,454			

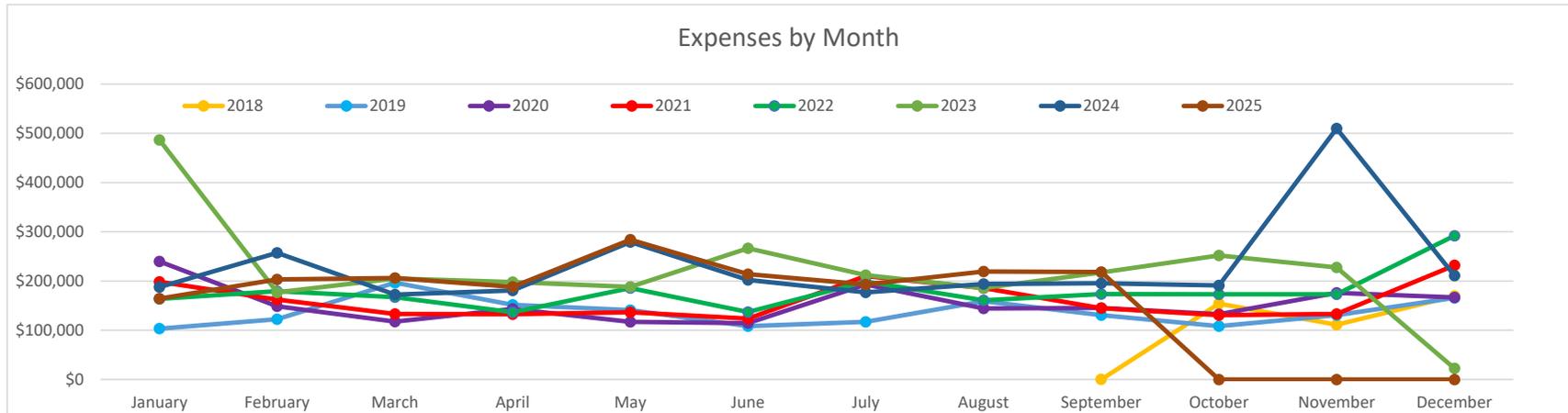


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 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
 May 2022 revenue includes \$170,000 contribution from Pope County for purchase into the Counties Providing Technology JPA

Expenses by Month

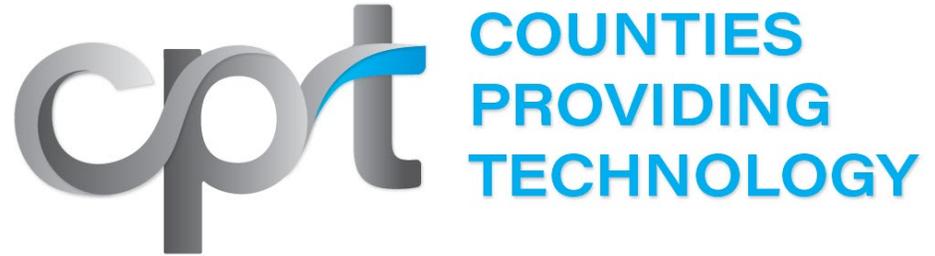


	January	February	March	April	May	June	July	August	September	October	November	December
2022	\$164,026	\$179,442	\$167,272	\$136,679	\$185,656	\$137,061	\$199,008	\$160,767	\$173,814	\$172,912	\$173,060	\$292,015
2023	\$486,450	\$176,843	\$205,011	\$198,044	\$188,293	\$266,503	\$211,926	\$185,553	\$217,245	\$251,794	\$227,464	\$22,541
2024	\$187,741	\$257,167	\$172,469	\$181,060	\$279,036	\$202,179	\$176,803	\$194,149	\$195,450	\$191,078	\$509,782	\$211,096
2025	\$164,517	\$203,147	\$206,264	\$188,338	\$283,876	\$214,014	\$193,068	\$219,333	\$218,344			



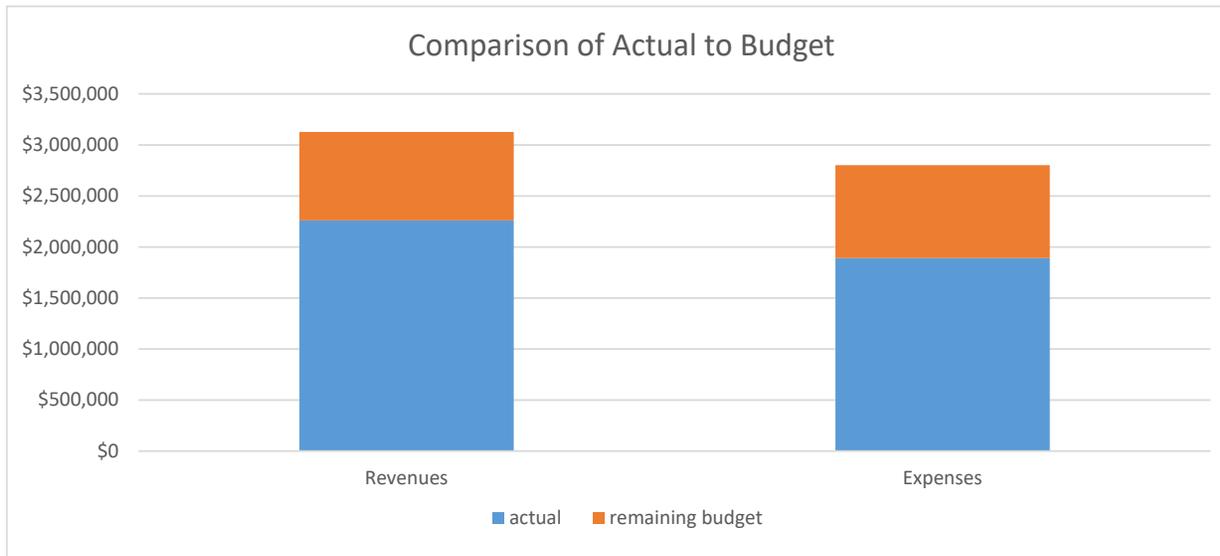
Budget to Actual Comparison

Through September 2025



Percent of year completed **75%**

Year-to-date		Percent of budget	Approved 2025 Budget	
Revenues	\$2,261,061	72%	Revenues	\$3,126,248
Expenses	\$1,890,901	67%	Expenses	\$2,802,947
Return of capital		0%	Return of capital	\$0



**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 10/2025

66 FUND Counties Providing Technology

Report Basis: Modified Accrual

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>83% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	257,298.57-	1,902,637.57-	2,208,876.00-	86
66-003-000-0000-5502	Hosting Fees - MN	26,367.00-	214,107.00-	274,692.00-	78
66-003-000-0000-5512	Charges For Services - ND	22,069.00-	199,539.00-	253,452.00-	79
66-003-000-0000-5513	Hosting Fees - ND	4,510.00-	44,327.00-	54,228.00-	82
66-003-000-0000-5701	Investment/Interest Earnings	1,312.71-	60,417.32-	50,000.00-	121
66-003-000-0000-5802	Misc. Revenue	1,050.00-	140,630.00-	120,000.00-	117
66-003-000-0000-5992	Dental/Disability Insurance	1,316.85-	13,326.74-	165,000.00-	8
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	192,723.46	1,364,080.26	1,600,301.00	85
66-003-000-0000-6106	Per Diem	700.00	16,303.20	28,800.00	57
66-003-000-0000-6110	CPT Contribution	20,538.00	193,473.00	226,800.00	85
66-003-000-0000-6160	Employer PERA	14,454.27	100,164.08	120,023.00	83
66-003-000-0000-6170	Employer FICA	12,038.73	85,591.28	99,219.00	86
66-003-000-0000-6180	Employer Medicare	2,815.50	20,017.49	23,204.00	86
66-003-000-0000-6190	Workman's Comp Insurance	0.00	1,195.00	2,000.00	60
66-003-000-0000-6191	Unemployment	0.00	1,340.10	0.00	0
66-003-000-0000-6210	Telephone	2,044.00	22,421.00	26,000.00	86
66-003-000-0000-6215	Postage	0.00	488.48	1,000.00	49
66-003-000-0000-6244	Printing/Publishing & Advertising	1,380.00	3,735.43	5,000.00	75
66-003-000-0000-6245	Dues, Subscriptions and Books	96.30	3,293.18	2,000.00	165
66-003-000-0000-6251	Utilities	995.92	9,660.41	24,000.00	40
66-003-000-0000-6261	Professional Fees for Services	7,385.94	132,907.45	180,000.00	74
66-003-000-0000-6271	Professional Cleaning	635.00	6,035.00	10,600.00	57
66-003-000-0000-6331	Training/Registration	2,976.94	14,775.93	17,000.00	87
66-003-000-0000-6337	Lodging/Meals	900.09	9,766.15	10,000.00	98
66-003-000-0000-6338	Mileage	1,017.10	16,671.93	19,000.00	88
66-003-000-0000-6359	Employee Recognition	0.00	380.94	1,000.00	38
66-003-000-0000-6401	Office Supplies	1,222.01	7,323.86	7,000.00	105
66-003-000-0000-6402	Software/Licenses	2,375.92	66,608.72	95,000.00	70
66-003-000-0000-6481	Small Equipment	119.99	14,235.44	20,000.00	71
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**** Counties Providing Technology ****



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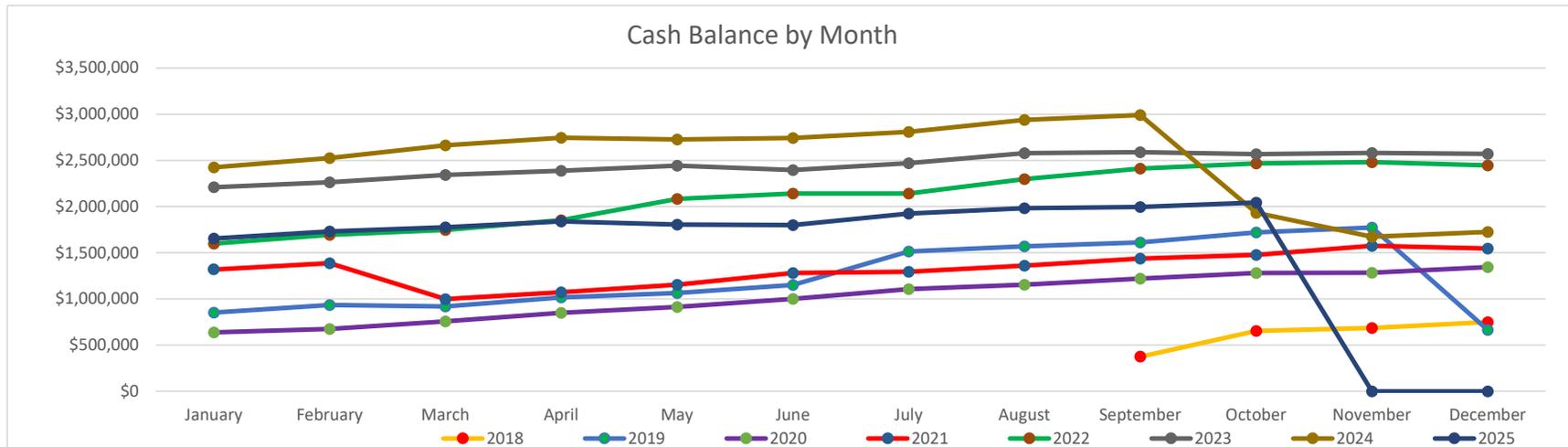
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66-003-000-0000-6871	Insurance	1,306.15	41,598.62	190,000.00	22	
3 DEPT	Totals Counties Providing Technology	Revenue	313,924.13-	2,574,984.63-	3,126,248.00-	82
		Expend.	265,725.32	2,156,626.42	2,802,947.00	77
		Net	48,198.81-	418,358.21-	323,301.00-	129
66 FUND	Totals Counties Providing Technology	Revenue	313,924.13-	2,574,984.63-	3,126,248.00-	82
		Expend.	265,725.32	2,156,626.42	2,802,947.00	77
		Net	48,198.81-	418,358.21-	323,301.00-	129
FINAL TOTALS	34 Accounts	Revenue	313,924.13-	2,574,984.63-	3,126,248.00-	82
		Expend.	265,725.32	2,156,626.42	2,802,947.00	77
		Net	48,198.81-	418,358.21-	323,301.00-	129

Cash Balance by Month

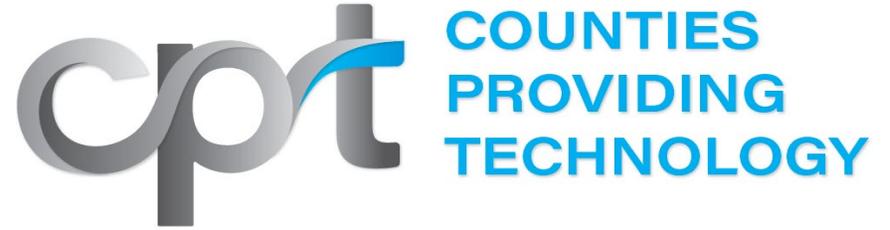


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2023	\$2,209,404	\$2,262,540	\$2,343,182	\$2,388,733	\$2,444,289	\$2,395,367	\$2,469,834	\$2,578,157	\$2,588,856	\$2,568,565	\$2,579,790	\$2,571,150
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2025	\$1,655,133	\$1,730,484	\$1,777,237	\$1,839,472	\$1,805,796	\$1,799,356	\$1,923,541	\$1,982,588	\$1,995,698	\$2,043,897		

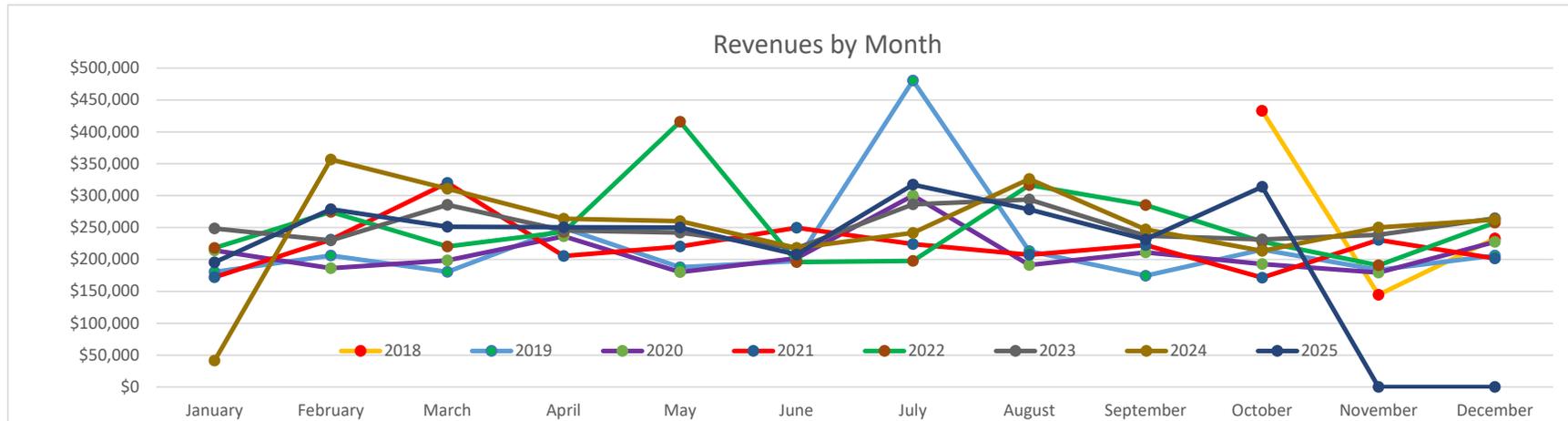


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2025	\$195,608	\$278,892	\$251,126	\$250,573	\$250,200	\$207,574	\$317,254	\$278,379	\$231,454	\$313,924		

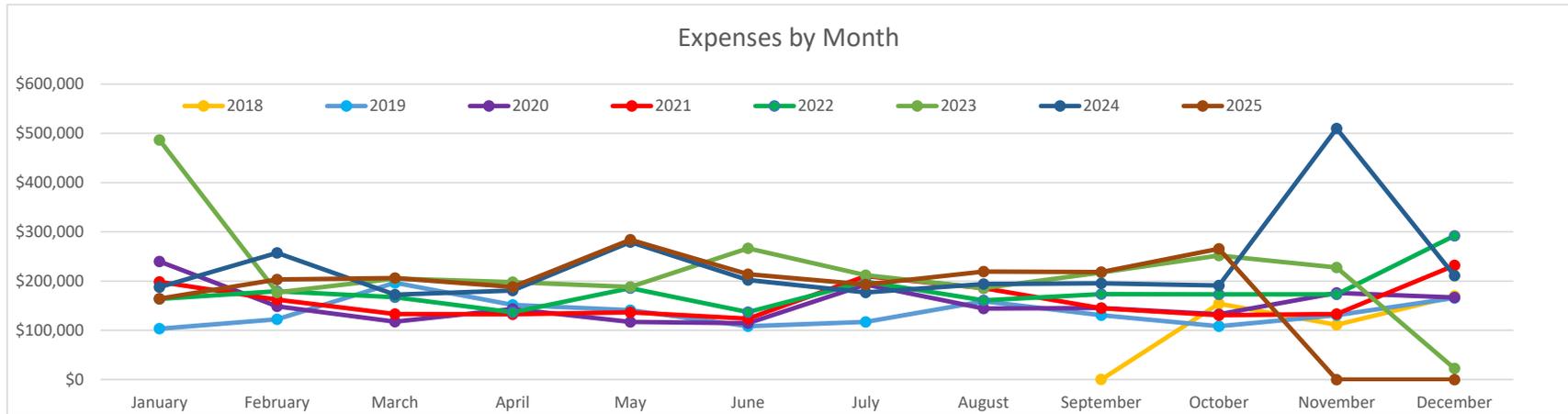


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Expenses by Month

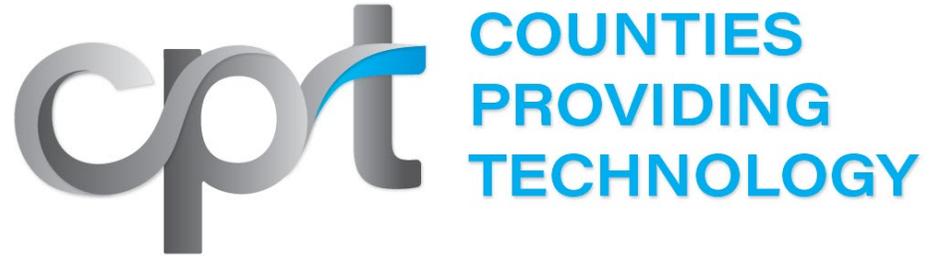


	January	February	March	April	May	June	July	August	September	October	November	December
2022	\$164,026	\$179,442	\$167,272	\$136,679	\$185,656	\$137,061	\$199,008	\$160,767	\$173,814	\$172,912	\$173,060	\$292,015
2023	\$486,450	\$176,843	\$205,011	\$198,044	\$188,293	\$266,503	\$211,926	\$185,553	\$217,245	\$251,794	\$227,464	\$22,541
2024	\$187,741	\$257,167	\$172,469	\$181,060	\$279,036	\$202,179	\$176,803	\$194,149	\$195,450	\$191,078	\$509,782	\$211,096
2025	\$164,517	\$203,147	\$206,264	\$188,338	\$283,876	\$214,014	\$193,068	\$219,333	\$218,344	\$265,725		



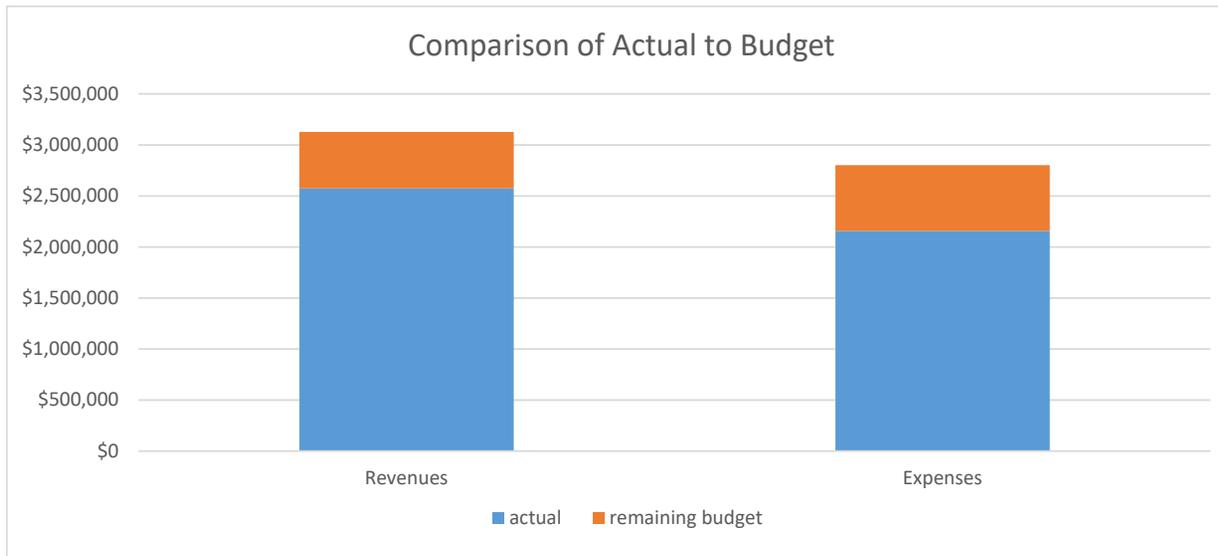
Budget to Actual Comparison

Through October 2025



Percent of year completed **83%**

Year-to-date		Percent of budget	Approved 2025 Budget	
Revenues	\$2,574,985	82%	Revenues	\$3,126,248
Expenses	\$2,156,626	77%	Expenses	\$2,802,947
Return of capital		0%	Return of capital	\$0

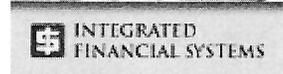


****** Counties Providing Technology ******



<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>
213	Carahsoft Technology Corp	13,250.00	SPLUNK 1 YEAR			66-003-000-0000-6402	IN2072289	N
							09/19/2025	09/18/2026
Warrant #	3350	Total...	13,250.00					
151	City of Morris	118.07	WATER/SEWER SERVICE			66-003-000-0000-6251	02-22900610-02-0	N
Warrant #	3351	Total...	118.07					
28	Old No 1 Bar & Grill	817.10	AUDITOR/TREASURER MEETING			66-003-000-0000-6337	537	N
							09/10/2025	09/10/2025
Warrant #	3352	Total...	817.10					
29	Otter Tail Power Company	99.88	SERVICE			66-003-000-0000-6251	20076543	N
							07/30/2025	08/27/2025
29		813.34	SERVICE			66-003-000-0000-6251	4093126	N
							07/30/2025	08/27/2025
Warrant #	3353	Total...	913.22					
59	US Bank	36.32	ZOOM			66-003-000-0000-6245		N
59		48.52	ENGBRETSONS - GARBAGE			66-003-000-0000-6251		N
59		34.19	SIMPLISAFE			66-003-000-0000-6261		N
59		100.00	TERRACE - WEBSITE MAINT			66-003-000-0000-6261		N
59		21.74	CANDY - ASSESSOR MTG			66-003-000-0000-6331		N
59		82.96	HR 101 TRAINING MEALS			66-003-000-0000-6337		N
							08/05/2025	08/05/2025
59		138.94	PAYROLL 101 TRAINING MEALS			66-003-000-0000-6337		N
59		85.52	HR 101 TRAINING MEALS			66-003-000-0000-6337		N
							08/06/2025	08/06/2025
59		175.70	LODGING - GRIGGS TRAINING			66-003-000-0000-6337		N
59		175.70	LODGING - GRIGGS TRAINING			66-003-000-0000-6337		N
59		18.49	AMAZON - REFUND			66-003-000-0000-6401		N
59		129.46	PAPER PRODUCTS			66-003-000-0000-6401		N
59		39.99	PAPER SUPPLIES			66-003-000-0000-6401		N
59		110.00	WATER			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N

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



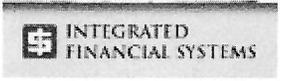
Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 09/17/2025
Pay Date 09/17/2025

<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	971.35	ATLASSIAN			66-003-000-0000-6402		N
59		930.62	IBM			66-003-000-0000-6402		N
Warrant #	3354	Total...	3,084.02					
Warrant Form	WF91	Total...	18,182.41	22 Transactions				
		Final Total...	18,182.41	22 Transactions				

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



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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	100.00	EXECUTIVE BOARD		66-003-000-0000-6106		N
						09/15/2025	09/15/2025
126		100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
126		201.60	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3355	Total...	401.60				
203	Anderson/Larry Dean	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
203		173.60	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3356	Total...	273.60				
176	Andries/Thomas D.	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
176		123.20	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3357	Total...	223.20				
168	Bring/Sharon	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
168		310.80	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3358	Total...	410.80				
30	Center Point Energy	29.24	SERVICE		66-003-000-0000-6251	10942506-6	N
						08/08/2025	09/10/2025
30		23.51	SERVICE		66-003-000-0000-6251	11831812-0	N
						08/08/2025	09/10/2025
Warrant #	3359	Total...	52.75				
37	Hartford/The	161.67	LIFE INSURANCE - OCTOBER		66-003-000-0000-6871	925403	N
Warrant #	3360	Total...	161.67				
185	IMDIEKE/ROGER R.	100.00	PERSONNEL COMMITTEE		66-003-000-0000-6106		N
						09/09/2025	09/09/2025
185		100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
185		88.20	MILEAGE		66-003-000-0000-6338	09/22/2025	09/22/2025 N
	Warrant #	3361	Total...	288.20		09/22/2025	09/22/2025
159	Johnson/Paul M.	100.00	EXECUTIVE BOARD		66-003-000-0000-6106	06/23/2025	06/23/2025 N
159		100.00	EXECUTIVE BOARD		66-003-000-0000-6106	07/21/2025	07/21/2025 N
159		100.00	EXECUTIVE BOARD		66-003-000-0000-6106	08/18/2025	08/18/2025 N
159		100.00	JOINT POWERS BOARD		66-003-000-0000-6106	08/25/2025	08/25/2025 N
159		9.80	MILEAGE		66-003-000-0000-6338	06/23/2025	06/23/2025 N
159		126.00	MILEAGE		66-003-000-0000-6338	08/25/2025	08/25/2025 N
	Warrant #	3362	Total...	535.80			
166	Johnson/Troy	100.00	JOINT POWERS BOARD		66-003-000-0000-6106	09/22/2025	09/22/2025 N
166		33.60	MILEAGE		66-003-000-0000-6338	09/22/2025	09/22/2025 N
	Warrant #	3363	Total...	133.60			
208	Klages/Jeffrey	100.00	JOINT POWERS BOARD		66-003-000-0000-6106	09/22/2025	09/22/2025 N
208		49.70	MILEAGE		66-003-000-0000-6338	09/22/2025	09/22/2025 N
	Warrant #	3364	Total...	149.70			
124	Kopitzke/Bob	100.00	EXECUTIVE BOARD		66-003-000-0000-6106	09/15/2025	09/15/2025 N
124		100.00	JOINT POWERS BOARD		66-003-000-0000-6106	09/22/2025	09/22/2025 N
	Warrant #	3365	Total...	200.00			
173	Larson/Dennis	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N

**** Counties Providing Technology ****



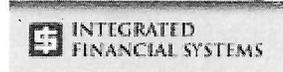
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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
173		84.00	MILEAGE		66-003-000-0000-6338	09/22/2025	09/22/2025
	Warrant # 3366	Total...	184.00				
172	Lee/Jesse M	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
172		204.40	MILEAGE		66-003-000-0000-6106	09/22/2025	09/22/2025
	Warrant # 3367	Total...	304.40				
54	Lincoln Financial Group	396.00	STD INSURANCE - OCTOBER		66-003-000-0000-6871	1196355	N
54		491.55	LIFE/AD&D INSURANCE - OCTOBE		66-003-000-0000-6871	1196355	N
	Warrant # 3368	Total...	887.55				
169	Lindor/Larry	100.00	EXECUTIVE BOARD		66-003-000-0000-6106		N
169		100.00	JOINT POWERS BOARD		66-003-000-0000-6106	09/15/2025	09/15/2025
169		22.40	MILEAGE		66-003-000-0000-6338	09/22/2025	09/22/2025
169		22.40	MILEAGE		66-003-000-0000-6338	09/15/2025	09/15/2025
	Warrant # 3369	Total...	244.80				
226	LMnt Architecture	5,250.00	RETAINER		66-003-000-0000-6606		N
	Warrant # 3370	Total...	5,250.00				
219	MetLife	112.78	HOSPITAL INSURANCE - OCTOBE		66-003-000-0000-6871	5778129	N
219		62.55	ACCIDENT INSURANCE - OCTOBE		66-003-000-0000-6871	5778129	N
219		56.49	CRITICAL ILLNESS - OCTOBER		66-003-000-0000-6871	5778129	N
	Warrant # 3371	Total...	231.82				
164	Meyer/Charlie L	100.00	BUDGET COMMITTEE		66-003-000-0000-6106		N
164		100.00	JOINT POWERS BOARD		66-003-000-0000-6106	09/05/2025	09/05/2025
						09/22/2025	09/22/2025

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
164	Meyer/Charlie L	70.00	MILEAGE		66-003-000-0000-6338		N
						09/05/2025	09/05/2025
164		70.00	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3372	Total...	340.00				
100	Morris Electronics	2,044.00	DATA CIRCUIT - OCTOBER		66-003-000-0000-6210	DATAOCT2025	N
Warrant #	3373	Total...	2,044.00				
210	ND Association of Counties	1,100.00	ANNUAL CONFERENCE		66-003-000-0000-6331	27078	N
Warrant #	3374	Total...	1,100.00				
157	Neumann/Randy	84.00	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3375	Total...	84.00				
170	Pederson/Edward	100.00	BUDGET COMMITTEE		66-003-000-0000-6106		N
						09/05/2025	09/05/2025
170		100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
170		39.20	MILEAGE		66-003-000-0000-6338		N
						09/05/2025	09/05/2025
170		39.20	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3376	Total...	278.40				
186	Renville County	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
186		140.00	MILEAGE		66-003-000-0000-6338		N
						09/22/2025	09/22/2025
Warrant #	3377	Total...	240.00				
13	Swenson/Erica	80.14	FLOWERS/PUMPKINS FRONT		66-003-000-0000-6401		N
Warrant #	3378	Total...	80.14				
107	Todd County Auditor Treasurer	100.00	JOINT POWERS BOARD		66-003-000-0000-6106		N
						09/22/2025	09/22/2025
Warrant #	3379	Total...	100.00				

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09/24/2025

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

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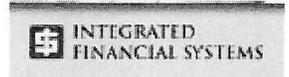
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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
137	VSP Insurance Co.	10.70	VISION INS - OCTOBER	66-003-000-0000-6871	823611698	N
Warrant #	3380	Total...	10.70			
189	Wagner/Gordon L	100.00	JOINT POWERS BOARD	66-003-000-0000-6106		N
189		42.00	MILEAGE	66-003-000-0000-6338	09/22/2025	09/22/2025
Warrant #	3381	Total...	142.00		09/22/2025	09/22/2025
Warrant Form	WF91	Total...	14,352.73	59 Transactions		
	Final Total...	14,352.73	59 Transactions			

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



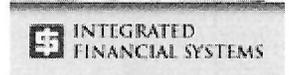
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							<u>From Date</u>	<u>To Date</u>
127	Aloha Window Cleaning, LLC	35.00	WINDOW CLEANING			66-003-000-0000-6271	5794	N
	Warrant # 3382	Total...	35.00					
161	Hollingsworth/Christopher	100.00	PERSONNEL COMMITTEE			66-003-000-0000-6106		N
							09/09/2025	09/09/2025
161		100.00	EXECUTIVE BOARD			66-003-000-0000-6106		N
							09/15/2025	09/15/2025
	Warrant # 3383	Total...	200.00					
225	Howell/Valerie L	77.00	MILEAGE - KANDI TRAINING			66-003-000-0000-6338		N
							09/22/2025	09/22/2025
	Warrant # 3384	Total...	77.00					
134	Marco Technologies, LLC	47.50	SHRED SERVICE			66-003-000-0000-6261	INV14354600	N
	Warrant # 3385	Total...	47.50					
43	Morris Electronics	150.00	TECH CONNECT CONF FEES - FIN			66-003-000-0000-5802		N
	Warrant # 3386	Total...	150.00					
28	Old No 1 Bar & Grill	150.00	JOINT POWERS MEETING			66-003-000-0000-6337	546	N
							09/22/2025	09/22/2025
28		629.31	HR MEETING			66-003-000-0000-6337	547	N
							09/25/2025	09/25/2025
	Warrant # 3387	Total...	779.31					
	Warrant Form WF91	Total...	1,288.81		8 Transactions			
	Final Total...	1,288.81			8 Transactions			

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
117	Baker Tilly US, LLP	525.00	FINAL BILLING - 2024 AUDIT	66-003-000-0000-6261	BT3339697	N
	Warrant # 3388	Total...	525.00			
209	Bruns/Julie	45.87	LUNCH - FARIBAULT TRAINING	66-003-000-0000-6337		N
					10/01/2025	10/01/2025
209		63.36	SUPPER - FARIBAULT TRAINING	66-003-000-0000-6337		N
					10/01/2025	10/01/2025
209		30.89	LUNCH - FARIBAULT TRAINING	66-003-000-0000-6337		N
					10/02/2025	10/02/2025
209		280.00	MILEAGE - FARIBAULT TRAINING	66-003-000-0000-6338		N
					10/01/2025	10/02/2025
	Warrant # 3389	Total...	420.12			
228	CloudSAFE Group, LLC	2,680.00	HOSTING - OFFSITE REPLICATION	66-003-000-0000-6261	INV12631	N
	Warrant # 3390	Total...	2,680.00			
188	Kroona/Jay M	1,785.00	TESTING - SEPTEMBER	66-003-000-0000-6261		N
	Warrant # 3391	Total...	1,785.00			
139	STEVENS COUNTY TIMES	1,380.00	TECH SUPPORT SPECIALIST	66-003-000-0000-6244	12710	N
	Warrant # 3392	Total...	1,380.00			
220	Winkels/Bryan	100.00	JOINT POWERS BOARD	66-003-000-0000-6106		N
					09/22/2025	09/22/2025
220		100.10	MILEAGE	66-003-000-0000-6338		N
					09/22/2025	09/22/2025
	Warrant # 3393	Total...	200.10			
	Warrant Form WF91	Total...	6,990.22	10 Transactions		
	Final Total...	6,990.22	10 Transactions			

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
209	Bruns/Julie	10.67	LUNCH		66-003-000-0000-6337		N
						10/20/2025	10/20/2025
209		79.80	MILEAGE TO WILKIN COUNTY		66-003-000-0000-6338		N
						10/20/2025	10/20/2025
	Warrant #	3394	Total...		90.47		
30	Center Point Energy	23.51	SERVICE		66-003-000-0000-6251	11831812-0	N
						09/10/2025	10/09/2025
30		24.61	SERVICE		66-003-000-0000-6251	10942506-6	N
						09/10/2025	10/09/2025
	Warrant #	3395	Total...		48.12		
208	Klages/Jeffrey	100.00	STRATEGIC PLANNING		66-003-000-0000-6106		N
						10/09/2025	10/09/2025
208		49.00	MILEAGE		66-003-000-0000-6338		N
						10/09/2025	10/09/2025
	Warrant #	3396	Total...		149.00		
124	Kopitzke/Bob	100.00	BUILDING COMMITTEE		66-003-000-0000-6106		N
						10/01/2025	10/01/2025
124		100.00	STRATEGIC PLANNING		66-003-000-0000-6106		N
						10/09/2025	10/09/2025
	Warrant #	3397	Total...		200.00		
43	Morris Electronics	59.98	DOMAIN RENEWAL - MN & ND		66-003-000-0000-6245	16209	N
43		93.75	LABOR		66-003-000-0000-6261	16215	N
						10/07/2025	10/07/2025
43		93.75	LABOR		66-003-000-0000-6261	16057	N
						09/29/2025	09/29/2025
43		62.50	LABOR		66-003-000-0000-6261	16052	N
						09/29/2025	09/29/2025
43		100.00	MAP SERVER - SEPTEMBER		66-003-000-0000-6261	15962	N
43		1,508.00	MN TAX WEB - SEPTEMBER		66-003-000-0000-6261	15961	N
43		315.00	ND TAX WEB - SEPTEMBER		66-003-000-0000-6261	15960	N
43		119.99	LAPTOP BATTERY		66-003-000-0000-6481	16093	N
	Warrant #	3398	Total...		2,352.97		

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						<u>From Date</u>	<u>To Date</u>
29	Otter Tail Power Company	813.37	SERVICE		66-003-000-0000-6251	4093126	N
						08/28/2025	09/29/2025
29		85.91	SERVICE		66-003-000-0000-6251	20076543	N
						08/28/2025	09/29/2025
Warrant #	3399	Total...	899.28				
9	Swanson/Craig	600.00	OFFICE CLEANING - OCTOBER		66-003-000-0000-6271		N
Warrant #	3400	Total...	600.00				
59	US Bank	36.32	ZOOM		66-003-000-0000-6245		N
59		48.52	ENGBRETSONS - GARBAGE		66-003-000-0000-6251		N
59		34.19	SIMPLISAFE		66-003-000-0000-6261		N
59		100.00	TERRACE - WEBSITE MAINT		66-003-000-0000-6261		N
59		19.40	MEETING CANDY		66-003-000-0000-6331		N
59		1,440.00	MN ASSESSORS FALL CONFERENCE		66-003-000-0000-6331		N
59		59.97	PROMOTIONAL ITEMS		66-003-000-0000-6331		N
59		54.42	MEETING CANDY		66-003-000-0000-6331		N
59		63.35	ND CONFERENCE BASKET		66-003-000-0000-6331		N
59		1,200.00	AMC BOOTH		66-003-000-0000-6331		N
59		139.80	EMPLOYEE NAME BADGES		66-003-000-0000-6331		N
59		661.92	REFUND - CONFERENCE		66-003-000-0000-6337		N
59		505.56	FARIBAULT TRAINING		66-003-000-0000-6337		N
59		200.81	SUPPLIES		66-003-000-0000-6401		N
59		14.70	SUPPLIES		66-003-000-0000-6401		N
59		199.83	SUPPLIES		66-003-000-0000-6401		N
59		87.84	SUPPLIES		66-003-000-0000-6401		N
59		39.27	HANDSOAP		66-003-000-0000-6401		N
59		110.00	WATER		66-003-000-0000-6401		N
59		569.56	TONER		66-003-000-0000-6401		N
59		100.00	GITHUB		66-003-000-0000-6402		N
59		21.50	ZOHO		66-003-000-0000-6402		N
59		256.37	ADOBE		66-003-000-0000-6402		N

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59	US Bank	943.05	ATLASSIAN			66-003-000-0000-6402		N
Warrant #	3401	Total...	5,582.54					
Warrant Form	WF91	Total...	9,922.38	43 Transactions				
	Final Total...	9,922.38	43 Transactions					

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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
63	Apex Software	630.00		MAINT RENEWAL - LINCOLN	66-003-000-0000-6402	331958 N
63		425.00		ADDITIONAL LICENSE - ROCK	66-003-000-0000-6402	331964 N
	Warrant # 3402	Total...		1,055.00		
82	Dingmann/Elizabeth	57.85		CANDY/GIVEAWAY NDACO CONF	66-003-000-0000-6337	N
82		68.50		MEALS - NDACO CONFERENCE	66-003-000-0000-6337	N
82		431.20		MILEAGE - NDACO CONFERENCE	66-003-000-0000-6338	N
	Warrant # 3403	Total...		557.55	10/26/2025	10/28/2025
37	Hartford/The	186.78		LIFE INSURANCE - NOVEMBER	66-003-000-0000-6871	925403 N
	Warrant # 3404	Total...		186.78		
161	Hollingsworth/Christopher	100.00		EXECUTIVE BOARD	66-003-000-0000-6106	N
	Warrant # 3405	Total...		100.00	10/20/2025	10/20/2025
54	Lincoln Financial Group	396.00		STD INSURANCE - NOVEMBER	66-003-000-0000-6871	1196355 N
54		491.55		LIFE/AD&D INSURANCE - NOVEME	66-003-000-0000-6871	1196355 N
	Warrant # 3406	Total...		887.55		
219	MetLife	112.78		HOSPITAL INSURANCE - NOVEMB	66-003-000-0000-6871	5778129 N
219		56.49		CRITICAL ILLNESS - NOVEMBER	66-003-000-0000-6871	5778129 N
219		62.55		ACCIDENT INSURANCE - NOVEME	66-003-000-0000-6871	5778129 N
	Warrant # 3407	Total...		231.82		
100	Morris Electronics	2,044.00		DATA CIRCUIT - NOVEMBER	66-003-000-0000-6210	DATANOV2025 N
	Warrant # 3408	Total...		2,044.00		
	Warrant Form WF91	Total...		5,062.70		13 Transactions
	Final Total...	5,062.70		13 Transactions		

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				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
127	Aloha Window Cleaning, LLC	75.00	WINDOW CLEANING		66-003-000-0000-6271	5884	N
	Warrant # 3409	Total...	75.00				
124	Kopitzke/Bob	100.00	EXECUTIVE BOARD		66-003-000-0000-6106		N
	Warrant # 3410	Total...	100.00			10/20/2025	10/20/2025
188	Kroona/Jay M	2,205.00	TESTING - OCTOBER		66-003-000-0000-6261		N
	Warrant # 3411	Total...	2,205.00				
134	Marco Technologies, LLC	47.50	SHRED SERVICE		66-003-000-0000-6261	INV14499805	N
	Warrant # 3412	Total...	47.50				
43	Morris Electronics	62.50	LABOR		66-003-000-0000-6261	16328	N
						10/13/2025	10/13/2025
43		312.50	LABOR		66-003-000-0000-6261	16446	N
						10/20/2025	10/20/2025
43		187.50	LABOR		66-003-000-0000-6261	16585	N
						10/28/2025	10/28/2025
43		100.00	MAP SERVER - OCTOBER		66-003-000-0000-6261	16660	N
43		1,508.00	MN TAX WEB - OCTOBER		66-003-000-0000-6261	16661	N
43		315.00	ND TAX WEB - OCTOBER		66-003-000-0000-6261	16662	N
	Warrant # 3413	Total...	2,485.50				
137	VSP Insurance Co.	86.20	VISION INS - NOVEMBER		66-003-000-0000-6871	823801920	N
	Warrant # 3414	Total...	86.20				
	Warrant Form WF91	Total...	4,999.20	11 Transactions			
	Final Total...	4,999.20	11 Transactions				

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		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
27	Ascensus	83.39	457 PLAN ADMIN FEE	66-003-000-0000-6261	138652DF	N
	Warrant # 3415	Total...	83.39			
29	Otter Tail Power Company	61.17	SERVICE	66-003-000-0000-6251	20076543	N
					09/30/2025	10/29/2025
29		538.23	SERVICE	66-003-000-0000-6251	4093126	N
					09/30/2025	10/29/2025
	Warrant # 3416	Total...	599.40			
9	Swanson/Craig	600.00	OFFICE CLEANING - NOVEMBER	66-003-000-0000-6271		N
	Warrant # 3417	Total...	600.00			
	Warrant Form WF91	Total...	1,282.79	4 Transactions		
	Final Total...	1,282.79	4 Transactions			

MPC



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	October 20, 2025		
Agenda Item:	Employee movement		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p>It is the recommendation of the Personnel Committee to place Shannon Asmus in the Technical Support CPT Financial Position at Grade 7, Step 5, effective October 27, 2025.</p>			
Financial Impact:			
<p>Yes or No? Yes Was this budgeted for 2025? No</p>			
Recommended Action/Motion:			
Approve as requested			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	September 22, 2025		
Agenda Item:	PFML		
Submitted By:	Personnel Committee	Department:	HR
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p style="text-align: center;">MNPFML goes into effect January 1, 2026. The recommended verbiage for the CPT Personnel policy follows:</p> <p>Minnesota Paid Leave (MNPL) Employees are eligible for Paid Leave to be used for medical or family reasons, as outlined in the state policy and per the signed employee acknowledgement. Intermittent leave is allowed. In situations where an employee is utilizing intermittent leave, one day is the minimum block of time that may be used. As Paid Leave only replaces a portion of the employee’s wages, employees are allowed to use sick, vacation or comp time to make up the difference between Paid Leave received and regular wages.</p>			
Financial Impact:			
Yes or No? No Was this budgeted for 2026?			
Recommended Action/Motion:			
It is the Personnel Committee’s recommendation, with the Executive committee concurring, to add the above verbiage to the CPT Personnel policy.			