
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

**Monday, March 23, 2026
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 February 23, 2026 Executive Board Meeting

10:10 am Financial Reporting – Mike Koehler

- February 2026 Financials for Approval
- Warrants for Review and Approval
- Monthly Deposit Report

10:40 am Personnel Update/Personnel Committee

- New Hire Tax Tech support – Meredith Carrington, Grade 5, Step 3
- Executive Director review process

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

- Audit financial & state

11:00 am Software Committee Update – Gwen Gillespie

- Software Update

11:15 am Other Business –

- Building Committee

Chair Paul Johnson, Meeker Co
Vice Chair Chris Hollingsworth, Pipestone Co

11:25 am Upcoming Meetings:

- Executive Board – April 27, 2026, 2:00 p.m.; at CPT Office and via zoom
- Executive Board – May 18, 2026, 2:00 p.m.; at CPT Office and via zoom
- JPB Meeting – Full Board May 26, 2026 at 10:00 am; The Old No. 1 – Southside, Morris and via zoom;

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

**COUNTIES PROVIDING TECHNOLOGY
EXECUTIVE BOARD
Monday, February 23, 2026, 10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Executive Board was called to order at 10:00 a.m., Monday, February 23, 2026 by Chair Chris Hollingsworth. Members present were: Big Stone: Commissioner Klages, Cottonwood: Commissioner Anderson (virtual), Mahnomens: Commissioner Ahmann (virtual), Meeker: Commissioner Paul Johnson (virtual). Yellow Medicine: Commissioner Antony (virtual), Douglas: Commissioner Meyer, Grant: Commissioner Troy Johnson (virtual).

Others present: Gwen Gillespie, Mike Koehler, Vicki Knobloch Kletscher (virtual) and Heidi Roiland.

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

Commissioner Anderson moved to approve the minutes of the January 26, 2026 joint powers board meeting, seconded by Commissioner Klages, all members voted aye, motion carried.

Mike Koehler presented the January Financial Reports, Report of Deposits and Warrant Registers.

Commissioner P. Johnson moved to approve the January 2026 Financial Reports along with the warrant registers from January 8, January 14, January 21, January 29, February 4, February 12 and February 18, 2026 seconded by Commissioner Ahmann, all members voted aye, motion carried. The monthly deposit report was presented.

Mike Koehler presented an executive director update.

Mike Koehler provided an update from personnel. An offer has gone out to an individual for the open tech support position on the tax team. Discussion on the annual review process for the executive director as well as the process in place for all CPT employees. The personnel committee is tasked with coming up with a review process for the Executive director. Members of personnel committee are Commissioner Imdieke, Commissioner Metz, Commissioner Hollingsworth, Commissioner Lindor and Commissioner Neumann.

A Software committee update was presented by Gwen Gillespie and Mike Koehler.

Mike Koehler and Commissioner Meyer gave an update from the building committee. Two bids were received, Stryhn, LLC at \$324,476.54 and Sever Construction Dakotas at \$405,134. Commissioner Klages moved to approve moving forward with the low bid from Stryhn, LLC on the remodel project, seconded by Commissioner Ahmann, all members voted aye, motion carried.

Commissioner Klages moved that change orders, not to exceed \$4,000 may be approved with executive director/building committee approval, any additional change orders or any over the amount of \$4,000 must have full board approval, seconded by Commissioner Anderson, all members voted aye, motion carried.

The CPT Board chair is authorized to sign the contract for the building project. Commissioner Bob Kopitzke has resigned from the building committee. Commissioner Klages was appointed by Chair Hollingsworth to fill the empty position.

The next meeting of the Executive Committee will be held on Monday, March 16, 2026 at 10:00 a.m. The next meeting of the full Board will be Monday, March 23, 2026 at 10:00 a.m. Meeting adjourned at 10:49 a.m.

Chair – Chris Hollingsworth

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 02/2026

Report Basis: Modified Accrual

66 FUND

Counties Providing Technology

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>17% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	360,311.00-	360,311.00-	2,274,148.00-	16
66-003-000-0000-5502	Hosting Fees - MN	42,673.00-	42,673.00-	282,012.00-	15
66-003-000-0000-5512	Charges For Services - ND	36,232.00-	36,232.00-	198,552.00-	18
66-003-000-0000-5513	Hosting Fees - ND	8,200.00-	8,200.00-	39,456.00-	21
66-003-000-0000-5701	Investment/Interest Earnings	1,848.19-	1,848.19-	50,000.00-	4
66-003-000-0000-5802	Misc. Revenue	12,210.00-	12,210.00-	130,000.00-	9
66-003-000-0000-5992	Dental/Disability Insurance	4,944.08-	4,944.08-	165,000.00-	3
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	227,201.88	227,201.88	1,815,664.00	13
66-003-000-0000-6106	Per Diem	3,100.00	3,100.00	28,800.00	11
66-003-000-0000-6110	CPT Contribution	40,000.00	40,000.00	315,000.00	13
66-003-000-0000-6160	Employer PERA	17,040.55	17,040.55	136,175.00	13
66-003-000-0000-6170	Employer FICA	14,431.92	14,431.92	112,571.00	13
66-003-000-0000-6180	Employer Medicare	3,375.43	3,375.43	26,327.00	13
66-003-000-0000-6185	Employer MNPL	2,359.50	2,359.50	7,172.00	33
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	4,686.99	4,686.99	26,000.00	18
66-003-000-0000-6215	Postage	156.00	156.00	1,000.00	16
66-003-000-0000-6244	Printing/Publishing & Advertising	144.00	144.00	5,000.00	3
66-003-000-0000-6245	Dues, Subscriptions and Books	133.08	133.08	2,000.00	7
66-003-000-0000-6251	Utilities	1,535.05	1,535.05	24,000.00	6
66-003-000-0000-6261	Professional Fees for Services	11,215.68	11,215.68	141,207.00	8
66-003-000-0000-6271	Professional Cleaning	1,200.00	1,200.00	10,600.00	11
66-003-000-0000-6331	Training/Registration	490.00	490.00	17,000.00	3
66-003-000-0000-6337	Lodging/Meals	1,269.65	1,269.65	10,000.00	13
66-003-000-0000-6338	Mileage	2,508.64	2,508.64	21,000.00	12
66-003-000-0000-6359	Employee Recognition	386.27	386.27	1,000.00	39
66-003-000-0000-6401	Office Supplies	1,645.37	1,645.37	7,000.00	24
66-003-000-0000-6402	Software/Licenses	2,240.42	2,240.42	80,919.00	3
66-003-000-0000-6481	Small Equipment	1,350.00	1,350.00	20,000.00	7
66-003-000-0000-6482	Electronic Supplies	454.52	454.52	6,000.00	8
66-003-000-0000-6606	Building Improvements	303.81	303.81	53,000.00	1
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	35,000.00	0
66-003-000-0000-6815	Misc Expense	75.00	75.00	1,000.00	8

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 02/2026

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>17% % of BDG</u>
66-003-000-0000-6871	Insurance	30,985.79	30,985.79	190,000.00	16
3 DEPT	Totals Counties Providing Technology	466,418.27-	466,418.27-	3,139,168.00-	15
	Revenue	466,418.27-	466,418.27-	3,139,168.00-	15
	Expend.	368,289.55	368,289.55	3,095,435.00	12
	Net	98,128.72-	98,128.72-	43,733.00-	224
66 FUND	Totals Counties Providing Technology	466,418.27-	466,418.27-	3,139,168.00-	15
	Revenue	466,418.27-	466,418.27-	3,139,168.00-	15
	Expend.	368,289.55	368,289.55	3,095,435.00	12
	Net	98,128.72-	98,128.72-	43,733.00-	224
FINAL TOTALS	34 Accounts	466,418.27-	466,418.27-	3,139,168.00-	15
	Revenue	466,418.27-	466,418.27-	3,139,168.00-	15
	Expend.	368,289.55	368,289.55	3,095,435.00	12
	Net	98,128.72-	98,128.72-	43,733.00-	224

**** Counties Providing Technology ****



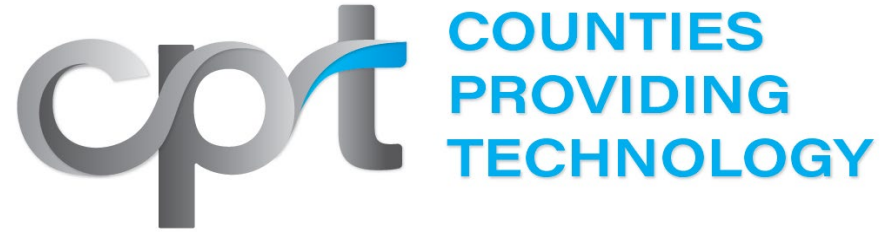
midstate
3/10/26 5:01PM

TREASURER'S CASH TRIAL BALANCE

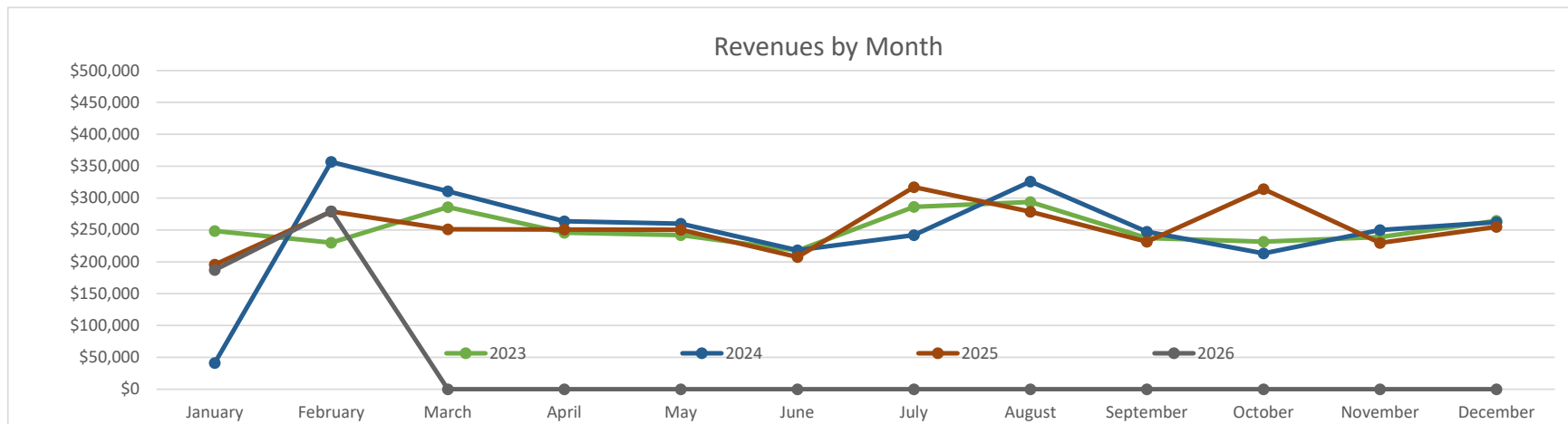
As of 02/2026

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,069,342.66			
Receipts		283,944.32	506,387.27	
Disbursements		22,796.51-	83,972.48-	
Payroll		190,017.60-	374,909.26-	
Fund Total		71,130.21	47,505.53	2,116,848.19
All Funds	2,069,342.66			
Receipts		283,944.32	506,387.27	
Disbursements		22,796.51-	83,972.48-	
Payroll		190,017.60-	374,909.26-	
Total		71,130.21	47,505.53	2,116,848.19

Revenues by Month



	January	February	March	April	May	June	July	August	September	October	November	December
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	\$313,924	\$229,771	\$254,928
2026	\$187,205	\$279,213										

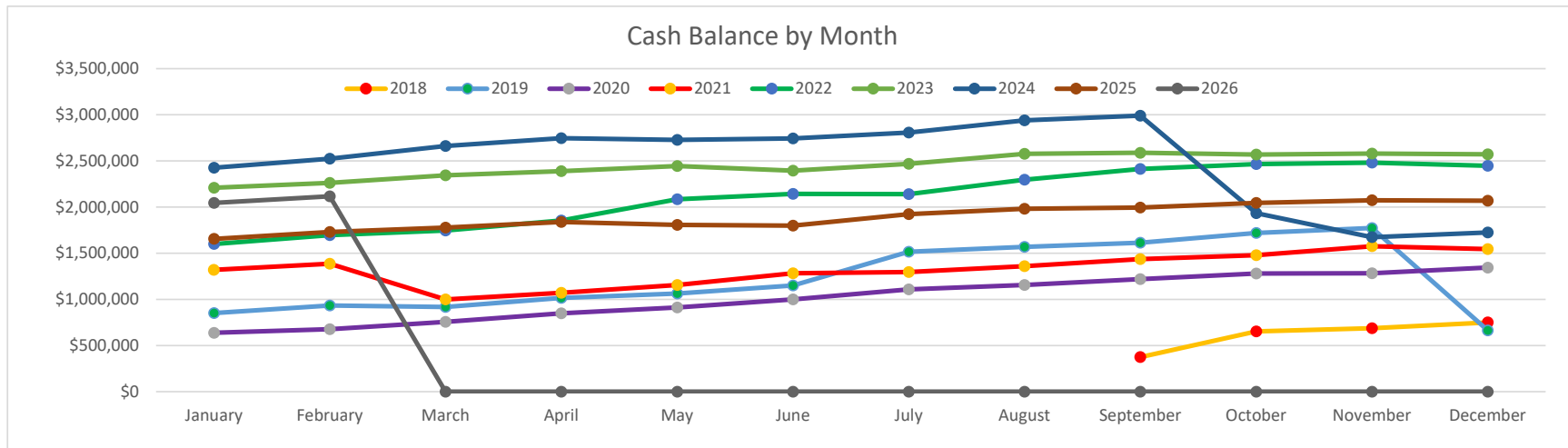


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000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

Cash Balance by Month



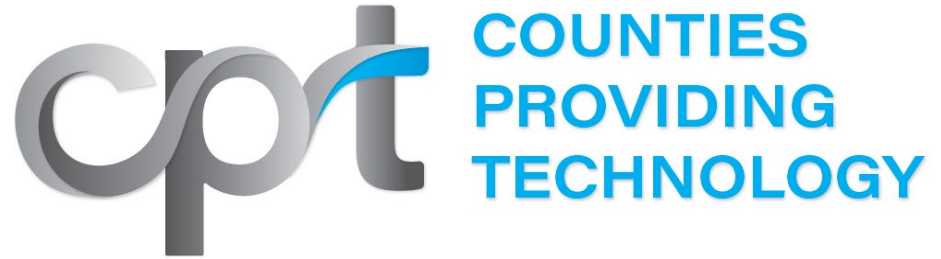
	January	February	March	April	May	June	July	August	September	October	November	December
2023	\$2,209,404	\$2,262,540	\$2,343,182	\$2,388,733	\$2,444,289	\$2,395,367	\$2,469,834	\$2,578,157	\$2,588,856	\$2,568,565	\$2,579,790	\$2,571,150
2024	\$2,425,310	\$2,524,887	\$2,663,053	\$2,745,738	\$2,726,770	\$2,742,604	\$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	\$2,043,897	\$2,073,455	\$2,068,761
2026	\$2,045,718	\$2,116,848										



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).

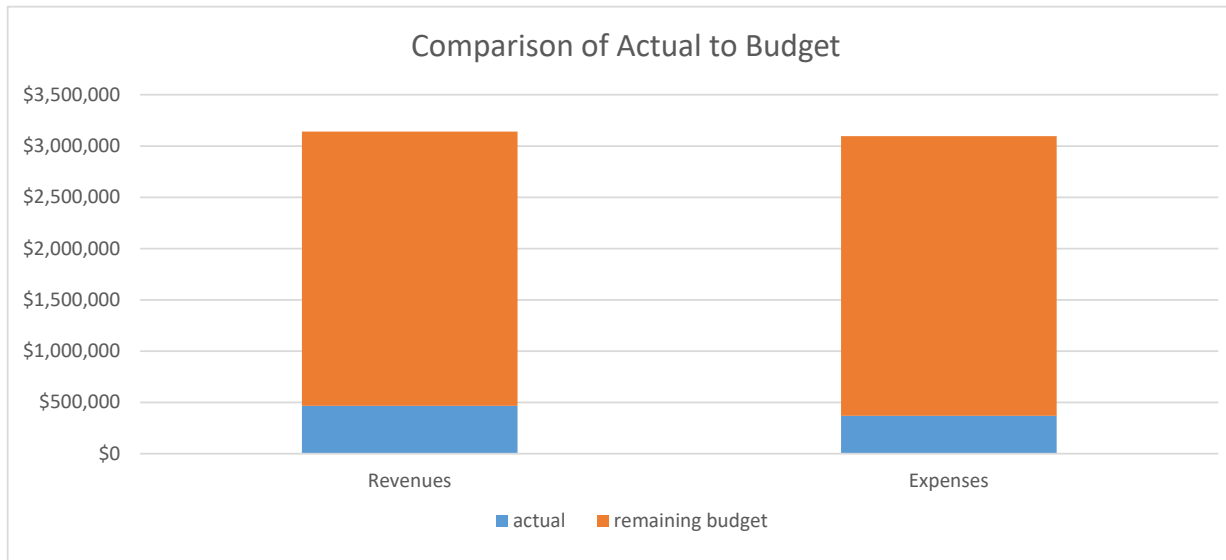
Budget to Actual Comparison

Through February 2026

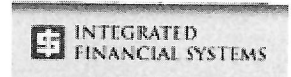


Percent of year completed **17%**

Year-to-date		Percent of budget	Approved 2026 Budget	
Revenues	\$466,418	15%	Revenues	\$3,139,168
Expenses	\$368,289	12%	Expenses	\$3,095,435
Return of capital		0%	Return of capital	\$0



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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/25/2026
Pay Date 02/25/2026

<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>
117	Baker Tilly US, LLP	378.00	PROGRESS BILLING - 2025 AUDIT	66-003-000-0000-6261	BT3497343	N
	Warrant # 3540	Total...	378.00			
208	Klages/Jeffrey	100.00	EXECUTIVE BOARD	66-003-000-0000-6106		N
208		55.10	MILEAGE	66-003-000-0000-6338	02/23/2026	02/23/2026
	Warrant # 3541	Total...	155.10		02/23/2026	02/23/2026
124	Kopitzke/Bob	100.00	BUILDING COMMITTEE	66-003-000-0000-6106		N
124		100.00	EXECUTIVE BOARD	66-003-000-0000-6106	01/13/2026	01/13/2026
	Warrant # 3542	Total...	200.00		01/20/2026	01/20/2026
219	MetLife	661.62	ER MNPL FEBRUARY	66-003-000-0000-6185		N
219		661.63	EE MNPL FEBRUARY	66-003-000-0000-6871	02/01/2026	02/28/2026
	Warrant # 3543	Total...	1,323.25		02/01/2026	02/28/2026
164	Meyer/Charlie L	100.00	BUILDING COMMITTEE	66-003-000-0000-6106		N
164		100.00	EXECUTIVE BOARD - BUILDING	66-003-000-0000-6106	02/19/2026	02/19/2026
164		72.50	MILEAGE	66-003-000-0000-6338	02/23/2026	02/23/2026
	Warrant # 3544	Total...	272.50		02/23/2026	02/23/2026
223	Mohr Plumbing & Heating of Morris, Inc	256.25	SEWER CAMERA & CLEANOUT	66-003-000-0000-6606	50767	N
	Warrant # 3545	Total...	256.25		02/16/2026	02/16/2026
100	Morris Electronics	500.00	DATA CIRCUIT - FEB ADD ON	66-003-000-0000-6210	DATAFEB22026	N
	Warrant # 3546	Total...	500.00			
229	Office of MNIT Services	98.67	CROWDSTRIKE	66-003-000-0000-6261	26010610	N

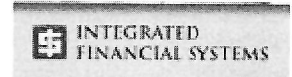
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**** **Counties Providing Technology** ****

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/25/2026
Pay Date 02/25/2026



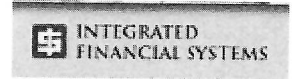
Warrant #	3547	Total...	98.67	
Warrant Form	WF91	Total...	3,183.77	13 Transactions
		Final Total...	3,183.77	13 Transactions

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

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/26/2026
Pay Date 02/26/2026



<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>From Date</u>	<u>PO # Tx</u> <u>To Date</u>
211	Asmus/Shannon	156.00	POSTAGE			66-003-000-0000-6215		N
Warrant #	3548	Total...	156.00					
159	Johnson/Paul M.	100.00	NOMINATING COMMITTEE			66-003-000-0000-6106		N
159		100.00	EXECUTIVE BOARD			66-003-000-0000-6106	01/08/2026	01/08/2026 N
159		100.00	JOINT POWERS BOARD			66-003-000-0000-6106	01/20/2026	01/20/2026 N
159		100.00	EXECUTIVE BOARD			66-003-000-0000-6106	01/26/2026	01/26/2026 N
159		130.50	MILEAGE			66-003-000-0000-6338	02/23/2026	02/23/2026 N
Warrant #	3549	Total...	530.50				01/26/2026	01/26/2026
Warrant Form	WF91	Total...	686.50		6 Transactions			
		Final Total...	686.50		6 Transactions			

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/03/2026
Pay Date 03/03/2026

<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>
151	City of Morris	4,138.96	BUILDING PERMIT	66-003-000-0000-6606	MOR25-000347	N
	Warrant # 3550	Total...	4,138.96			
228	CloudSAFE Group, LLC	2,680.00	HOSTING - OFFSITE REPLICATION	66-003-000-0000-6261	INV15643	N
	Warrant # 3551	Total...	2,680.00			
37	Hartford/The	207.44	LIFE INSURANCE - MARCH	66-003-000-0000-6871	925403	N
	Warrant # 3552	Total...	207.44			
161	Hollingsworth/Christopher	100.00	EXECUTIVE BOARD	66-003-000-0000-6106	02/23/2026	02/23/2026
	Warrant # 3553	Total...	100.00			
188	Kroona/Jay M	1,380.00	TESTING - FEBRUARY	66-003-000-0000-6261		N
	Warrant # 3554	Total...	1,380.00			
54	Lincoln Financial Group	529.50	LIFE/AD&D INSURANCE - MARCH	66-003-000-0000-6871	1196355	N
	Warrant # 3555	Total...	529.50			
129	McGinnis Appliance Inc	362.00	SERVICE/REPAIR HVAC	66-003-000-0000-6261	2379	N
	Warrant # 3556	Total...	362.00			
219	MetLife	91.30	ACCIDENT INSURANCE - MARCH	66-003-000-0000-6871	5778129	N
219		120.83	CRITICAL ILLNESS - MARCH	66-003-000-0000-6871	5778129	N
219		153.65	HOSPITAL INSURANCE - MARCH	66-003-000-0000-6871	5778129	N
	Warrant # 3557	Total...	365.78			
179	MINNESOTA COUNTIES COMPUTER COOP	2,500.00	ANNUAL CONFERENCE BOOTH	66-003-000-0000-6331	2602087	N
	Warrant # 3558	Total...	2,500.00			
100	Morris Electronics	2,586.00	DATA CIRCUIT - MARCH	66-003-000-0000-6210	DATAMARCH2026	N
	Warrant # 3559	Total...	2,586.00			
43	Morris Electronics	125.00	LABOR	66-003-000-0000-6261	18633	N
					02/20/2026	02/21/2026
43		62.50	LABOR	66-003-000-0000-6261	18634	N
					02/21/2026	02/21/2026
43		1,508.00	MN TAX WEB - FEBRUARY	66-003-000-0000-6261	18705	N

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/03/2026
Pay Date 03/03/2026

<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>
43	Morris Electronics	100.00		MN TAX WEB - FEBRUARY	66-003-000-0000-6261	18706 N
43		315.00		ND TAX WEB - FEBRUARY	66-003-000-0000-6261	18707 N
Warrant #	3560	Total...		2,110.50		
Warrant Form	WF91	Total...		16,960.18	17 Transactions	
		Final Total...		16,960.18	17 Transactions	



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	March 23, 2026		
Agenda Item:	New Hire		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
Request to hire Meredith Carrington for the open tax support position at entry level Grade 5, Step 3; start date of March 16, 2026			
Financial Impact:			
Yes or No? Yes Was this budgeted for 2026? Yes			
Recommended Action/Motion:			
Approve as requested			