
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

**Monday, May 20, 2024
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 4-22-2024 CPT Joint Powers Board Meeting

10:10 am Financial Reporting – Mike Koehler

- 2023 CPT Audit review with Nick Goeman of Baker Tilly
- Review of Revenue and Expenditures
- Warrants for Review and Approval
- Monthly Deposit Report
- County pay back discussion
 - Parameters for budget committee

10:30 am Executive Director/Committee, Update and Recommendation Items

- Fiscal Host
- Review of By-laws – Second reading
- Building committee
 - Roof
 - Need for building space utilization

10:40 am Personnel Update/Personnel Committee

- Update on new hires
- Client Training
- Staff Training
- Employee check-ins

10:50 am Software Committee Update – Gwen Gillespie

- Tax Rewrite update
- Daily happenings
- Security Meeting
- IBM Server Purchase

11:05 am Other Business –

11:10 am Upcoming Meetings

- Executive Committee June 24, 2024 at 9:00 am at CPT Office and via Zoom
- Executive Committee July 15, 2024 at 9:00 am at CPT Office and via Zoom
- JPB Meeting, July 22, 2024 at 10:0 am; Old No. 1 Southside, Morris

Zoom Attendance

Note: *If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is not open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons during a health pandemic or other emergency.*

11:15 am Adjourn

Commissioner Virtual Attendance Locations:

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, April 22, 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, April 22, 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 Bring
Meeker: Commissioner Paul Johnson
Nobles: Absent
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth
Pope: Commissioner Lindor
Redwood: Commissioner Wakefield
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: Gwen Gillespie, Preston Miller, Heidi Roiland and Erica Swenson.

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

Commissioner Larson moved to approve minutes of the March 25, 2024 Board meeting, seconded by Commissioner Lee, all members voted aye, motion carried.

Erica Swenson presented the Financial Reports and warrant registers for review. Commissioner Holmen moved to approve the March financial reports as presented, seconded by Commissioner T. Johnson, all members voted aye, motion carried. Commissioner Bring moved to approve the Warrant Registers for March 22, 2024 and April 4, 2024, seconded by Commissioner Antony, all members voted aye, motion carried.

Commissioner Pederson noted that former employee Val VanderWeyst has been doing some work for CPT and stated he is grateful she is able to utilize her many years of experience in training the new tax support staff.

An update was given on fiscal host duties and by the building committee.

Commissioner Antony presented the proposed changes to the CPT Bylaws, discussion followed with no changes to the proposed verbiage. The first reading of proposed bylaw changes of the Counties Providing Technology Bylaws was completed. Chair Johnson thanked members of the committee for their hard work on this. The second reading of the changes to the CPT Bylaws will take place at the May meeting of the CPT Board of Commissioners.

Commissioner Lindor presented the Personnel Committee update of which there was no meeting held in April. Erica Swenson presented a proposed verbiage change to the comp time policy within the CPT Personnel Policy. Commissioner Ahmann moved to update the Personnel Policy as proposed, seconded by Commissioner Hollingsworth, all members voted aye, motion carried.

Gwen Gillespie presented the Software Committee update. The next meeting of the software committee will be held in May.

In other business, Commissioner Kopitzke thanked Brian Valek for his years of service to Counties Providing Technology. Brian has semi-retired under the PERA Pro program.

Hearing no further business, Chair Paul Johnson called for adjournment at 10:47 a.m.

Chair – Paul Johnson

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 04/2024

66 FUND Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>33% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	187,811.00-	709,216.00-	2,119,752.00-	33
66-003-000-0000-5502	Hosting Fees - MN	18,859.00-	75,077.00-	246,096.00-	31
66-003-000-0000-5512	Charges For Services - ND	18,326.00-	73,451.00-	205,296.00-	36
66-003-000-0000-5513	Hosting Fees - ND	4,380.00-	16,747.00-	43,356.00-	39
66-003-000-0000-5701	Investment/Interest Earnings	4,171.32-	26,268.46-	50,000.00-	53
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	20,290.00-	31,640.00-	120,000.00-	26
66-003-000-0000-5992	Dental/Disability Insurance	9,907.65-	41,117.48-	165,000.00-	25
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	109,459.07	444,944.88	1,525,218.00	29
66-003-000-0000-6102	Part Time Wages	0.00	933.37	0.00	0
66-003-000-0000-6106	Per Diem	4,873.36	8,073.36	28,800.00	28
66-003-000-0000-6110	CPT Contribution	16,150.00	63,175.00	205,200.00	31
66-003-000-0000-6160	Employer PERA	8,009.05	31,509.91	114,391.00	28
66-003-000-0000-6170	Employer FICA	6,841.24	26,817.01	94,564.00	28
66-003-000-0000-6180	Employer Medicare	1,599.93	6,271.59	22,116.00	28
66-003-000-0000-6190	Workman's Comp Insurance	0.00	283.00	2,000.00	14
66-003-000-0000-6210	Telephone	0.00	6,000.00	26,000.00	23
66-003-000-0000-6215	Postage	35.84	226.93	1,000.00	23
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	2,113.00	5,000.00	42
66-003-000-0000-6245	Dues, Subscriptions and Books	0.00	188.18	4,000.00	5
66-003-000-0000-6251	Utilities	1,207.69	4,713.84	24,000.00	20
66-003-000-0000-6261	Professional Fees for Services	27,760.28	84,789.58	180,000.00	47
66-003-000-0000-6271	Professional Cleaning	40.00	1,880.00	10,600.00	18
66-003-000-0000-6331	Training/Registration	0.00	3,784.15	17,000.00	22
66-003-000-0000-6337	Lodging/Meals	125.00	4,235.63	8,000.00	53
66-003-000-0000-6338	Mileage	2,292.78	4,897.74	28,000.00	17
66-003-000-0000-6401	Office Supplies	719.48	2,870.53	7,000.00	41
66-003-000-0000-6402	Software/Licenses	957.94	43,270.64	95,000.00	46
66-003-000-0000-6481	Small Equipment	0.00	1,722.12	20,000.00	9
66-003-000-0000-6482	Electronic Supplies	0.00	0.00	6,000.00	0
66-003-000-0000-6606	Building Improvements	0.00	90.00	53,000.00	0
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	230,000.00	0
66-003-000-0000-6815	Misc Expense	0.00	141.00	1,000.00	14

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 04/2024

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>33% % of BDG</u>
66-003-000-0000-6817	Refunds of Capital Contribution	0.00	8,506.02	0.00	0
66-003-000-0000-6871	Insurance	988.27	46,999.38	190,000.00	25
3 DEPT	Totals Counties Providing Technology	Revenue 263,744.97-	972,424.41-	2,949,500.00-	33
		Expend. 181,059.93	798,436.86	2,897,889.00	28
		Net 82,685.04-	173,987.55-	51,611.00-	337
66 FUND	Totals Counties Providing Technology	Revenue 263,744.97-	972,424.41-	2,949,500.00-	33
		Expend. 181,059.93	798,436.86	2,897,889.00	28
		Net 82,685.04-	173,987.55-	51,611.00-	337
FINAL TOTALS	35 Accounts	Revenue 263,744.97-	972,424.41-	2,949,500.00-	33
		Expend. 181,059.93	798,436.86	2,897,889.00	28
		Net 82,685.04-	173,987.55-	51,611.00-	337

**** Counties Providing Technology ****



midstate
5/15/24 12:35PM

TREASURER'S CASH TRIAL BALANCE

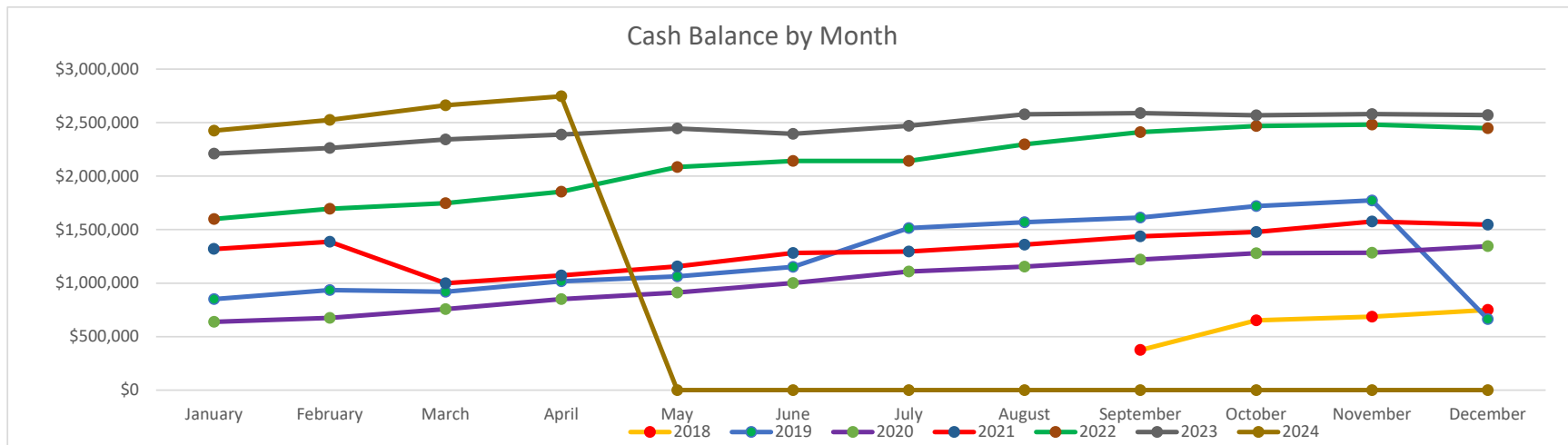
As of 04/2024

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,571,749.99			
Receipts		263,744.97	973,516.94	
Disbursements		39,000.64-	224,785.10-	
Payroll		142,059.29-	573,651.76-	
Journal Entries		0.00	1,092.53-	
Fund Total		82,685.04	173,987.55	2,745,737.54
All Funds	2,571,749.99			
Receipts		263,744.97	973,516.94	
Disbursements		39,000.64-	224,785.10-	
Payroll		142,059.29-	573,651.76-	
Journal Entries		0.00	1,092.53-	
Total		82,685.04	173,987.55	2,745,737.54

Cash Balance by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,025,000	\$374,057	\$677,739	\$718,504	\$774,027
2019	\$851,184	\$934,474	\$918,351	\$1,016,080	\$1,062,916	\$1,151,725	\$1,515,305	\$1,569,522	\$1,613,211	\$1,720,464	\$1,773,396	\$663,830
2020	\$638,056	\$675,823	\$756,804	\$849,950	\$912,844	\$1,000,367	\$1,107,435	\$1,154,585	\$1,220,272	\$1,280,377	\$1,283,826	\$1,344,687
2021	\$1,318,549	\$1,387,126	\$998,896	\$1,071,476	\$1,155,464	\$1,281,522	\$1,295,276	\$1,359,485	\$1,437,156	\$1,477,794	\$1,575,415	\$1,545,377
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								



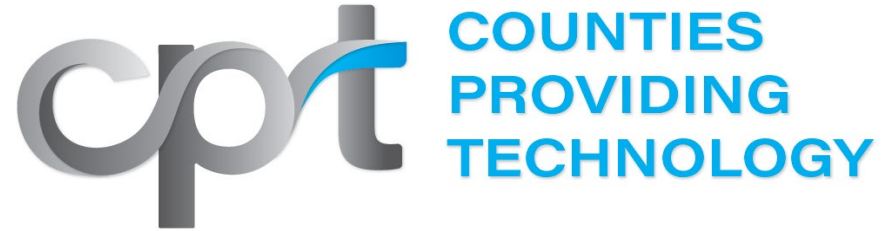
Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

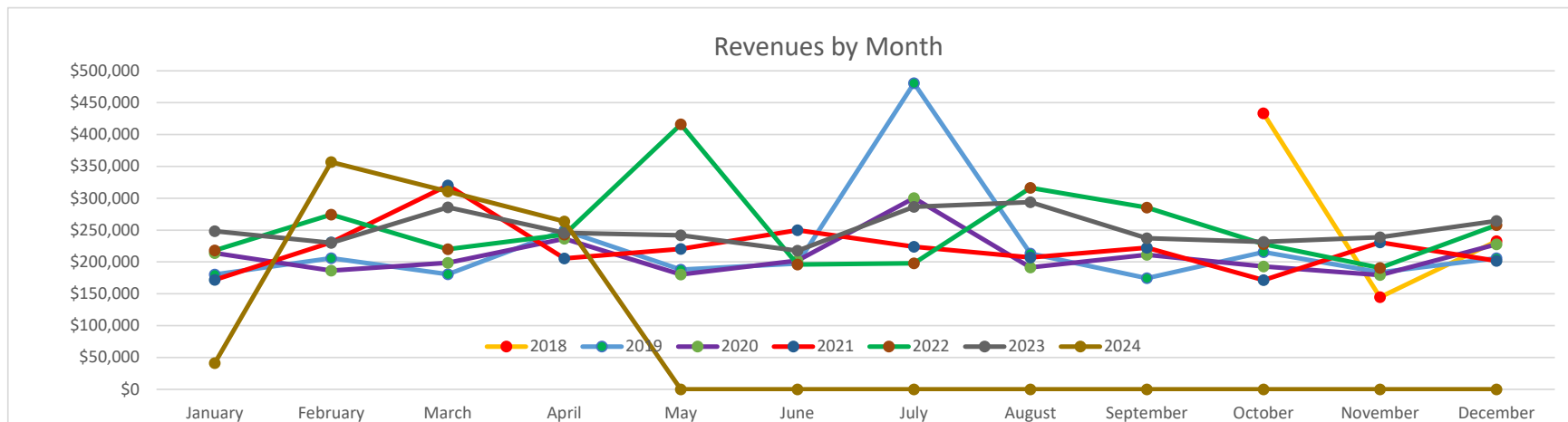
Return of capital contributions were paid in December 2019 totaling \$1,150,000 to the 23 owning counties (\$50,000 to each county) and were paid in March 2021 totaling \$575,000 (\$25,000 to each county).

Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.

Revenues by Month



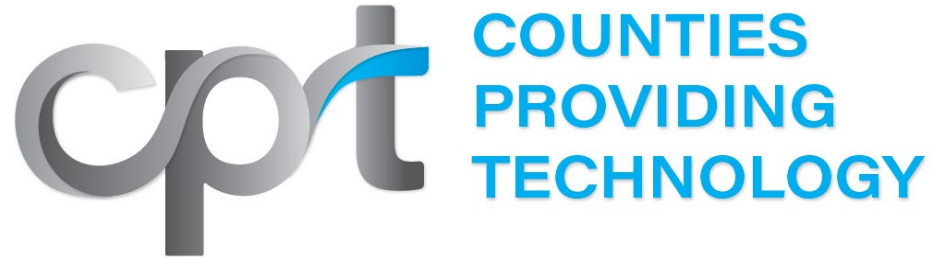
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$198,543	\$236,352	\$180,238	\$201,993	\$300,289	\$191,366	\$211,176	\$192,820	\$179,376	\$227,605
2021	\$172,059	\$230,798	\$320,153	\$205,380	\$220,382	\$249,773	\$223,930	\$207,136	\$222,391	\$171,471	\$230,671	\$201,692
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								



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

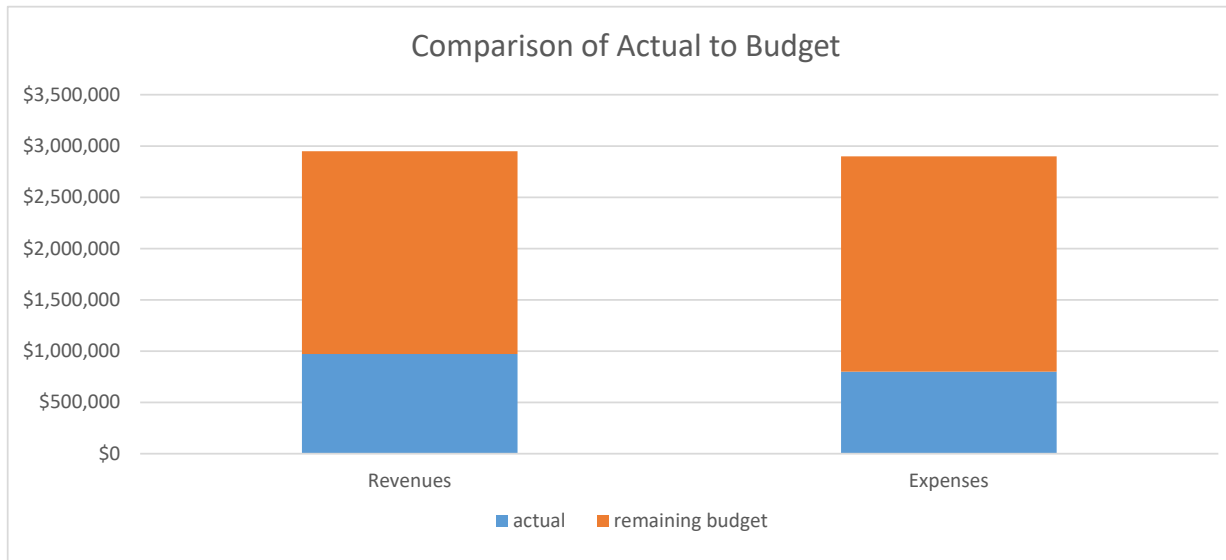
Budget to Actual Comparison

Through April 2024



Percent of year completed **33%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$972,424	33%	Revenues	\$2,949,500
Expenses	\$798,437	28%	Expenses	\$2,897,889
Return of capital	\$0	0%	Return of capital	\$0



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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 04/22/2024
Pay Date 04/22/2024

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
127	Aloha Window Cleaning, LLC	40.00	window cleaning		66-003-000-0000-6271	4388	N
	Warrant # 2665	Total...	40.00				
30	Center Point Energy	157.04	UTILITIES		66-003-000-0000-6251	10942506-6	N
30		136.24	UTILITIES		66-003-000-0000-6251	118318812-0	N
	Warrant # 2666	Total...	293.28				
201	Culligan Ultrapure, Inc.	107.28	WATER		66-003-000-0000-6401	17708139-03312024	N
	Warrant # 2667	Total...	107.28				
169	Lindor/Larry	300.00	PER DIEMS		66-003-000-0000-6106	0324	N
169		21.44	MILEAGE		66-003-000-0000-6338	032024	N
	Warrant # 2668	Total...	321.44				
43	Morris Electronics	250.00	MEMORY EXPANSION		66-003-000-0000-6261	7268	N
43		49.99	BULK DOMAIN RENEWAL		66-003-000-0000-6261		N
43		29.99	DOMAIN ND PROPERTY TAX		66-003-000-0000-6261		N
43		156.25	LABOR		66-003-000-0000-6261		N
43		125.00	LABOR		66-003-000-0000-6261		N
43		156.25	LABOR		66-003-000-0000-6261		N
43		125.00	LABOR		66-003-000-0000-6261		N
43		93.75	LABOR		66-003-000-0000-6261		N
43		125.00	LABOR		66-003-000-0000-6261		N
43		125.00	LABOR		66-003-000-0000-6261		N
43		125.00	BUSINESS MEDIA PHONE		66-003-000-0000-6261		N
43		100.00	TAX SITE HOSTING		66-003-000-0000-6261		N
43		1,508.00	TAX SITE HOSTING		66-003-000-0000-6261		N
43		125.00	LABOR		66-003-000-0000-6261		N
43		187.50	LABOR		66-003-000-0000-6261		N
	Warrant # 2669	Total...	3,281.73				
29	Otter Tail Power Company	78.75	UTILITIES		66-003-000-0000-6251		N
29		710.10	UTILITIES		66-003-000-0000-6251		N

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 04/22/2024
Pay Date 04/22/2024

<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>Warrant #</u>	<u>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	Warrant #	2670	Total...	788.85			
190	Sand Creek, EAP		1,900.00	EMPLOYEE ASSISTANCE	66-003-000-0000-6261		N
	Warrant #	2671	Total...	1,900.00			
36	Stevens County Auditor Treasurer		35.84	POSTAGE - MARCH	66-003-000-0000-6215	1295	N
36			2,300.00	FISCAL HOST - APRIL	66-003-000-0000-6261	1295	N
	Warrant #	2672	Total...	2,335.84			
59	US Bank		32.05	SIMPLISAFE	66-003-000-0000-6261		N
59			7.79	TOWN & COUNTRY	66-003-000-0000-6401		N
59			107.35	MENARDS	66-003-000-0000-6401		N
59			143.72	ACE HARDWARE	66-003-000-0000-6401		N
59			263.94	AMAZON MKTPLACE	66-003-000-0000-6401		N
59			21.50	ZOHI	66-003-000-0000-6402		N
59			17.09	ZOOM	66-003-000-0000-6402		N
59			919.35	ALTASSIAN	66-003-000-0000-6402		N
	Warrant #	2673	Total...	1,512.79			
16	Vanderweyst/Valerie		273.00	MARCH ADJ HRS	66-003-000-0000-6261		N
	Warrant #	2674	Total...	273.00			
162	Weyer/Michael L.		400.00	PER DIEM	66-003-000-0000-6338		N
	Warrant #	2675	Total...	400.00			
	Warrant Form	WF91	Total...	11,254.21	36 Transactions		
	Final Total...		11,254.21	36 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

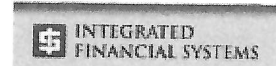
Signed _____
Director

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

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 05/02/2024
Pay Date 05/02/2024



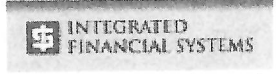
Vendor #	Vendor Name	Amount	Description	Account Number	Invoice #	PO # Tx
			OBO#	On-Behalf-of-Name	From Date	To Date
117	Baker Tilly US, LLP	10,794.00	PROGRESS BILLING	66-003-000-0000-6261	BT2777402	N
	Warrant # 2697	Total...				
		10,794.00				
33	CPS Technology Solutions	2,180.00	HOSTING FEE - MAY	66-003-000-0000-6261	384899	N
	Warrant # 2698	Total...				
		2,180.00				
188	Kroona/Jay M	2,040.00	TESTING - APRIL	66-003-000-0000-6261		N
	Warrant # 2699	Total...				
		2,040.00				
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6261	INV12706502	N
	Warrant # 2700	Total...				
		47.50				
100	Morris Electronics	2,030.00	DATA CIRCUIT - APRIL	66-003-000-0000-6210	DATAMAY2024	N
	Warrant # 2701	Total...				
		2,030.00				
9	Swanson/Craig	600.00	OFFICE CLEANING - APRIL	66-003-000-0000-6271		N
	Warrant # 2702	Total...				
		600.00				
16	Vanderweyst/Valerie	12,900.00	CONTRACTED SERVICES - APRIL	66-003-000-0000-6261	APRIL	N
	Warrant # 2703	Total...				
		12,900.00				
	Warrant Form WF91	Total...				
		30,591.50	7 Transactions			
	Final Total...	30,591.50	7 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

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

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
209	Bruns/Julie	152.76	MILEAGE - WILKIN COUNTY		66-003-000-0000-6338		N
	Warrant # 2704	Total...	152.76				
201	Culligan Ultrapure, Inc.	121.68	WATER		66-003-000-0000-6401	17708139-04302024	N
	Warrant # 2705	Total...	121.68				
82	Dingmann/Elizabeth	225.66	MILEAGE - BARNES COUNTY		66-003-000-0000-6338		N
	Warrant # 2706	Total...	225.66				
43	Morris Electronics	79.98	.COM BULK DOMAIN RENEWAL-2		66-003-000-0000-6245	7708	N
43		315.00	ND TAX WEB - MARCH		66-003-000-0000-6261	7556	N
43		156.25	LABOR		66-003-000-0000-6261	7693	N
43		125.00	LABOR		66-003-000-0000-6261	7689	N
43		156.25	LABOR		66-003-000-0000-6261	7738	N
43		100.00	LABOR		66-003-000-0000-6261	7754	N
43		125.00	LABOR		66-003-000-0000-6261	7799	N
43		100.00	MAP SERVER - APRIL		66-003-000-0000-6261	7953	N
43		315.00	ND TAX WEB - APRIL		66-003-000-0000-6261	7954	N
43		1,508.00	MN TAX WEB - APRIL		66-003-000-0000-6261	7955	N
43		62.50	LABOR		66-003-000-0000-6261	7997	N
	Warrant # 2707	Total...	3,042.98				
17	Mueller/Dominique	14.43	CANDY - HWY CONFERENCE		66-003-000-0000-6331		N
17		131.72	MILEAGE - HWY CONFERENCE		66-003-000-0000-6338		N
17		34.57	MILEAGE - SWIFT COUNTY		66-003-000-0000-6338		N
17		123.28	MILEAGE - IFS USER MTG		66-003-000-0000-6338		N
	Warrant # 2708	Total...	304.00				
36	Stevens County Auditor Treasurer	31.36	POSTAGE - APRIL		66-003-000-0000-6215	1312	N
36		2,300.00	FISCAL SERVICES - MAY		66-003-000-0000-6261	1312	N
	Warrant # 2709	Total...	2,331.36				
	Warrant Form WF91	Total...	6,178.44	20 Transactions			

**EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Monday, May 13, 2024
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Attendees: Chair Paul Johnson, Vice Chair Chris Hollingsworth, Karen Ahmann, Ron Antony, Randy Kramer, Dennis Larson, Vicki Knobloch-Kletscher, Mike Koehler, Gwen Gillespie, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- A summary of financials was presented by Mike Koehler. Full financials will be presented at the bi-monthly board of commissioners meeting.
- Fiscal Host – accounts payable is being processed in-house, however, checks are being printed at Stevens County until we receive a MICR printer, and payroll is being processed by CPT staff this week as we continue to work toward the June 1, 2024 deadline. Discussion on utilizing ACH versus checks.
- The 2023 Audit is completed and will be presented at the full board meeting.
- Discussion on County pay-back and direction for the budget committee.
- Personnel Update on new hires, client training, staff training and employee check-ins.
- Executive update and discussions: the second reading of the proposed By Law changes will happen at May's full board meeting; direction needed for the building committee.
- Software Update on the tax rewrite, daily happenings for the developers, attendance at a cyber security meeting and discussion on the IBM server purchase. A North Dakota county has contacted CPT again after a demonstration was given to them about a year - year and a half ago.
- Mike expressed his appreciation to the Board and staff members for their patience during his absence.

BUTTWEILER'S DO-ALL INC.

Bonded Roofing And Sheetmetal

4298 State Hwy 114 S.W.

Alexandria, Minnesota 56308

OFFICE (320) 886 5319 FAX (320) 886 5597

To:
Stevens County
Attn: Bob Kopitzke
400 Colorado Ave
Morris, MN 56267
Bob- 612-801-2256

Job Name:
CPT Bldg

509 Atlantic Ave
Morris, MN 56267

Date: 05/14/24

Pages 1 of 1

# of Sf.:	4,480
Deck Height:	20
Deck Const.:	Metal

PROPOSAL

We hereby submit specifications and estimates for:

ADHERED:

Bid #1: Reroof approx. 4,480 sft

1. Install new wood blocking at gutter edge to accomodate new insulation height.
2. Install expanded polystyrene insulation on top side of metal roof panels.
3. To act as a protection board install new one half inch (1/2") high density insulation board and mechanically fasten to the deck.
4. Cover with 60 mil EPDM fully adhered synthetic rubber roof system with new elastic EPDM flashings and all necessary sheet metal flashings.
5. Install new prefinished colored sheet metal top wall copings flashing roof edge and reuse gutter edge.

Total Amount: \$ 69,240.00

Notes:

- * No Carpentry work included.
- * If necessary to install plywood to vertical walls to make them acceptable for EPDM will be done on time and material.
- * Any changes from the above proposal may result as an extra.
- * Owner is aware fasteners used to mechanically fasten the insulation will penetrate the deck and be visible if not finished off. Buttweiler's not responsible if fasteners should penetrate conduit, air lines, etc..
- * Prices are based upon our current material cost. Shortages of certain material and fluctuating Manufacture prices may change our bid price without notice. Labor shortages may cause delays.

OWNERS RESPONSIBILITY:

- * To determine if structure is capable of supporting a new roof system.
- * To furnish electrical, mechanical or refrigeration work as needed.
- * Any necessary permits or approvals

All material is guaranteed to be as specified. Payment is due upon completion of work. Finance charges of 1 1/2% per month (18% per year) will be applied to balance over 30 days old.

Authorized Signature: Robb Buttweiler

Date Accepted:

Acceptance Signature:

PERSONNEL UPDATE – MAY 2024

The new hires are continuing to do very well and are catching on quickly. We are working to disperse the fiscal host duties within our office and we are on track for the June 1st deadline. Everyone is doing an amazing job picking up these tasks! To date, we have taken over client billing (invoicing), receipting payments, accounts payable and will work on payroll next week. We are utilizing CPT HR and Payroll software, IFS and QuickBooks to accomplish these tasks.

There are several new staff members at our counties and the support team has been busy doing various trainings via Zoom or in person. We have traveled to Swift, Wilkin and Barnes ND in recent weeks.

Some CPT team members traveled to Wilmar to participate in security training and learned a lot at this session. The support team that works with the financial modules and myself, attended an IFS user training put on by MnCCC. This was a good opportunity to network with users and meet with TriMin, who provides the IFS module used by our counties. CPT provides level 1 support for the IFS module to our counties and it would help TriMin if we provided some metrics on what support issues we are encountering so we are working on that in house by utilizing JIRA functions.

Gwen and I have been working on 'check ins' with our team members. We are still finalizing what we would like to use for performance reviews and will work on those in the months ahead.

Respectfully submitted,

Erica Swenson

Summary for May 2024

Here's a summary of the 4 pieces of the ETAX Project –

- TAXWEB – Shawn got the new server working on Monday for public review so we are now able to test in Meeker and Yellow Medicine. This includes Statements, Value Notices, TNT and Pictometry. With the server done we can now finalize the process of the daily automation of data and the reports. Once the testing is done by the testing counties with any fixes needed then we can also implement the automation pieces so it is all in sync. Then our next process will be to plan moving this out to all the counties.
- New CAMA/Land calc – We are starting to retest Land Calc Parcel Maintenance after a little rewrite based on testing results in which learned that the older version of the Angular framework just didn't work. Between that version and the one we are using now some things have changed drastically. While this doesn't affect other programs as much, because of how interconnected Land Calc Maintenance is, these problems became much more difficult to deal with than in other programs. We have started testing 3 more programs in Land Calc. Once we are sure the new upgrade is working as intended on Land Calc Parcel Maintenance and it passes all testing measures along with the 19 menu options/programs in CAMA then our next step we will be having Chris at Todd and Mike in Kandi testing.
- New Report Generator – We have been doing some good training with our Support Team on New Report Generator. We will continue with one more training session with the intentions of getting them fully up to speed to help the current counties that have New Report Generator plus Michelle (Big Stone) and Janel (Yellow Medicine). This will help with questions or issues they find with the current release. This process has put us a little behind on Michelle and Janel getting Report Generator, but in the end, this will help us immensely for our Tax Support team knowledge along with updating our Tax Report Generator Help Links and in training of our counties when we go live with New Report Generator.
- ETAX – Our ETAX developers are starting to work with our "Quick Access" programs which are connected to most the original 4 menu's that we started working intensely with all of our testing. We also have started on menu TAXX10 which was one main menu's that ETAX team Accessor's said the use. With that being said we have reached out to a few more Assessors to be on our ETAX User group. We have asked Chris Odden of Todd County, Stacy Honkomp of Douglas and Pam Reese of Douglas. Our intentions are to have a bit more feed back from more Assessor's as we get more in depth on their menus. When we get to Auditor's side we will do the same thing. We are starting to get ready for some of our Tax Support to start testing but only after we have Report Generator process of testing and working with the counties.

Just a reminder of our goal's below

- Our 1st Goal is to have TAXWEB and New Report Generator live.
- Our 2nd Goal is to have CAMA/Landcalc live.
- Our 3rd Goal is to get Assessor's Module of ETAX live.

Summary of Current i-series Modules and Other Projects:

- April 18th-Zoom Meeting held with the Auditor-Treasurer's. Recap of Tax Statements and presentations by Tax Support Staff of upcoming Settlement Options.
- April 24th- Presentation by CPT at Highway Costing Accountant Annual Meeting
- MN and ND Taxes, Payroll, etc. Day to day usual problems.
- ND New Residential Credit – Plans for programming this for Estimated Tax Statements in August
- Waiting for MN Legislative changes which should come sometime in June. Planning to have an in-person Assessor Meeting in August, and Auditor-Treasurer Meeting in early September.
- Mercer county ND contacted CPT to potentially use our software(this is not a new contact)

SIEM/security meeting We had a couple of people attend the SIEM/Security meeting in Willmar. Most of the county IT staff were there. I believe there were 92 attendees. Shawn Larson from Morris Electronics and the BCA were presenting. A couple of counties have tested the LogRhythm and Splunk products. The group is looking at a way to do volume pricing for these products. These products bring all the logs, whether it is network, server, or other devices, into one spot and then can analyze them for security breaches, etc. CPT has had demos on some of the other SIEM products. These products usually run about \$30,000-\$40,000 per year. For the Criminal Justice side of the networks, this will be required in the future. We discussed with Shawn and some of the other counties the possibility that we could host this software at CPT. They do allow multi-tenant and CPT has lines already to a lot of the counties. It could be a benefit to the counties as they could have the hardware hosted and not have to purchase servers, etc. This is something that will be discussed in the near future. From our hosting audit, CPT is supposed to also have SIEM software. We found out that we do qualify for the special pricing which is a substantial discount. (Up to 80% discount)

IBM I server purchase-We have been discussing with a county the possibility of administering their server and the possibility of using it for our disaster recovery piece. This has the potential to allow us to have an immediate fail-over if anything were to happen to a server at CPT or to the remote county site. Right now we were planning on doing that with CPS, but this could be a much faster cutover to another server. It would potentially change our quotes that we got for servers before, but could also lower the costs of Our disaster recovery solution. It could also mean a much faster recovery time and some additional redundancy of lines on hosted servers. The county we are discussing this with has 2 separate connections to the state network. We will be discussing this possibility in more detail, but wanted to give an update that this is a possibility.