

**COUNTIES PROVIDING TECHNOLOGY
EXECUTIVE BOARD
Monday, June 24, 2024
9:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Executive Board was called to order at 9:00 a.m., Monday, June 24, 2024, by Chair Paul Johnson. Members present were: Mahnomen: Karen Ahmann (virtual), Pipestone: Commissioner Hollingsworth (virtual), Renville: Commissioner Kramer (virtual), Wilkin: Commissioner Larson (virtual), Yellow Medicine: Commissioner Antony (virtual).

Others present: Gwen Gillespie (virtual), Vicki Knobloch Kletscher, Redwood County Administrator (virtual), Mike Koehler (virtual), Bob Kopitzke, Stevens County Commissioner (virtual), Heidi Roiland (virtual), and Erica Swenson (virtual).

Commissioner Antony moved to approve the agenda as presented, seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried.

Commissioner Kramer moved to approve minutes from the May 20, 2024 meeting, with the following correction: These changes to the By-laws take effect immediately except for the verbiage change in the executive committee paragraph, which will take effect January 1, 2025, seconded by Commissioner Larson. A roll call was taken, all members voted aye, motion carried.

A representative from West Central Roofing joined the meeting virtually to present and answer questions on the roofing bid provided to CPT. West Central Roofing representative left the meeting

A representative from Buttweiler's Do-All Inc. joined the meeting virtually to present and answer questions on the roofing bid provided to CPT. Buttweiler's representative left the meeting.

Pope County Commissioner Larry Lindor joined the meeting (virtual).

Commissioner Kopitzke, representing the building committee, stated it is the recommendation of the CPT Building Committee to award the roofing job to Buttweiler's Do-All.

Commissioner Kramer moved to accept the bid from Buttweiler's Do-All, Inc. with the addition of the 20 year warranty verbiage and a statement to include a completion date by October 30, 2024, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried. The bid is awarded to Buttweiler's based on the insulation thickness, mil thickness, color and overall higher quality end product.

Attorney Jordan Soderlind joined the meeting virtually to discuss the Apyrse Software licensing situation. Commissioner Antony moved to give Mr. Soderlind the authority to negotiate a settlement for CPT with Apyrse, up to \$5000, seconded by Commissioner Larson. A roll call was taken, all members voted aye, motion carried. Mr. Soderlind exited the meeting.

Mike Koehler presented the Financial Reports and Warrant Registers. Commissioner Larson moved to approve the May 2024 Financial Reports and the warrant registers from April 25, May 16, May 23, May 30 and June 6, seconded by Commissioner Lindor. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

Mike Koehler and Gwen Gillespie presented a software proposal, CPT E-Planning and Zoning. Commissioner Lindor moved to give approval for development staff to work on this software as a pilot for one of our owning

counties, with the potential to expand to other counties, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. No meeting was held in June.

A Software committee update was presented by Gwen Gillespie. No meeting was held in June. A written recap was provided.

In other business, discussion was held regarding a possible building remodel.

Commissioner Kramer, representative of the Budget Committee, provided the recommendation of the committee to the Executive Board. Commissioner Kramer moved for the Executive Committee to recommend to the full board, at the July meeting, a payback to owning counties in the amount of \$1,080,000 (\$45,000 per County), funds to be disbursed in fourth quarter 2024, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

The next meeting of the Executive Committee will be held on Monday, July 15, 2024 at 9:00 a.m. The next meeting of the full Board will be Monday, July 22, 2024 at 10:00 a.m. Meeting adjourned at 10:25 a.m.

Chair – Paul Johnson

Clerk – Mike Koehler