

# County Attorney User Group Annual Meeting

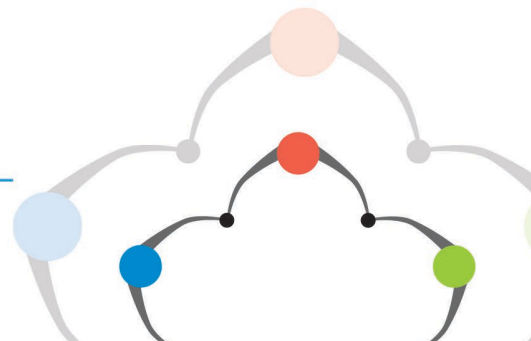
Tuesday, May 19

12:30-1:15 pm

Madden's on Gull Lake (Olson Board Room)

## Agenda

1. Call to Order: Cheryl Brame
2. Recognition of Executive Committee Members
  - a. Executive Officers
  - b. Committee Chairs
  - c. Representatives
  - d. Liaisons
3. Review of Quorum and Proxy Votes
4. Approval of Agenda
5. Approval of Annual Meeting Minutes: June 4, 2025
6. Chair Report: Cheryl Brame
7. Committee Reports
  - a. Development: Nicole Horsman
  - b. Training: Cheryl Brame
  - c. Standards: Sue Ulschmid
  - d. Membership: Natalie Schiferl
8. MCAPS Status Update – Strategic Technologies Inc. (STI)
9. Financial Report
  - a. Current Financial Report & Budget
  - b. Proposed 2027 Fee Schedule and Budget (recommended by Exec Committee)
    - i. User Group Fees
      1. On-Prem: \$4,050 per attorney
      2. Licensee: \$4,250 per attorney
    - ii. Hosting and Managed Services
      1. One-Time Implementation: \$5,000
      2. Monthly Hosting Fee: \$440 – basic management/initial storage, servers, backups, updates, and 1<sup>st</sup> TB
      3. Annual Hosting Fee: \$350 – scales for usage, prorated
      4. Per TB over 1: \$125/month – scales for usage
10. Liaison Reports
  - a. ISSG: Dan Schmidt
  - b. MnCCC: Jody Moran
11. User Group Elections
  - a. Vice-Chair (3-year leadership track)
  - b. Recording Officer (1-year term)
  - c. Financial Officer (1-year term)
  - d. Northern Representative (2026-2028)
  - e. At-Large II Representative (2026-2028)
  - f. MCAA Representative (2-year term, currently vacant)
12. Committee Chair Elections
  - a. Development
  - b. Training
  - c. Standards
  - d. Membership
13. Transition of Officers
14. Other Business/Membership Concerns



a. Rules and Regulations for Approval

15. Adjourn

Next Executive Committee Meeting: Wednesday, June 10 at 1:00 pm on Zoom

*In accordance with Mn. Stats. § 13.01, Subds. (b)(6) and (c), this meeting is subject to Open Meeting Law. For more information, visit MnCCC's Resource Center: <https://mnccc.gov/resource-center/open-meetings>*

**Executive Officers:**

Past-Chair: Natalie Schiferl, Morrison County  
Chair: Cheryl Brame, Clay County  
Vice-Chair: Nicole Horsman, Goodhue County  
Recording Officer: Katie Black, Otter Tail County  
Finance Officer: Sue Ulschmid, Otter Tail County

**Committee Chairs:**

Training Committee: Cheryl Brame, Clay County  
Membership Committee: Natalie Schiferl, Morrison County  
Development Committee: Jill Krahn, Scott County (Nicole Horsman Interim)  
Standards Committee: Sue Ulschmid, Otter Tail County

**Representatives:**

Northern Representative (up for election in 2026): Cassie Haspel, Otter Tail County  
Southern Representative (up for election in 2027): Liz Breza, Goodhue County  
At-Large I Representative (up for election in 2027): Bailey Peterson, Fillmore County  
At-Large II Representative (up for election in 2026): Sondra Swanson, Aitkin County  
MCAA Representative: OPEN

**Liaisons:**

MnCCC Board Liaison: Jody Moran, Washington County; [jody.moran@washingtoncountymn.gov](mailto:jody.moran@washingtoncountymn.gov)  
ISSG Liaison: Dan Schmidt, Goodhue County; [dan.schmidt@goodhuecountymn.gov](mailto:dan.schmidt@goodhuecountymn.gov)

**Voting Members**

Aitkin County  
Benton County  
City of Albert Lea  
City of Moorhead  
Clay County  
Fillmore County  
Freeborn County  
Goodhue County  
Hubbard County  
Jackson County  
McLeod County  
Morrison County  
Mower County  
Norman County  
Otter Tail County

Pine County  
Polk County  
Renville County  
Rock County  
Roseau County  
Scott County  
Todd County

**Licensees**

City of Alexandria  
Nobles County  
Red Lake County  
Wadena County  
Watonwan County

