

Police IT updates and the reported computer crash

Menahga • Sebekka • Verndale • Wadena County

Public-record review prepared October 18, 2026

What the records establish

Menahga, Sebekka and Verndale approved comparable Wadena County police IT support arrangements during spring 2023. Menahga approved first, followed by Sebekka and Verndale over a 42-day span. Each city approved a \$3,500 arrangement. [S1–S4]

Sebekka's own minutes provide the clearest evidence of coordination: Hotchkiss described shared county IT management, and the minutes state, "A county-wide effort would create uniformity too." [S2, p. 1]

Government	Verified action date	What was approved
Menahga	March 27, 2023	County police IT services, \$3,500 annually; vote 5–0. [S1, p. 2]
Sebekka	April 18, 2023	County police IT support, \$3,500; three in favor, none opposed. [S2, p. 1]
Verndale	May 8, 2023	County Tech Support program, \$3,500 for one year; all in favor. [S3, p. 2]
Wadena County	May 16, 2023	County approval of Sebekka and Verndale support agreements. [S4, p. 8]

Approval is different from installation. These records establish decisions and planned services. They do not establish the actual installation or completion date in each town. Menahga's March 27 minutes report an estimate that the system should be operational in two weeks. [S1]

What this means for the criticism: The written records support a coordinated spring 2023 effort, with Menahga approving before the other two cities. The reviewed minutes do not document Adam Gunderson refusing or blocking this agreement. They do not independently establish the county's exact readiness in 2022 or everything said privately.

Date discrepancy: Wadena County's May 16 minutes say Hotchkiss met Verndale on May 8 and that its vote occurred May 9. Verndale's own minutes place both the presentation and approval at its May 8 meeting. This report uses the city's date and preserves the discrepancy. [S3–S4]

Menahga's written chronology

Meeting	Relevant entry
January 30, 2023	The police department needed a new evidence computer, with programs to be selected by the new chief. The entry does not say a computer crashed. [S5, p. 2]
January 30, 2023	A separate city server/email change by WCTA was scheduled for February 20–24. Older, slow city laptops were discussed. This is distinct from the later county police IT contract. [S5, p. 5]
February 27, 2023	Chief Amy Lane recommended Wadena County IT support for the police department for security reasons. [S6, p. 2]
March 13, 2023	The council discussed the \$3,500 county contract, equipment and licenses, and BCA/FBI compliance. The clerk could not answer whether police were currently compliant. The matter was tabled for Hotchkiss to answer questions March 27. [S7, p. 5]

Meeting	Relevant entry
March 27, 2023	Hotchkiss discussed data segregation, security, outdated operating systems and county cost sharing. The council approved county police IT services 5–0. [S1, p. 2]

The alleged computer crash

No reference to a police computer crash was located in the 17 Menahga meeting-minute documents reviewed from November 2022 through May 2023. The January 30 request for a new evidence computer does not identify a failure, crash date or cause. The March 27 police report and IT contract discussion also do not record a crash. [S1, S5; review inventory below]

The March 27 IT discussion in the official minutes does not record an attempted conversation with Adam Gunderson or an accusation that he obstructed the update. Minutes summarize meetings, however, and cannot establish every statement made at the meeting.

There is no verified crash date in the records obtained. This review is not a city certification that no crash or related record ever existed. Service tickets, repair invoices, incident logs, emails and all meeting packets have not been comprehensively obtained or reviewed.

Reported verification and remaining gaps

Adam’s personal calls — attributed account

According to the account supplied for this review, Adam Gunderson personally called Menahga Police Chief Amy Lane and former Wadena County IT Director Dave Hotchkiss to verify the statements about the IT issue and alleged crash. The dates of those calls were not supplied. No recording, signed statement or contemporaneous call notes were provided for independent review.

Person	What the supplied account reports
Chief Amy Lane	Lane said there had not been a computer crash and she did not know what crash the article was referring to.
Dave Hotchkiss	According to the user's clarification, Hotchkiss said there had been no computer crash in Menahga and that he had never had an issue with Adam.
Nate Nims, former city IT	According to the user, Nims said he did not remember a computer crash and that the county would handle a police computer crash. This is a statement about his recollection and who would respond; it is not confirmation that no crash occurred.

Adam’s reported recollection of the 2022 discussion with Hotchkiss is that it was advance notice of forthcoming updates and that the system was not yet ready to be installed. No contemporaneous written record confirming that exchange was located in this review.

Meeting audio

We requested the March 27, 2023 meeting audio to verify the statements reported in the newspaper. After searching, the city could not locate the recording and identified an apparent gap in its audio archive from approximately December 7, 2022, through April 28, 2023. The city could not determine whether those meetings were never recorded or whether the recordings were not retained. The reason for the gap remains unknown. Therefore, we cannot independently verify the reported statements or their full context using the meeting audio. [S12, original packet p. 135]

The county's planned and completed work

The county's February 14, 2023 board packet listed firewalls for Menahga and Verndale police departments among its 2023 IT projects. It also listed a new host separating law-enforcement servers from county servers in connection with FBI/BCA policy. These are planning materials, not adopted minutes or proof of a completed installation. [S12, original packet pp. 96–97]

A county report presented May 7, 2024 identified the new law-enforcement server host as installed in 2023 for CJIS compliance. Its completed-project list also described Menahga police and Sebeka as connected to the county network. This documents completion within 2023 at the report's stated level; it does not give an exact installation day for each city. [S12, original packet pp. 129–131]

Source index

Selected original city and county records follow this report. Source references retain the numbering used during the review; references to original packet pages identify pages in the earlier compilation, not this final PDF.

S1 · Menahga, March 27, 2023 minutes

Source file: Signed_Minutes_032723.pdf

S2 · Sebeka, April 18, 2023 minutes

Source file: Sebeka_2023-04-18-City-Council-Minutes.pdf

S3 · Verndale, May 8, 2023 minutes

Source file: Verndale_2023-05-08_minutes.docx

S4 · Wadena County, May 16, 2023 minutes

Source file: WadenaCounty_2023-05-16_minutes.pdf

S5 · Menahga, January 30, 2023 minutes

Source file: 1-30-23_WS_CC_Minutes-1.pdf

S6 · Menahga, February 27, 2023 minutes

Source file: Signed_Minutes_WS_022723(1).pdf

S7 · Menahga, March 13, 2023 minutes

Source file: Signed_Minutes_031323.pdf

S12 · Earlier supporting packet: Menahga council minutes and Wadena County IT reports

Source file: Menahga_IT_Supporting_Minutes_and_Wadena_Reports.pdf

Article reference for further verification: Shannon Geisen, "Menahga Police Dept. requests body cams, tech upgrade," Park Rapids Enterprise, March 31, 2023. The public page was identified, but its full text was not independently obtained for this report. A complete copy of the original article and Broden's exact published version should accompany any line-by-line rebuttal.

Review inventory and usable summary

Menahga minutes checked

The following 17 official meeting-minute documents were downloaded. Searchable text or OCR was checked for crash/failure and computer/IT references; relevant passages were read in context. The Sebeka approval and Menahga March 27 approval were also checked against page images. OCR may omit or misread text; this is a targeted record review, not an exhaustive archive certification.

- November 4, 2022 City Council Special Meeting/Budget Meeting

- November 14, 2022, 6:00 pm, Regular Meeting
- November 28, 2022 Special Meeting Work Session
- December 5, 2022 Budget Meeting/Special Work Session
- December 12, 2022, 6:00 pm, Truth in Taxation Meeting
- December 12, 2022, Following the 6:00 pm Truth in Taxation, Regular Meeting
- December 20, 2022 Fire Relief Association Meeting
- January 9, 2023, 6 pm, Regular City Council Meeting
- January 30, 2023 6 pm Special Meeting/ Work Session
- February 13, 2023, 6 pm, Regular City Council Meeting
- February 27, 2023 6 pm Special Meeting/Work Session
- March 13, 2023, 6 pm, Regular City Council Meeting
- March 27, 2023 6 pm Special Meeting/Work Session
- April 10, 2023 6 pm Regular City Council Meeting
- April 24, 2023 6 PM Special Meeting/Work Session
- May 08, 2023 6 pm Regular City Council Meeting
- May 22, 2023 6 pm Special Meeting/Work Session

Copy-and-paste summary

Official minutes show that Menahga approved Wadena County police IT services on March 27, 2023, Sebeka on April 18, and Verndale on May 8. Menahga approved first. Sebeka's minutes describe a county-wide effort. County reports list planned police security work in February 2023 and a law-enforcement server host installed in 2023. These records do not document Adam blocking the agreement. No police computer crash was located in the Menahga minutes reviewed from November 2022 through May 2023. According to the user, Adam personally called Lane and Hotchkiss; both said there had been no computer crash, and Hotchkiss said he had never had an issue with Adam. Nate Nims separately said he did not remember a crash and that the county would handle a police computer crash. Written statements of those calls have not been obtained. A saved city response confirms missing March 27 audio and an apparent archive gap from approximately December 7, 2022, through April 28, 2023. It does not establish whether recordings were made or retained.

2. Wadena County IT Contract – Dave Hotchkiss

Hotchkiss explained to the council what will be provided to the City with the Wadena County IT Contract. Law enforcement regulations mandate that civilian data and law enforcement data be segregated, so that sensitive data would not be accessible to others using the same server. There are also BCA mandates as to how data must be protected from hackers or "Bad Actors". One item is that there is a requirement that passwords must be changed every 60 days which went from 8 characters to 20 characters. One benefit for the City is that whatever is on the system for the Menahga Police Department is accessible to Wadena County. Since the City is contracting its' criminal legal with the Wadena County Attorney's Office, all information would be accessible to it, such as Dash Cams, Body Cams, and all other information.

Mayor Olson stated that the biggest concern was the cost. Hotchkiss explained that some of the cost is to update the operating systems on the computers since the systems are outdated. Hotchkiss explained the itemized costs associated with implementing the system with much of the cost being absorbed by Wadena County as it already pays for the system. Tomperi asked if the City Administrator would have access to the Law Enforcement emails if needed for disciplinary purposes. Hotchkiss explained the process would require a data request submitted by the City Attorney with any non-public data being redacted. The information would then be released. Hotchkiss stated that there will be some set-up costs involved and should be operational in two weeks. The annual cost of the contract is \$3,500.

Main Motion: To approve the Contract with Wadena County for IT Services for the Menahga Police Department at an annual cost of \$3,500.

Moved by:	Netland
Seconded by:	Bjornson
Action:	Motion carried by a 5-0 voice vote
In favor:	Olson, Tomperi, Warmbold, Netland, Bjornson
Opposed:	None

• Public Works/Streets – Ron Yliniemi

1. Monthly Report – Yliniemi provided the Council with information on the Menahga's drinking water which placed 2nd out of 31 cities on quality of drinking water at the recent conference he attended. Yliniemi went on to inform the Council of some of

April 18, 2023
Regular City Council Meeting

A regular monthly meeting of the Sebeka City Council was called to order on April 18, 2023, at 6:31 pm by Mayor Anderson. A quorum of the council was present including Anderson, Lillquist and Nims. Councilman Grewing arrived during the pool update; Connor was absent. City staff members in attendance include Hahn, Haman, Hoppe, Klovstad, Lane and Randall. Guests include David Hotchkiss of Wadena County IT Dept, and City Engineer Phil Martin of Bolton & Menk; Several area residents also attended. Matt Johnson attended for the media.

Agenda: Changes to the agenda included: Add 6B/6B1 for Bolton Menk South Watermain Bid Recommendation; Delete 7b2 – South Watermain Bid Recommendation; Add 7D4 Public Hearing Follow Up; Add 7D4a- Signatures in support of liquor store; and Add 9E Bolton Menk Invoice 0309735. There were no changes to the consent agenda.

MOTION by Lillquist, second by Nims to approve the agendas as amended, and authorizing all items listed on the consent agenda. Voting in favor: Anderson, Lillquist, and Nims; Opposed: None. Motion Carried.

PUBLIC COMMENTS:

Local Resident Brenda Gronlund made a public comment regarding the Sebeka Event Center. She wants to keep it, there is no place else to have public events, can't have everything at the school.

PRESENTATIONS:

DAVE HOTCHKISS addressed the council regarding law enforcement requirements that are mandated by the FBI. The county has begun IT management to centralize and spread/share the costs. The PD cannot be on a co-mingled network with the city. A county-wide effort would create uniformity too.

MOTION by Nims, second by Lillquist to approve contract for \$3500 to provide county IT support for the Sebeka Police Department. Voting in favor: Anderson, Lillquist, and Nims; Opposed: None. Motion Carried.

PHIL MARTIN addressed the council regarding the watermain loop project and the county project. Reviewed bid results for both projects. Bid for watermain loop came in \$100K over the estimate. Mostly due to the short time frame for construction. Late start due to unknowns regarding the bonding bill and availability of funding, and then need to complete by 7/21 so county can do their project without shutting water off to half the city. For the bid bond, there is a May 23 deadline to make the decision whether or not to move forward. Martin recommends meeting with the financial consultant as soon as possible. What is the financial impact if the bonding bill does not pass so there is no PFA funding? Can the city afford the project?

MOTION by Lillquist, second by Nims to hold a special meeting with Jason Murray, financial consultant from David Drown Associates on May 2, 2023 at 6:30. Voting in favor: Anderson, Lillquist, and Nims; Opposed: None. Motion Carried.

DEPARTMENT REPORTS:

Fire Department Report: Chief Haman presented the department report. There were 27 calls for service in March, including 18 rescues, 4 fires, and 3 vehicles, and 2 cancelled. The Sebeka 125

A motion was made by Jacobson to accept the 2022 Audit, seconded by Cottrell. AIF/MC.

DEPARTMENT REPORTS:

FIRE DEPARTMENT – MIKE MADSEN-FIRE CHIEF- Madsen stated that there were 17 calls for March and April; 9 were fire (2 grass, 2 structure, 5 car accidents), and 8 were medical. Madsen stated that their pancake feed is going to be held on May 20 from 8:30 am – 11 am. Madsen stated that the Department is receiving a donation from Karvonen Funeral Home for Flashlights.

LIQUOR STORE - MELISSA CURRENT- Current stated that there was a net profit of \$11,209.00 for the month. Current stated that there was a decrease in sales from 2022 in the amount of \$3,200.04. Current stated that there is a net profit for the year in the amount of \$21,529.35. Current stated that the Ice Machine is in place and making ice. Current stated that she attended the MMBA Conference at Arrowood on April 30 and learned about dead inventory and rewards programs. Current stated that the MugWugs are booked for Verndale Days. Current asked if they should start playing at 8 pm or 9 pm. Erckenbrack stated to check with the Liquor Committee to determine the start time.

POLICE- CHIEF RANDY ATHMANN - See Report in Council Packet. Penner suggested using Wadena County's Tech Support program so that Verndale will be compliant with the BCA and FBI policies. Hotchkiss presented the details of the Tech program. Erckenbrack stated that it sounds like this is a need not a want.

A motion was made by Jacobson to approve the Wadena County Tech Support program at a cost of \$3,500.00 for one year, seconded by Cottrell. AIF/MC.

PUBLIC WORKS- MATT USELMAN-MANAGER- Uselman stated that half of the light poles have been installed, however new bolts will need to be epoxied to the existing concrete. Uselman stated that it needs to be warmer to do this so they are hoping to get it done by the second week in May. Uselman stated that the black dirt has been removed from the new building site, hopefully concrete can be poured by the middle of May. Uselman stated that there is a lot more black dirt than he was expecting so, if residents would like some please get ahold of him. Uselman stated that a tree service will be needed to remove a tree by the water tower so that the privacy fence can be put up. Uselman stated that once that is done then a stump grinder can come to grind a few stumps. Uselman stated that the Water Tower will have its one year warranty inspection on May 10. Uselman stated that the fourth grade class will be having a field trip to the Water Treatment Plant on May 16.

CLERK/TREASURER- MELISSA CURRENT- Current requested approval to transfer \$37,296.00 from the General Fund Money Market Streets Fund to the General Fund Checking Account to pay Vinco 80% of the cost of the street lights.

A motion was made by Jacobson to approve transferring \$37,296.00 from the General Fund Money Market Streets Fund to the General Fund Checking Account to pay Vinco 80% of the cost of the street lights, seconded by Cottrell. AIF/MC.

- *A charge of \$46.00 will be made to record the Deed.
- *State Deed Tax on the amount of purchase will be collected. (.33% x purchase price)
- *Buyer shall execute the Highway Easement provide for CSAH 29

Wadena County Board of Commissioners - Michael Weyer, Wadena County Board Chair

CERTIFICATION

I, Ryan Odden, County Coordinator, Clerk to the Wadena County Board of Commissioners, do hereby certify that the above is a true and correct copy of a resolution adopted by the Wadena County Board of Commissioners at a meeting held on the 16th day of May, 2023.

Sebeka PD IT Support: IT Director Dave Hotchkiss said the Wadena County IT Department is requesting that the Wadena County Board of Commissioners would consider approving the Contract request for the Wadena County IT Department to offer Technical Support to the Sebeka Police Department. Dave Hotchkiss Met with the Sebeka City Council on April 18th discussing the contract as well as questions that the Council had. On April 18th 2023 the Sebeka City Council passed the Contract unanimously. This contract includes drive time and mileage round trip from Wadena Courthouse to the Sebeka Police Department. The Board suggested that in the future, the amount charged may need to be increased. Motion by Commissioner Kreklau and seconded by Commissioner Noon to approve the Wadena County Information Technology Support Agreement & Terms for the City of Sebeka Police Department. Motion carried unanimously.

Verndale PD IT Support: IT Director Dave Hotchkiss said the Wadena County IT Department is requesting that the Wadena County Board would consider approving the request to enter into an IT support agreement with Verndale Police Department. Wadena County IT department will be offering Verndale Police Department Technology Services and Support. Dave Hotchkiss Met with the Verndale City Council on May 8th discussing the contract as well as questions that the Council had. On May 9th 2023 the Verndale City Council passed the Contract unanimously. Motion by Commissioner Stearns and seconded by Commissioner Noon to approve the Wadena County Information Technology Support Agreement & Terms for the City of Verndale Police Department. Motion carried unanimously.

Marsh McLennan Agency Broker Services Request: Coordinator Ryan Odden said that 2023 is the last year of Wadena County's two-year contract with MN PEIP for health insurance. We are able to begin an official RFP process for 2024 health insurance benefits. The Wadena County Insurance Committee agreed to recommend the use of Marsh McLennan Agency (MMA) for assistance with the RFP process and broker services for 2024 (see attached proposal). MMA's fee schedule is set up on a Month per Month contract ranging from \$13 to \$15 per contract per month (roughly 1% commission rate), that will be built into the 2024 premium cost. Quotes were received from Gallagher which was 1.75% commission rate, and North Risk Partners at \$25 per contract per month (roughly 1.75% commission rate). Motion by Commissioner Stearns and seconded by Commissioner

Wadena County, MN Board Action Form



Action Requested	
☐ Action/Motion ☐ Discussion ☒ Information Item	☐ Report ☐ Resolution ☐ Other
☐ Consent Agenda Item	

Title: 2023 IT Department Updates

Date of Meeting: 2/14/2023

Total time requested: 10-15 Mins

Department Requesting Action: Information Technology

Presenting Board Action/Discussion at Meeting: Dave Hotchkiss – IT Director

Background ☒ Supporting Documentation enclosed

The IT Department would like to take this time to review projects from the previous year 2022 and upcoming projects for 2023 as well answer any questions the board may have.

Options ☐ Supporting Documentation enclosed

Recommendation ☐ The Wadena County Board of Commissioners approves the following by Motion:

Financial Implications: \$

Comments

Funding Source:

Budgeted: ☐ Yes ☐ No

Action	Voting in Favor	Voting Against
Motion:	☐ Noon	☐ Noon
Second:	☐ Weyer	☐ Weyer
☐ Passed	☐ Stearns	☐ Stearns
☐ Failed	☐ Kreklau	☐ Kreklau
☐ Tabled	☐ Kangas	☐ Kangas

Signatures

STATE OF MINNESOTA }

COUNTY OF Wadena }

I, Ryan Odden, County Coordinator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting.

Witness my hand and seal:

Seal

IT Department Projects for 2023

Yearly the IT Department Starts with a list of Projects / Goals to complete through the year. As you can imagine this list changes, adding and removing as needed to adjust for ever changing technology changes we all face. Please see the below list of smaller projects that the IT Department has formulated with a brief description of what each is about.

1. RSA at the desktop – Users will be required to use a Token or Soft token to log into the computer system.
2. Firewalls at Menahga, and Verndale Police Departments – Allowing for more secure and efficient use of network resources.
3. Watch Guard Antenas for Sheriff's Building, Menahga PD, and Verndale PD – Allowing for the squad cars to upload video back to the Server.
4. New Firewall at Solid Waste – Update and allowing for the use of the new Mitel Phone system.
5. Mitel Phones for Solid Waste – Allow for more efficient communication between departments.
6. New Host For Law Enforcement Servers – Per the FBI/BCA policy coming early spring we are required to separate the Servers from County Servers.
7. Switch Replacements on aging Switch gear – We will be removing a switch that is approaching 8 years of service with a new Cisco switch. These switches that are being replaced are lower priority switch gear.
8. PC Replacement on Pre-Covid Machines – Replace machines on the 4-5 year replacement schedule, staying current.
9. Door Access Replacement – new areas requiring door access, will be replaced with Open Options, the IT Department has placed a request for CARES funding to replace the existing door access system with Open Options.
10. Technology Conference Room – Once Construction is done, we will be installing and working with the AV vendor to setup the new tech conference room.

Wadena County, MN Board Action Form



Action Requested

☐ Action/Motion

☐ Discussion

☒ Information Item

☐ Consent Agenda Item

☐ Report

☐ Resolution

☐ Other

Date of Meeting: 05/07/2024

Total time requested: 10 - 15 mins

Department Requesting Action: IT Department

Presenting Board Action/Discussion at Meeting: Dave Hotchkiss - IT Director

Background ☒ Supporting Documentation enclosed

The IT Department is pleased to present and give the board and community updates regarding Technology for Wadena County.

Options ☐ Supporting Documentation enclosed

Recommendation ☒ The Wadena County Board of Commissioners approves the following by Motion:

Financial Implications:

Comments

Funding Source:

Budgeted: ☐ Yes ☐ No

Action

Motion:

Second:

☐ Passed

☐ Failed

☐ Tabled

Voting in Favor

☐ Noon

☐ Weyer

☐ Stearns

☐ Kreklau

☐ Kangas

Voting Against

☐ Noon

☐ Weyer

☐ Stearns

☐ Kreklau

☐ Kangas

Signatures

STATE OF MINNESOTA}

COUNTY OF Wadena}

I, CJ Holl, County Administrator, Wadena County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Wadena County in Wadena, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

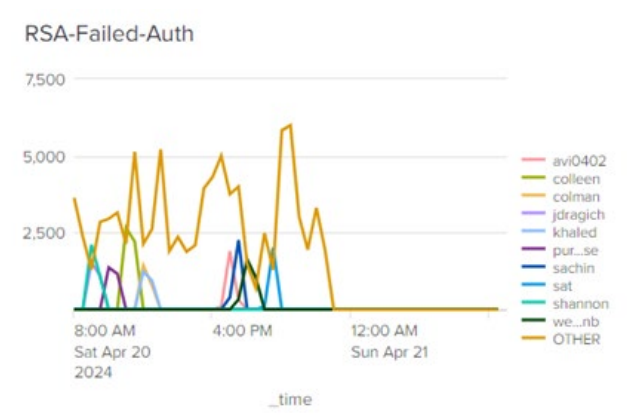
Seal

2023 Completed Projects -

- **Network Connectivity** – Menahga PD, and Sebeka are connected to our network. We have also installed, configured and have technology in place to allow for remote uploading of squad and body camera footage.
 - **Solid Waste** – Connected to the County network, allowing them to operate as if they are in the Court House.
- **Mitel Softphone** – Allowing users to remotely work from any location receiving phone calls from public as if they are sitting in the office at a desk. This allowing for remote productive work.
- **Law Servers** – Installed in 2023 to comply with the CJIS policy a new host for all Law servers.
- **Upgrade Switch** – Replaced and upgraded switch equipment, this will be an ongoing rotation every 5-7 years to ensure productivity and reduced downtime.
- **Court Fiber Connection** – County IT worked with Courts on a request to update the connection feeding the Courts Network Equipment. County IT Provided fiber to the last Network Closet before Courts would connect with Fiber to the Courts Network. Partnering to get the fiber to new locations sharing the cost to do so.
- **Logging SEIM POC** – Wadena County Was selected at the Spring 2023 MN Tech Connect Conference to participate in a POC (Proof of Concept) for the Counties in the State of MN to analyze, test, use in real world application as one of four solutions that made it to the POC level. Fall of 2023 Dave Presented at the MN Tech Connect conference Wadena's findings. Since we have used Splunk to not only meet the CJIS/FBI/BCA requirements, but also utilized Splunk to help in our daily troubleshooting, network, user, security and many other applicable areas. Our Annual Spring Meeting was April 30th in Willmar MN, with 60 Counties Represented from Minnesota, as well as some Cities, and State officials.

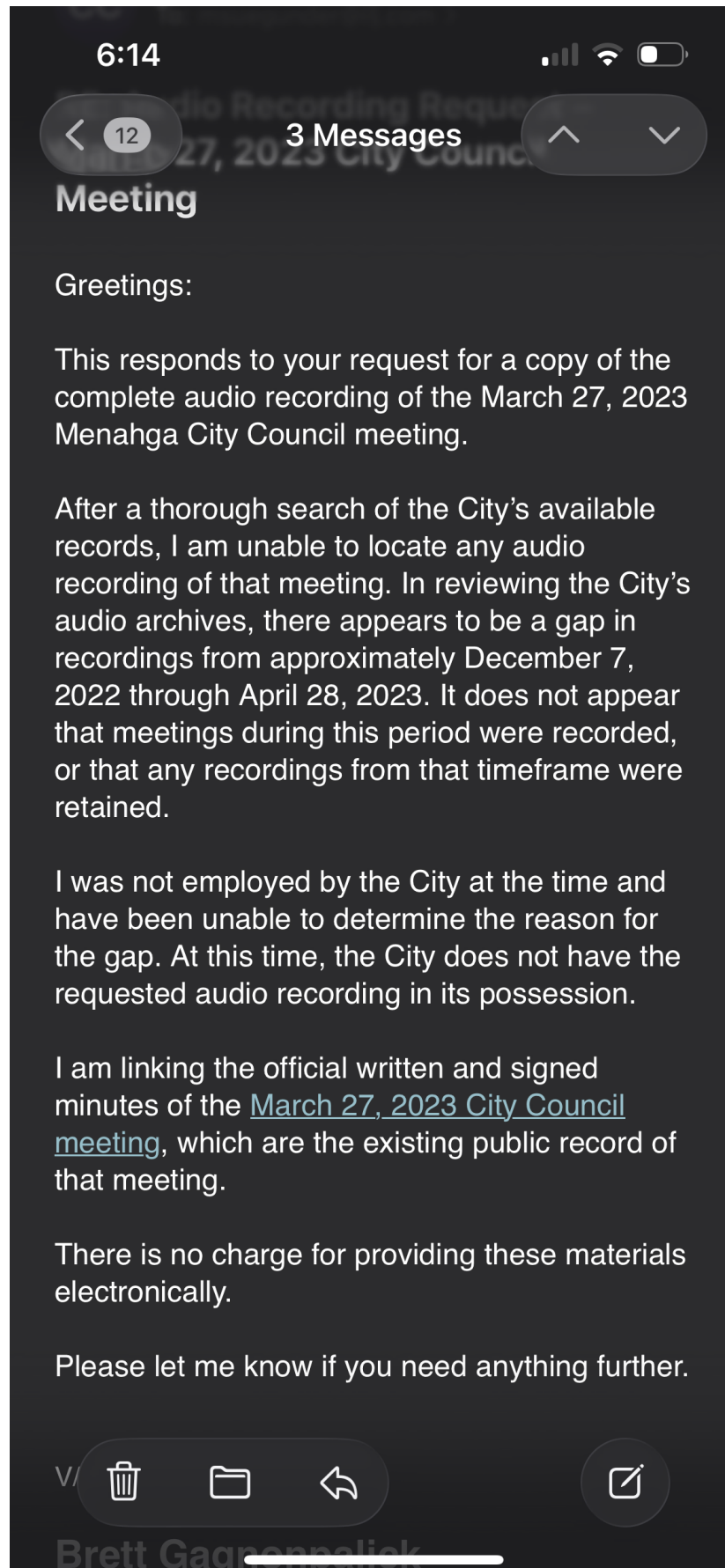
Security Updates (Public) – IT has taken an aggressive stance on Cyber Security, we have been making every effort to educate and protect the County Network, Data and of Course it's employees. This includes not only installing new hardware, implementing new policy and security software, but also trying to educate all of our employees and elected officials.

Below are attempts that failed to log into our system that are not actual employees, rather they are what the industry is calling “Bad Actors”. Making a simple change didn’t just simply reduce but completely stopped the attack storm.



City Response: Unavailable Meeting Audio

Screenshot supplied by Melissa Gunderson; date and full sender header are not visible.



City Administrator Laura Ahlf reported on his behalf that there were certain policies that may need to be updated and approved. It was reported that the mandated policies were provided to current Officer Huotari. Completion of the policy updates shall be determined by the new Chief of Police when hired and thereafter, approval by the City Council. The Police Department is in need of a new Evidence Computer with certain programs, to be determined by the new Chief of Police, when hired.

- **Public Works – Ron Yliniemi –**

1. Monthly Report – Yliniemi explained a need for a skeleton bucket for the payloaders to assist with clean-up of the burn pile and other various uses. Yliniemi contacted Titan for a quote to bring to Council. He also explained they are working on scraping the City streets down with the belly scraper. Yliniemi presented an update on the Hwy 87 Watermain Project, stating that Engineer Brian Hiles had sent out the project for bids. Authorization to send out for bids was discussed as Council was unaware of this project moving forward at this time, nor were Yliniemi and Ahlf. Yliniemi gave an update on the ice dam at City Hall. He has ordered heat tape to place on the gutters to assist in removing the ice.

2. Seal Coating Bids - Yliniemi spoke on the seal coating of the streets. This project had been approved to send out for bids. There are funds currently set aside for this project with another \$15,000.00 set in the budget for 2023.

3. Water Tower Update - Yliniemi gave an update on the completion percentage of the new water tower. Ahlf spoke on the financials to date on the project. Mayor Olson asked for clarification on the size of the tower. Olson stated that it was her understanding that the new water tower would hold 100,000 gallons of water versus the old one which held 75,000 gallons, which larger amount would assist in water pressure in the outlying areas of the City of Menahga. Yliniemi verified that this was true as well as a higher psi.

Mayor Olson also requested an updated inventory list for insurance purposes, noting that one item, the Road Grader would be removed since it was sold in 2022.

- **Liquor Store – Heather Shepersky –**

1. Monthly Report – Lacey to provide a Profit & Loss Report.

2. Craig Mullen DJ Services for Feb 11 and Mar 11, 2023 - Heather requested approval of DJ services each for \$400, for February 11, 2023 and March 11, 2023 for Customer Appreciation Day and St. Urho Day respectively.

5. Real Property Declaration: Ahlf explained that Hiles provided the Real Property Declaration for the land the new Water Tower has been constructed on. The form had been approved prior with the Loan Documents, but needed to be signed, recorded with the County and, sent to the State.

6. Criminal Attorney Update: Ahlf and Erickson gave an update on County Attorney Kyra Ladd agreeing to contract with the City as the City's Criminal Attorney. The County Commission stated that they don't need to approve the services of Ladd in becoming the City's Criminal Attorney but added that the Commissioners do support the decision. It is up to Ladd to agree to the services and provide a Contract for the City.

7. Server Update: Erickson provided an update on the new server. WCTA is scheduled to come February 20-24 to switch emails and change the server over. The City's laptops will need to be onsite for these updates. The Council discussed how the existing laptops are so old and slow and that maybe using an iPad would be an option. It will be discussed further at a later date. Erickson will provide the cost savings at the next meeting.

8. Report of Outstanding Indebtedness: A copy of the Report of Indebtedness that was completed and sent to the State was provided to the Council.

- **Campground – Ralph Cox and Dustyne Hewitt –**

1. Update on Campground: Cox presented a request to run an early bird promotion for prior campers. These reservations would be non-refundable. This promotion would also run in conjunction with the VFW for a discount on food. Cox and Hewitt stated they are planning a fundraiser for the horseshoe pit and disc golf course at the VFW in March or April. They are also looking for volunteers for the disc golf tournament. Cox stated that he will be in contact with a contractor in March for quotes on making 2 sites seasonal, as has been requested in the past. Cox will be continuing to make the campsite pads level. He also stated that there has been request for additional parking for boats or pontoons, but unsure on a location at this time. Hewitt is working with ResNexus on updating the campground map online as it does not accurately reflect where sites are. Hewitt would also like to reach out to update the park and campground flyer as it is outdated. Hewitt and Cox spoke about a 10-day call in process for last minute reservations and have come up with a process to fill the campground as much as possible.

2. Outdoor Recreation Grant (MN DNR): Cox and Hewitt would also like to apply for a matching grant from the DNR that can be used for updates or maintenance to the campground. They will gather more information and present at the next work session meeting.

Chief Lane presented the monthly activity report. This report also included mileage for the squad cars. Total of 50 calls was reported for two officers with three (3) Citations being issued. Organizing the office is still being completed. Chief Lane felt a need for one more F/T Officer, there are P/T officers willing to fill shifts at this time.

3. Office Update/Equipment Needs

Chief Lane has identified a few equipment needs for the Police Dept. and is working with Administrator Erickson in obtaining the needed equipment.

4. WCIT – Support Contract Discussion

Chief Lane is recommending that the Police Dept. use the Wadena County IT Dept for their IT needs, due to security reasons.

• Public Works/Streets – Ron Yliniemi -

1. Monthly Report

Repair is needed on the Sterling truck due to a belly blade bolt being busted and hoses blown. Hoses have been fixed, however, the belly blade is chained up until Spring.

There was a sewer backup at the shop, this was due to a dump tank being plugged. They will connect directly to the main in the Spring.

An excess property list is being developed, and an updated inventory list has been made.

An electrical Energy Environmental Study by Minnesota Power has been completed on the Water Plant, City Hall, Learning Center and City Shop.

Coding of Part-time and Full-time Public Works Salaries were discussed.

Sealcoating quotes had been sent to 4 contractors with a closing date of March 2, 2023.

The Sewer Permit Application will be sent to the MPCA at a cost of around \$2,000 for three years and is due by June 1st.

2. Job Ticketing Discussion

Yliniemi has been working on updating the Job Ticketing process. Once implemented this will be a tool to allocate the work hours to the specific departments and justify a need for three (3) full-time Public Work workers.

3. FT Public Works Evaluation

Policy and recommended to include Council representatives to assist while it was being drafted. Presentation and approval would then be submitted to the City Council. Mayor Liz Olson and Michael Netland volunteered to serve. Tomperi asked if they would be compensated for their time. It was discussed to compensate the representatives an additional \$30 per meeting, the same as a Committee.

Main Motion: To appoint Mayor Liz Olson and Michael Netland to serve as Council Representatives in drafting the Special Assessment Policy and, to be compensated at a rate of \$30 per meeting.

Moved by:	Bjornson
Seconded	Tomperi
Action:	Motion carried on a 5-0 voice vote
In favor:	Tomperi, Warmbold, Netland, Olson, Bjornson
Opposed:	None.

g. Board of Review – Informational Only

It was brought to Erickson's attention that there was a typo on the original Board of Review notice sent out via email. The original notice from the County stated the Equalization Meeting was to be held at the Menahga Council Chambers on Monday, April 4, 2023 at 9:00 am. The correct date and time of the Equalization Meeting is Tuesday, April 4, 2023 at 1:00pm. A revised notice has been posted and emailed to the public.

h. WCIT Contract

Erickson presented a contract from the Wadena County IT Department. The contract includes details of four (4) hours of IT support per month, certain initial equipment, and software licenses provided for a fee of \$3,500.00 per year, including mileage. This contract would provide the necessary software and security needed to be compliant with the BCA and FBI regulations. The Council questioned whether the Police Department is currently in compliance, to which Erickson could not answer, as she could not locate a contract or invoice for the Watchguard program that the Police Department required. Public Works Director Ron Yliniemi spoke to this matter, stating that In-Control provides the City Watchguard for the Water Plant and that is what the Police Department currently runs it through. Discussion was held on other options such as purchasing the equipment outright and having a different company provide IT support. Erickson offered to contact Dave Hotchkiss to invite him to the Work Session/Special Meeting on March 27, 2023 to answer the questions in further detail that Erickson could not provide. The item was tabled until the March work session.