



Village of Poplar Grove – Board Meeting Memo

May 22, 2026

****Subject:****

IT Managed Services

1. Background:

The Village of Poplar Grove currently has a variety of workstation devices, i.e. computers, laptops, tablets, and cellphones that are used for public service.

2. Current Status:

Files on the share drive are backed up daily to cloud storage. All IT equipment has security measures to protect the data, such as passwords, anti-virus software, firewalls, etc. Files outside of the share drive are not backed up. We have identified 10 workstation devices that we feel should be backed up regularly.

I have worked with P.C.Tech 2 U to provide information on managed services to ensure these devices are backed up on a regular basis to ensure the security of files on these documents.

3. Fiscal Impact:

Fiscal impact includes ongoing monthly fee for contracted services and/or any necessary storage capacity outside the 3TB quoted. Other financial impacts include legal services to review the contract, if the board is in consensus to move forward.

4. Legal Review (if applicable):

N/A

5. Recommendation:

Recommendation to move forward with contracted managed services to ensure identified workstation devices are backed up accordingly.

6. Supporting Documents (if applicable):

Attached - Email Quote

Not Applicable

Kristi Richardson
Village President