OSHTEMO CHARTER TOWNSHIP BOARD
7275 West Main Street
Kalamazoo, MI 49009
269.375.4260

Tuesday
July 24, 2018

Township Board Meeting
IT Work Group

6:00 p.m.

AGENDA

1. Call to Order
2. Public Comment
3. Discussion of Township IT
    a. NAS (Network Attached Storage) Project **(ACTION)**
    b. 2019 IT Budget Review
    c. IT Inventory (Equipment & Software (Licenses, Seats, etc)) Update
    d. SSL Upgrade Discussion
    e. Employee Handbook Amendment re Social Media Policy
    f. Records Retention Subcommittee Update
    g. Other IT Business
4. Consideration of Drake Farmstead Park Amendments
5. Public Comment
6. Adjournment

3a.

charter township
oshtemo
est. 1839

Memorandum

Date: July 24, 2018

To: Township Board – IT Work Group

From: Jon Gibson, IT Consultant

Subject: Storage

Hi Nancy,

I want to have the NAS Network Attached Storage) project on this meeting attached are the quote and a data sheet on the NAS. The purpose of this project is to replace the current storage devices (3) to a singular device that is network and Active Directory aware. The current devices are all over 5 years old and are not backed up. They are mirrored in the event of a drive failure. The proposed system will have 2 devices the secondary will backup the secondary on a determined schedule.

I know this is listed as for video storage but it is not it is for video storage, fire storage, ordinance enforcement photos, and other non-critical data.

Jon Gibson
I.T. Supervisor
Siegfried Crandall P.C.
Ph: 269-381-4970

Secant

6395 Technology Ave, Suite A
Kalamazoo MI 49009

269-375-8996 or 1-800-875-4222

QUOTATION

Quote Number	PS- 2083
Salesperson	Minich J
Date	01/23/18
Quote Tax Status	MI-NON Non Tax
Terms	NET 15
Page	01 of 01

Prepared For: **OSHT2636**

Oshtemo Charter Township
7275 W. Main Street
Kalamazoo MI 49009

Thank you for the opportunity!

TAXABLE CLIENTS: Compliance with Michigan Compiled Law 205.51 requires that tax be charged on the portion of labor expended for physical installation of equipment shown as included within a project. That amount will be represented as a separate labor line.

This Quote is valid for 30 days.

Part Number	Description	QTY	UOM	Price	EXT. Price
	VIDEO STORAGE PROJECT				
KIT Parts- Custom 1	Custom Solution Parts Kit	1.00	Each	$1,366.68	**$1,366.68**
	PRIMARY VIDEO STORAGE NAS HARDWARE:				
	NETWORK AREA STORAGE -- RAID				
	(3) 4TB HARD DRIVES				
KIT Parts- Custom 1	Custom Solution Parts Kit	1.00	Each	$2,309.51	**$2,309.51**
	LONG-TERM VIDEO STORAGE NAS HARDWARE:				
	NETWORK AREA STORAGE -- RAID				
	(3) 4TB HARD DRIVES				
	Liebert PSI1500VA UPS, Patch Cable				
Kit Labor 15%	Project Labor 15% Discount Applied	1.00	Each	$2,950.00	**$2,507.50**

Labor, where estimated, will be invoiced +/-10% before change orders.

DEPOSITS: A 50% deposit is required on all transactions over $2500. To place your project into our scheduling queue and/or authorize the ordering of equipment, pre-payment is required for clients with out a Secant Terms and Conditions on file.

Subtotal :	**$6,183.69**
Tax :	**$0.00**
Quoted Total :	**$6,183.69**

CREDIT CARD: A handling fee of 3.5% will be applied to payments totaling more than $2500.00. (Invoices may not be broken up)

Quote accepted by: _____ *Date:* _____. *Fax to: 269-375-4222*

Synology®

DiskStation DS116

Synology® DiskStation DS116 is a compact 1-bay NAS server with outstanding performance, bringing you a novel way to store, share, stream and synchronize data in your daily life. With comprehensive business and multimedia applications, DS116 is designed to boost up productivity and let you enjoy multimedia content effortlessly. Synology DS116 is also backed with Synology's 2-year limited warranty.

Highlights

- **Compact & quiet, blending into your small offices and home**
- **Dual-core CPU with hardware encryption engine**
- **Over 112.67 MB/s reading, 111.82 MB/s writing[1]**
- **Dual USB 3.0 ports for external storages and printers**
- **Multimedia streaming via DLNA-certified media server**
- **Brightness adjustable front LED indicators with schedule control**
- **Easy-to-use, web-based operating system for all browsers**

Optimal Price/Performance Ratio

Synology DS116 is a compact, all-purpose 1- bay NAS with supreme performance, designed to make your daily data storage simpler than ever. Equipped with a **Marvell® ARMADA™ dual-core CPU** and **1GB DDR3 RAM**, DS116 delivers high performance – **112.67 MB/s reading speed** and **111.82 MB/s writing speed** – in a Windows® environment.[1] Powered with a **hardware encryption engine**, DS116 excels with its high-speed encrypted data transmission – over **112.97 MB/s for reading** and **93.73 MB/s for writing** – making itself one of the best NAS available today. DS116 comes with built-in **floating-point unit** support that allows quick thumbnail generation for your photos. The **dual USB 3.0 ports** on the rear panel can provide high speed data transmission to a large variety of external USB devices, including Wi-Fi dongles, printers, external hard drives and more.

Supported by numerous feature-rich applications, DS116 turns your hard drive into a versatile storage server, which acts not only as your private cloud for anywhere access, but also as a backup device, online photo album, local storage of your public cloud data, 24/7 download portal, and so much more.

Cross-Platform File Sharing and Data Synchronization

Synology DS116 supports comprehensive network protocols, ensuring a seamless file sharing experience across Windows®, Mac®, and Linux® platforms. **Windows AD** and **LDAP integration** allow DS116 to fit quickly and effortlessly into any existing network environment without the necessity to recreate user accounts. **Cloud Sync** keeps your Dropbox, Google™ Drive, Microsoft OneDrive, Baidu and Box storages in sync with your personal DiskStation at home. The **Cloud Station Suite** allows you to sync files among multiple devices — Windows PC, Mac, Linux, iOS or Android™ tablets/phones — effortlessly keeping everything up-to-date. All the seamless file sharing over the Internet is protected at a high security level with the HTTPS, firewall, and IP auto-block mechanisms supported by DS116.

Comprehensive Office Applications

With Synology DS116 and its rich business applications, you can boost personal productivity and therefore become more efficient at work. **SpreadSheet** allows you to create, edit and simultaneously collaborate on a spreadsheet with multiple users on any browser, and share it with a specific group of people effortlessly. **VPN Server** offers an easy VPN solution that turns your Synology DS116 into a VPN server, providing a secure way of connecting to a private LAN from a remote location. **RADIUS Server** strengthens network security by overseeing wireless access authentication via the RADIUS (Remote Authentication Dial-In User Service) networking protocol. **Surveillance Station** offers a centralized interface to manage IP cameras deployed in your office or home, allowing users traveling miles away to safeguard their personal

environment by watching live views, recording events, and taking snapshots with a computer or iOS/Android device.

Cross-platform File Synchronization

Auto-synchronize your files among DiskStation, PC and mobile devices using Synology Cloud Station.

Extensive Multimedia Features

With various tools supported by DS116, managing your multimedia content has never been easier. **Photo Station**'s intuitive design allows you to effortlessly organize photos into customized categories, smart albums, and blog posts; as well as link them to social networking websites like Facebook, Twitter, Flickr, and Weibo with just a few clicks. **Audio Station** comes with a built-in lyrics plugin, Internet radios, and support for DLNA®, AirPlay®, and Bluetooth speakers for quality playback. With **Video Station**, you can watch movies and TV shows online or directly through the **DS video** app on Apple TV.

DLNA-Certified Media Server

As a certified **DLNA DMS** (Digital Media Server), DS116 serves as a ready media server with the capability to host digital multimedia content for remote playback. DLNA-compliant devices can access the shared content on DS116 in the same local area network without fussing over privilege settings. DS116 not only makes your multimedia files accessible without preconfiguration, but also transforms your mobile device into a remote control through Synology mobile apps. Movies, photos, and music can be immediately streamed to your TV or players, right from the palm of your hand.

Anytime Availability

Access your DiskStation anywhere using Synology mobile apps.

Anywhere/Anytime Availability

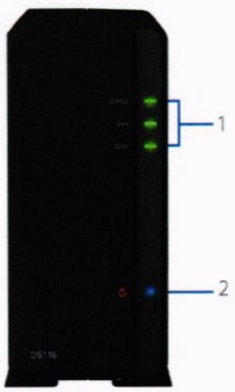
QuickConnect and **EZ-Internet** configure your DS116 to be accessed over the Internet with minimal effort. Multimedia content is downright accessbble via Synology's popular mobile apps like **DS photo**, **DS audio**, and **DS video**. **DS download**, **DS file**, and **DS cloud** allow file download/access/synchronization from anywhere at anytime.

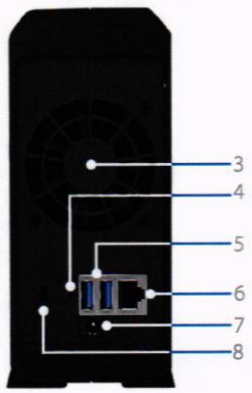
Energy-efficient with Cool and Quiet Design

All Synology NAS are designed with energy efficiency in mind. Inside DS116, there's a 60 x 60 mm fan with smart airflow functions that keep the system running cool 24/7. DS116 consumes minimal power at only **10.68 watts** during access and **6.28 watts** during hard drive hibernation. The noise dampening design makes DS116 quiet compared to its PC counterparts. The support of Wake on LAN/WAN, scheduled power on/off can further reduce power consumption and operation cost.

All Synology products are produced with RoHS compliant parts and packed with recyclable packing materials. Synology acknowledges the responsibility as a global citizen to continually work to reduce the environmental impact of every product produced.

Connections & Buttons





1	LED indicator	2	Power button	3	Fan	4	Reset button
5	USB 3.0 port	6	Gigabit (RJ-45) LAN port	7	Power port	8	Kensington Security Slot

Technical Specifications

Hardware

CPU	Marvell ARMADA 385 88F6820 dual-core 1.8GHz
Hardware encryption engine	Yes
Floating point unit	Yes
RAM size	DDR3 1GB
Compatible drive type	3.5" or 2.5" SATA III/II x 1 (hard drives not included. Disk holders are required for 2.5" drives.)
Max internal raw capacity	8TB (1 x 8TB hard drive)
External portsre	USB 3.0 port x 2
Size (HxWxD)	166mm x 71mm x 224mm
Weight	0.7 kg
LAN	Gigabit (RJ-45) x 1
Wireless support	Yes (wireless dongles not included)
Wake on LAN/WAN	Yes
Scheduled power on/off	Yes
AC input power voltage	100V to 240V AC
Operating temperature	5°C to 40°C (40°F to 104°F)
Storage temperature	-20°C to 60°C (-5°F to 140°F)
Relative humidity	5% to 95% RH

General

Networking protocols	CIFS, AFP, NFS, FTP, WebDAV, CalDAV, iSCSI, Telnet, SSH, SNMP, VPN (PPTP, OpenVPN™, L2TP)
File system	Internal: ext4 External: ext4, ext3, FAT, NTFS, HFS+ (read only)
Storage management	Maximum single volume size: 16TB, Maximum internal volume: 1, Maximum iSCSI Target: 10, Maximum iSCSI LUN: 10
Supported RAID type	Basic
File sharing capability	Maximum user accounts: 2048, Maximum groups: 256, Maximum shared folders: 256, Maximum concurrent CIFS/AFP/FTP/File Station connections: 128
Privilege	Windows Access Control List (ACL)
Directory service	Windows AD integration: Domain Users login via Samba (CIFS)/AFP/FTP/File Station, LDAP integration
Security	FTP over SSL/TLS, IP auto-block, firewall, encrypted network backup over Rsync, HTTPS connection
Utilities	Synology Web Assistant, Cloud Station Drive, Cloud Station Backup, Photo Station Uploader, Evidence Integrity Authenticator
Supported clients	Windows 7 onwards, Mac OS X® 10.10 onwards
Supported browsers	Chrome™, Firefox®, Internet Explorer®: 8 onwards, Safari® 7 onwards, Safari (iOS® 7 onwards on iPad®), Chrome (Android 4.0 onwards on tablets)
Language	English, Deutsch, Français, Italiano, Español, Dansk, Norsk, Svensk, Nederlands, Русский, Polski, Magyar, Português do Brasil, Português Europeu, Türkçe, Český, 日本語, 한국어, 繁體中文, 简体中文

Applications

File Station	Virtual drive, remote folder, Windows ACL editor, compress/extract archived files, bandwidth control for specific users or groups, create sharing links, transfer logs
Backup Solutions	Network backup; local backup; desktop backup; configuration backup; OS X Time Machine; backup data to public cloud; shared folder sync - maximum task number: 2
FTP Server	Bandwidth control for TCP connections, custom FTP passive port range, anonymous FTP, FTP SSL/TLS and SFTP protocols, boot over the network with TFTP and PXE support, transfer logs
Printer Server	Maximum printer: 2, printing protocols: LPR, CIFS, IPP, iOS printing, Google Cloud Print™, multi functional print server (MFP functions are for Windows PC only)
Security Advisor	Malware detection/removal, user account/password, network, system-related security scan
iOS/Android Applications	DS cloud, DS file, DS finder, DS cam, DS note, DS audio, DS download, DS photo, DS video
Windows phone® applications	DS file, DS finder, DS audio, DS download, DS photo, DS video

Add-on Packages

Antivirus Essential	Full system scan, scheduled scan, white list customization, virus definition auto update
Cloud Station Server	Maximum concurrent file transfers: 128, retain historical and deleted file versions
Cloud Sync	One or two-way synchronization with public cloud storage providers including Amazon Cloud Drive, Amazon S3-compatible storage, Baiduyun, Box, Dropbox, Google Cloud Storage, Google Drive, hubiC, Megafon Disk, Microsoft OneDrive, OpenStack Swift-compatible storage, WebDAV servers, Yandex Disk
DLNA/UPnP® Media Server	DLNA certified, PS3 ™/PS4®/Xbox 360®/Xbox One® support
Download Station	Supported download protocols: BT/HTTP/FTP/NZB/eMule Maximum concurrent download tasks : 30
Log Center	SSL connection, log rotation: 6 months, 1 year, 2 years, 3 years, email notification
Mail Server	Supported Mail Server protocols: POP3, SMTP, IMAP, support LDAP/AD account
Mail Station	Webmail interface for Mail Server; receiving mails from multiple POP3 mailboxes, customizable SMTP server
Note Station	Rich-text note organization with versioning, encryption, sharing, media embedding and attachments
Storage Analyzer	Volume and quota usage, total size of files, volume usage and trends based on past usage, size of shared folders, largest/most/least frequently modified files
Surveillance Station	Maximum IP camera: 16 (total of 480 FPS at 720p, H.264) (including two free camera licenses. Procurement of additional licenses is required.)
VPN Server	Maximum connections: 5, supported VPN protocols: PPTP, OpenVPN, L2TP
Web Station	Virtual Host (up to 30 websites), PHP/MariaDB®, 3rd-Party applications support
Other Packages	Photo Station, Audio Station, iTunes® Server, 3rd-party packages

Environment and Packaging

Environment	RoHS Compliant
Package content	DS116 main unit, Welcome note, accessory pack, AC power adapter, RJ-45 LAN cable
Optional accessories	Camera License Pack, 2.5" Disk Holder Type C, VS360HD
Warranty	2 years

*Model specifications are subject to change without notice. Please refer to www.synology.com for the latest information.

1. Performance may vary depending on the environment.

SYNOLOGY INC.

Synology is dedicated to taking full advantage of the latest technologies to bring businesses and home users reliable and affordable ways to centralize data storage, simplify data backup, share and sync files across different platforms, and access data on-the-go. Synology aims to deliver products with forward-thinking features and the best in class customer services.

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DS116-2016-ENU-REV001

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Deutschland
Tel: +49 211 9666 9666

Memorandum

Date: 7/17/2018

To: IT Work Group

From: Dusty Farmer, Clerk

Subject: Secure Sockets Layer Website Security

Objective:

Inform IT Work Group about SSL security and the costs to the Township.

Summary:

From Symantec: SSL stands for Secure Sockets Layer and, in short, it's the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems, preventing criminals from reading and modifying any information transferred, including potential personal details. The two systems can be a server and a client (for example, a shopping website and browser) or server to server (for example, an application with personal identifiable information or with payroll information).

It does this by making sure that any data transferred between users and sites, or between two systems remain impossible to read. It uses encryption algorithms to scramble data in transit, preventing hackers from reading it as it is sent over the connection. This information could be anything sensitive or personal which can include credit card numbers and other financial information, names and addresses.

In looking at websites like godaddy.com, a certificate purchase will cost about $80 per year. Additional costs will include utilizing Kelly White to double check that all instances of HTTP:// have been removed from our site, which could be around $200.

Core Values Recognized:

Innovation, Integrity, Public Service

7275 W. Main Street
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www.oshtemo.org

3.e.

MEMORANDUM

TO: Dusty Farmer

FROM: James W. Porter

DATE: April 10, 2018

SUBJECT: Proposed Social Media Policy and Social Media Community Guidelines

I have attached to this memo a Social Media Policy which would govern the Township in its operation of the Township's website(s). Again, the thought here was to try to keep it as straightforward and simple as possible, but yet provide some overarching principles as to how these sites should be operated.

In addition, I have attached Social Media Community Guidelines, which we would attach to our various types of social media, instructing the public as to how they should operate and how the Township will respond with regard to any of the comments made on these various sites.

I will leave it to you as to whether we need to make further revisions and/or whether you will submit this to the IT Committee members for their review.

OSHTEMO CHARTER TOWNSHIP

SOCIAL MEDIA POLICY

_____, 2018

This Social Media Policy ("Policy") applies to all existing and future ways that Oshtemo Charter Township ("Township") can post information of any kind on the Internet and social media. Social media can include websites for blogs, photo sharing, video sharing, microblogging, podcasts, and popular applications such as Facebook, LinkedIn, and Twitter. Social media and the technology it employs is constantly changing, so the lack of explicit reference to a specific social media tool or website in this Policy does not limit the extent of the application of this Policy.

Please read this Policy in conjunction with the Township's Employee Handbook and related policies.

This Policy covers the use of social media by all Township officials and employees. Some officials and employees may be specifically authorized to use social media on behalf of the Township as part of their job duties. If you are among those officials or employees, not only does this Policy apply, but additional rules and requirements in other policies apply as well.

1. **Township Accounts.**

   The Township's public information officers will establish separate accounts using, as much as is possible, the Township name in the handle or account. These accounts and any followers or connections are the sole property of the Township. Use of these accounts is governed under the Requirements of this policy.

2. **Public Information Officers.**

   The Township Supervisor and Clerk shall be the public information officers for the Township. The public information officers shall be responsible for supervising the content disseminated as approved by the Township Board through the Township newsletter, website, public service announcements and press releases on Township government events, and responding to inquiries from the media or referring contact to other appropriate Township officials. The public information officers shall review the content of these materials for:

   - Potential violations of the Campaign Finance Act
   - Political preference or support

- Promotion of private interests
- Misrepresentations of Township Board actions or policy
- Statements that could expose the Township to legal liability

The public information officers are authorized to determine in his or her sole discretion, whether such content will be removed or edited out, submitted to the Township legal counsel for a further opinion, directed to the Township Board for a final determination, or returned to the author for revision.

The public information officers shall advise Township Board members and other appropriate staff of all press releases and other media contacts at the time of release.

Township officials and employees will notify the public information officers of all media contacts made in their Township capacity. Other Township employees and volunteers will notify the public information officers prior to making any statements to the news media in their Township capacity.

3. **Requirements for Social Networking Activities for the Township.**

Management and participation in social media is a way to engage with residents, taxpayers and other interested individuals to promote our Township. For those who represent the Township image online, the following are important considerations:

A. **Representing the Township.**

Be mindful that you are representing the Township. We ask that you communicate with honesty and integrity and keep a positive tone when using Township accounts. Using these accounts requires that you always disclose an affiliation with the Township in postings or interactions.

B. **Passwords.**

All passwords to Township accounts must be maintained by the official or employee and be recorded with the Township Clerk. The employee shall not change the password unless prior authorization has been received. Passwords must remain secure, and personnel are expressly prohibited from sharing account information with others.

C. **Ownership of Township Account Content.**

All content that employees or Township officials generate for official Township-authorized social media accounts is the property of the Township. Employees acknowledge that, if properly authorized, s/he has the right to provide or create the content posted in the Township's social media accounts.

D. **Content Uniformity.**

The Township logo shall be uniformly used in social media posts for Township events, activities, information, and any other authorized content across all platforms and accounts. All material posted by the Township should, likewise, clearly indicate that it is being posted/distributed by the Township.

E. **Township Account Monitoring.**

Authorized employees will be responsible for removing comments to posts, or deleting content on Township accounts which does not conform with Township policies.

F. **Responding to Media Posts.**

In an effort to serve the public, and create an open channel of communication, the Township will respond to post as soon as reasonably practicable during the business hours of the Township.

G. **Appropriate Channels for Posting Approval.**

All postings shall be approved through the designated Social Media Administrator. Department Heads will submit content for review and posting as needed. Department Heads are responsible for the contents and necessary edits or additions.

H. **Emergency Information Posts.**

In the event of an emergency (weather, natural disaster, etc.), where providing information to the public quickly and accurately is of the utmost importance, the Township Supervisor, Clerk, or his/her designee will post, as soon as reasonably practicable/information can be verified, a press release addressing the emergency.

I. **Separation.**

Should the employee or Township official leave the Township for any reason, the individual's prior authorization to use Township accounts shall terminate immediately, and the individual will immediately cease access to any and all accounts.

Social Media Policy Receipt and Acknowledgment

I have been given an electronic copy of the Township's Social Media Policy. I agree to comply with the Social Media Policy or any further revised version of it.

Sign and date the receipt below and return it to the Human Resources Department. A copy will be placed in your personnel file.

Date:_____ Date: _____

WITNESS TOWNSHIP OFFICIAL OR EMPLOYEE

_____ _____

OSHTEMO CHARTER TOWNSHIP

SOCIAL MEDIA COMMUNITY GUIDELINES

Oshtemo Charter Township engages with the public through many digital outlets including _____ social networking sites. Social media, social networking use by the Township is intended to extend traditional channels of constituent engagement and transparency.

The Township welcomes engagement by the public on social media at any time. However, given the need to manage Township resources, content moderation and responses should only be expected during regular Township hours.

When engaging with the Township through social media, you agree to the following Township Social Media Customer Use Policy.

1. **Township Social Media Customer Use Policy.**

   When engaging with the Township on social media, social networking sites, you are subject to this Customer Policy. Content (photos, videos, etc.) you share with or post to official Township pages are subject to this Policy. Content shared may be used by the owners of the host site for their own purposes according to the site specific. The Township encourages the public to review this Policy prior to engaging with the Township on Township specific social media, social networking sites so they fully understand their rights and responsibilities.

2. **User-Generated Content.**

   The public is encouraged to share content, including photographs and ideas with Township social media, social networking sites. Content and comments shared should adhere to the standards outlined in this Consumers Use Policy, and should follow all copyright and trademark laws.

3. **Customer Use Policy.**

   Comments and content posted to Township maintained social media, social networking sites is reviewed by the Township. While content and comments will not be edited, the Township reserves the right to remove user-generated content or comments if they violate the below criteria:

   - The use of obscene, threatening, discriminatory or harassing language.
   - Personal attacks on individuals or groups that contains offensive content or language which target racial, ethnic, or religious groups, gender, sexual orientation or disability status.

- Disclosure of information which is confidential by law or regulation.
- Comments advocating illegal activity or posts violating copyrights or trademarks.
- Advertisement or promotion of commercial products, services, entities or individuals.
- Endorsement or opposition of any person campaigning for election to a political office or promoting or opposing any ballot proposition.
- Posting any content that is directed to, or names, a Township employee. Any communication with Township employees on issues under department jurisdiction will be conducted via email or the phone.
- Spamming, trolling or making duplicative comments by the same user or multiple users.
- Sharing fake or discrediting content that is not factual.

Content removed from Township social media, social networking accounts is archived according to the Township social media, social networking content archiving practices. The maintenance of these records in either electronic or print format is the responsibility of the department managing the specified social media, social networking account.

4. **Freedom of Information Act (FOIA).**

Township generated-content posted in third-party social media, social networking sites or on public servers becomes part of the public domain upon posting. With limited exceptions, such content is therefore not exempt from FOIA requests. FOIA requests should be submitted through official Township FOIA request processes.

5. **Disclaimer.**

Township social media, social networking content posts may include content or hypertext links to information created and maintained by other public or private sources. The Township does not endorse third-party content and does not control nor guarantee the accuracy of completeness of information contained in external content or hypertext links linking to or from third-party websites.

Memorandum

Date: 7/25/2018

To: Oshtemo Township IT Work Group

From: Dusty Farmer, Clerk

Subject: Records Retention Subcommittee

Objective:

Inform IT Work Group of subcommittee progress

Summary:

The subcommittee has not met since February. The Clerk's office continues to digitize and organize file structures internally, working with individual departments to improve efficiencies.

Core Values Recognized:

Integrity, Innovation

7275 W. Main Street
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Memorandum

Date: July 19, 2018

To: Township Board

From: Karen High, Parks Director

Re: Drake Farmstead Park Carriage Barn Update and Request for Budget Amendments

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OBJECTIVE

Update the Board on bids and alternate location of the proposed Carriage Barn at Drake Farmstead Park. Request budget amendments to allow for further site planning and construction.

INFORMATION

Construction of a 1,200 square foot multi-purpose building, in the style of the former Carriage Barn, is a key component of the first phase of improvements at Drake Farmstead Park. The construction budget is $250,000, with half of the funding from the Drake Farmstead Park Capital Campaign and half from the Township. Construction drawings and bid documents were completed in May and the project was released for bids.

The low bidder was Glas Associates with a base bid of $359,800. Bids were also received from Hall Builders ($447,500) and Building Restoration Inc. ($519,558). All of the bids were rejected because they were over budget. However, Attorney Porter advised that the Township could negotiate a contract with the low bidder.

Staff, Parks Committee members, and Architect Nelson Nave are working with Glas Associates to bring the project within budget. Proposed design changes include an asphalt shingle roof rather than a metal roof, windows with grids in the air space rather than grids outside the glass, elimination of the awning over the side entrance, and gravel paths instead of concrete. In addition, significant savings can be gained by leaving the multi-purpose room unfinished, with drywall, paint, hvac system, ceiling fans, and decorative light fixtures to be added when funds are available. The restrooms will be finished in this contract per specifications. These proposed changes and deletions add up to $59,550, reducing the project cost to $300,300.

As currently designed, removal of the old barn foundation and the need for fill is a significant project cost in this and future phases. An alternate location in the lawn area to the south, is now proposed. Although the expense to extend utilities a greater distance equals the savings from removing the foundation in this phase, the alternate location will achieve significant savings in the second phase because it avoids an 11' change in grade to the west. The alternate location requires that construction drawings be revised, including site clearing/demolition, layout and grading plans. The cost for this work is $2,500. A budget amendment is attached.

An amendment is also requested to increase the carriage barn construction budget from $250,000 to $308,500. $50,000 is requested from Drake Farmstead Park Phase 2. These funds are no longer needed because of the Oshtemo Rotary Club's generous donation of $50,000 for a picnic shelter at Drake Farmstead Park. The Rotary funds can be used toward the required grant match for the Michigan Natural Resources Trust Fund project, freeing up these Township funds. $8,500 are available from the Oshtemo Township Parks and Recreation Fund at the Kalamazoo Community Foundation and can be used as minimal contingency.

If approved, these amendments will allow construction of the carriage barn to take place this summer and fall, allowing us to meet the deadline of the $100K Kalamazoo River Community Recreation Foundation grant.

Clear Form

BUDGET AMENDMENT REQUEST

(Requesting funds for a line item in addition to the approved budget)

Date: 07/19/2018

Department Head Name: Karen High

Fund Name: 107 Parks

			Amount	
Additional Funds Request for: (description and GL number)	107-756-80800.DRFMP1	Consultant, Drake Farmstead Phase 1 Site Work	$ 2,500.00	
	107-756-97400.DRFMP1	Capital Outlay/Imp, Drake Farmstead Phase 1 Multipurpose Bldg.	$ 50,000.00	
	107-756-97400.DRFMP1	Capital Outlay/Imp. Drake Farmstead Phase 1 Multipurpose Bldg.	$ 8,500.00	$ 61,000.00
Funds requested from: (description and GL number)	107-756-80800	Consultant, Drake/KL Area Neighborhood Park (MNRTF app.)	$ 1,300.00	
	107-756-80800.DRFMP3	Consultant, Drake Farmstead Phase 3 Prelim. Design of Expanded Barn	$ 1,200.00	
	107-756-97400.DRFMP2	Capital Outlay/Imp. Drake Farmstead Phase 2 trails, parking, picnic shelter	$ 50,000.00	
	107-751-46000	Donations restricted	$ 8,500.00	
				$ 61,000.00

Explanation of request:

1) An alternate location is proposed for the carriage barn in order to reduce cost of later phases. Cost to redesign site plan is $2,500. 2) Request to increase carriage barn budget by $58,500 in order to construct in 2018. Drake Farmstead Phase 2 can be reduced by $50,000 because of Oshtemo Rotary donation of $50,000. $8,500 available from Parks and Recreation Endowment Fund at Kalamazoo Community Foundation.

Supervisor Review: 20 JULY 2018
(pending or date reviewed)

Board Authorization:
(pending or date authorized)