

THE CHARTER TOWNSHIP OF OSHTEMO  
IT Board Work Group Session  
July 24, 2018  
6:00 PM

The Oshtemo Township Board Work Session was held at the Township Hall. Trustee Zak Ford called the meeting to order at approximately 6:00 PM.

**PRESENT:**

Supervisor Libby Heiny-Cogswell  
Clerk Dusty Farmer  
Treasurer Nancy Culp  
Trustee Dave Bushouse  
Trustee Deb Everett  
Trustee Zak Ford  
Trustee Ken Hudok  
Grant Taylor  
Fred Antosz  
Jon Gibson  
Mark Barnes  
Marc Elliott  
Matt Tomczak

Also present were Lt. Michelle Greenlee, Maintenance Director Rick Everett, and 3 interested people.

**Public Comment**

No public comment.

**Storage**

IT Consultant Jon Gibson presented information regarding NAS Network Attached Storage. The cost is budgeted and the IT Department is ready to make the purchase.

**2019 IT Budget Review**

IT Director Nancy Culp and Jon Gibson are just starting budget discussions, but at initial review the budget is not expected to be much higher than 2018.

Public Works Director Marc Elliott inquired about a new plotter/scanner. Board consensus was to explore the feasibility of bridging the servers between the building authority and the Township office for a shared scanning/printing device, and to review the cost of a new scanner/printer.

In discussion of future budgeting, Board consensus was to have the IT Director and IT Consultant create a strategic plan that lays out expenditures and goals over a few years.

**IT Inventory**

Deputy Treasurer Grant Taylor presented an updated software inventory.

**SSL Upgrade Discussion**

Clerk Farmer presented the process for establishing an SSL website. Board consensus was to move forward with the process.

### **Social Media Policy**

Libby Heiny-Cogswell made a motion, second by Farmer to approve the presented community guidelines. Motion carried 7-0.

The Supervisor, Clerk, and Attorney will review the rest of the proposed social media policy.

### **Other Business**

Trustee Everett requested that we move forward with getting a wireless internet connection at the Community Center, Grange Hall, and Drake Farmstead. Trustee Ford would also like to explore wireless internet at the parks. The IT Director and Consultant will bring this information back to the IT Board Work Group.

Trustee Hudok suggested that the Township contact Lyft to bring their bike share program to Oshtemo. Deputy Grant Taylor will follow up.

### **Drake Farmstead Park Carriage Barn Update and Budget Amendment**

Parks Director Karen High presented 3 bids for the work at Drake Farmstead, along with the changes to the plan. The Parks Department is requesting that the Township shift the dollars from Phase 2 since the Oshtemo Rotary donated the same amount for a picnic shelter.

Motion by Culp, second by Ford to approve the amendments for \$52,500 and the \$8,500 from the KCF minus the carryover amount previously budgeted. Motion carried 7-0.

### **Public Comment**

No public comment.

Trustee Zak ford adjourned the meeting at approximately 7:50 PM.

Prepared by: Dusty Farmer  
Township Clerk