



1720 Riverview Drive
Kalamazoo, Michigan 49004
Tele: (269) 381-8080
www.ktwp.org

**Board of Trustees Work Session Meeting
Monday, August 14, 2023
5:30 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a "Work Session to be held at 5:30 p.m., on **Monday, August 14, 2023**, at the Kalamazoo Township Hall to discuss the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

Join Zoom Meeting

<https://us02web.zoom.us/j/83542880585?pwd=RDBCZmphNitWMjJjUjEvbUQxMUZnQT09>

Meeting ID: 835 4288 0585

Passcode: 530501

Find your local number:

<https://us02web.zoom.us/u/kelEndo6m>

Meeting ID: 835 4288 0585

Passcode: 530501

- A. Discussion on IT Infrastructure Upgrades
- B. Discussion on Employee Recognition
- C. Discussion on Fire Department Vehicle Updates for re-organization
- D. Discussion on Fire Department Eastwood Station Repairs & Replacements
- E. Discussion on Fire Station Living Equipment Updates for re-organization.
- F. Discussion on Special Assessments
- G. Public Comment

Posted: August 11, 2023

Don Martin

Supervisor Kalamazoo Township



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Fax: (269) 381-3550
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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9I 08142023

FOR MEETING DATE: Monday, August 14, 2023

SUBJECT: IT Infrastructure Upgrades (VEEAM & Backup Firewall)

REQUESTING DEPARTMENT: IT Department

SUGGESTED MOTION:

Approve the purchase of the VEEAM backup solution and Palo Alto backup firewall, as well as any accompanying budget adjustments.

Financing Cost: \$63,416.00

Source: General Fund _____ Grant _____ Other X (ARPA) _____

Are these funds currently budgeted? Yes _____ No X _____

Other comments or notes:

This proposal was supported by the Township ARPA Committee on August 9, 2023.

Submitted by: Rick Shaink, IT Analyst

Manager's Recommendation:

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office **NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING**. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

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POLICE DEPARTMENT

Bryan N. Ergang
Chief of Police

Emergency: 911
Non-Emergency: (269) 488-8911
Administrative Offices: (269) 567-7523
Fax: (269) 552-4468

1720 Riverview Drive
Kalamazoo, MI 49004-1056
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To: Charter Township of Kalamazoo ARPA Committee
From: Rick Shaink, Technical Analyst
Date: July 12, 2023
CC: Supervisor Don Martin, Chief Bryan Ergang, Lt. Darien Smith
Re: Necessary Cybersecurity Upgrades (VEEAM & Backup Firewall)

VEEAM Backup Solution

The Township of Kalamazoo utilizes servers hosting virtual machines (VMs) to perform numerous governmental functions. These VMs are critical to our information technology and are backed up through various services. One disadvantage to our current backup solutions is that bringing a VM back online after a virus or hardware failure could take several days, and portions of the information could be lost. Realizing our digital footprint has expanded and the need for a more robust cloud-based backup is necessary, we began looking for solutions that adequately met the Township of Kalamazoo's needs while having the ability to be expanded.

The best option found was backup and replication by VEEAM. VEEAM is used to back up and restore data. It was first released in 2008 and is part of the VEEAM Availability Suite. VEEAM was among the first vendors to develop backup software tailored to VMs. VEEAM is used by several medical facilities, governments, and educational institutions to facilitate cloud-based backups to their virtual machines.

The initial cost of VEEAM is \$13,000.00 for three years of software; there is a yearly storage cost as well. This cost is based on the amount of storage used. At this time, our estimated storage needs are 75 terabytes. 75 TB has a yearly cloud storage cost of \$5,391.00. The amount of cloud storage can be increased as demands require; however, this will result in additional costs.

VEEAM 3-year cost:

Initial VEEAM software purchase	\$13,000.00
Cloud Storage costs (75tb \$5,391 x 3 = \$16,173)	\$16,173.00
Total	\$29,173.00



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After reviewing the available options best suited for the Township of Kalamazoo, VEEAM is a reputable company that can provide timely backup and restoration to our VMs when plagued by viruses and hardware failure so that services provided by the Township remain as seamless as possible to our community.

Backup Firewall

The Township of Kalamazoo currently relies on one firewall to manage all traffic flow between hardware on the system. In the event of a firewall failure, all cyber traffic required to conduct business and seamlessly provide continued public safety services to our community would halt until the issue could be remedied. Purchasing a second firewall will allow our system to operate in “High-Availability” (HA) mode and provide the necessary backup in the event the primary firewall fails.

After considering several options on the market, the best option was identified as the Palo Alto firewall. The initial cost of the firewall and three-year subscription license fees is **\$34,243.00**. Please see the attached quote for more detailed information.

Summary

The VEEAM backup solution and the secondary firewall purchase address two critical points of failure in the current IT infrastructure at the Township of Kalamazoo. Investing a total of **\$63,416.00** of the ARPA funds available would certainly be consistent with the intention of the funding to invest in critical infrastructure and would address a serious requirement for the Township to continue providing seamless service to our community.

CDW-G Quote Reminder: Quote #NKXH750/P.O. Ref. VEEAM 3YR

CDW

Mon 6/19/2023 3:16 AM

To:Rick M. Shaink <mrshaink@ktwp.org>

[THIS IS AN EXTERNAL MESSAGE]



View the details of your quote below. | [View in browser](#)

Hardware Software Services IT Solutions Brands Research Hub

Reminder: You Have a Quote

Dear Rick Shaink,

Thank you for considering CDW for your technology needs. The details of your quote are below. Please contact your account manager or call 800.800.4239 with any questions.



Shipping Delays:

While CDW is processing orders normally without disruption and our Distribution Centers are operating as expected, **ongoing global supply chain challenges may cause order delivery delays.**

[Learn More](#)

Grand Total: \$13,000.00

Checkout


Quote #: NKXH750

Quote Date: 6/16/2023

PO#/Description: Veeam 3yr

Customer #: 2250825

Quote Details

Item	Quantity	Price	Item Total
 Veeam Availability Suite Universal License - Upfront Billing License (3 yea MFG Part: P-VASVUL-0I-SU3YP-00 CDW Part: 5777261	4	\$0.00 \$3,250.00	\$13,000.00
		Michigan Master Computing-mideal	

Subtotal \$13,000.00

Shipping \$0.00

Grand Total \$13,000.00

Checkout

Shipping & Billing Information

Shipping Address:

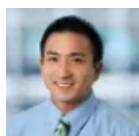
TOWNSHIP OF KALAMAZOO POLICE
RICH SHAINK
1720 RIVERVIEW DR
KALAMAZOO, MI 49004-1099
P (269) 381-8080

Billing Address:

CHARTER TOWNSHIP OF KALAMAZOO
ATTN:ACCOUNTS PAYABLE (\$ 2250825)
1720 RIVERVIEW DR
KALAMAZOO, MI 49004-1056
P (269) 381-8080

Shipping Method:

Electronic Drop Ship



Sales Contact Info

John Bautista | (312) 705-1896 | johnbau@cdwg.com

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This email was sent to mrshaink@ktwp.org. Please add cdwsales@cdwemail.com to your address book.

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WQR:01 | WEB 012 | Customer#: 2250825 | WEB8ffa2461-a928-4aab-a241-93b9382f9614



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

Review and Complete Purchase

RICK SHAINK,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NLKS452	7/5/2023	PALO ALTO	2250825	\$34,243.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Palo PA-850 - security appliance Mfg. Part#: PAN-PA-850 UNSPSC: 43222501 Contract: Michigan Master Computing-MiDEAL (071B6600110) Contract: MARKET	1	4476776	\$6,415.00	\$6,415.00
Palo Alto Networks DNS Security - subscription license (3 years) - 1 licens Mfg. Part#: PAN-PA-850-DNS-3YR UNSPSC: 43233204 45 Months- Contract: Michigan Master Computing-MiDEAL (071B6600110) Electronic distribution - NO MEDIA Contract: MARKET	1	5532291	\$4,348.00	\$4,348.00
Palo Threat Prevention for PA-850 - subscription license (3 years) - 1 devi Mfg. Part#: PAN-PA-850-TP-3YR UNSPSC: 43233205 45 Months- Contract: Michigan Master Computing-MiDEAL (071B6600110) Electronic distribution - NO MEDIA Contract: MARKET	1	4476780	\$4,348.00	\$4,348.00
WildFire for PA-850 - subscription license (3 years) - 1 device Mfg. Part#: PAN-PA-850-WF-3YR UNSPSC: 43233204 45 Months- Contract: Michigan Master Computing-MiDEAL (071B6600110) Electronic distribution - NO MEDIA Contract: MARKET	1	4476790	\$4,348.00	\$4,348.00
Palo Alto Networks Advanced URL Filtering - subscription license (3 years)	1	6570293	\$7,571.00	\$7,571.00

QUOTE DETAILS (CONT.)

Mfg. Part#: PAN-PA-850-ADVURL-3YR
45 Months-
Contract: Michigan Master
Computing-MiDEAL (071B6600110
Electronic distribution - NO MEDIA
Contract: MARKET

[Palo Partner Enabled Premium Support - extended service agreement - 3 years](#)

1 5045188 \$7,213.00 \$7,213.00

Mfg. Part#: PAN-SVC-BKLN-850-3YR
UNSPSC: 81111811
45 Months-
Contract: Michigan Master
Computing-MiDEAL (071B6600110
Electronic distribution - NO MEDIA
Contract: MARKET

SUBTOTAL	\$34,243.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$34,243.00

PURCHASER BILLING INFO

DELIVER TO

Billing Address:
CHARTER TOWNSHIP OF KALAMAZOO
ACCOUNTS PAYABLE
1720 RIVERVIEW DR
KALAMAZOO, MI 49004-1056
Phone: (269) 381-8080
Payment Terms: Net 30 Days-Govt State/Local

Shipping Address:
TOWNSHIP OF KALAMAZOO POLICE
RICH SHAIK
1720 RIVERVIEW DR
KALAMAZOO, MI 49004-1099
Shipping Method: DROP SHIP-GROUND

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

John Bautista | (877) 810-5987 | johnbau@cdwg.com

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Support



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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9J 08142023

FOR MEETING DATE: Monday, August 14, 2023

SUBJECT: Recognition for Administrative Employees

REQUESTING DEPARTMENT: ARPA Committee

SUGGESTED MOTION:

Approve the one-time lump sum distribution of recognition bonuses to all current part-time and full-time employees, as identified by the ARPA committee, along with any accompanying budget adjustments.

Financing Cost: \$99,750

Source: General Fund _____ Grant _____ Other X (ARPA) _____

Are these funds currently budgeted? Yes _____ No X _____

Other comments or notes:

This proposal was supported by the Township ARPA Committee on August 9, 2023.

Submitted by: Ashley Glass, Trustee

Manager's Recommendation:

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To: Charter Township of Kalamazoo Board of Trustees
From: ARPA Committee
Date: August 9, 2023
CC: Don Martin, Supervisor
Re: Recognition for Administrative Staff

The financial resources awarded to the Township of Kalamazoo through the America Rescue Plan Act (ARPA) funding have provided Township of Kalamazoo leaders and stakeholders with the opportunity to recognize the work being done by our full-time administrative staff, each of whom plays an important role in daily operations at the Township. We are currently estimating there are 14 full-time and seven (7) part-time administrative employees working at the Township.

We propose to allocate up to **\$99,750.00** of the remaining ARPA resources to fund a one-time, lump sum bonus for administrative staff, as identified by the ARPA committee, to be disbursed with payroll on November 17, 2023.

- Each full-time administrative employee will receive a one-time payment of \$5,700.00.
- Each part-time administrative employee will receive a one-time payment of \$2,850.00.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9B 08142023

FOR MEETING DATE: 08-14-2023

SUBJECT: Fire Department Vehicle Updates for re-organization _____

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the Fire Department to purchase equipment for staffing re-organization for Chief vehicles.

Financing Cost: Not to exceed \$27,500

Source: General Fund _____ Grant _____ Other Fire Capital 811-440-983.05

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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To: Kalamazoo Township Board
From: Jairus Baird, Fire Chief
Date: August 14, 2023

With the staffing re-organization of the department upon us, there are some miscellaneous equipment items needed to fully outfit the vehicles currently in our inventory to ready them for the new Battalion Chief roles. The following items will allow us to license all three Chief's vehicles as licensed Medical First Responder (MFR) response vehicles further enhancing our ability to respond to multiple calls for service within a station's response area while providing less of a delay when dealing with simultaneous calls for service. The below equipment will also enhance operational capability when responding to fire and hazardous materials calls by placing more personal protective equipment (PPE) on scene of more calls:

- Folding backboards
- SCBA's
- iPads
- iPad cases
- iPad vehicle mounts
- Sierra Wireless system and antenna install
- Flashlights
- Pediatric medical bags
- Misc. EMS equipment to include AED pads, bandages, splints, gauze rolls, etc.
- Radios
- Pagers
- ASA Rollout Cabinet

These items all have expected lives that will likely exceed the life of the unit they will be installed in. There are available funds in the Fire Capital budget for these operational upgrades.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9C 08142023

FOR MEETING DATE: August 14, 2023

SUBJECT: Fire Department Eastwood Station Repairs & Replacements _____

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the Fire Department to replace, fix, and repair needed items that are no longer usable and/or non-functioning.

Financing Cost: Not to exceed \$34,000

Source: General Fund _____ Grant _____ Other Fire Capital 811-440-983.06

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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To: Kalamazoo Township Board
From: Jairus Baird, Fire Chief
Date: August 14, 2023

The residence attached to the station as well as the station itself in need of repairs and replacements of items to maintain the station in a functioning and living condition and are listed below:

- Bathroom remodel - upstairs residence full and half bath
 - Shower surround and fixtures
 - Toilets
 - Vanity and sink fixtures
- Electrical work to diagnose problems and return to working condition
 - Station bathroom - light in shower
 - Exterior lighting
 - East side of station
 - West side of station
 - Garage
 - Residence front entry area
- Paint and painting supplies
 - Various interior and exterior areas
- Wall mounted air conditioning unit in office
- Exhaust fan & hood over range top
- Garbage disposal unit replacement
- Window covering replacements
- Exterior door frame and door replacements

These funds are available from the Fire Department Capital Fund. The expected life of all of this equipment is over 5 years.



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9D 08142023

FOR MEETING DATE: 08-14-2023

SUBJECT: Fire Station Living Equipment Updates for re-organization

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: Authorize the Fire Department to purchase equipment for staffing re-organization in order to outfit living quarters at the Eastwood Fire Station.

Financing Cost: Not to exceed \$18,750

Source: General Fund _____ Grant _____ Other Fire Capital 811-440-983.00

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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To: Kalamazoo Township Board
From: Jairus Baird, Fire Chief
Date: August 14, 2023

With full time staffing at the Eastwood station to include a 24 hour Firefighter and a 24 hour Battalion Chief, the previous residence at the station is in need of equipment to make it livable for employees working extended shifts. The below items are needing purchased to install into the living quarters side of the station for use during shifts.

- Refrigerator, oven, dishwasher
- Washing machine and dryer
- Kitchen cooking utensils
- Kitchen eating utensils
- Bed frames
- Mattresses & pads
- Nightstands
- Pillow & Sheet sets
- Duvet/comforters
- Recliners
- Television
- TV stand
- Kitchen table
- Kitchen chairs

These funds are available from the Fire Department Capital Fund. The expected life of all of this equipment is over 5 years.

2023 Public Hearings on Special Assessments
 Kalamazoo Township Taxable Value
554,890,033

Type of Assessment	Millage	Date Published	Amount	Prior Year Levy	Change
Police Operating	1.7 mills	AUG _____	943,313	1.7 mills	0
Police Capital	.3 mills	AUG _____	166,467	.3 mills	0
Community Policing	1.0 mills	AUG _____	554,890	1.5 mills	-.5 mills
Fire Capital	1.0 mills	AUG _____	554,890	1.0 mills	0
Fire Operations	^{new 2023} 1.0 mills	AUG _____	554,890	.5 mills	+.5 mills
Street Lighting	0.4 mills	AUG _____	221,956	.4 mills	0
Solid Waste	Per Unit \$79	AUG _____	583,902	\$79	
			<u>3,580,308</u>		

**solid waste and lighting mailed notice for new construction in the district as well This was accomplished on AUGUST _____, 2023

Other September Resolutions

Prior Yr	Tweap Millage	Millage	Date Published	Amount	Prior Year Levy	Change
2022	8.7013	8.7013 mills	(prior year 8.7013)	4,828,265	There is NO Headlee rollback in 2023	
2021	8.8428	2.2 mills	(Prior year 2.33)	1,220,758	Currently there is \$500,000 in bank for Road Bond	
2020	8.9412	5.4 mills		3,580,308		
2019	8.9412			2,974,503		
2018	8.9412			<u>12,603,834</u>		
2017	8.9691					
2016	8.9691					