

**GENERAL GOVERNMENT COMMITTEE
FEBRUARY 8, 2023, MEETING MINUTES
Village Hall
740 Hillgrove Avenue, Presidents Chamber
Western Springs, IL 60558**

February 8, 2023 @ 7:00 p.m.

Present

Chair Tyrrell, Member Rudolph, Deputy Village Manager Biernacki, Director of Technology Schramm and Village Attorney Michael Jurusik

Chair Tyrrell moved to open the committee meeting, seconded by Member Rudolph. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. The General Government Committee meeting was called to order at 7:00 p.m.

Agenda Items

1. Public Comment

There were no public comments.

2. Approval of Minutes

Chair Tyrrell moved, seconded by Committee Member Rudolph, to approve the minutes of the meeting of January 5, 2023, as read. The motion passed on a roll call vote. Voting aye: Chair Tyrrell and Member Rudolph. Voting nay: None.

3. Network Switches Purchase Request

The Village's core switch is the center of our network and all the connections to remove facilities and the other Village switches connect there. The current core switch was purchased in February 2013 and has reached end of its useful life. The proposed new switch would allow for 10Gb connections where needed and give better redundancy to the system. Last spring, the Board approved a request to purchase this item in the 2022 budget, but supply chain issues prevented us from receiving it last year. Staff contacted the original supplier and there is no estimated time of arrival for the order. Staff contacted three other suppliers and BDO Digital confirmed that they had this item in stock. Staff recommended that the original order be cancelled and that the switches be purchased from BDO at a total cost of \$22,031.00.

The IT Department also budgeted for two (2) additional server room switches for replacement in 2023. This would allow for 10Gb connectivity between the core switch and the server room switch as well as 10 Gb between the servers. Staff recommended purchase of these switches at a cost of \$23,719.00.

The committee agreed to recommend that the Board waive the competitive bidding process in lieu of purchase from BDO Digital under its governmental pricing schedule in the February meeting cycle to expedite the installation of this critical equipment.

4. Windows Server 2022 License Purchase Request

The Village of Western Springs relies on several computer servers for data processing. The Village has upgrades coming to two major systems in 2023 (Munis and New World). The best practice in these situations is to build a new server with the latest operating system supported, then install the upgraded software on the new server. The data is then migrated from the old server. After the data is migrated and tested, the old server can be deleted. Aside from this being a cleaner way to do it, there is less downtime for users and the Village has a fallback position, if something goes wrong.

The Village's server cluster currently consists of three physical servers running Windows Server 2019 Datacenter edition with an emergency backup server offsite. There are a total of 88 processor cores on the four servers. The cluster houses 34 virtual servers. It is substantially cheaper to buy per-core Datacenter licenses than it is to buy Windows Standard server licenses for each server. Client access licenses (CALs) are also required regardless of how you purchase your server licenses; however, they are now included as part of our Microsoft 365 licenses. The cost of Windows 2022 Server is \$6156.00 per 16 core license (\$30,780 total) plus 4 – 2 core licenses at \$770.00 (\$3080.00 total) for a grand total of \$33,860.00. The pricing is per our CSP (Cloud Services Provider) Government Agreement and is set by Microsoft.

LTACC accounts for approximately one third of our virtual servers and has agreed to pay for around a third of the licensing cost (\$10,000).

After discussion, the General Government Committee agreed to recommend the Board approve the purchase of Windows Server 2022 in the amount of \$33,860.00 with a reimbursement from LTACC in the amount of \$10,000. The net cost to the Village would be \$23,860. This expenditure was addressed in the approved 2023 budget.

5. Copier/Printer Contract Renewal Request

The Village currently has an agreement with Total Technology Solutions Group (TTSG) to lease copy machines and provide service and supplies for all our laser printers. The agreement provides for a specified number of prints from copiers and a specified number from printers (color and B/W separately), after which we pay overage charges per page. Overages are calculated per quarter to even out months of heavy printing with lighter ones. It is standard practice to review our usage at this point and adjust accordingly. Currently the Village pays an average of \$4,837.71 per month.

Staff was notified by TTSG that a substantial price increase is expected for the current equipment and maintenance. However, by changing the copiers to all color machines and removing many of the smaller color printers, the Village can reduce our overall printing

costs by around 12% in addition to reducing waste from increased toner replacements required in the current copiers. Staff is pleased with prior services provided by TTSG and recommends the proposed contract be approved.

The General Government Committee reviewed this request and agreed to move this item forward to the Board of Trustees in the February cycle with a recommendation to waive the competitive bidding process and approve this request.

6. IRMA Security Training Program

Director Schramm informed the committee that he and Charlie Graff have been working on an IRMA committee and have rolled out a security training program for the Village.

7. Other

There was no other business.

8. Schedule Next Committee Meeting

The next General Government Committee meeting was scheduled for Wednesday, March 8, 2023, at 7:00 p.m.

9. Adjourn

MOTION:

Chair Tyrrell made a motion to adjourn, seconded by Member Rudolph. The motion passed on a unanimous voice vote. The meeting was adjourned at 7:41 p.m.

Respectfully submitted,



Deputy Clerk Haeske