

**CITY OF LINCOLN**  
**COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**OCTOBER 26, 2021**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Logan County Tourism Alice Roate – 2021 3<sup>rd</sup> Quarter Report**
- 5. Ron Keller – Allen Chapel 902 Broadway Street**
- 6. L. Keeley Construction pay application No. 7**
- 7. Ordinance Amending the Economic Development Grant Commission and Economic Development Program.**
- 8. Postville Park Pavilion Proposal**
- 9. Revisions Technology Maintenance Agreement 11/1/2021 – 4/30/2022, 5/1/2022 – 4/30/2023**
- 10. Announcements:**
  - 11. Executive Session – 2 (C) (3) Appointment of Public Official**
  - 12. Adjournment**
- 13. Upcoming Meetings:** City Council: Monday, November 1, 2021 at 7:00 PM  
Committee of the Whole Tuesday, November 9, 2021 at 7:00 PM



101 N. Chicago St. Lincoln, IL 62656 / 217.732.8687 / [www.destinationlogancountyil.com](http://www.destinationlogancountyil.com)

## Logan County Tourism Bureau 2021 3rd Quarter Report

### Board of Directors

President: Kathie Williams	Tracy Welch- <i>(ex officio)</i>
Vice President: Gail Sasse	Emily Davenport
Treasurer: Neal Patel	Nila Smith
Secretary: Marylin Wheat	Steve Parrott
	Jim Wessbecher
	Olivia Partlow
	Rick Hoefle
	Melanie Blankenship

- **Financials**

- Hotel/Motel Tax Income (95%) 7/2021-9/2021 - **\$54,468.87**
- Hotel/Motel Tax 2021 Quarter # revenue is **up 107%** compared to 2020 Quarter 3 revenue

- **Grants Received**

- Illinois Department of Commerce & Economic Opportunity LCTB Grant July 2021 – June 2022 - **\$35,919.00**

- **Advertising Efforts**

- **Digital Marketing** continued for July-September - Website Retargeting, Location Targeted Geo-Fencing, Search Engine Optimization, Facebook/Instagram Ads
- **Gate 2 Route 66 Experience Project at the State Fairgrounds** – We had **567** people come through the Route 66 Experience during the State Fair and stop at the Logan County booth.
- **The Depot and The Mill are official stops in the Route 66 Passport** (<https://www.route66navigation.com/passport>). We had **477** people with Tourism related inquiries (via in person/phone/web) at The Depot (from April – June); **101** of those were visitors with Route 66 Passports.
- **Business in the 217 Podcast** – Did an interview on the Business in the 217 podcast back in August. We talked about upcoming events such as Balloons Over 66 and the Railsplitter Festival.

- **WAND TV**

- Filmed 4 different segments about Logan County for their **Discovering Central Illinois** series.
  - The stories were on the Mill Museum, the Mt. Pulaski Courthouse, the Covered Wagon, and the Downtown Lincoln Trifecta. These stories can be found at [wandtv.com](http://wandtv.com).
  - They also filmed live at the Postville Courthouse on September 28<sup>th</sup>.
- Aired on TV on September 28<sup>th</sup>



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- **The Mill Museum**
  - We received **304** visitors to the Mill from **July-September**; **23** of these visitors had a *Route 66 Passport*.

Financials attached – Account Balances as of September 30<sup>th</sup>, 2021

## Logan County Tourism Bureau

## Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10002 · State Bank Savings	49,501.55
10004 · LCTB Checking-State Bank	39,198.15
10006 · Lincoln Initiative Checking Acc	1,315.71
10007 · The Mill Museum Checking	13,323.48
<b>Total Checking/Savings</b>	<b>103,338.89</b>
<b>Other Current Assets</b>	<b>162.26</b>
<b>Total Current Assets</b>	<b>103,501.15</b>
<b>Fixed Assets</b>	<b>775.12</b>
<b>TOTAL ASSETS</b>	<b><u>104,276.27</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	<b>3,243.48</b>
<b>Equity</b>	<b>101,032.79</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>104,276.27</u></b>



ENGINEERS JOINT CONTRACT  
DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 7

Application 21-0855-007 Period: end 09/30/2021		Application Date: 9/24/2021
To 700 Broadway St. (Owner): Lincoln, IL 62656	From (Contractor): L. Keeley Construction, 500 S. Ewing Ave., St. Louis, MO	Via (Engineer): Crawford, Murphy, Tilly, Inc. 2750 W Washington St. Springfield, IL 62702
Project: Union Street Pump Station	Contract: Union Street Pump Station Lincoln, IL	
Owner's Contract No.:	Contractor's Project No.: 21-0855	Engineer's Project No.: 17002601

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1		\$590,286.00
2	\$336,057.00	
3	\$261,267.32	
4	\$19,747.27	
TOTALS	\$617,071.59	\$590,286.00
NET CHANGE BY CHANGE ORDERS		\$26,785.59

1. ORIGINAL CONTRACT PRICE..... \$ 3,990,407.00  
 2. Net change by Change Orders..... \$ 26,785.59  
 3. Current Contract Price (Line 1 ± 2)..... \$ 4,017,192.59  
 4. TOTAL COMPLETED AND STORED TO DATE  
     (Column F total on Progress Estimates)..... \$ 3,673,553.98  
 5. RETAINAGE:  
     a. 10% X \$3,673,553.98 Work Completed..... \$ 367,355.40  
     b. X \_\_\_\_\_ Stored Material..... \$ \_\_\_\_\_  
     c. Total Retainage (Line 5.a + Line 5.b)..... \$ 367,355.40  
 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 3,306,198.58  
 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 2,248,001.73  
 8. AMOUNT DUE THIS APPLICATION..... \$ 1,058,196.85  
 9. BALANCE TO FINISH, PLUS RETAINAGE  
     (Column G total on Progress Estimates + Line 5.c above)..... \$ 710,994.01

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Cyndi Cappus* Date: 9/24/2021

1,058,196.85  
 Payment of: \$ \_\_\_\_\_  
 (Line 8 or other - attach explanation of the other amount)  
*Shawn J. Brady* 10/21/2021  
 is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)  
 1,058,196.85  
 Payment of: \$ \_\_\_\_\_  
 (Line 8 or other - attach explanation of the other amount)  
 is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)  
 Approved by: \_\_\_\_\_ Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

## Progress Estimate - Lump Sum Work

## Contractor's Application

**Lincoln Union Street Progress through 9/30/2021**

Pay App #7 is for \$1,058,196.85 and consisted of final grading, final plumbing in the valve vault, concrete pour of the top slab of the pump station, and electrical work in the building.

## **ORDINANCE**

### **AN ORDINANCE AMENDING THE ECONOMIC DEVELOPMENT GRANT COMMISSION AND ECONOMIC DEVELOPMENT PROGRAM**

THIS ORDINANCE is made and adopted by the CITY COUNCIL OF THE CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, at a regular meeting held in the City Council Chambers in said City on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, WITNESSETH:

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN, ILLINOIS created the Economic and Development Program and the Economic and Development Commission through the ordinance 2020-927; and

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN, ILLINOIS understands that as the commission has come into existence certain realities have surfaced necessitating the need to amend rules of the program and commission; and,

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN, ILLINOIS acknowledges that thus far the program has been of great success and a boon to the welfare of the citizens of Lincoln; and

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN, ILLINOIS understands that as of now there is a hard cap via funding at \$60,000.00 per year, but now desires to make funding still limited to \$60,000.00 but with the caveat to allow additional funding on a year by year basis depending on availability of funds within the budget and appropriations; and

WHEREAS, the CITY COUNCIL OF THE CITY OF LINCOLN, ILLINOIS further desires that the allowable members of the commission be amended from nine (9) to eleven (11) as it would be beneficial to have further voices in the commission;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CITY COUNCIL OF THE CITY OF LINCOLN, as follows:

1. That the recitals outlined above are incorporated herein as if appearing herein verbatim.
2. The City of Lincoln Economic Development Grant Program funding is hereby amended to provide a funding cap of \$60,000.00 but will allow additional funding at the will of the Council on a year by year basis provided there is funding available within the budget and appropriations.
3. The Economic Development Grant Commission is hereby amended to allow no more than eleven members within the Commission.
4. That this Ordinance is effective immediately upon passage of the same.

The vote on the adoption of this Ordinance was as follows:

Alderman Parrott	_____	Alderwoman Rohlfs	_____
Alderwoman Horn	_____	Alderman Miller	_____
Alderman Hoefle	_____	Alderman Downs	_____
Alderman Bateman	_____		

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021

CITY OF LINCOLN,

BY: \_\_\_\_\_

Tracy Welch, Mayor  
City of Lincoln, Logan County, Illinois

ATTEST: \_\_\_\_\_(SEAL)

City Clerk, City of Lincoln,  
Logan County, Illinois

## MEMORANDUM

**TO:** Mayor and Aldermen of the City of Lincoln

**FROM:** Walt Landers, Street Superintendent

**MEETING**

**DATE:** October 26, 2021

**RE:** Postville Park Pavilion Proposal

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**Background**

I was contacted last year by Justin Dietrich who is the Woods Shop instructor at Lincoln Community High School. Mr. Dietrich has proposed that his class would construct a 12'x 16' timber frame pavilion in Postville Park with the support of the City of Lincoln.

**Analysis/Discussion**

The pavilion will be erected in Postville Park in a location yet to be determined. All timbers will be milled locally and delivered to the LCHS Woods Shop where the class would construct the pavilion. Once a location is chosen the Lincoln Street Department staff will assist in pouring a concrete pad for the pavilion to sit on then the structure would be erected. This work would take place in the spring of 2022.

**Fiscal Impact**

This project was considered in the 2021-2022 Budget under the Hotel/Motel Tax line #55-0000-7012, Timber Frame Pavilion at a cost of \$5000.00

**COW Recommendation**

Approve the Postville Park Pavilion Proposal and place on the agenda of the Regular City Council meeting for October 4, 2021.

**Council Recommendation:**

Approve the Postville Park Pavilion Proposal and project.

## Estimate cost for Postville Pavillion

12'x16' King Post w/metal to be raised in the Postville Park.

White Pine timbers milled from Steve Baker. The High School Advanced Woods students will be cutting the joinery in our school shop starting in January. We plan to have them all completed and delivered on site sometime in Mid-April. Where we will take a day or 2 away from school to "Raise" the structure on site.

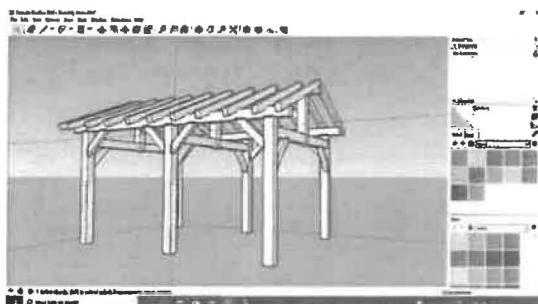
This proposal includes the cost of a concrete pad with piers that will serve as the foundation of the structure. Pictured below is a shop drawing of the structure, and I've also included pictures of the same structure that I recently stood with a group in upstate New York.

**Total Cost for budget: \$5,000**

**Structure Materials, etc: \$3,000**

**Miscellaneous Line Item for concrete: \$1,000**

**Roofing Labor Cost: \$1,000**



## Pricing

Paul Adams <padams@revizions.com>

Thu 10/14/2021 11:41 PM

To: Tracy Welch <twelch@lincolnil.gov>

Tracy,

I went through all the equipment and figured out what items needed to be updated once a year, quarterly, and monthly. Based on my experience, I went through and determined the amount of time it would take to make the necessary upgrades and I am on the shy side of it and it totals around 450 hours. At \$75/hr that totals about \$33,750.

If the department heads would take care of their workstations to make sure they are up to date and I would just need to worry about servers/network it will cut it down considerably. You are looking at about 135hr at \$75/hr which would be about \$10,050. This is just taking care of the upgrades on that equipment though, not troubleshooting other issues or maintenance of the workstations.

Most workstations can be set for automatic updates during the night as they are released. I can install software on all the computers so I can have remote access and monitor updates/issues remotely with the software. This does add an entry point for compromise, but the system I plan on using uses MFA.

Based on what you have in the budget left for this fiscal year you should be able to cover, but next year I would encourage us to increase it to \$20,000 to cover the maintenance and support calls. Over the next few months I'll keep a good log so we can help with budgeting.

Paul

## Revizions

### Information Technology Maintenance Agreement

This Information Technology Maintenance Agreement ("Agreement") is made, as of the date set forth below (the "Effective Date") by and between Kari L. Adams, dba Revizions, with office located at 1212 1600<sup>th</sup> Ave, Beason, IL 62656 ("Revizions") and the client identified below ("Client").

WHEREAS, Revizions and Client desire to enter into an agreement for information technology maintenance services;

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Revizions and Client agree as follows:

1. Revizions shall provide maintenance and support services on the systems according to the terms of Exhibit 1 to this Agreement.
2. For the term specified in the applicable Invoice, Client shall remit to Revizions maintenance fees in the amount set forth therein. Payment is due within thirty (30) days of the invoice date.
3. This Agreement shall be governed by and construed in accordance with the terms and conditions of the Agreement.
4. All other terms and conditions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Maintenance Agreement as of the date set forth below.

Revizions  
1212 1600<sup>th</sup> Ave  
Beason, IL 62612

Client: City of Lincoln, Illinois  
700 Broadway Street  
Lincoln, IL 62656

By: \_\_\_\_\_  
Name: Kari L. Adams  
Title: Owner  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Tracy Welch  
Title: Mayor  
Date: \_\_\_\_\_

## Exhibit 1

### Information Technology Maintenance Agreement Terms

Revisions ("we") will provide Client ("you") with the following maintenance services. Capitalized terms not otherwise defined will have the meaning assigned to such term in the Agreement.

1. Term. We will provide maintenance services on an annual basis. The initial term commences on November 1, 2021 and remain in effect until the end of the current fiscal budget year. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (60) days prior to the end of the then-current term.
2. Maintenance Fees. Your maintenance fees for the period listed in an applicable invoice.

Term	Amount Due
11/1/2021 – 4/30/2022	
5/1/2022 – 4/30/2023	

Your fees for each subsequent term will be at our then-current rates. We reserve the right to suspend maintenance services if you fail to pay undisputed maintenance fees within thirty (30) days of our written notice. We will reinstate maintenance services only if you pay all past due maintenance fees, including all fees for the periods during which services were suspended.

3. Maintenance Services. Maintenance is constrained to only those tasks necessary to maintain current network devices, servers, computers, email system, VoIP phone system, and surveillance equipment. You will provide a list of equipment and systems to be included in this agreement that will be attached as Exhibit 2.

Monthly maintenance will include the need to take certain systems offline while upgrades or patches are applied unless you have provided failover services and systems. We will provide monthly maintenance updates to all systems as outlined in Exhibit 2 and will provide a report of said updates, any issues, and recommendations.

We will maintain personnel that are sufficiently trained to be familiar with administration of all items listed in Exhibit 2. All personnel will be required to submit to fingerprint background checks of which reports will be provided to you as requested. Any changes in criminal history will be immediately reported to you and we will take all appropriate steps to maintain secure and reliable operation of your systems.

4. Excluded Services. Maintenance does not include installing new systems, application development, engineering new networks, database administration, adding cloud services, responding to Freedom of Information Act requests, product research or support, or developing

agency policies. Any request for additional services will be quoted and invoiced accordingly outside the maintenance contract. All necessary parts, equipment, or outside technical services will be provided by you. You utilize several proprietary software applications and support for those applications should be routed to the supplier or manufacturer of those applications and any consultation or support from us will be quoted and invoiced accordingly.

5. **Client Responsibilities.** We will use all reasonable efforts to perform any maintenance services remotely. Therefore, you agree to maintain a high-speed Internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and a local administrative privilege as we may be reasonably required to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to all necessary systems outlined in Exhibit 2 at no charge to us.

You shall provide to us any necessary connectivity systems to help diagnose and establish communications remotely and securely. As you are a government entity that utilizes Criminal Justice Information Systems (CJIS), said connectivity must comply with all CJIS requirements and must utilize a public static Internet Protocol (IP) address. All cybersecurity best practices should be followed by you and are not part of the services provided under this maintenance agreement.

6. **Support Call Process.** To establish the ability for users to request services, we will provide a general contact number for service requests. This number may not be answered as it will be a voicemail system that forwards to our staff so that the necessary person can respond in a timely manner.

# **City of Lincoln**

## **IT Infrastructure**

All buildings utilize GotoConnect (Jive) VoIP phone Systems – PD calls recorded to AWS S3

Need remote monitoring system (Ninja or Atera \$79/mo) which will help with monthly system updates and maintenance issues.

Data Files backed up to AWS Glacier Storage Daily.

City utilizes AWS Lightsail for website (lincolnil.gov) and Microsoft Office 365 Business Basic for Email (@lincolnil.gov).

### **City Hall**

#### **3 servers 19 Workstations**

##### **Network**

Comcast Internet with Verizon Wireless failover (Working on Shared 200Mbps Sym Fiber to City Hall or Courthouse)

Connected to Courthouse via Fiber optic (Broken as of 6/21)

1 Ubiquiti USG Firewall

1 CISCO 48P Switch (Need to swap to Ubiquiti Unifi)

2 CISCO 48P POE Switch (Need to swap to Ubiquiti Unifi)

1 Ubiquiti 24P Unifi Switch

2 Ubiquiti 8P Unifi Switch (Clerk & Sewer)

3 Unifi WiFi AP (Need external AP on North Side)

1 HP Server – Hyper-V host with Windows 2000 Server VM

– Windows 2012 R2 Server (Domain: cityoflincolnil.local)

1 HP Server – Backup

1 LG Video Surveillance System

##### **Mayor**

1 HP Laptop

##### **Administrative Assistant to Mayor**

1 Dell Workstation

**1 HP Printer**

**Council**

**8 HP/Dell Laptops (State Farm)**

**1 Dell Laptop for Sound System**

**Canon Camera for Video**

**Jabra Panacast Camera for Zoom Meetings**

**Pearl Mini – Video Distribution System**

**Sure Microphone/Sound Amplification System**

**City Clerk**

**6 Dell Optiplex Computers (Started Replacement of computers purchased in 2014)**

**3 HP Printers**

**1 Konica Minolta Copier**

**Fire Department**

**Utilize ESO Firehouse software for NIFRS reporting (Recommend linking with Sheriff's Office to utilize Tyler Software to cut down on data re-entry and to share information)**

**3 Dell Optiplex**

**1 Dell All-In-One (Firechief)**

**1 Konica Minolta Copier**

**3 Microsoft Surface Laptops**

**Will be adding laptops in the Firetrucks in future**

**Lincoln Municipal Service Building**

**1 Server 6 Workstations**

**Network**

**Comcast Internet**

**PFsense Firewall**

1 – Ubiquiti 48P Switch

Unifi WiFi 2 AP

1 – Dell Server 2012 Hyper-V Host with PFSense VM

- Windows 2012 R2 Server AD/DNS (Domain: lincoln1.local)
- Milestone XProtect Express+ VMS 2020 R2 with 10 IP Cameras

### **Street & Alley**

1 – Dell Optiplex

1 – Dell Laptop

### **Building and Safety**

2 – Dell All-In-One

1 – Sony All-In-One

1 – Dell Optiplex

1 – Konica Minolta Copier

1 - Apple iPad

### **Lincoln Depot**

#### **1 Server 1 Laptop**

#### **Network**

Comcast Internet

No Firewall

Ubiquiti 48 Port Switch

Aruba 48 Port Switch

S2 NetVR VMS with 19 Cameras (Needs converted to Milestone and add some cameras)

HP Admin Laptop

Unifi WiFi with 1 AP

## **Police Department**

### **4 Servers 24 Workstations**

#### **Network**

Comcast Internet with Verizon Wireless failover

Lincoln PD contracts with Logan County Sheriff and Logan County ETSB to connect to Sangamon County to utilize Tyler Technologies for CAD, Records, Corrections, Mobile, and other public safety software. Recommend working with Logan County Circuit Clerk to implement e-ticketing

#### **PfSense Firewall**

2 - Unifi 48 Port POE Switch

1 – Unifi 10G Switch

2 – Unifi AirFiber Wireless Links (Connects to Logan County Safety Complex)

5 - Unifi WiFi Access Points (3 internal and 2 external for squads)

3 – 24 Port POE Switches (Cameras/Security)

2 – Dell PowerEdge Hyper-V Host (1 Backup)

- PfSense VM
- Windows 2012 R2 (Domain: lcsclan.gov – Sheriff)
- Windows 8.1 VM (Digital Ally Video)
- Windows 10 VM (WatchGuard Video)

1 – Dell Server (Milestone XProtect Professional 2020 R2 with 32 IP cameras)

1 – Dell Admin PC

1 – Dell Server utilizing Open Options DNAFusion (Security/Access Control)

1 – Internal MicroComm DXL VoIP system Intercoms

#### **Admin**

7 – Dell Workstations

1 – Dell Training Laptop

1 – HP Training Laptop

2 – HP Laptops (State Farm)

1 – Training Room projector with sound amplification system.

1 – Apple iPad Cellular

**Investigations**

**7 – Dell Workstations (2 purchased in 2019 others < 5yr old)**

**3 – HP Laptops (State Farm)**

**Patrol**

**9 – Dell Workstations (6 bought in 2018)**

**7 - Dell Semi-Rugged laptops for squads utilizing Verizon LTE on IWIN**

## LPD-Server Hyper-V Host

### Hyper-V machines:

LPD-DC1

LPWRK13 (VUVault)

LPD-WGSERVER

PFSENSE

### Disks:

DISK0 – 1,862 GB (2TB) C:\

- LPD-DC1.vHDX
- LPD-DATA.vHDX
- LPWRK13-0.vHDX
- PFSENSE.vHDX

DISK1 – 1862 GB (2TB) D:\

- LPWRK13-1.vHDX (VUVault Video)

DISK2 – 3,725 GB (4TB)

- LPD-WGSERVER.vHDX

DISK3 – 5,588 GB (6TB)

- VIDEO2.vHDX (Watchguard Video)