

Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON
Jeffrey Dontz
VICE-CHAIRPERSON
Brook Shafer

Mark Bergstrom
Karen Goodman
Ken Hilliard
Alan Marshall
Richard Schmidt

CLERK

Jill Nowak
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski
(231) 398-3504

TECHNOLOGY/INFORMATION COMMITTEE MINUTES

Wednesday, April 20, 2016
8:30 a.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Richard Schmidt, Chairperson; Mark Bergstrom

Members Absent: None.

Others Present: Julie Schmeling, Administrative Secretary; Tom Kaminski, County Administrator/Controller; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 8:31 a.m.

NOTE – Items requiring Board Action are indicated in BOLD

REGISTER OF DEEDS UPGRADE

The committee reviewed the Investment Proposal (Appendix A) from Fidlar Technologies for the LifeCycle Software for the Register of Deed Office. This is the next generation and an upgrade to the current I-doc system that the Register of Deeds Office currently runs from Fidlar.

Moved by Bergstrom, Seconded by Schmidt to recommend the approval of the contract with Fidlar Technologies to purchase the LifeCycle Software for the Register of Deeds office at a cost of \$34,500. In addition to the LifeCycle Software, the Committee agreed to authorize the purchase of the image and data replication service from Fidlar Technologies at an initial costs of \$4,500. The amounts are to be paid for from the Register of Deeds Technology Fund. Ayes: All. Motion Carried.

OTHER ITEMS FROM COMMITTEE MEMBERS

Tom Kaminski addressed the committee about having Gordon McClellan putting a priority list together regarding technology needs for the up-coming budget year. Once the list is complete the Committee and Gordon will need to meet to address and prioritize the list and what money is available in the budget for technology needs.

SCHEDULE 2016 COMMITTEE MEETING DATES

It was a **consensus** to set the Technology/Information Committee regular monthly meeting schedule for the first Wednesday of the month at 11:00 a.m. with the exception of October when the meeting will be held on the 3rd Wednesday of the month. The meeting dates are:

May 4, 2016	September 7, 2016
June 1, 2016	October 19, 2016
July 6, 2016	November 2, 2016
August 3, 2016	December 7, 2016

The meeting was adjourned at the Call of the Chair at 8:54 a.m.

Richard Schmidt, Chairperson



Mark Bergstrom

Investment Proposal

LifeCycle Pricing

With the LifeCycle investment option, Manistee County will spread their costs for current and future software and future installation services over life of their software agreement. With Fidar's Life Cycle contract type, it is important to note that LifeCycle pricing includes not only all software support and annual maintenance to include feature upgrades within the current product. But also all future 'LifeCycle' modules and the migration to future land recording software programs at no additional cost, including conversion, installation, training and travel expenses.

Product / Service Description	First Year Charges	Annual Charges years 2, 3
Software / Annual Maintenance / Support		
AVID Land Records System - LifeCycle Annual Fees	\$19,000	\$19,000
Receipting (cashiering)	Included	Included
Indexing	Included	Included
iScan - Scanning Module	Included	Included
LeadTools OCR license (2 licenses)	\$1,500	
Auto-Indexing Functionality (OCR)	Included	Included
SSN Redaction Batch Processing of all Existing Digital Images	Included	Included
Manual Redaction in AVID	Included	Included
Automatic Redaction AVID	Included	Included
eRecording capability	Included	Included
LifeCycle- All New products and modules for recording land records	Included	Included
Laredo & Tapestry Remote access software	See Pg. 11	See Pg. 11
Annual CountyCare Support / Maintenance - AVID	Included	Included
1-800 Support	Included	Included
System Upgrades	Included	Included
State Mandated or Regulatory Updates	Included	Included
Total Software and Support	\$19,500	\$19,000



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Implementation Services / Training		
Project Management	Included	Included
Workflow Analysis		
Installation/Configuration		
Data Conversion		
GIS/Laredo Integration (using PIN)		
Elmer Mode Laredo for image integration to iSeries		
Comprehensive Training		
-Internal		
-Remote Access Public		
Training on New features & Functionality		
Implementation Services	\$15,000	
Totals	\$34,500	\$19,000



Additional Investment Options

The following investment options have been previously discussed with Manistee County, but are outside of the proposed solutions and proposed investment. These additional options may be executed at any time and are listed here for further consideration by Manistee County.

MONARCH

Monarch gives Manistee County the ability to allow customers to access bulk images or indexed information through a streamlined service. This solution would take place of copying images to CDs and/or maintaining an FTP site. Manistee can charge end-users for this service and may also chose to add security options such as watermarking.

Installation and Configuration of Monarch Service	\$2,500
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IMAGE AND DATA REPLICATION SERVICES

Replication allows for Manistee County to store their images and indexed information to a replicated environment hosted by Fidar Technologies. When utilizing replication, public searching solutions will hit the replicated server rather than the county's production server.

Installation and Configuration of Replication Service	\$2,500
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Annual Replication / Offsite Storage fees (50GB)	\$2,000 / year
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(Each additional 50GB is \$250 / quarter)

