



**CLERK**

Jill M. Nowak  
(231) 723-3331

**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**Board of Commissioners**

**CHAIRPERSON**  
Jeffrey Dontz

**VICE-CHAIRPERSON**  
Karen Goodman

Margaret Batzer  
Eric Gustad  
Pauline Jaquish  
Nikki Koons  
Richard Schmidt

**TECHNOLOGY/INFORMATION COMMITTEE MINUTES**

Thursday, January 27, 2022  
9:30 a.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**MINUTES**

**Members Present:** Margaret Batzer, Eric Gustad and Richard Schmidt, Chairperson

**Members Absent:** None

**Others Present:** Gordon McLellan, IT Contractor; Lisa Sagala, County Administrator/Controller; Sheriff Brian Gutowski; Undersheriff Jason Torrey and Jill M. Nowak, County Clerk.

The meeting was called to Order at 9:30 a.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

**PUBLIC COMMENT**

None.

**GENERAL UPDATES**

Gordon McLellan, IT Contractor updated the Committee on recent work. Mr. McLellan noted that the new server for the Courts was purchased and will be installed on February 15, 2022. This server serves Manistee and Benzie Counties. A server upgrade was completed in November 2021 for the Courthouse and Sheriff's Office.

Upcoming projects include issuing an RFP for replacing network storage components. Another project is replacing fiber infrastructure in the Courthouse and east annex. An RFP will be published for that as well. The life expectancy of fiber is 15-20 years. The current fiber was installed in 2000. Mr. McLellan noted new multi-mode versus single mode fiber and the

differences. Another project in 2022 is replacing network firewalls at the courthouse and Sheriffs Office which is scheduled for late February/early March.

Ms. Sagala noted the on going fax problems with some departments with their xerox and fax machines. Mr. McLellan stated band width has been increased but there still seems to be some problems. The next step is cloud based faxing where you have to buy the service at \$8 per month per line. Another option is to scan to self and then a converter box that would be plugged into the xerox machine. This cost is \$25 per month or buy the converter box for \$300 which would connect to the cloud. Faxing has plateaued and is on the decline as time goes on. However, the LEIN audit requires certain levels of encryption and faxing meets that requirement. The jail is currently analog and maybe the need is to go digital. Can ARPA Funds be used for that? Sheriff Gutowski needs to have the same phone number if the systems are changed. Mr. McLellan indicated the same phone number can be used. Mc. McLellan noted that six (6) boxes could be used to increase band width. Ms. Sagala asked Mr. McLellan to get those prices for the next County Board meeting.

Another project is fiber to 395 3<sup>rd</sup> Street. Other projects where ARPA funds may be used will be discussed and prioritized at the next Technology meeting.

The intermittent power issues to the courthouse have been solved. The power company replaced all three (3) main cables to the courthouse. Possible projects like solar to the jail property or facility upgrades should be considered as well as heating and cooling and the generator at the Jail.

#### **DISCUSSION REGARDING FUTURE MEETINGS**

Currently, Technology Committee meetings are held at 9:30 a.m. on the 4<sup>th</sup> Thursday of the month. This schedule will continue for 2022 with the exception of the December 2022 meeting, which will be held on December 8, 2022. If other meetings are not needed throughout the year, they can be cancelled.

#### **OTHER ITEMS FROM COMMITTEE MEMBERS**

None.

The meeting was adjourned at the Call of the Chair at 10:08 a.m.

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Richard Schmidt, Chairperson

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Margaret Batzer

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Eric Gustad