



Manistee County Board of Commissioners

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

CHAIRPERSON
Jim Krolczyk
VICE-CHAIRPERSON
Ken Hilliard

Mark Bergstrom
Alan Marshall
Richard Schmidt
Brook Shafer
Karl Waitner

CLERK
Jill Nowak
(231) 723-3331
CONTROLLER/ADMINISTRATOR
Thomas Kaminski
(231) 398-3500

DRAFT

MANISTEE COUNTY TECHNOLOGY/INFORMATION COMMITTEE REPORT

Thursday, February 28, 2013
10:00 A.M.

County Board of Commissioners' Meeting Room
Manistee County Courthouse

Members Present: Richard Schmidt, Chairperson/County Commissioner; Mark Bergstrom, County Commissioner

Others Present: Gordon McLellan, Network Administrator; Roger Elbers, Equalization Director; Rob Carson, County Planner; Kathi Lynn, 85th District Court; Marylynn Wrzesinski, Register of Deeds; Jill Nowak, County Clerk; Lynn Mikolajczak, 19th Circuit Court; Bruce Schimke, Maintenance Supervisor; Julie Schmeling, Administrative Secretary; Meg LeDuc, Manistee News Advocate

Mr. Schmidt called the meeting to order at 10:02 A.M.

ITEMS REQUIRING BOARD ACTION

Gordon McLellan discussed that it was the last chance to upgrade the Microsoft Office programming on the County computers at an affordable price to Microsoft Office 10. Currently installed in the computers is Microsoft Office 03. Office 13 will be released in April, and at that time Office 10 will be available while supplies last. The cost per copy is \$163.15 (APPENDIX A) and the County would need approximately 100 copies. By purchasing this version now, when new computers are purchased the software can be rolled over into the new computers and with Office '13 you cannot roll it over and will have to purchase a new copy. If not purchased then when new computers are purchased for replacement, since Microsoft Office does not come pre-installed, there would be an additional cost of \$175-\$180 per computer for this software at that time. Mr. McLellan expects the life span of the new version would be 8 - 9 years, the same as Office 03 that we are currently using. The file formats are compatible from '03 to '10. This will also allow us to have the same version throughout the County on all computers. Mr. McLellan will look for other prices, but the quote that he brought today was at \$163.15 per copy.

Mr. Schmidt recommended the purchase of Microsoft Office '10. No alternative recommendation was proposed.

Roger Elbers presented his information regarding Land Information Access Association (LIAA) Proposal. (APPENDIX B) Currently the LIAA system is being used, but this will add to

that and you will be able to click on a map, get a legal description, the owner's name, etc. New photos will be taken in April when they fly again, and the goal is to take these photos every five years. As time goes by, the cost to take new photos will go down and the quality of the photos will improve.

Mr. Schmidt recommended accepting the proposal from Land Information Access Association (LIAA) to develop a web-based mapping site to compliment our existing parcel search program at a cost not to exceed \$3,650.00, and authorize the Chairman of the Board of Commissioners to sign the proposal and that the funding for this project come from the Air Photo Fund. No alternative recommendation was proposed.

ITEMS NOT REQUIRING BOARD ACTION

Mr. McLellan revisited items that were requested of the previous board for technology items for the Technology Budget (in 2012). He said some items listed were servers, the Courthouse network, and other items. He did not bring the list with him to this meeting, but it was suggested that he look at the list again and put into a list by priority and they will look at that at the next meeting and they will see what they can do at that point.

Next item brought up was discussion regarding Department Heads being able to see their budgets online as read-only. It was approved by the Board in a previous month. Mr. McLellan said that they have everything they need to get it going, he would have to install it, the Treasurer's Office would set up the access, and there would be some internal training involved. It would take approximately 2-3 days to install on the computers. Mr. McLellan was going to add this to his list and get the project started. Mr. Schmidt said that they will give a reminder to the Board as to what is happening.

Mr. Carson asked for an update on the external email access. The Board approved it, Gordon drafted a memo to be sent out to everyone letting them know that passwords would have to be changed. Discussion took place and criteria for new passwords was reviewed. Mr. McLellan said that he would get the memo to Julie Schmeling to send out to everyone and on Wednesday, March 6, 2013 everyone will be prompted when logging on to their computer to change their passwords. The email/memo will be sent out on Thursday, February 28, 2013. Mr. McLellan will print out the memo and the portion of the minutes from the Board Meeting showing it was approved, and Ms. Schmeling will forward it to all-user email list. After Mr. McLellan sees that everyone has changed their passwords, he can then remove the firewall block that prevents webmail access from outside the building.

Mary Lynn Wrzesinski questioned about items on the Technology lists of things that need to be repaired and/or replaced. Discussion took place and Mr. McLellan will present his list at the next meeting and have it prioritized. Ms. Wrzesinski commented as to why we can't be more proactive and not reactive.

Lynn Mikolajczak questioned the aerial photographs. Mr. Elbers explained that when you go onto the County Website, and then go to the Equalization Department, it links to LIAA website. Discussion took place again to explain how the software will work. Mr. McLellan explained that the current photos online which you find through Google or other sites, are older photos, some approximately 15 years old and don't have clear pictures of houses or detail which this new access will provide. This software will outline properties, give legal descriptions, list owners,

etc.

Mr. Schmidt said that once Mr. McLellan gets his list together, he and Mr. Bergstrom will look at that and push things through as fast as they can by priority. Ms. Jill Nowak, County Clerk, addressed her issue of needing technology equipment in the Clerk's office for digitizing old records. Mr. Schmidt recommended her getting her list together and prioritizing that as well and they will look at that along with Mr. McLellan's list to be able to see where they can get funds and items purchased.

There being no other business to come before the Committee, the meeting was adjourned at 10:57 A.M.

Richard Schmidt, County Commissioner

Mark Bergstrom, County Commissioner

[m h:\reports\technology_022813]



Your World of Technology!

www.provantage.com - 100-336-1166 USA - 330-494-8715 International

APPENDIX A

Software Business Applications

Microsoft Partner



Microsoft Office 2010 Home & Business English PC Attach Key PKC Microcase

Only \$163.15

Manufacturer Part# T5D-00295
UPC Code: 885370037432

8808 In Stock

- ▶ Product Type: Software Suite
- ▶ Software Name: Office 2010 Home and Business 32/64-bit
- ▶ License Pricing: Product Key Code



+ Add to Wish List

+ Compare Features

Share This

Take a Product Tour

See Larger Images:



100% Satisfaction Guaranteed

MCSQ0H9

Specifications

Office 2010 Home & Business English PC Attach Key PKC Microcase

Manufacturer Part Number: T5D-00295

Highlights

Microsoft Office Home and Business 2010 is the essential software suite for managing small businesses and working from home. Enhanced tools and features help you run your business, connect with customers, and organize your household more efficiently. Office Home and Business 2010 features new photo, video, and text effects for creating standout documents and presentations. New communication tools in Outlook 2010 help you stay in touch and organized. Office Home and Business 2010 makes it easier than ever for you to manage things in the office, at home, or in between.

What's included:

- ▶ Word
- ▶ PowerPoint
- ▶ Outlook
- ▶ Excel
- ▶ OneNote

Abstract

Microsoft Office Home and Business helps you stay connected and productive - at home, at the office, and on the road.

Product Specifications Compare with other products

Product Name	Office 2010 Home & Business English PC Attach Key PKC Microcase
Product Type	Software Suite
Software Main Type	Productivity Application
Features	<p>Manage business and personal finances efficiently:</p> <ul style="list-style-type: none"> ▶ Create a business budget or track personal expenses easily with ready-to-use templates in Excel 2010. ▶ See data trends quickly with powerful analysis tools, such as Sparklines that show a tiny chart embedded in a cell, Slicers that filter data in a PivotTable, or Conditional Formatting to help you easily spot variances. ▶ Illustrate your information with improved charting tools and SmartArt® graphics to make charts, diagrams, and graphs that are easy to understand and read. <p>Organize all your information in a single place:</p>

APPENDIX B

Land Information Access Association

Proposal

324 Munson Avenue
Traverse City, MI 49686
Phone: 231-929-3696
FAX: 231-929-3771

Date: February 26, 2013

Quote To: Roger Elbers
Equalization Director
Manistee County Equalization
415 Third St.
Manistee, MI 49660

Proposed Project: Manistee County Web-mapping Site

Proposed Dates: March 2013 to October 2013

Introduction

The Land Information Access Association (LIAA) is a non-profit, Section 501(c) (3) corporation providing training and technical assistance to local governments and other non-profit organizations throughout the mid-west. We specialize in the development and application of geographic information system (GIS) databases, multimedia datasets and tools, Internet Web sites, and the creation of Community Center™ websites to provide easy access to public information. We are particularly interested in helping local units of government in the application of information technology to improve public services, community planning, and the management of cultural and natural resources.

Proposal

In response to a request from the Manistee County Equalization Department, LIAA is submitting this proposal to develop a web-based mapping site for Manistee County to compliment their Parcel search functionality. LIAA proposes to develop this site using LIAA's Community Center™ content management/ Web-mapping application as the site platform.

As proposed, the project is divided into two phases. During Phase 1, LIAA will design and create a new web shell housing the mapping application and links to the mapped data. The new site will be hosted on one of LIAA's servers (in a subdirectory, e.g., www.liaa.org/manistee @\$30/month following project completion). Phase 2 of this project will provide training and post-project support to Manistee County Equalization staff.

After the project is finished, LIAA will be available for continuing assistance and technical support on an as-needed basis for an hourly fee.

The following paragraphs provide a breakdown of project tasks. Estimated costs are described in Table 1 at the end of this document. We believe this estimate is reasonable and correct. We will invoice Manistee County on a monthly basis for only those hours worked and costs incurred. LIAA will not exceed the costs projected without seeking and receiving prior approval. If we can complete these tasks in less time than predicted, the costs will be less.

Projected Tasks

Phase 1: Web Site Development

Goal 1.1: Configure Community Center (CC) for Map Hosting

Task 1.1: Create CC Shell for Manistee County Web Mapping Site

We will set up map hosting and work with Manistee County to add map links to their existing website. The maps and orthos will be hosted on one of LIAA's servers. There is a need to also include disclaimer text similar to that on Wexford County's site (e.g. http://www.liaa.info/wexford/standard_maps.asp)

Milestone 1.a: Community Center configure to host Maps

Goal 1.2: Convert ArcView shapefiles & Orthophotos

LIAA's GIS specialist, using GIS data supplied by Manistee County, will convert GIS files to CC specific file formats and then integrate and configure the maps for the Manistee County mapping website.

Task 1.2: Integrate available map layers for Manistee County into the Community Center website

LIAA will convert maps and create mapping links for the following suggested maps:

- o Basic County Map
- o School Districts
- o Property Class
- o Current Assessed Values
- o Properties with Homestead Exemption
- o Aerial Photos

Milestone 1.b: Maps complete

Goal 1.3: Modify Parcel Search

Task 2.3: Modify Parcel Search

LIAA's Computer Specialist modify the Parcel Search interface to allow a user to view the searched property on a map while also displaying the associated equalization data.

Milestone 1.c: Parcel Search complete

Phase 2: Training and Support

Goal 2.1: Conduct User Training

LIAA will provide necessary tools and instruction in updating and maintaining the parcel web maps.

Task 2.1.1: Conduct Training

We will provide one day of training for Manistee County staff.

Goal 2.2: Post Project Support

Task 2.2.1: Provide Support

LIAA will be available during regular business hours to provide 4 hours of post project support should Manistee County staff require help. Additional support is available on an as needed basis at standard hourly rates.

Milestone 2: Manistee County mapping site complete

If this proposal is acceptable, please return a signed original. Your signature will commit Manistee County to working with LIAA and paying for properly invoiced work as described above.

Jim Krolczyk, Chairman
Manistee County Board of Commissioners

Joe VanderMeulen, Executive Director
Land Information Access Association

Table 1: Manistee County Web Maps 2013
Estimated Project Costs

	Resources*						Totals	
	ED	TD	GS	IT	GA	AD	Hours	Cost
Task 1: Website Development								
		10	40				50	\$3,300.00
Total for Task 1:							50	\$3,300.00
Task 2: Training and Support								
			4				4	\$260.00
Total for Task 6:							4	\$260.00
Administration								
<u>Project Administration</u>						2	2	\$90.00
Total Admin:							2	\$90.00
Staff Cost Totals:	0	10	44	0	0	2	56	\$3,650.00
Total Costs:								\$3,650.00

***Resource Key:**

ED	Executive Director
TD	Technology Director
GS	GIS Specialist
IT	IT Specialist
GA	Graphic Artist
AD	Financial Administrator