

**Proposed MINUTES OF THE SPECIAL BOARD MEETING
OF
THE CHARTER TOWNSHIP OF CHESTERFIELD**

June 17, 2015

The meeting was called to order by Supervisor Lovelock at 6:06 pm in the Charter Township of Chesterfield Municipal Offices at 47275 Sugarbush, Chesterfield, MI 48047.

Present: Supervisor Lovelock, Clerk Berry, Treasurer Hartman
Trustees: Anderson, Bell, DeMuynck, Joseph (6:11pm)
Also Present: Deputy Clerk Eric Wurmlinger, Township Attorney Robert Seibert, Deputy
Treasurer Ellen Clark and Building Official Gary DeMaster

Supervisor Lovelock introduced the item to be discussed and then turned the presentation over to Clerk Berry.

Clerk Berry gave a PowerPoint presentation on Records Management that included: **CURRENT RECORDS STORAGE STATUS**

- Definition and related State laws for public records.
- Purpose of records management.
- Current status of the township's records.
- Security issues for current records storage.
- Current estimated cost for record retrieval.
- Future of records management.
- Solutions to current problem; Digital Imaging and Electronic Records Management System.

Clerk Berry asked Building Official Gary DeMaster to speak to the need to convert files from their current status to a records management electronic system.

At this point Clerk Berry introduced Greg Colton, cofounder of Graphic Sciences. He gave an overview of the general process of scanning paper files and converting them to a digital format. He stated that he has been working with Clerk Berry for the last several months to identify and define each township department's (Police, Clerk's Supervisor, Accounting, Planning, Parks and Recreation, Assessing, DPW and Building) records collection. The total estimated cost is \$498,129.10. Bids were not solicited because Graphic Sciences is the State of Michigan approved qualified low bidder. Board members were given the opportunity to ask questions. **DOCUMENT IMAGING CONTRACTOR**

Clerk Berry stated that records conversion was the first step in record management and that once they were converted we then needed an Electronic Contents Management System. She outlined the bid project and the protocol she used to select the three lowest qualified companies. They were DSS, General Code, and FutureNet Group. Bid price from each vendor included three years of maintenance and staff training. Board members were given the opportunity to ask questions. **ELECTRONIC CONTENTS MANAGEMENT SYSTEM PRESENTATION**

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Clerk Berry also stated that after talking to our IT contractors additional server space may be needed. She estimated the hardware cost at \$5,000.00 to \$6,000.00. **ADDITIONAL COST**

Supervisor Lovelock stated that no action would be taken at this time on the two agenda items; **4A)** Approve a request from the Township Clerk to award the Document Imaging contract to the approved State Vendor Graphic Sciences. **4B)** Approve a request from the Township Clerk to award the Electronic Contents Management Program to the lowest qualified bidder. (Sealed bids were opened at the township offices at 10am June 15, 2015.) **REGULAR AGENDA ITEMS/NO ACTION TAKEN**

Motion by Lovelock, supported by DeMuyneck to adjourn at 8:21 pm.
Ayes: Lovelock, DeMuyneck, Anderson, Bell, Joseph, Hartman, Berry
Nays: None

ADJOURNMENT

MOTION CARRIED

Cindy Berry, Clerk

Michael Lovelock, Supervisor

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