

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, June 6, 2024

I. Call to Order

Present: Commissioners Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson, James Van Doren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Deputy IT Director Micha Hassenzahl, Equalization Devan Delong and Dawn Meeker for Director Shelly Delong, Accountant Matt Turgeon

Comm. Krasny called the meeting to order at 1:30pm.

II. Approval of Minutes

A. Approval of Minutes: May 2, 2024

Motion by Jenkins Arno to approve the minutes of May 2, 2024, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

Administrator Murphy reviewed the IT division of the capital improvement fund, which currently has a balance of \$145,000. No further discussion.

B. IT Report

Deputy Hassenzahl reviewed the monthly IT report included in the packet. The computer replacement has used about 65% of the available funds; typically the remainder of the funds will be used toward the end of the year.

The access control at the Robertson building is close to being completed; expecting to close project next month.

The Cisco phone refresh is currently being scheduled, and the department is planning to begin in the next few weeks. This project will be done after hours and/or on the weekend. Hassenzahl states the system refresh is on hold currently, until other projects are completed.

Administrator Murphy shared with the committee just how big the Cisco refresh project is. It was discussed that all phones and networks would be shut down, in order to accomplish

this. Due to the nature of the project, this requires it to be done in the evenings and/or weekend, since all access will not be available for county employees. IT is working diligently to coordinate the projects for the least amount of impact on the County employees.

C. Communications

Coordinator Ambrose shared updates on the Marketing and Communications department. The most common searches on the County's website have been for marriage licenses. The Department of Aging also now has the ability to preview the meal menu, up to 5 days before delivery. This has also been a popular search on the website.

A discussion took place regarding the capability of interactive live-streaming. Ambrose shared that the goal is to allow public comments during the live stream, but we are not to that point yet. Technical issues are being worked on and the future of additional staff may need to be considered.

The Enhanced Public Participation Policy includes the ability for the public to submit comments to the committee(s) 7 days prior to the meeting, and will be included in the packet, in addition to viewing the meeting live and/or recording after.

D. Department Reports / System Concerns

No discussion.

E. Updates / Other Business

No discussion.

IV. Equalization

A. Equalization Report

Devan Delong was present for Director Shelly Delong. Devon states the personal property report was submitted on May 31st. The Interim status report and plan of study activity reports is due by June and some changes are being made if reports are submitted in the fall. Study work has started, and County magnets are being placed on all equalization vehicles. Shelly Delong is in the process of creating a sales database for the State of MI, where sales for the past two years will be uploaded. The 2024 tax database was created, and tax bills will be mailed in the middle of June. Devan informs us that field work studies are ongoing.

B. Updates / Other Business

No further discussion

V. Other Business

A. July 4, 2024 meeting

After discussion, Chair Krasny determined the meeting on July 4, 2024 will be cancelled and at the call of the chair.

VI. Public Comment

No public comment made.

VII. Adjournment

Motion by Tillotson, seconded by Jenkins Arno to adjourn at 1:54pm. Motion carried.