

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, August 1, 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, IT Director Ben Ricker, Deputy IT Director Micah Hassenzahl, Equalization Director Shelly Delong, Register of Deeds Carolyn Bater, Finance Director Dan Zimolsak

II. Approval of Minutes

A. Approval of Minutes: June 6, 2024

Motion by Tillotson, seconded by Jenkins-Arno, to approve the minutes of June 6, 2024. Motion carried.

III. Information Technology

A. Finance Report

Administrator Murphy reviewed the monthly IT finance report, which currently has five open projects.

It was discussed that the balance on the Robertson Access project will remain until they ensure all invoices are finalized.

B. IT Report

Director Ricker shared updates; 90% of allocated funds have been used for County computer replacements.

The Cisco phone refresh has had all equipment installed; configurations will take place with the vendor over the next couple of weeks and are not expected to impact users. After completion of installation, the first annual invoice will be received.

C. Communications

Coordinator Ambrose provided recent updates from the communications department. She reports Personnel/Ways & Means and the Board of Commissioners meeting recordings are the most viewed, with an average of 25 views per meeting. Ambrose shared that is a total of 0.25% of our total population. However, the total number of views reported does not

distinguish how many are replays or partially watched.

The total number of website users is up to almost 3,000; primarily mobile users. The top pages viewed include the court departments and the Sheriff's office. Ambrose stated it is a future goal to revise and update those department websites.

Lenawee County is now on Instagram.

Lenawee County has various social media accounts that include the main County page, the Health Department, and the Department on Aging. Currently, the Materials Management survey is ongoing, increasing followers for the Health Department's Facebook page.

Press releases are being published as needed. Ambrose discussed the importance of the residents getting accurate information from us.

D. Department Reports / System Concerns

No discussion.

E. Updates / Other Business

No discussion

IV. Equalization

A. Equalization Report

Director Delong shared updates from the Equalization department. The 4027 I report was submitted in the summer and the next one will be due in August.

Assessors can now make adjustments as needed, resulting in corrected tax bills for both prior and current tax years, if they qualify.

Delong shared that three of the equalization staff will be attending an upcoming conference for their continuing education credits from 8/11-8/14.

Fieldwork studies are almost complete and the City of Adrian and Tecumseh remain.

B. Updates / Other Business

1) Opt-Out- County Designated Assessor- Shelly Delong

In 2020 Shelly Delong was assigned by the State of MI to be the County Designated Assessor, in the event a township needs a different assessor than their current one. That agreement was set for the period 2020-2025.

In March of this year, the State of MI informed us there is now an option to "Opt-out of County Designated Assessor". Director Delong is interested in doing so and is bringing this forward as information only today. Opting-out of being the County designated assessor means that in the case of an issue, the State of MI would need to assign a new assessor instead.

In addition to having the board's approval, Delong stated she will also need to speak with various townships. This will come forward next month for requested action and approval.

V. Other Business

A. REQUEST: 2025-2029 Capital Improvement Plan - Information and Technology Division

Deputy Elliott reviewed the proposed Capital Improvement Plan. The request is to allocate \$235,000 for computer replacement programs in 2025. This will be presented to the full Board of Commissioners during the budget presentation next month

Motion by Tillotson, to move the proposed IT Division of the Capital Improvement Plan, to the Board of Commissioners, seconded by Jenkins-Arno. Motion carried.

A discussion was held regarding annual lease fees and whether there could be an increase in those amounts. Director Ricker and Deputy Elliott stated these are the estimated expenses from 2025 until 2029, there could a change in some line items from now until then.

Administrator Murphy also shared that each division of the Capital Improvement Plan is continuously reviewed and presented to the full board of commissioners annually.

VI. Public Comment

There was no other business.

VII. Adjournment

Motion by Jenkins-Arno, Seconded by Tillotson, to adjourn the meeting at 02:01 PM. Motion carried.