

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512

[Website](#)



MEMBERS

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

MEETING LOCATION

Chambers

Minutes: Thursday, September 5, 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, Administrative Coordinator Carissa Zubke, IT Director Ben Ricker, Deputy IT Micah Hassenzahl Equalization Director Shelly Delong

The meeting was called to order at 1:30pm by Comm. Krasny.

II. Approval of Minutes

A. Approval of Minutes: August 1, 2024

Motion by Tillotson, Second by Jenkins-Arno to approve the minutes of August 1, 2024.

Motion carried.

III. Information Technology

A. Finance Report

Administrator Murphy reviewed the IT division of the Capital fund. There was no further discussion.

B. IT Report

Director Ricker reviewed the monthly IT report. Some projects remain open and others are close to being finished.

1) REQUEST: Close TECH2405

Request to close project # TECH2405, for the Robertson building access control.

Motion by Jenkins-Arno, to close project TECH2405, Seconded by Tillotson. Motion carried. No discussion.

C. Communications

Deputy Administrator Elliott reviewed highlights from the Communications report. An overview of the statistics highlights are included in the packet.

The Department on Aging and Sheriff's Office now have the ability to accept online payments. The FOIA Portal has gone live for all County departments, except the Sheriff's Office.

Lenawee County's main social media accounts have approximately 11,000 followers. 6,902 emails have gone out from Lenawee County and the open click rate remains high above industry average.

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 L4029 is due at the end of September for the millage tax request; reminders are going out to township supervisors and superintendents; the originals are due by the end of September.

Last month, Delong discussed Opting Out of being the Designated Assessor. A letter was mailed out to the supervisors for their review, and if they are in agreement to opt out of the designated assessor, their signature would be requested.

Studies are being worked on, and she is currently working on the land for the Ag and will be starting on the ECF's.

Assessors are working on sales and permits currently.

B. Updates / Other Business

V. Other Business

No other business.

VI. Public Comment

No public comment.

VII. Adjournment

Motion by Tillotson, Second by Jenkins-Arno to adjourn the meeting at 01:38 PM. Motion carried.