

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, February 6, 2025

I. Call to Order

Present: Commissioners: Dustin Krasny, Terry Collins, Ralph Tillotson, Jim Van Doren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, IT Director Ben Ricker, Deputy IT Director Micah Hassenzahl, Equalization Director Shelly Delong, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Budget Analyst Tracy Stace

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

II. Approval of Minutes

A. Approval of Minutes: December 5, 2024

Motion by Collins, seconded by Tillotson to approve the minutes of December 5, 2024. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott shared an overview of the IT Division of the capital fund. No further discussion.

B. IT Report

Director Ben Ricker provided an overview of the current open IT projects and potential future projects. The IT projects at the Judicial Building are underway and continue. The Probate court televisions and hallway televisions have been installed. Installation of the Livescan is also underway. Security cameras on the 3rd floor have been completed and will be installed on the 2nd and 1st floors next.

C. Communications

Communications Coordinator Ambrose included the digital communications report. Meetings are streamed to the County's Website and January had an increased number of views. A breakdown of meeting views is included in the packet. Approximately 20,000 monthly users are on the County Website with an average view time of 3 1/2 minutes. Social Media monitoring is done with Sprout. Lenawee County has six main accounts; Threads and BlueSky are new platforms being used. 157 posts were created in

January, which is a 57% increase over 2024. Top posts included sobriety court, emergency alert, and job posting. Ambrose shared that when emergency alerts are published to residents, they can also be pushed to social media; streamlining, to the overall process.

- *The Health Department has 5 social media accounts. The Department of Aging has 9 accounts with a 14% follower increase in the past year.*
- *All video platforms saw a total of 3,500 views in January. Ambrose reported the total includes any type of engagement, regardless of the amount of time watched. YouTube typically only has 1–4 viewers.*
- *Over 5,000 emails were sent last month and the open/click rate remains above the industry average.*

Comm. Van Doren opened discussion regarding the County's future of accepting virtual public comments. Ambrose further discussed the details and stated there is an ability to do it. However, the Enhanced Public Participation Policy and IT policy would need to be updated to include virtual public comment information. Ambrose stated she could use digital "waiting rooms" that would allow 1 speaker and to properly manage public comments.

Comm. Van Doren is recommending starting virtual public comment at the June evening BOC meeting, if the committee agrees.

D. Department Reports / System Concerns

1) Request: Close TECH2402 and TECH2404

Deputy Elliott shared that these projects are ready to close and the remaining balance of approximately \$1,400 will go back to the IT division.

Motion by Tillotson, to close TECH2402 and TECH2404, seconded by Collins. Motion carried.

2) Request: CIP Cisco Phone Refresh - Ben Ricker

Deputy Elliott shared this request is to approve year 3 of the annual lease fees for 2021 Cisco Phone Refresh, which is a part of the Capital Improvement Plan. The lease is over a 6-year period and began in 2023.

Motion by Collins to approve the Cisco Phone Refresh, year 3 lease for \$50,000, seconded by Tillotson. Motion carried.

3) Request: CIP Cisco Switch Refresh - Ben Ricker

Year 2 of the annual lease fees for 2024 Cisco Switch refresh is due and is \$80,000. This is a 5-year lease and payments began in 2024.

Motion by Tillotson to approve the Cisco Switch refresh second payment of \$80,000,

seconded by Collins. Motion carried.

4) **Request:** CIP Computer Replacement - Ben Ricker

Also part of the Capital Improvement Plan is computer replacement. The request is to approve a \$60,000 allocation for the computer replacement program out of the IT division of the Capital Improvement Plan. This replacement program provides funding to replace necessary computer equipment for County employees.

Motion by Collins, to approve a \$60,000 allocation for the computer replacement program, from the IT Division of the CIP, seconded by Tillotson. Motion carried.

5) **Request:** 2025 Mobile Data Terminal Upgrade

Motion by Tillotson to recommend an agreement with MDT for \$163,016, to the Board of Commissioners, seconded by Collins. Motion carried.

Municipalities do reimburse the County for their use of the program.

Each patrol car has a laptop in their vehicle, allowing all agencies to utilize the County resources for law enforcement data, making it more efficient for the County.

Administrator Murphy discussed that this program was last updated in 2018 and the devices are now aged and need replaced. The County and each municipality have an agreement to pay for the program annually. This does allow each municipality to be updated with MDT. This current focus is only on the vehicle laptops. Murphy stated the program is paid over a 5-year period and there is a sufficient fund balance.

E. Updates / Other Business

None

IV. Equalization

A. Equalization Report

Director Delong updates from the Equalization department.

- *Study information has been uploaded to the State.*
- *Equalization Ratios and SEV multiplies will be published to the Daily Telegram and advertised next week.*
- *The assessing team will be mailing change notices soon and include 17 jurisdictions; each varies by school/township.*
- *The March Board of Review is scheduled for 3/10/25, with an organization meeting the week before.*
- *Personal Property Statements will be printed and mailed for their units.*

Delong provided an update on the Opt-Out Designated Assessor agreement, 13 municipalities have signed the agreement to opt-out, currently. The current contract expires at the end of 2025. If we do not renew, it will be the same as signing the Opt-Out Agreement.

Delong explained that if we choose to opt-out and an assessor is needed, the State of MI will assign one to the township.

B. Updates / Other Business

None.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Tillotson, seconded by Collins to adjourn the meeting at 1:59pm. Motion carried.