

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, March 6, 2025

I. Call to Order

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

Also Administrator Kim Murphy, Deputy Administrator Shannon Elliott, IT Director Ben

Present: Ricker, Deputy IT Director Micah Hassenzahl, Equalization Director Shelly Delong,
Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa
Zubke, Budget Analyst Tracy Stace

Absent: Dustin Krasny

The meeting was called to order by Comm. Collins at 1:00pm; Comm. Van Doren was appointed as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: February 6, 2025

Motion by Van Doren to approve the minutes of February 6, 2025, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT division of the Capital fund. No discussion.

B. IT Report

IT Director Ben Ricker reviewed the monthly report.

32 devices have been received for the annual computer replacement project.

The 2021 Cisco System refresh is ongoing to coordinate dispatch functions; all other items of the project are complete.

The LiveScan implementation at the Judicial building, as part of ARPA funds, is still ongoing. All additional security cameras have been installed on all floors.

Last month, the Board approved an MDT agreement, which provides local law enforcement with updated technology. A total of 71 devices were received, and the department is working on programming, so each device is identical. IT will then work with local agencies to have updated devices delivered.

C. Communications

Communications and Marketing Coordinator Jen Ambrose provided an overview of the Communication report. 28,000 users visited the County Website in February; many of the searches were related to the courts.

Ambrose is working closely with the Veterans Affairs office to revise/update their website. The County's social media accounts now have over 12,000 users.

Approximately 5,700 emails were sent last month and the open/click rate remains above average.

D. Department Reports / System Concerns

No discussion.

E. Updates / Other Business

No discussion.

IV. Equalization

A. Equalization Report

Equalization Director Shelly Delong provided a verbal update. Change notices were mailed last month. The March board of review is set for next week and recently, organization meetings were held. The GIS department ran maps for the sales for AG and residential, as requested.

The office is currently working on tax warrants and delinquent taxes for reporting to the Treasurer's office.

Studies are being worked on and the selection of parcels will be soon. Parcels that have not been in the study within the last 3 years will be selected.

A Pictometry quote was received and will now be a subscription, with the next flight in the spring of 2026; thereafter 2029. Delong stated there would be 3 inches this time, oblique and ortho. Currently, the cost is \$98,000 per year and now with the 2 flights, with a building outline, the expected cost remains the same.

B. Updates / Other Business

No discussion.

V. Other Business

No discussion.

VI. Public Comment

No discussion.

VII. Adjournment

Motion by Van Doren, seconded by Tillotson to adjourn at 1:10pm. Motion carried.

I.T. / Equalization Committee
3/6/2025