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, May 1, 2025

I. Call to Order

The meeting was called to order at 1:00 PM by Commissioner Krasny.

Present:	*Commissioners: Dustin Krasny, Terry Collins, Ralph Tillotson, Jim Van Doren*
Also Present:	*Administrator Kim Murphy, IT Director Ben Ricker, Deputy IT Director Micah Hassenzahl, Marketing & Communications Coordinator Jennifer Ambrose, Accounts Payable Coordinator Paul Gilbert*

II. Approval of Minutes

A. Approval of Minutes: April 3, 2025

Motion by Commissioner Tillotson, Second by Commissioner Collins to approve the minutes of April 3, 2025. Votes in Favor: Commissioner Krasny, Commissioner Tillotson, Commissioner Collins. Opposed: None. Motion Passed.

III. Information Technology

A. Finance Report

Administrator Murphy presented the finance report to the committee. Commissioner Collins requested clarification regarding the difference between two open projects: Cisco Switch Refresh and Cisco Phone Refresh. IT Director Ricker clarified that one project deals with the phones and the gateways, while the other deals with the network devices and connectivity.

B. IT Report

A written report was made available to the committee. IT Director Ricker presented highlights, including the MDT project completion, the EOC project completion, and the continued work on the Maurice Spear Campus project.

Administrator Murphy requested an update for the committee on the ARPA projects in the judicial building. IT Director Ricker stated that all the security cameras are now in place and setup is nearing final completion. The LiveScan system is in place, setup pending security clearance clarification from the State. The television monitors for the hallways have been installed and are operational. The cameras and monitors for Probate Court have been installed and are operational.

1) **Request:** 2025 CIP Cisco Access Points replacement

IT Director Ricker presented the request to the committee. The request is for the replacement of the Cisco Access Points as part of the 2025 Capital Improvement Plan. This will replace several access points that are on our older server and move them to new access points on a newer server.

Motion by Commissioner Collins, Second by Commissioner Tillotson to approve the replacement of Cisco Access Points not to exceed $25,000 out of the IT Division of the Capital Improvement Plan. Votes in Favor: Commissioner Krasny, Commissioner Tillotson, Commissioner Collins. Opposed: None. Motion Passed.

C. Communications

A written report was made available to the committee. Marketing & Communications Coordinator Ambrose was livestreaming and taking minutes, so Administrator Murphy presented highlights including increases to our social media impressions of 90%, engagements of 532%, post link clicks of 1,238%, and engagement rate of 233% compared to this same time period last year. We have over 24,000 followers on all our social media accounts. Livestreams of our meetings continue to increase with 230 viewings on our website and over 10,000 viewings on Facebook last month. We sent over 20,000 emails last month to our subscribers through our two weekly and six monthly newsletters, with above-average responses on open and click rates.

The committee commended Marketing & Communications Coordinator Ambrose on her work and the vision of Administrator Murphy for bringing this position to Lenawee County government.

D. Department Reports / System Concerns

There were no other department reports or system concerns.

E. Updates / Other Business

There was no other business.

IV. Equalization

A. Equalization Report

A written report was made available to the committee. Administrator Murphy highlighted the 2025 Tax Request (L-4029) that will be coming before them at this month's Personnel/Ways & Means Committee. There were no questions regarding the report.

B. Updates / Other Business

V. Other Business

There was no other business.

VI. Public Comment

There was no public comment.

VII. Adjournment

Motion by Commissioner Tillotson, Second by Commissioner Collins to adjourn the meeting at 01:14 PM. Votes in Favor: Commissioner Krasny, Commissioner Tillotson, Commissioner Collins. Opposed: None. Motion Passed.