

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

Chambers
301 N. Main St, Adrian, MI 49221

Minutes: Thursday, June 5, 2025

I. Call to Order

Present: Commissioners: Dustin Krasny, 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

The meeting was called to order by Comm. Krasny at 1:00pm.

II. Approval of Minutes

A. Approval of Minutes: May 1, 2025

Motion by Collins to approve the minutes from May 1, 2025, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

The IT division of the Capital Improvement fund was reviewed by Deputy Administrator Elliott. No discussion.

B. IT Report

Director Ben Ricker highlighted some items from the monthly IT report. Ricker reported the Cisco access point project is underway. New equipment delivery is this week and after all have arrived, the team will be replacing the old access points.

C. **Request:** Cisco Call Manager upgrade

Deputy Elliott shared the request. The County departments all utilize the Cisco Call Manager, which is the infrastructure for all voice calls, voicemail, and communications both internally and externally. The current version will be at the end of support on August 31st, 2025. Without the Call Manager's support, this would leave the County susceptible to security breaches, disruptions, compliance issues, and overall lack of technical support. The request today is to recommend approval to enter into a contract for Cisco Unified Communications Manager, in the amount of \$23,440.00, to the Personnel/Ways & Means Committee.

Motion by Tillotson, seconded by Collins to recommend the purchase of Cisco Unified Communications Manager for \$23,440.00 to the Personnel/Ways & Means committee. Motion carried.

Comm. Van Doren opened discussion inquiring if there is a sufficient balance? Deputy Elliott stated she will provide the balance however Director Ricker does build in a \$20,000 contingency into the annual IT division of the Capital fund.

D. Communications

Marketing Coordinator Jen Ambrose provided the monthly communications report. Monthly website users were just over 24,000 and over 13,000 views on the website. No further discussion.

IV. Equalization

A. Equalization Report

Equalization Director Shelly Delong provided highlights from her department. The Millage reduction fractions forms have both been submitted. Fieldwork studies have started for selected parcels.

Director Delong is in the process of creating the sales database for the State for the period of 4/2023-3/2025; once complete, it will be uploaded.

Some municipalities utilize the Equalization service to have the tax bills printed in bulk by the printing company. The bills will be submitted to the printing company by June 9th.

The Equalization department will print the tax bills for the remaining municipalities that do utilize the printing company.

Administrator Murphy shared Equalization Director Delong has been added to the County's budget team, Murphy discussed Delong being an asset in the past during the budget discussions.

V. Other Business

The Committee discussed next month's meeting, as it falls 1 day before the holiday. After further discussions, it was decided that the July IT/Equalization meeting would be canceled at the call of the chair.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins to adjourn the meeting at 1:09am, seconded by Tillotson. Motion carried.

I.T. / Equalization Committee
6/5/2025