

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, August 7, 2025

I. Call to Order

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

Also Present: Deputy Administrator Shannon Elliott, Deputy IT Director Micah Hassenzahl, Equalization Director Shelly Delong, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke

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

II. Approval of Minutes

A. Approval of Minutes: June 5, 2025

Motion by Collins to approve the minutes of June 5, 2025, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

Deputy Shannon Elliott reviewed the IT Division of the Capital Fund; no discussion.

B. IT Report

IT Deputy Hassenzahl reviewed the monthly IT report.

The computer replacement project is ongoing; Hassenzahl stated they generally wait until the last quarter to fully expend funds.

The Cisco access point project is close to being completed, and they are hoping to close the project next month.

In June, the commission approved the Cisco Call Manager update. The County phones are scheduled to be down next week, after-hours, to minimize impact.

In addition to the daily IT activities, they are ordering IT equipment for the MSC project and it will be installed once the project is completed.

C. Communications

Marketing/Communications Coordinator Jen Ambrose reviewed the monthly communications report.

Lenawee County Website had a total of 25,000 users in July, the most viewed being the Dept.

on Aging meal menu. Most users visit the website with a mobile device. Ambrose discussed the cost savings of distributing the menu electronically instead of only on paper.

In 2025, social media archive software was purchased, providing the ability for posts to be automatically archived, and including a search feature. This assists with FOIA processing tremendously. Comments that are even deleted are archived. The archive software provides a monthly report and there is a line item for the number of deleted records.

The total social media users are over 13,000 across all accounts. Every year, Ambrose advertises the 4H results from the Lenawee County Fair on social media and the County website.

Top posts in July include Employment opportunity, Firefighter Resolution, and the 4H results. Over 2,500 clicked the link for employment opportunities, which directed them to the website. Over 7,000 emails were sent last month and 16,000 registered users receive email notifications.

Discussion was held regarding the users' locations; Ambrose reported that not all data received is accurate due to a large variety of settings.

IV. Equalization

A. Equalization Report

Equalization Director Shelly Delong provided her monthly report and provided some highlights.

The L-4027I- Interim Status Report and Plan of Study were submitted to the state; the next one is due in October. A list of the parcels to be studied in the future was submitted to the state.

The Board of Review was made in July.

Since the assessors are now able to correct principal resident exemptions and disabled veterans exemptions, there are fewer brought to the board of review. In the past, they would bring 30-40 to each Board of Review, and there are significantly fewer now.

The corrected tax bills are still being sent out, based on the principal resident exemptions and disabled veterans exemptions.

The next Pictometry flight will take place in the spring of 2026 and the second flight will be held in the spring of 2029.

Field work is almost completed, 2 townships are left, and they will then work on the entry. The preliminary reports for sales studies and ratios were sent to the townships.

Delong stated BSNA had done an update with a new cost manual from the state. The sale studies have to be redone, to match the new costs and county multipliers.

V. Other Business

A. October Meetings

The Administrator and Deputy Administrator and commissioners will be attending the MAC conference from September 30th-October 3rd.

Discussion was held to move the October 2nd ITE meeting to October 9th.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins, seconded by Tillotson to adjourn the meeting at 1:17pm. Motion carried.