

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, September 4, 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, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, County Treasurer Erin VanDyke, Equalization Assessor Devan Delong

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

II. Approval of Minutes

A. Approval of Minutes: August 7, 2025

Motion by Collins, seconded by Tillotson to approve the minutes of August 7, 2025. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT division of the Capital Fund. Various projects are currently open; no discussion.

B. IT Report

IT Director Ricker provided an overview of the IT report.

The Cisco access points project is awaiting a final invoice, then ready to close. Also, the Cisco phone upgrade project is awaiting a few final items from the vendor and then will be ready to close.

The IT department will be busy later this month installing the new IT equipment at the MSC expansion.

No further discussion

C. Communications

Marketing/Communications Coordinator Ambrose shared the total website views, which have had a substantial increase over the years.

The 2025 Tax Sale Newsflash alone, had over 4,000 views. Ambrose reported our social media software manager continues to add new social media sites.

Looking at the first three-quarters of 2025, there is an overall increase in engagement across all communication platforms, compared to the prior year. Over 1,000 social media messages have been received on social media; Ambrose personally reviews them all. The total video views this year have reached 65,000 views. Last month, over 5,500 emails were sent out. The open rate is 46% with a click rate of 7%; both above industry average.

D. Request: Electronic Payment Processing Contract with G2G

Lenawee County Treasurer Erin Van Dyke provided an overview of the request. A few years ago, the County began to accept credit card payments at the counter. Payments are processed through a contract with G2G.

G2G notified us that their software provider is changing, and our current card readers will no longer be compatible. There are a total of 22 devices in the County.

VanDyke recommended replacing the devices with 22 wired and deluxe mount card readers.

Motion by Collins, seconded by Tillotson to recommend the purchase of 22 wired/deluxe mounted readers to Personnel/Ways & Means for the total amount of \$11,550.00. Motion carried.

Discussion was held regarding the processing fees. VanDyke reported that there is 3.5% processing fee to the customer to use credit card fees. VandDyke stated there is no additional expense to the County, outside the machine purchase.

IV. Equalization

A. Equalization Report

Assessor Devan Delong reported for equalization due to the Director being unable to attend. Field work is complete for the appraisal studies. Emails will be sent out to the townships reminding them of the September 30th deadline for L-4029.

Assessing work is ongoing and will continue through the end of the year.

V. Other Business

A. 2026-2030 Capital Improvement Plan

Deputy Elliott reviewed the 2026-2030 IT Division of the Capital Improvement Plan. The request is to recommend approving the 2026-2030 IT Division of the Capital Improvement Plan with the 2026 project total being \$355,000 to the Personnel/Ways & Means committee.

Motion by Tillotson, seconded by Collins to recommend approving the IT Division of the capital improvement plan, to Personnel/Ways & Means. Motion carried.

VI. Public Comment

Chairman Krasny stated that going forward this meeting will be moved back to the previous meeting time of 1:30pm.

VII. Adjournment

Motion by Collins, seconded by Tillotson to adjourn the meeting at 1:16pm. Motion carried.