

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, October 9, 2025

I. Call to Order

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

Also Present: Deputy Administrator Shannon Elliott, IT Director Ben Ricker, Deputy IT Director Micah Hassenzahl, Devan Delong, Marketing & Communications Coordinator Jen Ambrose, Administrative Coordinator Carissa Zubke, Community Engagement Specialist Quinn Wilt

The meeting was called to order at 1:30pm by Comm. Krasny

II. Approval of Minutes

A. Approval of Minutes: September 4, 2025

Motion by Tillotson, to approve the minutes of September 4, 2025 seconded by Collins. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT Division of the Capital Improvement Plan. No discussion.

B. IT Report

IT Director Ricker provided an overview of his monthly report. Ricker stated that the final computers, scheduled on the annual computer replacement of the Capital plan, will be replaced by the end of the year.

Details for 2026 projects for the Capital Improvement Plan are being looked at, and they have been finalizing IT details for the MSC expansion project.

C. **Request:** Project Closures

Deputy Elliott reviewed the request to close project TECH2503 - Cisco Access Point Replacement and TECH2505 Cisco Call Manager End of support Upgrade.

Motion by Collins to close projects TECH2503 and TECH2505, seconded by Tillotson. Motion carried.

D. Communications

Communications Coordinator Ambrose reviewed the monthly report. September meeting views slightly increased last month.

Top social media posts included the MSC ribbon cutting, Bridging the Gap meeting, Athena award, and Hispanic Heritage Month.

Top views from the Health Department and the Department of Aging were also reviewed. Over 7,000 emails were sent in the month of September and the County's click open rate remains above industry average.

No further discussion.

IV. Equalization

A. Equalization Report

Devan DeLong was present for Director Shelly DeLong and highlighted details.

The department is awaiting a couple more L-4029's that were due on 9/30. The Equalization Apportionment Report has been prepared and will be presented to the Board of Commissioners next week.

Land values and ECF's are being worked on, and it is expected to have the agricultural properties completed soon. Residential sales documents will have a final review by the assessors before being uploaded to MiSuite. Final reports are due to the state by 1/2/26. Information is being sent to the Treasurer's office for tax bills that will be sent in November.

V. Other Business

No business.

VI. Public Comment

No discussion.

VII. Adjournment

Motion by Tillotson, seconded by Collins to adjourn at 1:38pm. Motion carried.