

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, November 6, 2025

I. Call to Order

Present: Commissioners: Dustin Krasny, Terry Collins, Ralph Tillotson, James 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, Engagement Specialist Quinn Wilt, Court Administrator Ciara McGrane

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

II. Approval of Minutes

A. Approval of Minutes: October 9, 2025

Motion by Tillotson to approve the minutes of October 9, 2025, seconded by Collins, Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT Division of the Capital Improvement Fund report; no discussion.

B. IT Report

IT Director Ricker shared highlights from the monthly report. The 2025 computer budget currently has a remaining balance and some additional equipment will be ordered before year-end and closing of the project.

The department continues to prepare for 2026 projects. No further discussion.

C. Communications

Coordinator Jen Ambrose provided highlights from her report. There was a significant increase in social media views in the month of October due to multiple post sharing.

In addition, the County received 625 messages that were all monitored by Ambrose. 188 of those were deleted/archived according to the County guidelines.

Alerts from Dispatch may now be automatically shared to the County page, which has

streamlined the process.

Highlights of the Health Department and Department on Aging social media/marketing accounts were reviewed.

Additionally, Ambrose provided details regarding the recent increase in marketing for LDA's Foster Grandparent program. This program is grant funded to pair people over 60 to team up with children in the schools to serve as tutors/mentors.

The program has been around for a while. However, with the additional marketing campaign, they are seeing the number of participants increase.

D. Request: Court recording software

As part of the 2026 budget, the Board of Commissioners approved a Capital Improvement Request to transition from the current VIQ Court Recording software to a more robust program called For the Record (FTR) for the entirety of the Judicial Building. Deputy Administrator Elliott discussed various issues the Court experiences with the current system, often shutting down and having to cancel/reschedule court, which increases court expenses.

Invoices for this will not begin until January 2026 and in the meantime, the vendor has offered to install the software in 1 courtroom now, for training purposes.

Motion by Collins to approve the 2026 contract with FTR and authorize the Board Chairman to sign as part of the 2026 CIP plan, seconded by Tillotson. Motion carried.

It was confirmed that this was included in the approved 2026 budget.

IV. Equalization

A. Equalization Report

The Equalization Director was unable to attend, and Administrator Murphy reviewed the monthly report.

Commercial and Industrial studies are still being worked on and will be completed by the middle of November and due to the Assessor by December 1st, with the final state due date January 2nd.

Millage rates have been entered for the tax bills. Tax bills will go to the printers next week and mailed shortly after.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

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Motion by Collins seconded by Tillotson to adjourn at 1:43pm. Motion carried.