

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, December 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, Equalization Director Shelly Delong, Marketing & Communications Jen Ambrose, Community Engagement Quinn Wilt

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

II. Approval of Minutes

A. Approval of Minutes: November 6, 2025

Motion by Collins to approve the minutes of November 6, 2025, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

*Deputy Elliott reviewed the IT Division of the Capital Fund.
Elliott discussed that some of the projects will continue into the next year.*

B. IT Report

*IT Director Ricker reviewed the highlights.
There are currently 3 open projects, one that will close next month; the other two projects will remain open into 2026, until those leases are up.*

C. Communications

*Marketing Coordinator Ambrose provided an overview of the monthly report.
Last month, desktop users were higher than mobile users.
Social Media followers have recently increased, which is largely due to increased social media interaction completed by our new employee, Quinn Wilt.
There was an increase in the meeting video views during the month of November.*

There have been over 27,000 views of the Christmas Tree live stream on Facebook. Ambrose

discussed the new option to schedule a "live stream" that was very helpful.

Ambrose additionally shared information about the users' geographical location, stating the report is not accurate due to numerous servers and user settings.

IV. Equalization

A. Equalization Report

Equalization Director Shelly Delong shared highlights from the monthly report.

The studies have been uploaded to the State's website and copies were submitted to the local assessors for review, before submitting the final report to the State.

All tax bills have been mailed, and the department has been receiving many questions.

The assessors are working on year-end sales and building permits.

DeLong shared that the CPI this year is 2.7% while last year was 3.1%.

V. Other Business

A. January Meeting - 1/1/2026

The next meeting falls on a Holiday; the rescheduled day will be discussed further next week.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Commissioner Collins, Second by Commissioner Tillotson to adjourn the meeting at 01:43 PM. Motion Passed.