

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, February 5, 2026

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, Equalization Director Shelly DeLong, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Community Engagement Quinn Wilt

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

II. Approval of Minutes

A. Approval of Minutes: December 4, 2025

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

III. Information Technology

A. Finance Report

Deputy Administrator Elliott reviewed the IT division of the Capital fund; no further discussion.

B. IT Report

IT Director Ben Ricker reviewed the planned 2026 capital improvement projects that include annual computer replacements, final block of Cisco access points, server hosts, port audio computers, and a Microsoft 365 pilot program.

C. Communications

Marketing/Communications Coordinator Jen Ambrose shared her monthly report, stating there has been an overall increase in online users.

A mass text messaging feature has been added to ConstantContact, which is designed to communicate with only a specific group of people. Currently, this feature is being used by the Circuit Court.

Ambrose provided a presentation regarding the Volunteer Recruitment Campaign at the Department on Aging. For various reasons, the department has found it difficult to secure

enough volunteers to deliver hot meals daily and had a large need for volunteer drivers. To limit marketing expenses, Ambrose utilized various in-house marketing tools to call for additional volunteers.

The marketing campaign ran for 2 weeks, resulting in thousands of views. A registration (landing) page was added to the County website and a link directing the community to this page was included on every marketing post. 79 sign-up forms were completed through this landing page and it received 490 views. Additionally, the Department on Aging received 30 phone calls regarding volunteering.

Ambrose shared the various marketing platforms utilized and found that having an easy sign-up form that is available 24/7, makes it easier for those interested.

D. Department Requests:

1) **Request:** Close TECH2502

Project TECH2025- Computer replacement project is ready to be closed; remaining funds will go back into the IT division of the CIP fund.

Motion by Collins to close project TECH2502, seconded by Tillotson. Motion carried.

2) **Request:** CIP Cisco Phone Refresh - Ben Ricker

As part of the 2026 Capital Improvement Plan, there is a request to approve year 4 of the 6-year lease for Lenawee Cisco Phone Refresh, for a total of \$42,000. The Phone Refresh contract was originally approved in 2021 and not to exceed \$50,000 annually. The implementation work was completed in 2025, therefore the 2026 rate has been reduced.

Motion by Tillotson to approve year 4 of the Cisco Phone Refresh in the amount of \$42,000, as part of the Capital Improvement Plan, seconded by Collins. Motion carried.

3) **Request:** CIP Cisco Switch Refresh - Ben Ricker

As part of the 2026 Capital Improvement Plan, there is a request to approve year 2 of the 5-year lease for the Lenawee Cisco Switch Refresh, for a total of \$70,000. The Switch Refresh contract was originally approved in 2024 and not to exceed \$80,000 annually, for 5 years. The implementation work was completed in 2025. Therefore, the 2026 rate has been reduced.

Motion by Collins, to approve year 2 of the 2024 Cisco Switch Refresh for \$70,000, as part of the Capital Improvement Plan, seconded by Tillotson. Motion carried.

4) **Request:** CIP Computer Replacement - Ben Ricker

Included in the 2026 Capital Improvement plan, there was \$60,000 budgeted for the annual computer replacement program and the request is to approve the allocation.

Motion by Collins, to approve \$60,000 allocation for the annual computer replacement

program, as part of the Capital Improvement Plan, seconded by Tillotson. Motion carried.

5) Request: CIP DEPARTMENTAL Judicial Court Computers

Also as part of the 2026 Capital Improvement Plan, there was \$20,000 budgeted to replace all courtroom audio recording computers at the Judicial Building. The current computers are aged, out of warranty, and at the end of their life cycle.

Motion by Tillotson to approve replacing the judicial courtroom audio recording equipment not to exceed \$20,000, as part of the Capital Improvement plan, seconded by Collins. Motion carried.

IV. Equalization

A. Equalization Report

Equalization Director Shelly Delong provided highlights from the past month.

Studies have been uploaded to the State; Delong reported they have been reviewed and everything is going well.

Order review starts on March 9th. The tentative factors will be published in the paper next week and will also be sent to the local supervisors for review.

The Board of Review Organization meeting is March 3rd and the rolls are to be submitted prior.

Change notices will go to the printer on February 10th, which is the required 2 weeks prior to the March review.

V. Other Business

No discussion.

VI. Public Comment

None.

VII. Adjournment

Motion by Collins to adjourn the meeting at 1:58pm, seconded by Tillotson. Motion carried.