

I.T. / EQUALIZATION COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512

[Website](#)



MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, April 2, 2026

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, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Community Engagement Quinn Wilt

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

II. Approval of Minutes

A. Approval of Minutes: March 5, 2026

Motion by Collins, Tillotson to approve the minutes of March 5, 2026. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Elliott provided an overview of the IT division of the capital fund; no discussion.

B. IT Report

Director Ricker shared highlights from the monthly report.

The computers for the annual computer replacement project were received and are being set up for Lenawee County employees before distribution.

Court replacement camera project is also underway.

Last month the Commissioner approved phase I of the M365 implementation. Ricker stated the software is being set up in the background and will slowly be released to computers in the pilot program, over a period of time.

Ricker is in the process of introducing an AI Policy, in conjunction with the Administrators office and will go to the Policy and Procedures committee in the near future.

C. Communications

Jen Ambrose provided monthly communication highlights. During the Commissioners Strategic Planning session, the option to text residents was discussed. Ambrose shared that

when residents sign up to receive alerts from Lenawee, they have the option to receive the information via email or text. Ambrose stated very few select to sign up for text notifications. In the past, communication with residents via text were primarily used for emergency situations, like updates during the pandemic. There are roughly 150-200 text messaging subscribers.

Top social media posts during March include siren testing, job opening, building dedication, and alerts sign-up.

This week the Lenawee County Veterans Affairs Website was launched. The dedicated website is intended for all information applicable to Lenawee County Veteran residents and is a major upgrade to what was previously on the County's website. Ambrose played a vital role in the creation of this upgrade.

IV. Equalization

A. Equalization Report

Equalization Shelly Delong has been preparing the annual equalization report and plans to present this to the Personnel/Ways & Means Committee, next week.

Information for the L4029 is being prepared before going out.

Delong is working on preparing information for databases.

Letters will be going out soon for sales assessing to determine land values.

Additionally, Director Delong is retiring after being with the County for 39 years.

V. Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Collins to adjourn at 1:48pm seconded by Tillotson. Motion carried.