

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, May 7, 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, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Equalization Director Trey Clements, Community Engagement Quinn Wilt

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

II. Approval of Minutes

A. Approval of Minutes: April 2, 2026

Motion by Collins to approve the minutes of April 2, 2026, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

Deputy Administrator Shannon Elliott reviewed the financial reports. Various projects are currently open and ongoing; no further discussion.

B. IT Report

Director Ricker provided an overview. The annual computer replacement project is ongoing and will continue throughout the year. Courtroom computers are still in the process of being replaced; the project is close to completion. Some of the Pilot users for Microsoft 365 software have been implemented the project is going well.

C. Communications

Coordinator Jen Ambrose shared highlights. Lenawee County's social media followers continue to increase, and we are close to 16,000 followers.

Video views were down in the month of April, but engagement continues to be published weekly. Top posts in April included employment posts, materials management, department on aging activities, and proclamations.

Ambrose shared the 8 platforms that Lenawee County is on and includes: Facebook, LinkedIn, Instagram, Threads, Twitter(X), TikTok, YouTube, and Blue Sky.

A question came up regarding the number of potential bots and their impact on the County pages. Ambrose shared that the bots are fake accounts on social media that impersonate real people. Ambrose sees more spam messages being sent to the County and not many bots that are re-sharing posts or following the County.

Discussion continued that the proposed AI policy is in process and will come forward in the near future.

D. Department Requests:

1) **Request:** CIP Cisco 1852 Access Point Replacement

The County has 14 aged wireless devices. Last year, the County upgraded the wireless controller, and now the devices need to be upgraded. The request is to approve replacing the Cisco Access points, not to exceed \$25,000, as part of the 2026 Capital Improvement Plan.

Motion by Collins, seconded by Tillotson, to approve Cisco Access Points, not to exceed \$25,000, as part of the 2026 Capital Improvement Plan. Motion carried.

IV. Equalization

A. Equalization Report

New Equalization Director Trey Clements was present to share the monthly report.

Tax packets have been mailed to all municipalities which request verified information that will be placed on the tax bills and also inform them of their millage reduction refraction.

Letters have been mailed to all properties that are planned for a visit this year. The new database has been completed for studies. A new tax database was also created, and updated millage rates will be entered.

Field work for visiting sales is in progress.

V. Other Business

Deputy Administrator Shannon Elliott shared information regarding the requirement for all websites to be ADA-compliant. Originally, this was to go into effect in April 2026, but it has been moved to 2027.

Our Marketing Coordinator, Ambrose, has completed a lot of work/edits to the County's website for compliance. However, additional software will be necessary to bring the County into full compliance with the statute. One vendor has been located to complete the ADA compliance process, but we are looking for more opportunities.

VI. Public Comment

No comment.

VII. Adjournment

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