

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, June 4, 2026

I. Call to Order

Present: Commissioners: Dustin Krasny, Terry Collins, Ralph Tillotson, James Van Doren

Also Present: Administrator Kim Murphy, IT Director Ben Ricker, Deputy IT Director Micah Hassenzahl, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Community Engagement Quinn Wilt, Treasurer Erin Van Dyke, Equalization Director Trey Clements

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

II. Approval of Minutes

A. Approval of Minutes: May 7, 2026

Motion by Collins, to approve minutes of May 7, 2026, seconded by Tillotson. Motion carried.

III. Information Technology

A. Finance Report

Administrator Murphy reviewed the finance reports, no further discussion.

B. IT Report

IT Director Ben Ricker provided highlights. There were no new updates regarding the M365 project. The Cisco access point replacement will be starting soon.

Ricker discussed the AI policy that was presented to the Policy and Procedures committee on Monday.

C. **Request:** Oakland G2G Agreement Renewal

Oakland County G2G provides credit card payment services IT software and the current 5-year agreement was signed in 2021 and is set to expire. County Treasurer Erin Van Dyke shared that there have been no major changes in the agreement and the County recently replaced the physical devices last year. The contract states we may cancel at anytime with a 120-day notice and there is no cost to the County for the IT services. The 3.5% processing fee is charged to the consumer.

The request is to recommend approving the 5-year agreement with Oakland County G2G and authorizing the Board Chairman to sign it to the Personnel/Ways & Means Committee.

Motion by Collins, recommend approving the 5-year agreement with Oakland County G2G and authorizing the Board Chairman to sign, to the Personnel/Ways & Means Committee, seconded by Tillotson. Motion carried.

D. Communications

1) Digital Communications Report

Marketing & Communications Coordinator Ambrose provided highlights from the monthly report. Social media engagements and post link clicks are up compared to the same time period last year. In May, 8,991 emails were sent.

2) Website Accessibility 101

Jen Ambrose presented information regarding Website Accessibility, noting these standards also apply to all digital communications at the County. The most utilized information space for residents is the Lenawee County's Website.

State and Local Governments are in the process of implementing ADA accessibility for digital communications according to the Department of Justice ADA Title II standards. This was scheduled to go into effect in 2026 but will now be effective 4/20/2027. Ambrose noted web content and mobile access will need to be ADA compliant.

Lenawee County utilizes a vendor to manage the website. However, all material posted is our content. Therefore, it is our responsibility to make it ADA compliant.

Ambrose reviewed the four components for this enhancement and common barriers on government websites.

Some examples of website accessibility include: adding captions to all videos, tagging all PDF documents, adding "alt text" to all images, removal of all "click here" links, and original PDF files (not scanned).

Ambrose discussed all the progress and updates that have been made to the County website and the last updates needed are for all PDFs and scanned documents.

Civic Clerk is our current agenda manager software and while Administration has updated files on the website, we do not have access to add accessibility tags to documents that are published by Civic Clerk (all agendas, packet, and minutes).

Additionally, municipalities with residents with less than 50,000 people will also be required to make digital communications ADA accessible by 2028.

3) **Request:** Website Accessibility Software

The request is for Website Accessibility Software that will assist us with aligning the ADA accessibility requirements through our agendas, packets, minutes, etc.

It also offers instant translation and the ask-a-question feature for our packets.

This request was not included in the 2026 CIP because the option was not available last year, during budget planning. The first year expense is \$12,739.83 with the expected annual recurring service cost, expected at \$22,504.

Discussion opened up regarding the dual review policy process for the Personnel/Ways & Means Committee, due to it being over \$10,000. Ambrose confirmed this is not a time-sensitive matter.

Motion by Collins, seconded by Tillotson to recommend the Website Accessibility Software to the Personnel/Ways & Means Committee. Motion carried.

Administrator Murphy continued discussion regarding monitoring and compliance. The current contract is on an annual renewal and built into the annual budget. Comments were made that they would like this request to follow the dual review policy.

IV. Equalization

A. Equalization Report

Equalization Director Trey Clements shared the monthly report.

The office is working on submitting the final taxable values form to the State; some documents were re-submitted due to software updates.

The Personal Property Summary report was submitted, which is used for reporting commercial and industrial personal property values from each municipality. This is used to calculate the reimbursement from the Local Community Stabilization Authority (LCSA). Tax packets were received from local jurisdictions. Staff have been out visiting parcels for the equalization study.

On the assessing side, deeds, affidavits, and principal residence exemptions are being entered and up to date. Clements provided an update regarding a few open Michigan Tax Tribunal cases; a judge upheld their decision on one case.

A senate bill was recently proposed that would add \$4 to every recorded document. That money would go towards funding aerial imagery for the entire state with standard resolution. Currently, we pay for software that offers imagery, but we get angled and top down imagery; this bill, however, would offer only top down imagery. Clements explained that if this bill passes, they may need to make changes to their current contract. Clements also shared that the imagery is not only used in assessing, but it is also used at the Sheriff's Office.

Clements was recently informed that one of their software, BSNA, will be at the "end of life" in the next 1–1/2 years. Clements is working closely with the vendor and will share information as it continues.

V. Other Business

Discussion opened up regarding the next meeting that will take place a few days prior to the July 4th holiday. Administrator Murphy stated she is expecting another presentation to take place at next month's committee meeting.

It was determined that the meeting would remain scheduled as normal, unless a need is determined to reschedule.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Tillotson, seconded by Collins to adjourn at 2:23pm. Motion carried.