

IT / EQUALIZATION COMMITTEE

Martin D. Marshall
Administrator

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



Members

Chris Wittenbach, John Lapham, Dawn Bales

Minutes: Thursday, February 4, 2021 – 1:30 p.m.

Present: Commissioners Wittenbach, Lapham, Bales, and Stimpson

Also Present: Matt Richardson, Martin Marshall, Kim Murphy, Rebecca Borton, Shelly DeLong, Shannon Elliott, and Scott Holtz

I. Approval of Minutes

*Motion by Bales, supported by Lapham, to approve the minutes of the January 7, 2021 meeting.
Motion carried.*

II. Information Technology

- A. Finance Reports:** Administrator Marshall reviewed the finance report; the first quarterly appropriation has been transferred, the projects have been updated, and the current fund balance is approximately \$290,100.
- B. Department Reports:** There were no departmental reports or concerns.
- C. IT Report:** Matt Richardson reviewed work performed by the IT Department and the status of Capital Improvement Projects. He added that the IT Department has been working on the vaccination clinic as well.
- D. Electronic File Transfer Solution:** Cerberus FTP is currently owned by the County but implementation was waylaid due to COVID demands taking priority. This is a type of type of drop box software solution to electronically submit documents to the court. The IT Department will be familiar enough with the software to begin implementation by the end of the month.

Shannon noted that the State of Michigan is supposed to be opening MiFile software up to the courts and suggested that the program be researched further prior to moving forward.

Matt assured her that he was familiar with both software programs and that the courts would find both to be beneficial. Shannon offered the Probate Court for implementation of the Cerberus FTP.

- E. IT Services Agreement:** Matt reviewed the IT Services Agreement between Lenawee County and Oakland County for G2G Cloud Solutions Services and CLEMIS services was reviewed. This is a five-year agreement and is set to expire in March

2021. Matt explained that this agreement works off of profit sharing of convenience fees.

Marty added that CLEMIS services is used by the Sheriff's Office.

Motion by Lapham, seconded by Bales, to recommend approval of the five-year agreement between Lenawee County and Oakland County IT Services for G2G Cloud and CLEMIS services and authorize the Chair to sign the agreement on behalf of the County. Motion carried.

F. Updates/Other IT Business: There were no other IT updates.

III. Equalization

A. Updates/ Other Business: The Equalization Director, Shelly DeLong, provided an update from the Equalization Department. Change notices will be sent out on the 19th and personal property statements are being prepared. The designator assessor has been submitted to the state and although a couple of municipalities declined and some took no action, the County had received a majority of signatures; it is now pending the state's approval.

Board of review meetings may be handled via ZOOM this year.

There was discussion regarding the time frame of the Designated Assessor deadline and some confusion expressed by municipalities. Shelly will prepare an outline to share with the committee to help explain the steps taken.

IV. Adjournment

Motion by Lapham, seconded by Bales, to adjourn the meeting at 2:09 p.m. Motion carried.