

IT / EQUALIZATION COMMITTEE

Martin D. Marshall
Administrator

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Members

Chris Wittenbach, John Lapham, Dawn Bales

Minutes: Thursday, August 5, 2021 – 1:30 p.m.

Present: Commissioners Wittenbach, Lapham, and Stimpson

Absent: Commissioner Bales

Also Present: Matt Richardson, Eric Miller, Martin Marshall, Rebecca Borton, Shelly DeLong, and Scott Holtz

I. Approval of Minutes

*Motion by Lapham, supported by Stimpson, to approve the minutes of the June 3, 2021 meeting.
Motion carried.*

II. Information Technology

A. Finance Reports: Administrator Marshall reviewed the finance report.

\$202,500 has been transferred into the IT Division of the Capital Improvement Plan from the General Fund. The IT Department has completed a substantial amount of work and there is a fund balance of approximately \$366,500.

There are a few projects that are expected to be closed next month.

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.

- Fiber Ring: should be able to close the project next month
- Computer Replacement program is going well
- Detective Bureau Interview Room: near completion
- Phone system Refresh: phone distribution will begin soon
- UPS Replacement (Robertson): electrical work has been completed
- Server replace: there have been issues and seeking a replacement
- Scanner: installed and in use
- UPS Replacement: one more to complete
- VIQ (court recording): near completion
- PA system: continues
- Old Courthouse Project: ongoing

D. Updates/Other IT Business: There were no other updates or other IT business.

III. Equalization

Equalization Director Shelly DeLong provided an update on activities.

- Field work has been completed for appraisal studies
- Assessing letters will be going out for parcels with permits, transfers or partials.
- There are 1,200 CAMA standards entries (out of approximately 57,000) that have issues and will need to be reviewed; Shelly believes that most of them are probably inactive parcels.
- The position of Deputy Director has been posted and interviews will begin soon.

A. Updates/ Other Business: There was no other business.

IV. Adjournment

Motion by Lapham, seconded by Stimpson, to adjourn the meeting at 1:43 p.m. Motion carried.

MDM/rdb