

IT / EQUALIZATION COMMITTEE

Kimberly L. Murphy
Administrator

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Members

Chris Wittenbach, Dawn Bales, Dustin Krasny

MEETING LOCATION

Chambers
301 N. Main Street
Adrian, MI 49221

Minutes: Thursday, November 3, 2022 – 1:34 p.m.

Present: Commissioners Krasny, Wittenbach, Bales, and Stimpson

Absent: Commissioner

Also Present: Kim Murphy, Shannon Elliott, Rebecca Borton, Shelly Delong, and Matt Richardson, and Jen Ambrose

I. Approval of Minutes

Motion by Stimpson, supported by Bales, to approve the minutes of the October 6, 2022 meeting. Motion carried.

II. Information Technology

A. Finance Reports: The finance report was reviewed. The current balance in the IT Division of the Capital Improvement fund is approximately \$347,000.

B. IT Report: Matt reviewed the status of current projects.

C. Department Reports: There were no departmental reports or concerns.

D. Badge Reader Access: The Health Department submitted a request to approve the badge access system project within the Health Department in an amount of \$11,495.

Motion by Stimpson, supported by Bales, to recommend approval of the badge reader access project for \$11,495 out of the Health Department. Motion carried.

E. Access Control-Judicial Building: A request for \$30,000 to convert the access control system in the judicial was reviewed.

Motion by Stimpson, seconded by Bales, to approve up to \$30,000 to update the access control system within the judicial building out of the IT Division of the Capital Improvement Plan. Motion carried.

F. Capital Improvement Plan 2023-2037: Shannon reviewed the capital improvement plan for 2023 totaling \$165,000.

There was discussion as to where IT Services and Licensing agreements going through the IT Department.

Motion by Stimpson, seconded by Bales, to recommend approval of the IT Division of the 2023 Capital Improvement Plan. Motion carried .

G. Zencity: The County uses Zencity to monitor social media; the contract expired in October 2022. Kim reviewed two proposals from Zencity to continue services.

A short-term contract of \$4,000 will continue the service through the end of the year. To continue with the same services, the discounted cost offered to Lenawee County is \$24,000 annually.

A new product called Community Survey that will provide personalized survey questionnaires for multiple topics. They will continuously distribute those surveys through digital channels and secure a representative response. This provides an in-depth report that can be used to make decisions based on true citizen input. This service costs \$24,000 annually.

Jen Ambrose, Hoyden Creative, went into further explanation of the organic services provided by Zencity and the potential benefits of Community Survey.

Motion by Stimpson, seconded by Bales, to recommend to Personnel Ways & Means to enter into a License Agreement Addendum with Zencity in the amount of \$4,000 for the Organic software for the period of October 26, 2022 – January 1, 2023 and to enter into a License Agreement Addendum with Zencity in the amount of \$48,000 for both the Organic and Community Survey software for the period of January 1, 2023 – January 1, 2024. Motion carried.

H. Other IT Business: There was no other IT Business.

III. Equalization

A. Updates/Other Business: Shelly Delong reported that studies have been completed and will be uploaded, Assessors will then have until January to review them.

Apportionment Report will be presented to the Board of Commissioners this month.

Tax bills will be going to the printer soon.

Assessing is going well.

IV. Public Comment

There was no public comment.

V. Adjournment

Motion by Bales, seconded by Stimpson, to adjourn the meeting at 2:24 p.m. Motion carried.