

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, January 7, 2021 – 1:30 p.m.

Present: Commissioners Wittenbach, Lapham, Bales, Goetz, and Stimpson

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

I. Approval of Minutes

Motion by Lapham, supported by Bales, to approve the minutes of the December 3, 2020 meeting. Motion carried.

II. Information Technology

A. Finance Reports: Administrator Marshall reviewed the finance report; the current fund balance is \$264,000.

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 also reviewed the following Capital Improvement Action Requests.

1) Cisco Phone System: This is a 6-year upgrade project totaling \$286,831; 2021 will be the first year of the project. The project will be financed and funded from the IT Division of the Capital Fund over a six-year period.

Motion by Lapham, seconded by Bales, to approve up to \$50,000 for the Cisco Phone System out of the IT Division of the Capital Improvement Plan. Motion carried.

2) UPS Replacement: This request is for the continuation of the UPS replacement program.

Motion by Lapham, seconded by Bales, to approve up to \$15,000 for the UPS Server Replacement out of the IT Division of the Capital Improvement Plan. Motion carried.

3) Detective Cameras: Matt will be following up with the sheriff for any other recording requests.

Motion by Lapham, seconded by Bales, to approve up to \$35,000 for the Video System-Detective Interview Room out of the IT Division of the Capital Improvement Plan. Motion carried.

4) Computer Replacement

Motion by Bales, seconded by Lapham, to approve up to \$50,000 for the Computer Replacement Program out of the IT Division of the Capital Improvement Plan. Motion carried.

5) Server Replacement

Motion by Lapham, seconded by Bales, to approve up to \$60,000 for the Server Replacement/Expansion out of the IT Division of the Capital Improvement Plan. Motion carried.

6) Licensing Renewals

Motion by Bales, seconded by Lapham, to approve up to \$40,000 for the Microsoft Client Licensing. Motion carried.

- D. Digital Microfilm Scanner:** Probate Court Administrator Shannon Elliott explained the need for a new Microfilm reader/scanner. The Probate Court holds approximately 900 rolls of microfilm from the County's inception. The Court must provide these files for public viewing and copying if necessary. This machine is also used by the Circuit Court when they need microfilm viewing.

A quote for \$6,665 for a Digital Microfilm Scanner to replace the old reader was provided.

Motion by Bales, seconded by Lapham, to approve up to \$6,665 for the purchase of a microfilm reader/scanner out of the IT Division of the Capital Improvement Plan. Motion carried.

- E. Updates/Other Business:** There was discussion regarding a secure electronic file transfer solution for the courts to utilize. Matt noted that *Cerberus FTP* is currently owned by the County but implementation was waylaid due to COVID demands taking priority. The committee would like to have this topic on the February agenda and invite the court administrators, county clerk.

III. Equalization

Shelly provided an updated from the Equalization Department.

IV. Adjournment

Motion by Lapham, seconded by Bales, to adjourn the meeting at 2:23 p.m. Motion carried.