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**DRAFT**

**IT / EQUALIZATION COMMITTEE**

*Chris Wittenbach, Chair – Terry Collins, Vice Chair  
Dawn Bales*

**MEETING LOCATION**

Chambers, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI

**MINUTES**

**THURSDAY, APRIL 5, 2018 - 1:30 P.M.**

**PRESENT:** Commissioners Wittenbach, Collins, and Bales

**ALSO PRESENT:** Matt Richardson, Roxann Holloway, Shelly Delong, Marilyn Woods, Martin Marshall, and Rebecca Borton

**I. APPROVAL OF MINUTES**

*Motion by Collins, seconded by Bales, to approve the minutes of the March 1, 2018, meeting. Motion carried.*

**II. INFORMATION TECHNOLOGY**

**A. Department Reports / System Concerns**

The department heads present did not express any concerns with IT operations.

**B. IT Report**

The IT Report was available for review and Matt added that the IT Department has been involved in a lot of the Campus Improvement Project meetings.

Upon inquiry by Commissioner Wittenbach, Matt reported that the electronic warrant project is being handled by the Undersheriff and is being implemented one jurisdiction/department at a time.

**MDT Partnership:** Since 2012, local law enforcement agencies have participated in a Mobile Data Terminal (MDT) Partnership with the County. The annual fee they pay has covered the costs of maintenance and equipment, as well as, other miscellaneous projects to keep communications current.

The project has \$125,000 to apply toward the total purchase of new computers and there are two options available for funding the remaining \$54,000. The first would be to obtain a loan through the County and the second option is a lease to own through Dell; both are 5 year terms.

*Motion by Collins, seconded by Bales, to recommend approval of the Dell Lease agreement for upgrading equipment for the Mobile Data Terminal Partnership. There was further discussion. Motion carried.*

April 5, 2018

**Email Server Upgrade:** The current server is approximately 8 years old and in need of an upgrade. This is a scheduled and budgeted Capital Improvement Project and the request is to authorize the project. The upgrade will also provide the capacity for other departments such as the Health Department and Department on Aging to be included if they so choose.

*Motion by Bales, seconded by Collins, to approve the email server upgrade project in an amount not to exceed \$84,000. Motion carried.*

Matt added that this is the final version that can be purchased and he expects it to be supported by Microsoft for about 5 years. The next version will probably be a subscription based system that may cost around \$40,000 annually.

**C. IT Updates / Other Business:**

Matt expects to advertise for the open position sometime soon.

He further explained his and the IT Department's role in the Campus Improvement project process.

**III. EQUALIZATION REPORT**

**A. Updates / Other Business:** Shelly Delong reported that board of reviews have been completed; she will be presenting the annual report to the full Board of Commissioners at next week's Board meeting; and the Equalization Department will begin working on studies and field work for the jurisdictions that they cover.

**IV. ADJOURNMENT**

*Motion by Collins, to adjourn the meeting at 1:57 p.m., Bales seconded. Motion carried.*