

IT / EQUALIZATION COMMITTEE

Martin D. Marshall
Administrator

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Members

Chris Wittenbach, John Lapham, Dawn Bales

Minutes: Thursday, May 6, 2021 – 1:30 p.m.

Present: Commissioners Wittenbach, Lapham, Bales, and Stimpson

Absent: Commissioner Bales

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

I. Approval of Minutes

Motion by Stimpson, supported by Lapham, to approve the minutes of the April 6, 2021 meeting. Motion carried.

II. Information Technology

A. Finance Reports: Deputy Administrator Murphy reviewed the finance report; the first quarterly appropriation has been transferred, projects have been updated, and the current fund balance is approximately \$303,000.

Motion by Stimpson, supported by Lapham, to receive the finance report and place on file. Motion carried.

Closing and consolidating projects 1402 and 2003 will allow for annual tracking of computer replacements.

Motion by Lapham, supported by Stimpson, to close project CPTECH.1402 and the balance returned to the Capital Fund-IT Division. Motion carried.

Motion by Stimpson, supported by Lapham, to close project CPTECH.2003 and the balance returned to the Capital Fund-IT Division. Motion carried.

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

County Clerk: Roxann Holloway, County Clerk, thanked the IT Department for their assistance with the special election. She also reported that the JIS system will be replaced with a Case Management system from the State of Michigan. Lenawee is set to be in the first wave to receive the new system and they anticipate going live August 23rd. There should be minimal requirements from the IT Department throughout the transition.

E-filing system update: Matt expects to hear more on the status of e-filing sometime in September. Roxanne added that there are several groups including the State Court Admin Office, State Clerk's, and MAC that are working together for unified system. The short-term dropbox solution, Cerberus, is available, although departments are opting not to use it.

C. IT Report: Matt Richardson reviewed work performed by the IT Department and the status of Capital Improvement Projects.

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

III. Equalization

Computer Assisted Mass Appraisal (CAMA) Data Standards: Equalization Director, Shelly DeLong, reviewed the CAMA Standards, the process being taken by the Equalization Department, and how independent assessors are responsible for coding their property.

Municipalities have until February 2022 to have all properties updated but Shelly is working with them to get the units updated.

There was discussion on the BS&A system, charges, and any revenues received by the county.

A. Updates/ Other Business:

Comm. Stimpson inquired about tax forfeiture properties and the notice process; it was recommended that the Treasurer be contacted.

IV. Adjournment

Motion by Lapham, seconded by Stimpson, to adjourn the meeting at 2:14 p.m. Motion carried.