

IT / EQUALIZATION COMMITTEE

301 N. Main St. Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Chris Wittenbach, Dawn Bales, John Lapham

MEETING LOCATION

Chambers, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI

Minutes: Thursday, October 3, 2019 – 1:30 p.m.

Present: Commissioners Wittenbach, Bales, Lapham, and Stimpson

Also Present: Matt Richardson, Shelly DeLong, Scott Holtz, Kim Murphy, and Rebecca Borton

I. Approval of Minutes

Motion by Lapham, seconded by Bales, to approve the minutes of the September 5th meeting. Motion carried.

II. Information Technology

- A. Finance Report:** Kim Murphy reviewed the finance report for the IT Division of the Capital Fund. The report shows open projects, the amount budgeted for the project, funds paid to date, and the budget balance. The projects will remain on the report until they are completed. Revenues are budgeted funds and the current fund balance is \$377,797.44.

There was discussion regarding the computer replacement project line item, and the finance report may be adjusted to reflect this project in different way.

- B. Departments:** There were no department updates.
- C. IT Report:** Matt Richardson reviewed the status of IT Projects.
- D. 2020-2024 IT/Division Capital Improvement Plan:** Kim reviewed the Capital Improvement Plan and anticipated projects. Budget year 2020 reflects projects totaling \$187,136.90; of this amount, \$140,000.00 is a Capital Fund allocation, and the remaining \$47,136.90 will come from IT Division Fund Balance. Subsequent years have estimated project budgets currently ranging from \$70,000 to \$130,000.

Motion by Lapham, seconded by Bales, to recommend approval of the IT Division of the 2020-2024 Capital Improvement Plan to the Personnel/Ways and Means Committee. Motion carried.

- E. Updates / Other Business:** There were no other IT updates or other business.

III. Equalization

Director's Report: Shelly DeLong provided an update on the activities of the Equalization Department and the status of personnel. The acceptable ratio is 1 assessor per 4,000 to 5,000 parcels, Lenawee covers just under 18,000 parcels and there are currently 2 full time and 1 part time assessors. There was discussion regarding having these positions filled within an efficient time-frame.

It was questioned why the County continues to conduct assessing for the eight jurisdictions.

Lenawee County is one of few counties that maintains a live data base, as opposed to a stand-a-lone system.

The committee would like to continue discussions of the assessing role of the County. Considerations of revenue, expenses, and sunken costs; live data base vs. stand-a-lone, as well as, risks and liabilities.

Updates / Other Business: There was no other Equalization Business.

IV. Adjournment

Motion by Lapham, seconded by Bales, to adjourn the meeting at 2:26 p.m. Motion carried.