

IT / EQUALIZATION COMMITTEE



Martin D. Marshall
Administrator

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MEMBERS

Chris Wittenbach, Terry Collins, Dawn Bales

MEETING LOCATION

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

MINUTES: Thursday, November 1, 2018 – 1:30 p.m.

DRAFT

PRESENT: Commissioners Wittenbach, Bales, Collins, and Stimpson

ALSO PRESENT: Matt Richardson, Eric Miller, Marilyn Woods, Shelly DeLong, Martin Marshall, Kim Murphy, and Rebecca Borton

I. Approval of Minutes

Motion by Collins, seconded by Bales, to approve the minutes of the October 4, 2018 meeting. Motion carried.

II. Information Technology

A. Departments: There were no departmental reports or concerns.

B. IT Report: The IT Report was available and Matt provided a few highlights.

C. 2019-2023 Capital Improvement Plan: Kim Murphy reviewed the Capital Improvement Plan in general.

Non-general departments are being incorporated into the County Capital Improvement Plan. The Parks have been added and information is being collected on Maurice Spear Campus. The Airport has a 5 year capital improvement plan that is submitted to the state on a regular basis; it will be referred to the County Capital Improvement Plan.

The 2019-2023 Capital Improvement Plan also identifies the vehicle leasing program through Enterprise.

IT CIP Projects: Matt Richardson reviewed the information technology division of the Capital Improvement Plan. The computer replacement program eliminated in recent years due to budget constraints is being reinitiated at \$40,000 a year which supports a 6-year replacement plan. A request for \$20,000 a year has also been included for a new online training/human resources program. There is \$153,234.68 in fund reserves; this leaves \$184,635.32 for capital fund distributions to cover the 2019 IT projects totaling \$337,870.

Motion by Collins, seconded by Bales, to approve the IT Division of the 2019-2023 Capital Improvement Plan. Motion carried.

D. Updates/Other: There were no updates or other business.

III. Equalization

Shelly Delong, Equalization Director, highlighted activities and noted that the Apportionment Report will be submitted to the Board of Commissioner this month.

IV. Adjournment

Motion by Collins, seconded by Bales, to adjourn the meeting at 2:10 p.m. Motion carried.

MDM/rdb