

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, November 7, 2019 – 1:30 p.m.

Present: Commissioners Wittenbach, Bales, and Lapham

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

I. Approval of Minutes

Motion by Lapham, seconded by Bales, to approve the minutes of the October 3rd meeting. Motion carried.

II. Information Technology

A. Finance Report: IT Supervisor, Matt Richardson, reviewed the status of projects included in the finance report. The Storage Area Network project has been completed and can be closed.

Marty reviewed the current fund balance is approximately \$330,000, which includes funds that have been designated for specific projects.

B. Departments: There were no department updates.

C. IT Report: Matt Richardson reviewed the status of IT Projects.

The Sheriff's Office is near completion, the Annex renovations will begin soon, with the Old Courthouse project to immediately follow.

D. Updates / Other Business: The challenges presented by the unrestricted use of wireless keyboards and mice was discussed.

III. Equalization

Director's Report: Shelly DeLong reviewed assessing work performed by the county. She explained that more often than not, the municipality approaches the County for services or assistance. She further reviewed the history between each municipality and the County.

The County currently handles the assessing for eight municipalities; which is about what the department can handle with the current staffing levels.

Over the years, revenue generated from assessing has provided relief to the general fund and has paid for such things as the change finder software, pictometry, office equipment, and other specialized equipment.

Shelly has recently hired a Property Appraiser II (will require certification), and a part time Appraisal Assistant.

By maintaining the assessing division, the county is better prepared to respond to a local unit when they need support.

Marty added that about 65% of the County's general fund revenue is generated through property taxes; and the County has a vested interest in uniformity and consistency for the assessing process.

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

IV. Adjournment

Motion by Lapham, seconded by Bales, to adjourn the meeting at 2:13 p.m. Motion carried.