

# IT / EQUALIZATION COMMITTEE

**Martin D. Marshall**  
Administrator

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## Members

*Chris Wittenbach, John Lapham, Dawn Bales*

## Meeting Location

Committee Room  
Annex Building, 113 W. Front Street, Adrian, MI

**Minutes:** Thursday, February 6, 2020 – 1:30 p.m.

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**Present:** Commissioners Wittenbach, Bales, Lapham, and Stimpson

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

### I. Approval of Minutes

*Motion by Collins, supported by Bales, to approve the minutes of the November 2019 meeting. Motion carried.*

### II. Information Technology

**A. Finance Reports:** Marty reviewed the finance report and noted it will provide IT projects budgeted and their balances. Some totaling issues were identified and will be addressed.

**B. Departments:** There were no department issues or concerns.

**C. IT Report:** Matt Richardson reviewed the status of current projects and presented four requests for action.

**VMWare Server:** A request to approve the VMWare Server replacement was reviewed.

*Motion by Lapham, seconded by Bales, to approve the VMWare Server replacement project in an amount not to exceed \$40,000 out of the IT Division of the Capital Improvement Plan [401.905-855]. Motion carried.*

**2020 Computer Replacement Server:** A request to approve the Computer replacement project was reviewed.

*Motion by Lapham, seconded by Bales, to approve the Computer replacement project in an amount not to exceed \$50,000 out of the IT Division of the Capital Improvement Plan [401.905-855]. Motion carried.*

**Judicial Camera Replacement:** A request to approve the interior camera system in at the Judicial Building was reviewed.

*Motion by Bales, seconded by Lapham, to approve the Judicial Building camera replacement project in an amount not to exceed \$15,000 out of the IT Division of the Capital Improvement Plan [401.905-855]. Motion carried.*

**UPS Replacement:** A request to approve the UPS Replacement project was reviewed. The UPS is the battery backup for the computer systems that covers the power from the time the power goes out until the generator takes over.

*Motion by Bales, seconded by Lapham, to approve the UPS replacement project in an amount not to exceed \$15,000 out of the IT Division of the Capital Improvement Plan [401.905-855]. Motion carried.*

### **III. Equalization**

- A. Director report:** Shelly Delong reported that change notices will be going out soon, personal property statements will be coming in, the pictometry fly date will be set soon, board of reviews will be held the first part of March, and she continues to work on staffing.

**IV. Updates / Other Business:** There were no other updates.

### **V. Adjournment**

*Motion by Lapham, seconded by Bales, to adjourn the meeting at 1:50 p.m. Motion carried.*