

# IT / EQUALIZATION COMMITTEE

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## MEMBERS

*Dustin Krasny, Nancy Jenkins-Arno, Ralph Tillotson*

## MEETING LOCATION

301 N. Main Street - Adrian, MI

**Minutes:** Thursday, April 6, 2023 – 1:30 p.m.

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**Present:** Commissioners Krasny, Jenkins-Arno, Tillotson, and Van Doren

**Also Present:** Kim Murphy, Shannon Elliott, Jen Ambrose, Shelly DeLong, Ben Ricker, Micah Hassenzahl, and Rebecca Borton

### I. Approval of Minutes

*Motion by Tillotson, supported by Jenkins-Arno, to approve the minutes of the March 2, 2023 meeting. Motion carried.*

### II. Information Technology

**A. Finance Reports:** The finance report was available.

**B. IT Report:** IT Director Ben Ricker reviewed the IT Report.

**C. OCH Audio Visual:** Kim reviewed three proposals for the audio/visual project in the Chambers. Although funding will come from the Building & Site Division of the Capital Fund, she would like the full board to have the opportunity to approve this system. The Physical Resources Committee has reviewed and will be recommending approval of all three proposals.

**A.** One 110" 4K UHD Commercial LED display, two 85" 4K UHD LED displays, four cameras with zoom lens, switch, mounting brackets, installation, and training. \$68,000.

*Motion by Tillotson, seconded by Jenkins-Arno, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$68,000, for the Chamber Video System with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

**B.** Camera system upgrade to include Pivot, Tilt, and Zoom (PTZ). \$9,000.

*Motion by Tillotson, seconded by Jenkins-Arno, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Optional Upgrade to Pivot, Tilt, Zoom (PTZ) cameras with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

**C.** Committee table upgrade to include a Poly Studio X70 all-in-one 4K video conference bar with TC8 touchscreen interface kit \$8,800.

*Motion by Jenkins-Arno, seconded by Tillotson, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Back Desk Zoom*

*setup with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.*

**D. ADA Compliance (CivicPlus):** CivicPlus, the County website software, offers an option to manage the websites ADA compliancy.

*Motion by Tillotson, seconded by Jenkins-Arno, to authorize the Administrator to sign and obligate the County for subscription with AudioEye, ADA compliant software in an amount of \$13,447 out of the IT Division of the Capital Improvement Plan. Motion carried.*

**E. Department Reports:** There were no other updates.

**F. Updates/Other IT Business:**

### III. Communications

Jen Ambrose, County Marketing & Communications provided an update on communications.

- There were 19,335 users visited the website last month, the most popular pages visited include the courts, law, or property-related.
- 55% of users are on their mobile devices
- The website is being redesign with a fresh new look, searching will be easier, and the site more interesting. The goal is to have updated, accurate, and accessible information.
- Meetings have been had with departments.
- A social media audit will be conducted to identify and organize all “county” official sites

She also went over the email distribution; including 60 second updates, Healthy Lenawee, COVID Updates, Senior Source, Press Release, Stats

The Zencity monthly report, insights, future community ask, and community survey update were also reviewed.

### IV. Equalization

**A. Updates/ Other Business:** Equalization Director Shelly Delong reported that board of reviews have concluded; and the 2023 Equalization Report will be presented to the Board of Commissioners at the April 11<sup>th</sup> Personnel/Ways & Means Committee in order to have it submitted to the State before the deadline.

There was discussion regarding the cost of inflation, how the CPI is calculated, and how new home owners are not made aware of the tax increase once the cap value is lifted and SEV and Taxable become the same.

**B. Public Comment:** There was no public comment.

**V. Adjournment**

*Motion by Tillotson, seconded by Jenkins-Arno, to adjourn the meeting at 2:43 p.m. Motion carried.*

KLM/rdb