

IT / EQUALIZATION COMMITTEE

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MEMBERS

Chris Wittenbach, Dawn Bales, John Lapham

MEETING LOCATION

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

MINUTES: Thursday, September 5, 2019 – 1:30 p.m.

Present: Commissioners Wittenbach, Bales, Lapham, and Stimpson

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

I. Approval of Minutes

Motion by Lapham, supported by Wittenbach, to approve the minutes of the August 8, 2019 meeting. Motion carried.

II. Information Technology

A. Departments: There were no department updates.

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

C. VIQ Courtroom Project: Matt reviewed a request for recording hardware/software update for all courts and court offices.

Motion by Lapham, seconded by Bales, to approve the VIQ Courtroom upgrade project in an amount not to exceed \$91,115.29 from the IT Division of the Capital Improvement fund. Motion carried.

D. PA Software Upgrade: Matt reviewed a request to update the prosecutor's database software; this is a vendor requirement.

Motion by Lapham, seconded by Bales, to approve the PA Software upgrade project in an amount not to exceed \$5,749.98 from the IT Division of the Capital Improvement fund. Motion carried.

E. Judicial Building Camera Upgrade: Matt reviewed a request to replace and ground all failed cameras on the outside of the judicial building and add a recording server.

Motion by Lapham, seconded by Bales, to approve the Judicial Building Camera project in an amount not to exceed \$15,000 from the IT Division of the Capital Improvement fund. Motion carried.

F. Domain Controller Project: Matt reviewed a request to update 2 domain controllers.

Motion by Lapham, seconded by Bales, to approve the Domain Controller update in an amount not to exceed \$14,361.20 from the IT Division of the Capital Improvement fund. Motion carried.

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

III. Equalization

Director's Report: Shelly Delong provided a brief update on the activities of the Equalization Department and the status of personnel.

Updates / Other Business: There was discussion regarding Madison Township, which has contracted with independent assessors. The independent assessors want full access to the County's system. Non-county offices are not authorized full access to the County's system in order to maintain the integrity of system; this rule applies to all non-county personnel.

There was further discussion regarding mandated services of the Equalization Department, tax collections, what other counties offer, and the benefits of providing assessing services.

The Committee would like a report outlining the full-time employee per parcel ratio, cost comparison, as well as, the current staffing level of the Equalization Department.

IV. Adjournment

Motion by Lapham, seconded by Bales, to adjourn the meeting at 2:33 p.m. Motion carried.