

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, October 12, 2023 – 1:30 p.m.

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

Also Present: Kim Murphy, Shannon Elliott, Jen Ambrose, Ben Ricker, Micah Hassenzahl, Shelly Delong, and Tracy Stace

I. Approval of Minutes

Motion by Tillotson, supported by Jenkins-Arno, to approve the minutes of the September 7, 2023 meeting. Motion carried.

II. Information Technology

A. Finance Reports: Administrator Murphy reviewed the finance report.

B. IT Report: IT Director Ben Ricker reviewed the status of several IT projects.

C. Capital Improvement Plan request: The proposed budget for 2024-2028 consists of various technology infrastructure projects, as well as, two department requests totaling \$295,680.00 for 2024. \$145,680.00 is requested from the \$1,000,000.00 yearly appropriation to the Capital Improvement Plan and \$150,000.00 is requested to be pulled from the division's fund balance.

Motion by Jenkins-Arno, supported by Tillotson, to approve the proposed budget for the I.T. division of the Capital Improvement Plan. Motion Carried.

D. Communications: Jennifer Ambrose provided an update on digital communications, and reported that the process continues to merge the LDA with the County website.

Social Media training workgroups have been ongoing with LDA staff. The Administrator's office is anticipating training for Civic Clerk and Civic Media software.

Jennifer further reported social media clicks are up while full engagement has decreased since last year, most likely due to the fact that last year was an election cycle.

Jennifer also explained the use of Sprout software and the importance of this tool during emergency situations. This software allows her to communicate effectively with residents on social media.

E. Department Reports: There were no Department reports.

F. Updates/Other IT Business: There were no additional updates or other business.

III. Equalization

A. Equalization Report: S. Delong, Equalization Director, provided an update on activities pertaining to sales studies and tax bills.

IV. Updates/ Other Business

V. Public Comment: There was no public comment.

VI. Adjournment

Motion by Tillotson, seconded by Jenkins-Arno, to adjourn the meeting at 1:45 p.m. Motion carried.

KLM/sce