

**WEBSITE AD HOC COMMITTEE**  
**MEETING-5<sup>th</sup> Floor-Conference Room**  
**FEBRUARY 18, 2026 – 10:00 AM**  
**MINUTES**

A. Call to Order

County Clerk, Jennifer Kelly, called the meeting to order at 10:01 a.m.

B. Roll Call

Present By Microsoft Teams:

County Clerk, Jennifer Kelly; Commissioner, Gretchen Janssen; and Alex Radke, IT.

C. Approval of Agenda/Additions

A Motion was made by Commissioner Janssen and seconded by Alex Radke to approve the agenda as presented.

The Motion carried by a voice vote. Ayes 3, Nays 0.

D. Public Comments

Andrea Johnson introduced herself by Teams that she is the new 97<sup>th</sup> District Court Drug Treatment Court Case Manager. She hopes to be involved with the committee; she suggests we might consider doing a community needs assessment.

New Business

1. Discuss options for improving the Houghton County website

Clerk Kelly explained that the Board of Commissioners asked the Ad Hoc Committee to discuss options for improving the County website. Clerk Kelly will email department heads and ask them to complete a form that Alex will do and ask for their staff's input. The deadline to respond will be on February 27, 2026.

The Ad Hoc Committee agreed to have the following put on the website per Jeff at Opus's request:

The Ad Hoc Committee will be responsible to exam the website for usability and work with the department heads. The changes to the website will benefit the public.

2. Decide on one (1) person to work with Jeff @ Opus on behalf of department heads

Alex volunteered to work with Jeff at Opus.

3. Goals for/before next meeting(s)

Work with department heads to improve website.

4. Next meeting date and time.

The Committee agreed to meet next on Monday, March 9, 2026 at 10:00 a.m. in the same location (5<sup>th</sup> floor conference room in the Courthouse) with Microsoft Teams available.

E. Public Comments

None.

J. Adjournment

Motion was made by Commissioner Janssen and seconded by Alex Radke to adjourn the meeting at 10:21a.m.

The Motion carried by a voice vote. Ayes 3, Nays 0.

---

GRETCHEN JANSSEN

---

ALEX RADKE

---

JENNIFER KELLY  
COUNTY CLERK/REGISTER OF DEEDS

APPROVED: \_\_\_\_\_  
JK