

CHARTER TOWNSHIP OF MERIDIAN
Communications Commission Regular Meeting **APPROVED** Minutes
Wednesday, March 23, 2022 | 6:00 pm

PRESENT: Chair, Tunga Kiyak; Commissioner, Mike Nevells; Commissioner, Brian Seipel;
Commissioner, Lisa Whiting-Dobson
ABSENT: Vice Chair, Walter Benenson; Township Clerk, Deborah Guthrie; Leslie Charles;
Alternate Commissioner,
STAFF: Brandie Yates, Communications Manager
TOWNSHIP: None
COUNSEL: None
COMCAST/AT&T: None

1. CALL MEETING TO ORDER

Chair Kiyak called the meeting to order at **6:01 pm**. Introduction of new Commissioner Lisa Whiting-Dobson.

2. APPROVAL OF AGENDA

Chair Kiyak moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Alternate Commissioner Nevells.

VOICE VOTE: Motion carried unanimously.

3. APPROVAL OF MINUTES

Alternate Commissioner Nevells moved **TO APPROVE THE MINUTES FOR WEDNESDAY, DECEMBER 8, 2021 REGULAR MEETING**. Seconded by Chair Kiyak.

VOICE VOTE: Motion carried unanimously.

4. COMMUNICATIONS MANAGER REPORT

A. 2022 1ST Quarter Report

Manager Yates reviewed the highlights and activities of the first quarter. The Prime Meridian Magazine is getting ready to go to print and will hit homes in April. QR codes will be used in the magazine to lead people to online information. A suggestion was made to have the magazines available at the Farmers' Market.

Manager Yates is overseeing AV upgrades to the Town Hall Room. The new equipment will be in mid to late summer and the upgrades are planned to be done in late August/September.

Commissioner Seipel moved **TO SEND A LETTER FROM THE COMMUNICATIONS COMMISSION TO OUR LOCAL LEGISLATORS IN SUPPORT OF THE PROTECTING COMMUNITY MEDIA ACT**. Seconded by Chair Kiyak.

Discussion of Broadband and the upcoming Ingham County Survey. The Communications Department will be promoting participation on our website and social.

B. Community Engagement & Communications Survey Results

Manager Yates reviewed the digital survey that was done in February. 240 total responses were received from the online survey. The results were positive overall. A non-digital survey is planned later in the year.

5. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS

Communications Chair:

Chair Kiyak reported he attended the Ingham County Broadband Commission meeting and will attend next week's meeting also. Recognized the passing of Ron Styka.

Township Board Liaison:

None.

Commissioners Report:

None.

6. ACTION ITEMS

A. 2022 Communications Commission Goals

Manager Yates reviewed the proposed 2022 Communications Commission Goals.

Commissioner Seipel moved **TO APPROVE THE PROPOSED 2022 COMMUNICATIONS COMMISSIONS GOALS, AS LISTED**. Seconded by Chair Kiyak.

VOICE VOTE: Motion carried unanimously.

7. DISCUSSION ITEMS

A. Appointment of Alternate Communications Commissioner

Currently, there is one vacancy on the Commission as alternate Communications Commissioner. Discussion was had about appointing an alternate Commissioner from the four applications received. It will be on discussion again for the next meeting.

8. COMMUNICATIONS

A. Compliments/Complaints

Compliments to the HOMTV Team for the interview with the Haslett Robotics Club.

B. Correspondences

Ingham County has created a survey, in partnership with Merit Network, to gather information regarding high speed internet throughout the County and is asking for help to spread the word to all county residents. They will be hosting a brief informational webinar next week discussing the project, the survey, and actions the Township can take to help support the effort.

9. **REPORTS**

A. Video Service Provider(s)

Manager Yates is working to build a relationship with the person that replaced Yvette Collins at AT&T. Ben Miller from Comcast could not attend the meeting tonight because he was at the Broadband Task Force meeting. The Committee may choose to move their next meeting so that members of the Commission can attend the Broadband meeting.

B. Programming

Program totals and video on-demand analytics were shared in the packet. Primary and election coverage will be coming in the summer.

C. Website & Social Media

Facebook and Nextdoor were the most popular social media outlets according to the survey results.

D. Promotions/Publications

Manager Yates stated that the Meridian Happenings Newsletter layout has been updated. Also, there is a new layout of the Green Gazette. New technology for the Harris Nature Center publication that allows for an electronic book with the ability to flip pages. Save the date for Celebrate Meridian on June 25, 2022. On July 28, 2022, the Intern Appreciation Event and Golden Tape Awards will take place at the Marketplace on the Green.

E. Finance

At the next meeting in June, the Commission will discuss the equipment budget for 2023. Overall, a 2% decrease in PEG and Franchise Fees from 2020. Discussion of a possible interactive smartboard mounted to the wall purchased with future PEG and Franchise Fees.

10. **PUBLIC REMARKS**

None.

11. **ADJOURNMENT**

Commissioner Seipel moved **TO ADJOURN THE MEETING**. Seconded by Chair Kiyak.

VOICE VOTE: Motion carried unanimously

Chair Kiyak adjourned the meeting at 7:02 pm.