

CHARTER TOWNSHIP OF MERIDIAN
Communications Commission Regular Meeting **DRAFT** minutes
Wednesday, June 22, 2022 | 6:00 pm

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

1. CALL MEETING TO ORDER

Vice Chair Benenson called the meeting to order at **6:10 pm**. Introduction of new Commissioner Lisa Whiting-Dobson.

2. APPROVAL OF AGENDA

Vice Chair Benenson moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Seipel.

VOICE VOTE: Motion carried unanimously.

3. APPROVAL OF MINUTES

Commissioner Seipel moved **TO APPROVE THE MINUTES FOR WEDNESDAY, DECEMBER 8, 2021 REGULAR MEETING**. Seconded by Vice Chair Benenson.

VOICE VOTE: Motion carried unanimously.

4. COMMUNICATIONS MANAGER REPORT

A. 2022 2nd Quarter Report

Manager Yates will be resigning as Communications Manager after 12 years with the Township.

Manager Yates reviewed the 2nd quarter report. The Town Hall Project is moving along. The electrical has been done and supplies ordered. The installation will happen in September.

The Township website continues to be updated. There is an issue with the mobile website.

The Prime Meridian Magazine went in the mail in April. It was 16 pages long.

HOMTV web stream has a bandwidth issue. We will be updating our plan with Comcast.

Celebrate Meridian is scheduled for this Saturday, June 25th.

B. Ingham County Broadband Task Force Update & Survey

Manager Yates reported that Ingham County extended the survey through the end of June/early July. You can view the results so far. There was discussion of the marketing that is being done by Merit Network and getting minutes from the Ingham County taskforce meetings.

5. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS

Communications Chair:

None.

Township Board Liaison:

None.

Commissioners Report:

None.

6. ACTION ITEMS

A. 2023 Equipment Budget Recommendations

Manager Yates reviewed the proposed 2023 equipment budget recommendations which include the following:

<u>Item</u>	<u>Est. Cost</u>
Field Camera System Replacement (1)	\$8,000.00
MAC Editing Computer Replacement (2)	\$6,000.00
Broadcast Audio Mixer Replacement (1)	\$5,000.00
Studio Lav Microphone Replacements (5)	\$1,000.00
CAMTV UltraNexus-HD Flex Replacement (1)	\$9,000.00

Estimated Total: \$29,000.00

Communications Staff is recommending PEG fees from 2022-2023 be allocated to replace curtains and sound proofing in the studio. The estimated cost is \$20,000. Please note, this request was originally before the Commission in 2021 for the 2022 budget which was not included in the approved 2022 Township Budget. Staff is requesting support again for this request for the 2023 budget.

Vice Chair Benenson moved **MAKE A RECOMMENDATION TO THE MERIDIAN TOWNSHIP BOARD TO APPROVE THE 2023 RECOMMENDED EQUIPMENT AND PEG FEE ALLOCATED PURCHASES.** Seconded by Commissioner Seipel.

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; however, the Commission stated it was not a pressing item at this time because there is currently one alternate. A suggestion was made that the Chair call the applicants to see if they are still interested in serving.

8. **COMMUNICATIONS**

A. Compliments/Complaints

Manager Yates discussed two Comcast complaints. There was discussion regarding helping residents to identify utility wires on their property.

9. **REPORTS**

A. HOMTV Internship/Alumni

Intern Appreciation Day is July 28th.

10. **PUBLIC REMARKS**

None.

11. **ADJOURNMENT**

Commissioner Seipel moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Whiting-Dobson.

VOICE VOTE: Motion carried unanimously

Vice Chair Benenson adjourned the meeting at 6:57 pm.