

Cable Communications Commission Regular Meeting Minutes

Administrative Conference Room
Meridian Municipal Building, Okemos, MI

June 3, 2015

Present: Commissioners: Chair, Walter Benenson; Vice Chair, Patrick Crowley;
Commissioner, Tunga Kiyak
Staff: Deborah Guthrie, Communications Director and
Andrea Smiley, Administrative Assistant
Township: None
Comcast: John Gardner, Comcast Sr. Manager Government
Affairs
AT&T: None
Haslett Schools: None
Okemos Schools: None

Call Meeting to Order: Chair, Benenson called the meeting to order at **6:05 pm.**

Public Remarks: No Public Present

Approval of Agenda:

Chair, Walter Benenson moved **TO APPROVE AGENDA AS SUBMITTED.**

Voice vote: Motion carried unanimously.

Approval of Minutes:

Vice Chair, Crowley moved **TO APPROVE THE MINUTES OF** May 6, 2015. Seconded by Commissioner Kiyak

Voice vote: Motion carried unanimously.

Communications/Announcements:

1. Resident Concern – New Construction Areas

Chair Benenson asked the question how this insert pertained to the CCC. Director Guthrie responded that it was included in the packet because of the positive comment about HOMTV. Vice Chair, Crowley noted the document received and filed.

Old Business:

1. AT&T Audit Finalized
 - a. AT&T settlement agreement

Director Guthrie started the discussion by asking for any questions. Commissioner, Kiyak asked if the company still goes by Michigan Bell. John

Gardner provided explanation comparing to when Comcast was called TCI Cable. Director Guthrie commented that she received over \$11,000 dollars from the audit but it was about \$1,000 short of the costs. Director Guthrie also commented that if audits are done in the future (every two years), the Township would gain more money each time, because now the costs will be less considering all the prep work is done. She stated that she would also include the expense in the draft budget, to be provided at the July 1, 2015 CCC meeting.

2. Comcast
 - a. Franchise Agreement Renewal Update

Director Guthrie stated that she met with Comcast, John Gardner and Leslie Brogan, a couple times to discuss a side agreement to the initial Uniform Agreement that Comcast submitted to Meridian Township. They are looking into the points of interest in regards to the residents and the Township Board goals statement.

Another meeting is scheduled on Friday with the Township Manager and Director Guthrie stated that she hopes to have a resolution for the Uniform Agreement that was served to the Township. The deadline for a response is June 11, 2015. Director Guthrie is confident that everything will be worked out as a result of the Friday meeting.

- b. Township Website – RFP

Director Guthrie provided comments about the money budgeted and the need for the redesign to be done in phases. She also commented that about ½ a dozen companies were committed to submitting a proposal. Vice Chair, Crowley asked the question if the companies were large or small; there is a mix of local small business companies, as well as larger corporate size companies.

Chair Benenson asked the question in regards to selection of a company and whether the decision will be based on price. Director Guthrie responded that the criteria would be based on communication (ability to work with the company), phase process, requirements for redesign and pricing. Chair Benenson asked if there would be a grid sheet to tally the companies and Director Guthrie responded that the companies would be narrowed down to the top four based on meeting the requirements and pricing. At that point, the companies will be interviewed. The Township Board is motivated and committed to a new website that is user friendly with expanded ability to provide additional information to the community.

Director Guthrie commented that the RFP was sent out to approximately 25 companies, as well as being placed on the Township website.

Commissioner Kiyak commented about his concerns, again with data security and having features on the backend to protect people's identity, etc. Director Guthrie commented that the IT Director will be included in all the interviews and be able to ask the appropriate questions. Chair Benenson suggested that the IT Director attend the CCC meetings. Director Guthrie stated that he probably would if he was asked and Chair Benenson suggested that she "drop a hint" for him to attend some future meetings.

New Business:

1. Cable Communications Commission Roles and Responsibilities

The discussion came about from a Township Goal that Commissioner Styka presented to the Commission concerning Wi Fi in the Township. Director Guthrie referred to a document showing the Responsibilities and Authority of the Commission.

Director Guthrie stated that it would be good to add to a future agenda and maybe also consider the HOMTV Rules and Procedures, as well as the Commission; maybe it becomes a 2016 goal. Chair Benenson commented that he watched the local broadband telecast and stated that some areas are already doing what Meridian Township is talking about.

Chair Benenson asked how to proceed with this process; do we make a motion that a Board Trustee would look at the future Roles and Responsibilities. Director Guthrie stated that the Commission would actually look at the current document and recommend any changes. Vice Chair, Crowley moved that the Commission give a proposal, to the Township Board, stating any changes to the Roles and Responsibilities of the Commission. This process will begin as new business in August and continue until completed; by the end of 2015. Vice Chair, Crowley also suggested that breakout sessions be held in October, 2015. Commissioner Kiyak seconded the motion. Chair Benenson restated for clarification that a document will be created to be transferred to the Board asking for changes to the Commissions Roles and Responsibilities.

Voice Vote: Motion carried unanimously

2. Online Packet Management

This process was recommended for the Township Clerk's Office because they oversee documents and records. The Commission recommended that Director Guthrie work with the Clerk's Office on demonstrations.

Reports:

1. Cable Compliments/Complaints:

Commissioner Kiyak discussed his complaint with the Commission and the resolution provided by Comcast.

2. Video Service Provider(s):

John Gardner, Sr. Manager Government Affairs brought in a sample of Comcast's new Voice Activated Remote featuring backlit buttons. Also Comcast has a new App; Xfinity Share which allows live video streaming from a smartphone from one customer to another.

3. Communications Director's Report: Nothing to Report

4. Chair's Report: Nothing to Report.

5. Township Information: Director Guthrie announced a new Tavern and Tap Restaurant to be built in Downtown Okemos with apartments above the restaurant.

6. Programming: No discussion

7. Viewership/Promotions: No discussion

8. Finance: No discussion

Other Business & Announcements:

Director Guthrie announced that June 13, 2015 is the Celebrate Downtown Okemos event from 10 am – 11 pm with a Beer Tent, live bands, crafts and market place, etc.

Public Remarks: No Public Present

Commissioner Crowley moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Kiyak.

Hearing no objections, Chair Benenson **ADJOURNED THE MEETING AT 6:40 pm.**

NEXT MEETING:

The next scheduled meeting is **July 1, 2015 in the Administrative Conference Room.**