

# **Cable Communications Commission Regular Meeting Minutes**

## **DRAFT**

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI  
July 24, 2013

**Present:** Commissioners: Walter Benenson, Patrick Crowley and Andrew Lathrop  
Staff: Deborah Guthrie and Kristi Schaeding  
Township: Ron Styka  
Comcast: None  
AT&T: None  
Haslett Schools: None  
Okemos Schools: None

**Call Meeting to Order:** Chair Benenson called the meeting to order at **6:03 pm**.

### **Approval of Agenda:**

Commissioner Crowley moved TO APPROVE THE AGENDA. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

### **Approval of Minutes:**

Commissioner Crowley moved TO APPROVE THE MINUTES OF APRIL 17, 2013 AS SUBMITTED. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Public Remarks:**

No Public Present.

### **Communications:**

Chair Benenson stated that he reached out to public service applicant Brian Michael Seipel and discussed the open seat available on the commission. He said he would contact him again to encourage his attendance to the next regular meeting.

### **Old Business:**

1. Comcast Guide Channel Resolution of Support - Communications Director Guthrie provided and discussed the resolution regarding the Comcast Scrolling Guide Channel, Interactive Guide Channel and Online Channel Line Up.

Commissioner Crowley moved TO APPROVE THE COMCAST SCROLLING GUIDE CHANNEL, INTERACTIVE GUIDE CHANNEL AND ONLINE CHANNEL LINE UP. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

2. Special Committee Chair's Report: Community Needs Assessment – Commissioner Lathrop reported that there have been three successful committee meetings focusing on the budget for a technical audit, franchise fee audit and a needs assessment survey. He commented that the committee is moving at a rapid speed to make the survey happen next year. Guthrie provided and discussed a timeline for the Comcast franchise agreement and AT&T uniform agreement.

3. Detroit V. Comcast Lawsuit – Guthrie requested the agenda item to be moved to the next regular meeting. Chair Benenson made a motion to MOVE THE DETROIT V. COMCAST LAWSUIT AGENDA ITEM TO THE NEXT REGULAR COMMITTEE MEETING. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

**New Business:**

1. AT&T Compliance Letter - Guthrie requested the agenda item to be moved to the next regular meeting. She commented that she has spent an enormous amount of time working with the engineering department on public rights of way compliance issues for the Zayo Company and has not had the time to create the letter.

Chair Benenson made a motion to MOVE THE AT&T COMPLIANCE LETTER AGENDA ITEM TO THE NEXT REGULAR COMMITTEE MEETING. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

2. Franchise Fee Audit – Guthrie presented a memo to the commission that provided historical details and the cost of the last franchise fee audit that was conducted in 2002, for the year 2000. Guthrie requested the commission to approve the memo for a financial fee audit to be added to the 2014 budget in the amount of \$7,500.00.

Commissioner Crowley moved TO RECOMMEND TO THE TOWNSHIP BOARD A FRANCHISE FEE AUDIT IN THE AMOUNT OF \$15,000.00 TO BE ADDED TO THE COMMUNICATIONS 2014 BUDGET. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

3. Technical Audit - Guthrie presented a memo to the commission that provided historical details and the cost of the last Comcast technical audit that was conducted in 2002. Although there was no official vote, the commission recommended the audit to be done.

4. Commission Compensation Discussion – Guthrie indicated that she had received requests from the commission to not be compensated for their attendance at commission meetings. Guthrie stated that she would discuss with Township Manager Frank Walsh and report back to the commission.

### **Reports:**

- Cable Compliments/Complaints: Please refer to items in packet. No additional items to report.
- Video Service Provider(s): No video provider was present for the meeting.
- Communications Director's Report: Guthrie indicated that the webhosting service company Granicus recently made a mobile upgrade conversion and there have been many technical issues associated with it. Staff is looking into alternative video streaming and webhosting options for 2014.
- Chair's Report: Nothing to report.
- Township Information: Township Liaison Ron Styka stated that it is the budget season and he is looking forward to reviewing the 2014 budget.
- Programming: Please refer to items in packet. No additional items to report.
- Viewership/Promotions: Please refer to items in packet. No additional items to report.
- Finance: Guthrie provided and discussed the 2014 budget documentation and five year plan. Guthrie referred to a memo written by Senior Production Manager Rob Gingerich-Jones to the commission regarding equipment recommendations and added that those items are in the five year budget plan. She explained the budget payment schedule and payback plan for the Cable Technology Re-engineering Project. Guthrie indicated that the website "My Meridian" will not be renewed for 2014 due to the lack of participation by residents.

### **Other Business & Announcements:**

Nothing to Report.

### **Future Agenda Items:**

Nothing to Report.

### **Public Remarks:**

No remarks from the public.

**Adjournment:**

Commissioner Crowley moved TO ADJOURN THE MEETING. Seconded by Commissioner Lathrop.

Hearing no objections, Chair Benenson ADJOURNED THE MEETING AT **7:17 p.m.**

**NEXT MEETING:**

The next scheduled meeting is **Wednesday, December 4, 2013 in the Administrative Conference Room.**