



## **Cable Communications Commission Special Committee Meeting Minutes**

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI  
May 28, 2014

**Present:** Commissioners: Patrick Crowley and Tunga Kiyak  
Staff: Deborah Guthrie and Kristi Schaeding

**Call Meeting to Order:** Committee Chair Kiyak (Acting Chair for absent Chair Andrew Lathrop) called the meeting to order at **6:10 pm**.

### **Approval of Agenda:**

Chair Kiyak moved TO APPROVE THE AGENDA. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Approval of Minutes:**

Chair Kiyak moved TO APPROVE THE SPECIAL COMMITTEE MINUTES OF APRIL 23, 2014. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Public Remarks:**

No Public Present.

### **Cable Communications Needs Assessment:**

The Commission discussed the Cable Communications Needs Request for Proposal document presented by Communications Director Deborah Guthrie.

Chair Kiyak moved TO APPROVE THE COMMUNITY NEEDS RFP DOCUMENT WITH RECOMMENDED CHANGES AND PRESENT TO FULL COMMISSION. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Technical Audit**

The Commission discussed the Request for Proposal: Video Communications System Technical Review letter presented by Director Guthrie.

Chair Kiyak moved TO APPROVE THE RFP: VIDEO COMMUNICATIONS SYSTEM TECHNICAL REVIEW LETTER WITH RECOMMENDED CHANGES. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

**Franchise Fee Audit**

The Commission discussed the Request for Proposal: Comcast Franchise Fee Audit letter presented by Director Guthrie.

Chair Kiyak moved TO APPROVE THE RFP: COMCAST FRANCHISE FEE AUDIT LETTER WITH RECOMMENDED CHANGES. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

**Future Agenda Items:**

None

**Public Remarks:**

No remarks from the public.

**Adjournment:**

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

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT **6:53 p.m.**

**Next Meeting:**

The next scheduled special committee meeting is Wednesday, August 20, 2014 in the Administrative Conference Room.