



AGENDA
MERIDIAN TOWNSHIP
COMMUNICATIONS COMMISSION
SPECIAL MEETING
January 2, 2020 6:00 PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - A. October 2, 2019 Regular Meeting DRAFT Minutes
6. ACTION ITEMS
 - A. 2020 Communications Commission Meeting Schedule
 - B. Appointment/Reappointment of Communications Commissioners
13. PUBLIC REMARKS
14. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Commission Chair.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Communications Department; Communications Director, Deborah Guthrie, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4830 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Administrative Conference Room



CHARTER TOWNSHIP OF MERIDIAN
 COMMUNICATIONS COMMISSION REGULAR MEETING **DRAFT** MINUTES
 5151 Marsh Road, Okemos, MI 48864
 Administrative Conference Room
 Wednesday, October 2, 2019 6:00 pm

PRESENT: Chair, Walter Benenson; Commissioner, Leslie Charles; Commissioner, Brian Seipel and Alternate Commissioner, Riti Adhi
 ABSENT: Vice-Chair, Tunga Kiyak; Commissioner, Mike Nevells and Alternate Commissioner, Kevin Thatcher
 STAFF: Deborah Guthrie, Communications Director and Brandie Yates, Executive Producer
 TOWNSHIP: Kathy Sundland, Meridian Township Board Trustee
 COUNSEL: N/A
 COMCAST: John Gardner, Director of External Affairs – Heartland Region

1. CALL MEETING TO ORDER

Chair Benenson called the meeting to order at **6:00 pm**.

4. APPROVAL OF AGENDA

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

VOICE VOTE: Motion carried unanimously.

5. APPROVAL OF MINUTES

Commissioner SEIPEL moved **TO APPROVE THE MINUTES FOR WEDNESDAY, AUGUST 7, 2019 REGULAR MEETING**. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously.

6. DIRECTOR'S REPORT

Discussion about the restructuring of the Communications Department and Director receiving her Board approved severance packet. Director is working with staff on training and wrapping up open items. Commissioners are very concerned with the amount of staff, funding for the Communications Department and the workload for the remaining staff.

The Commission discussed writing a resolution or letter showing concern for the reorganization of the Communications Department for 2020 and adding to the agenda under New Business.

The Director announced that the Township Board approved three positions for the Communications Department and the elimination of the Director position and the Administrative Assistant position.

7. TOWNSHIP BOARD LIAISON'S REPORT

Showed concern that the reorganization was not discussed with the Communications Commission prior to presenting to the Township Board.

Budget approved for the Township. The HVAC system will be replaced and is in the approved budget. \$3.5 million, one-time allocations in this budget. Franchise fees are estimated at around \$600,000 for 2020, which used to be around \$900,000. All franchise fees and PEG fees will go into the general fund. A new IT Assistant Manager was hired.

9A. HOMTV OPERATING POLICIES

Recommended changes notated with red edits on the document. Discussed putting together a subcommittee of Commissioners to discuss changes further and make recommendations for the next Commission meeting scheduled for December 4, 2019. The policies are about HOMTV programming and operations, but should reflect changing in staff.

There was discussion about continuing the Commission for Communications if there is not a department moving forward. Discussion continued about the purpose of a Communications Commission and how the Commission oversees the HOMTV operations, regulations, cable compliance and franchise agreement, etc.

9B. CHANGES TO CABLE TELEVISION SECTION OF TOWNSHIP CODE OF ORDINANCES

Township Board approved amending the section.

The Commission discussed putting together a subcommittee of Commissioners to discuss any additional changes and make recommendations for the next Commission meeting scheduled for December 4, 2019. Many items in the ordinance are out of date and need to be updated to match state and federal law.

9C. CAMTV PEG ACCESS CHANNEL

Is it worth keeping CAMTV if funding is reduced and Comcast is able to start charging for the channel? Would the Commission recommend keeping the channel? Communications Department provided the history of the channel and the content that is added to the channel on a regular basis as well as the subscribers.

The Commission asked about the rules of adding content to the channel.

10A. COMPLIMENTS/COMPLAINTS

11A. VIDEO SERVICE PROVIDER

Updates provided by Comcast: iphone 11 is now available through Xfinity. Streaming App – used to be able to schedule recording on your phone, while you are away from how and now it is back.

14. ADJOURNMENT

Commissioner Charles moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Seipel.

VOICE VOTE: Motion carried unanimously
Chair Benenson adjourned the meeting at 7:27 pm.



To: Communications Commission
From: Brandie Yates, HOMTV Executive Producer
Date: November 26, 2019
Re: 2020 Communications Commission Regular Meeting Schedule

The Communications Commission of Meridian Township recommends meeting every other month and the adoption of the 2020 regular meeting schedule is as follows:

Wednesday, February 5, 2020	6:00 pm	Administrative Conference Room
Wednesday, April 1, 2020	6:00 pm	Administrative Conference Room
Wednesday, June 3, 2020	6:00 pm	Administrative Conference Room
Wednesday, August 5, 2020	6:00 pm	Administrative Conference Room
Wednesday, October 7, 2020	6:00 pm	Administrative Conference Room
Wednesday, December 2, 2020	6:00 pm	Administrative Conference Room



To: Communications Commission
From: Brandie Yates, HOMTV Executive Producer
Date: November 26, 2019
Re: Term Expiration and Reappointment/Appointment Recommendations

The Communications Commission has the following terms expiring on December 31, 2019:

Walter J. Benenson, Commission Chair – Term Expires: 12/31/2019
Leslie Charles, Commissioner – Term Expires: 12/31/2019
Kevin Thatcher, Alternate Commissioner – Term Expires: 12/31/2019
Riti Adhi, Alternate Commissioner – Term Expires: 12/31/2019

The Communications Commission has the following vacancies:

Alternate Commissioner – New Term: 12/31/19 – 12/31/20

Staff requests that the Communications Commission review the public service applications submitted and make recommendations to the Township Board to fill the commissioner vacancies in the following way, with the need for active commissioners who will be brand ambassadors and have experience in fundraising and foundation work.

The Communications Commission moves **TO RECOMMEND THE REAPPOINTMENT OF COMMISSIONER ADHI TO ALTERNATE COMMISSIONER** with a new term expiring on December 31, 2020 and **TO RECOMMEND THE NEW APPOINTMENT OF DEBORAH GUTHRIE TO ALTERNATE COMMISSIONER** with a new term expiring on December 31, 2020.

The Communications Commission moves **TO RECOMMEND TUNGA KIYAK TO COMMISSION CHAIR** with a new term expiring on December 31, 2022, **TO RECOMMEND WALTER BENENSON TO COMMISSIONER** to fill the remaining term expiring on December 31, 2020 and **TO RECOMMEND LESLIE CHARLES TO COMMISSIONER** with a new term expiring on December 31, 2022. (Please refer to Public Service Applications and Resume included for new appointment, Deborah Guthrie.)

Per the Communications Commission (CC) Rules and Procedures:

RULE 2: MEMBERSHIP

2.1 Members. The Commission shall consist of five (5) regular members and two (2) alternate members appointed by the Township Board of the Charter Township of Meridian. The Commission may recommend names of suggested appointees to the Township Supervisor. Members must be residents of the Township. No Commission member may:

1. Be employed by a locally franchised cable company.
2. Hold a contract with a locally franchised cable company.
3. Have ownership interest in a locally franchised cable company.