



**AGENDA**  
**COMMUNICATIONS COMMISSION**  
**Regular Meeting**  
**February 1, 2017**  
Meridian Township Municipal Building  
**5151 Marsh Road, Okemos, MI**  
**Administrative Conference Room**

- A. Call Meeting to Order at 6:00pm
- B. Public Remarks
- C. Approval of Agenda
- D. Approval of Minutes
  - 1. November 2, 2016 Regular Meeting
  - 2. December 6, 2016 Special Meeting
- E. Communications/Announcements
  - 1. Applications for Public Service
  - 2. Enactment Day, Formal Invite & Informational Flyer
  - 3. Comcast Service Updates
  - 4. Philo Awards Press Release
  - 5. Ingham County Board of Commission Tribute
- F. Old Business
- G. New Business
  - 1. Township Board 2017 Action Plan
  - 2. Communications 2017 Work Plan – Draft copy
- H. Reports
  - 1. Complaints/Compliments:
  - 2. Video Service Provider(s):
  - 3. Communications Director Report:
  - 4. Chair's Report:
  - 5. Township Information:
    - a) Memo to TB – DAS 1/20/2017
  - 6. Programming:
  - 7. Viewership/Promotions:
  - 8. Finance:
- I. Other Business & Announcements
- J. Public Remarks
- K. Adjournment

# Communications Commission Regular Meeting Minutes

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI

**DRAFT**

**November 2, 2016**

**Present:** Commissioners: Chair, Walter Benenson; Vice Chair, Patrick Crowley; Commissioner, Tunga Kiyak and Commissioner Kevin Thatcher

Staff: Deborah Guthrie, Communications Director, Andrea Smiley, Administrative Assistant, Brandie Yates, Internship Coordinator and Mike Watza, Principal Kitch Law Firm

Township: Trustee, Ron Styka

Comcast: John Gardner, Director of External Affairs

AT&T: None

Haslett Schools: None

Okemos Schools: None

**Call Meeting to Order:** Chair, Benenson called the meeting to order at **6:00 pm**.

**Public Remarks:** None

## **Approval of Agenda:**

Commissioner Kiyak moved **TO APPROVE**. Seconded by Vice Chair Crowley

Voice vote: Motion carried unanimously.

## **Approval of Minutes:**

Vice Chair Crowley moved **TO APPROVE THE MINUTES OF AUGUST 3, 2016**.

Seconded by Commissioner Kiyak Voice

Voice vote: Motion carried unanimously.

## **Communications/Announcements:**

1. HOMTV Internship Program 35<sup>th</sup> Anniversary  
Communications Director, Guthrie introduced Brandie Yates, Internship Coordinator and thanked her for attending the meeting. Internship Coordinator, Yates announced the 35<sup>th</sup> Anniversary of the Internship Program. Chair Benenson presented Yates with a tribute for the 35<sup>th</sup> Anniversary on behalf of the Commission. Yates announced the 2016 Intern Appreciation and Golden Tape Awards Ceremony and invited the Commissioners to attend. She also announced that the Communications Department was seeking sponsors for the event, with Leightronix, Great Lakes Audio Visual and AVI as current sponsors. Guthrie discussed the advantages of the internship program and all the hard work the interns devote to the program.

## **Old Business:**

1. DAS update – Principal Watza began the discussion that the Commission should make the attempt to develop a process, a flow chart for the direction of the Township as it

relates to DAS. He passed out a policy decision tree to the commissioners stating that they should answer the questions in order to move forward. The Township board is asking how to deal with DAS on a larger scale. Commissioner Kiyak stated that it was his understanding that the questions needed to be answered in order to develop the policy. The Commission's input along with the Planning and Engineering Departments will develop an agreement or ordinance. The commissioners commented that the questions aren't really directed towards the Communications Commission. Trustee Styka commented that the Board is looking for the Communications Commission to make a recommendation to the Board about how to proceed.

Principal Watza continued to discuss what needs to happen in order to get the DAS cell towers project moving forward.

ACD.net commented that East Lansing is on wave 3 with 14+ poles already installed. Chair Benenson requested a map of the locations so he had a point of reference. They also commented that Lansing currently has 20 towers and they are still working on the downtown corridor. ACD.net stated that they will make the towers look however the Township wants. The Board wants consistency for all DAS tower requests.

The Commissioners questioned why a motion was passed at the previous meeting but it was never taken to the Township Board. ACD.net stated that there is a current licensing agreement with Boyne and the Commission could use that agreement as a starting point.

Commissioner Kiyak moved **TO APPROVE STAFF ASKING TOWNSHIP MANAGER, FRANK WALSH TO CREATE A DAS COMMITTEE, CONSISTING OF ONE MEMBER FROM EACH OF THE FOLLOWING; THE TOWNSHIP BOARD, THE PLANNING COMMISSION, THE COMMUNICATIONS COMMISSION, THE PLANNING DEPARTMENT, THE ENGINEERING DEPARTMENT, LEGAL COUNSEL, MIKE WATZA AND THE COMMUNICATIONS DIRECTOR, DEBORAH GUTHRIE TO DEVELOP A LICENSING AGREEMENT FOR THE TOWNSHIP USING THE BOYNE LICENSING AGREEMENT AS A STARTING POINT IN ORDER TO MOVE THIS PROJECT FORWARD. THE LICENSING AGREEMENT WILL BE DEVELOPED WITH THE INTENTION THAT IT CAN BE THEN USED AS A BASIS FOR AN ORDINANCE FOR THE TOWNSHIP. THE COMMITTEE WILL THEN FORWARD A RECOMMENDED DRAFT LICENSING AGREEMENT TO THE TOWNSHIP BOARD.**

Seconded by Vice Chair Crowley.

Voice Vote: Motion carried unanimously

Vice Chair Crowley moved **TO APPROVE THAT THE COMMISSION RECOMMEND COMMISSIONER KİYAK TO BE APPOINTED TO THE COMMITTEE TO REPRESENT THE COMMUNICATIONS COMMISSION.** Seconded by Commissioner Thatcher

Voice Vote: Motion carried unanimously

2. Comcast Financial Audit – Director Guthrie commented that the Commission approved monies to be spent and introduced Principal Watza to provide an update. Watza stated that the audit is being performed by Garth Aspaugh and that there are issues with the audit but that he doesn't have the details of those issues. He is hoping

to have more information by the end of the year, 2016. The total scope of the audit consists of two years of the franchise agreement. The purpose of the audit is to find financials that may be owed to the Township by Comcast, including fees. Watza stated that the main idea is to work out an agreement without litigation. John Gardner, Director of External Affairs for Comcast, stated that Comcast provided a written response claiming that no financials were owed.

### **New Business:**

1. 2017 Communications Commission Schedule – Discussion began with Trustee Styka commenting that the April 5, 2017 date may be a conflict since it will be during the Spring break period. Commissioner Thatcher made a motion **TO APPROVE MOVING THE APRIL 5, 2017 DATE TO APRIL 12, 2017 DATE.** Seconded by Commission Kiyak.

Voice Vote: Motion carried unanimously

### **Reports:**

1. Cable Compliments/Complaints:  
Chair Benenson made a comment on the amount of complaints being made concerning channel availability. Director Guthrie stated that it is concerning that we have received so many complaints this year about PEG channels being in black (unavailable) on Comcast. She felt that the number received this year is probably driven by it being an election year because many subscribers commented that the channels had been unavailable for some time and that is alarming. Director Guthrie also commented that Comcast is normally reliable, so it is alarming about the number of residents/subscribers with the same complaint. Director Guthrie explained the process on how the Communications Department handles complaints once received. Comcast representative, John Gardner commented that most of the issues end up being inside wiring that has gone bad. Vice Chair Crowley and Commissioner Thatcher questioned as to why only PEG channels would be unavailable, all channels would be unavailable if the wiring is bad. Gardner also commented that perhaps the customers contact information should be blacked out before including the information in the packet for privacy issues.
2. Video Service Provider(s):  
John Gardner, Director of External Affairs for Comcast provided a handout on the Internet Essentials program. He stated that customers can access Netflix now through the X1 box and will be available on November 4, 2016 through the Apps icon.
3. Communications Director Report:  
Director Guthrie provided a summary update on the 175<sup>th</sup> Anniversary events and sponsorships, the Meridian Cares Fundraising campaign, the Township Branding and the new Township Website. Commissioner Kiyak suggested that the new logo be shown to people outside of the committee before the final decision is made.
4. Chair's Report: Nothing to report
5. Township Information:
6. Programming:  
Commissioner Kiyak asked about how to view the debates on the HOMTV website.

Director Guthrie explained that all the debates were on the YouTube channel now because the department was switching software for the on demand part of the programming. Commissioner Kiyak made the suggestion to have a link to direct customers to the YouTube channel.

7. Viewership/Promotions:
8. Finance:

**Other Business & Announcements:**

**Public Remarks:** No public present

**Adjournment:**

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

Hearing no objections, Chair Benenson **ADJOURNED THE MEETING AT 7:36 pm.**

**NEXT MEETING:**

The next scheduled meeting is **December 7, 2016 in the Administrative Conference Room.**

# Communications Commission Special Meeting Minutes

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI

**DRAFT**

**December 6, 2016**

**Present:**

Commissioners:	Commissioner, Tunga Kiyak, Commissioner Kevin Thatcher and Commissioner Andrew Lathrop
Staff:	Deborah Guthrie, Communications Director
Township:	None
Comcast:	None
AT&T:	None
Haslett Schools:	None
Okemos Schools:	None

\*With the absence of the chair and vice-chair, Commissioners agreed to appoint Commissioner Lathrop as acting chair for the meeting.

**Call Meeting to Order: 7:01pm**

**Approval of Agenda:** Commissioner Lathrop moved **TO APPROVE ALL ITEMS FROM THE AGENDA BE MOVED TO THE FEBRUARY 1, 2017 REGULAR MEETING, EXCEPT THE REAPPOINTMENTS.** Seconded by Commissioner Thatcher

Voice vote: Motion carried unanimously.

Commissioner Thatcher made a motion **TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO RE-APPOINT COMMISSION CHAIR, WALTER BENENSON TO THE COMMUNICATIONS COMMISSION.** Seconded by Commissioner Kiyak

Voice vote: Motion carried unanimously.

Commissioner Kiyak made a motion **TO MAKE A RECOMMENDATION TO THE TOWNSHIP BOARD TO RE-APPOINT COMMISSION VICE CHAIR, PATRICK CROWLEY TO THE COMMUNICATIONS COMMISSION.** Commissioner Thatcher seconded.

Voice vote: Motion carried unanimously

Commissioner Kiyak moved **TO ADJOURN THE MEETING.** Commissioner Lathrop Seconded.

Voice vote: Motion carried unanimously

**CHARTER TOWNSHIP OF MERIDIAN**

**COMMUNICATIONS COMMISSION**

**COMMUNICATIONS**

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff      Supervisor  
 Brett Dreyfus              Clerk  
 Julie Brixie                Treasurer  
 Frank L. Walsh             Manager



Milton L. Scales  
 Ronald J. Styka  
 John Veenstra  
 Angela Wilson



## APPLICATION FOR PUBLIC SERVICE

I am interested in service on one or more of the following public bodies as checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> Assessing Board of Review*   | <input type="checkbox"/> Elected Officials Compensation Commission* |
| <input type="checkbox"/> Board of Water and Light Representative*                           | <input type="checkbox"/> Environmental Commission                   |
| <input type="checkbox"/> Building and/or Fire Board of Appeals and Building Hearing Officer | <input type="checkbox"/> Lake Lansing Watershed Advisory Committee* |
| <input type="checkbox"/> Capital Area Transportation Authority (C.A.T.A.)                   | <input type="checkbox"/> Land Preservation Advisory Board           |
| <input checked="" type="checkbox"/> Communications Commission*                              | <input type="checkbox"/> Park Commission (elected/appointed)        |
| <input type="checkbox"/> Community Resources Commission                                     | <input type="checkbox"/> Pension Trustees                           |
| <input type="checkbox"/> Corridor Improvement Authority*                                    | <input type="checkbox"/> Planning Commission                        |
| <input type="checkbox"/> Downtown Development Authority*                                    | <input type="checkbox"/> Township Board (elected/appointed)         |
| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Transportation Commission*                 |
| <input type="checkbox"/> Economic Development Corporation                                   | <input type="checkbox"/> Zoning Board of Appeals                    |
|   | <input type="checkbox"/> Other                                      |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service: Please see attached.

Describe education, experience or training which will assist you if appointed. (Attach resume if available) Attached.

Name: C. Leslie Charles  
 Occupation: Author, Professional Speaker Place of Employment: (self) TRAININGWORKS  
 Home Address: 1926 Lac du Mont Drive Haslett 48840  
 Phone: (days) 517.253.8918 (evenings) 517.230.0960 E-mail leschas42@gmail.com  
 Signature C. Leslie Charles Date 12-19-16

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

The policy for appointment of candidates to the various public service positions is based on the following criteria: desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview. This application will be retained in township files for two years. Please return this form to the Office of the Clerk, Charter Township of Meridian.

FOR OFFICE USE ONLY			
Date Received	<u>12.20.16</u>	Distro: <u>RS FW</u>	Application # <u>CC 1607</u>
Registered Voter:	<u>Y/N</u>	<u>DG</u>	
Date Appointed:		<u>BY MEMBERS</u>	

Revised: October 19, 2016



## **C. Leslie Charles, Summary:**

### **Why I am Applying for Public Service**

- As a 2-year Meridian Township resident, I love living here and want to give back
- My career as an author and public speaker lends itself to a position involving written or oral communications
- I bring a good deal of board experience to the table and work well with others
- It's a value of mine to get involved in good causes or community activities in which I can make meaningful contributions
- After moving into Lake O' the Hills, I volunteered for the Lakeside Village South board and now serve as a board member at large
- Being self-employed for over three decades I've sought out volunteer positions requiring creativity, teamwork and personal leadership
- I enjoy brainstorming ideas connected to marketing and promotion

### **Career Synopsis:**

Self-employed since 1980, my company TRAININGWORKS specializes in training workshops, keynotes, and consulting for mostly public sector organizations (government, education, healthcare, and trade associations).

Areas of Expertise include resilience and stress, change, customer service, communication/conflict resolution and teamwork.

Client List includes NASA, National Institutes of Health, American Red Cross, Ingham-Eaton-Clinton Community Mental Health, 92 Street Y, Michigan Municipal League, Maryland Municipal League, York Township, MI Municipal Treasurers Association, and more.

Accomplishments include authoring seven books including the critically acclaimed *Why Is Everyone So Cranky?* The book enjoyed two years of national (and some international) media attention including magazines, all the major TV networks, national and local radio shows, and over 75 feature articles in North American newspapers, including a USA Today cover story.

Awards include Most Distinguished Alumni, Lansing Community College; Outstanding Alumni, MSU College of Arts & Sciences; The Charles Leadership Award, NSA-Michigan; Legend of the Speaking Profession, Veteran Speakers Retreat; Communication Achievement award, Toastmasters.

## **Board Experience:**

### **1980's:**

Lansing Area YWCA (member, no office)

Professional Speakers Association of Michigan, now NSA-MI (co-founder of the state chapter, board member and twice president)

American Society for Training and Development (local chapter, board member and president)

### **1990's:**

Lansing Community College Alumni Association (board member, no office)

National Speakers Association of Michigan, (state chapter member and president)

National Speakers Association (elected board member, six years of service, no office but chaired numerous committees during my tenure).

**2000's:** Women's Center of Greater Lansing (member and officer of the Center's start up board, three years of service)

Past Presidents Council, NSA-MI

Lake O' the Hills (board member)

National Speakers Association Speaker Magazine Editorial Advisory Board

**What I can contribute:** Experience in working on boards and with board teams, bringing enthusiasm, creativity, positive energy, diplomacy, conflict resolution, and expertise in customer service (have written three books on the topic). In a world where too many people are self-absorbed, indifferent, or sometimes even hostile, my passion is community building.

Thank you for your consideration,



C. Leslie Charles

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

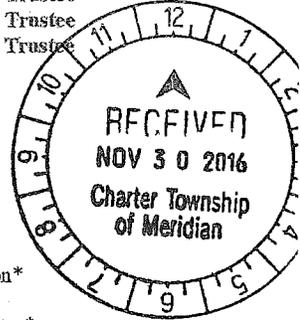
Supervisor  
Clerk  
Treasurer  
Manager



Milton L. Scales  
Ronald J. Styka  
John Veenstra  
Angela Wilson

Trustee  
Trustee  
Trustee  
Trustee

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| <input checked="" type="checkbox"/> Community Resources Commission                          | <input type="checkbox"/> Pension Trustees                               |
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| <input type="checkbox"/> East Lansing-Meridian Water & Sewer Authority                      | <input type="checkbox"/> Transportation Commission*                     |
| <input checked="" type="checkbox"/> Economic Development Corporation                        | <input type="checkbox"/> Zoning Board of Appeals                        |
|   | <input type="checkbox"/> Other  |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

Summarize your reasons for applying for this type of public service:

*See attached letter*

Describe education, experience or training which will assist you if appointed. (Attach resume if available)

*See attached letter*

Name: Jamie Hiller

Occupation: Field Organizer

Place of Employment: Michigan Coordinated Campaign

Home Address: 5699 Woodmont Circle Haslett, Michigan 48840

Phone: (days) (517) 898-7610

(evenings)

E-mail hiller1jw@gmail.com

Signature

Date 11/30/16

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

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FOR OFFICE USE ONLY			
Date Received	<u>11.30.16</u>	Distro: <u>RS, FW, MK</u>	Application # <u>CC 1606 LPAB 1605</u>
Registered Voter:	<u>Y/N</u>	<u>JG, DG, DJ, BM, LM</u>	<u>CRC 1608 DDA 1606 PK 1605</u>
Date Appointed:		<u>BY MEMBERS</u>	<u>EPC 1611 EC 1607 TB 1604</u>



**Jamie Withers Hiller**

5699 Woodmont Circle - Haslett, MI USA 48840 - 517.898.7610 - hillerljw@gmail.com

November 30th, 2016

Meridian Township Board  
5151 Marsh Road  
Okemos, MI 48864

Meridian Township Board:

I am responding to the application for Public Service for Meridian Township. This fall I had the amazing pleasure of working for the Michigan Coordinated Campaign in the 2016 Presidential election and through that process learned that as a young adult that I can make a difference in the community. Now, post election, it is my time to continue making a difference. I have lived in Haslett for almost my entire life and have had the distinct privilege of being raised not just in the community but by it as well. After all the things that I have received growing up here, it is my turn to give back.

During college I worked with the Alma Downtown Authority and Alma College in finding ways to integrate the college with the community as well as increase business along Superior Street. I was also involved with the Pine River Superfund Citizen Task Force in helping to analyze options of removing pollutants in the Pine River given by the EPA and other environmental protection groups.

Thank you for your time and consideration. I am available at by phone at (517)8987610 or email at hillerljw@gmail.com at any time.

Sincerely,

Jamie W. Hiller

# CHARTER TOWNSHIP OF MERIDIAN

Elizabeth Ann LeGoff  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Milton L. Scales  
Ronald J. Styka  
John Veenstra  
Angela Wilson



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|   | <input checked="" type="checkbox"/> Other                           |

(\*Special conditions restrict eligibility for appointment)

Indicate areas not included above which may warrant special attention or study that are of interest to you:

CIA

Summarize your reasons for applying for this type of public service:

I would like to serve as a resource in Meridian Twp in any way my skills and experience allow  
Describe education, experience or training which will assist you if appointed. (Attach resume if available)

see resume

Name: Eric Langdon

Occupation: Fundraising Director

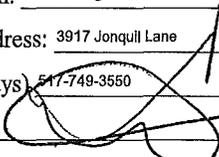
Place of Employment: Capital Area Humane Society

Home Address: 3917 Jonquill Lane

Phone: (days) 517-749-3550

(evenings) 517-749-3550

E-mail ealangdon@yahoo.com

Signature 

Date 10/25/16

Other than the Downtown Development Authority Board and the Economic Development Corporation, persons appointed to Meridian Township boards and commissions must be a resident and elector (if of voting age) of the Township during the term of office. Excessive absences may be cause for review of appointment.

(PLEASE USE BACK IF NEEDED)

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FOR OFFICE USE ONLY			
Date Received	<u>11.2.16</u>	Distro: <u>EL FW</u>	Application # <u>CC 1605</u>
Registered Voter:	<u>(Y)/N</u>	<u>DG PM MK</u>	<u>CIA 1605 EXP 1607</u>
Date Appointed:		<u>BD MEMBERS</u>	<u>PC 1610</u>

Revised: October 19, 2015

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000

www.meridian.mi.us



# Eric A. Langdon

ealangdon@yahoo.com  
517-749-3550

3917 Jonquil Lane  
Okemos, MI 48864

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## SUMMARY OF EXPERIENCE

More than 15 years of professional experience, with nearly 13 years of successful fundraising and donor relations experience. Six and a half years in direct staff management and Board, committee and organizational leadership at the senior management level. Nearly 13 years experience collaborating with individuals and businesses and leading meetings to attain quantitative and qualitative goals. Six and a half years experience directing public relations, advertising, and marketing campaigns.

## EMPLOYMENT HISTORY

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**Director of Annual & Major Gifts** – Responsible for nearly all facets of fundraising for the shelter; including bequests and major donor giving and relations, direct mail and email appeals, newsletters, corporate sponsorships, grant writing, coordinating third party fundraising relationships, online giving, Capital Area United Way affiliation, and directing 3 significant community fundraising events. Manage fundraising staff and work in close conjunction with the volunteer, governing Board of Directors. Promote and further the charitable mission every day.

**Capital Area  
Humane Society  
Lansing, Michigan  
2010 to present  
6.5 years**

- Successfully led fundraising activities and Campaign Cabinet volunteers to raise more than \$1.6 million for the initial phase of an expansion and renovation project that broke ground in July 2016
- Secured grants of \$256,000 and \$80,000 and two personal gifts of \$100,000 each within this capital campaign; among 31 other gifts of \$10,000+ to attain the Phase 1 goal
- Solicit and steward planned gifts from donors ranging in current estate values estimated near \$800,000 as well as a documented trust gift for \$2 million
- Maintain high activity cultivating, stewarding and soliciting core 75-100 donors and manage annual giving campaign seeing an average of 7,800 unique donors giving nearly 13,000 gifts annually
- Led fundraising programs surpassing goal in a progressively growing budget in five of six years
- Plan and execute annual donor reception for cultivating and thanking donors; oversee donor selection, creation and mailing of the invitation and RSVP, food planning and preparation, venue selection, materials, and presentation
- Created a new methods for evaluating gift data in donor software to identify new and underserved prospects
- Established a new donor giving club for recurring credit card donations and expanded credit card pledges from \$5,025 to an expected billing of more \$55,000 in 2016
- Facilitate progress through leadership on the Fund Development Committee and Capital Campaign Cabinet; as well as cooperatively strategize and solicit in partnership with the Board of Director
- Oversaw staff and led committees to the most-successful Fur Ball in the 12-year history of the event, including more than double the sponsorship dollars ever raised, and also for revamping the Walk for the Animals toward revenue growth of 12% in just one year
- Experience with media appearances on live radio as well as video for use on both television and website news

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**Corporate Development Associate** – Prospected and solicited for donations from corporations and foundations to support TV and radio broadcasting services in the form of underwriting credits. Aided in the planning and execution of station fundraising events and community engagements. Coached on-air talent during pledge drives to ensure effective messaging. Facilitated the recruitment of volunteers.

**WKAR AM/FM/TV  
East Lansing, Michigan  
2003 to 2010  
6.0 years**

- Responsible for writing grants and proposals and making presentations to acquire funding for various projects and broadcast components totaling more than \$200,000 per year; with a history of managing and growing multiple relationships to gifts totaling \$10,000-\$30,000 from a single organization
-

# Eric A. Langdon

ealangdon@yahoo.com  
517-749-3550

3917 Jonquil Lane  
Okemos, MI 48864

- Contributed in planning for Membership responsibilities such as pledge, special events and direct mail which accounted for nearly \$2 million per year; and was directly involved in the execution of these events through coaching and volunteerism
- Sought and successfully raised money for projects such as Ready To Learn, Classical Music Endowment, QuizBusters 20<sup>th</sup> Anniversary set re-design, as well as pledge challenge grants and general radio and TV program underwriting
- Successfully represented the mission and goals of a nonprofit organization encouraging support and fostering a will in businesses and foundations to contribute money to help maintain that mission and attain fundraising goals

**Market Development Representative** – Worked in conjunction with clients, sales, and project managers to develop successful marketing programs and websites for strategic business relationships. Created marketing strategies, managed individual budgets, payments, and coordinated ongoing ROI for these alliances. Evaluated and provided direct input into product marketing, partner advertising strategies, and collateral creation.

- Successfully managed day-to-day operations and both short- and long-term marketing efforts for more than 50 business partnerships across Michigan
- Created strategy for and led teams in out-bound telemarketing and direct mail campaigns for partners such as the Michigan Nurses Association, the Michigan State Medical Society, and the Michigan Osteopathic Association
- Consistently the top-performing Market Development Representative in the Strategic Alliance Division, a five-state regional group, and recognized for the establishment of successful partnerships with key organizations

**CoreComm**  
East Lansing, Michigan  
2002 to 2003  
1.5 years

**Account Manager** – Formed business strategies and delegated tasks to achieve project and company goals in a complex design and production environment. Facilitated daily manufacturing meetings to guide procurement, direct manufacturing, and set priorities company-wide for projects. Served as the primary contact for turnkey engineering and manufacturing projects; managing processes from inception to delivery.

- Managed client accounts representing over 25% of total company revenue
- Responsible for managing daily supply chain status to ensure on-time delivery of key components in the manufacturing process, as well as relay any potential lead-time difficulties to clients and upper management

**TelGen Corporation**  
Lansing, Michigan  
1999 to 2001  
2.0 years

## ADDITIONAL INFORMATION

- Member of the Association for Fundraising Professionals (AFP)
- Completed three courses through The Fund Raising School at Indiana University; "Principles and Techniques", "Major Giving", "Managing the Capital Campaign" with a fourth, "Fundraising for the Business Sector" scheduled in October
- Self-motivated and effective conducting business in face-to-face donor and customer interactions; comfortable and experienced initiating contact via phone
- High proficiency with core Microsoft Office products
- Excellent verbal and written communication skills
- Ability to relate to a wide variety of individuals regardless of age or interests
- Detail-oriented with strong customer service
- Attentive and highly responsive to donors to maximize engagement

**Bachelor of Arts**  
**Marketing**  
Michigan State  
University  
East Lansing, Michigan  
Graduated in 2000

**From:** Katherine Dike [<mailto:katherine@katherinesusannedesign.com>]  
**Sent:** Saturday, January 07, 2017 5:06 PM  
**To:** Brett Dreyfus  
**Subject:** Re: Communications Commission Appointment

Dear Mr. Dreyfus,

Thank you very much for the appointment to serve on the board, unfortunately at this time I must decline due to prior commitments.

Thank you, again.

Sincerely,

Katherine

**Katherine Dike**  
President/CEO  
Katherine Susanne Design, LLC  
P.O. Box 146 | Okemos, MI 48864  
330.696.1406  
[katherinesusannedesign.com](http://katherinesusannedesign.com)

Katherine Susanne Design LLC is a graphic design business designed to help individuals and companies of all sizes develop visual imagery that reflects their unique brand. Contact Katherine Susanne Design LLC for special event invitations, signage, advertisements, websites, logos, books, albums, menus, etc.

On Jan 6, 2017, at 5:37 PM, Brett Dreyfus <[dreyfus@meridian.mi.us](mailto:dreyfus@meridian.mi.us)> wrote:

Good afternoon, Katherine:

Congratulations! You have been appointed to serve on the **Meridian Township Communications Commission (Alternate Member)** for a term ending December 31, 2019.

You will be receiving an official notification letter in the mail, along with several other documents for you to review and sign.

**You are invited to participate in a Joint Meeting of the Township Boards and Commissions,  
scheduled for January 10, 2017 (Tuesday) at 6:00pm in the Town Hall Room.**

I am available to swear in new Board/Commission members on Tuesday, between

4:30pm and 5:45pm. If that time slot does not work, feel free to contact me to set up a time that is convenient for you.

Sincerely,

*Brett*

***Brett Dreyfus***

**Meridian Township Clerk**

Charter Township of Meridian

5151 Marsh Road

Okemos, MI 48864

DIRECT LINE: (517) 853-4324

[dreyfus@meridian.mi.us](mailto:dreyfus@meridian.mi.us)

[www.meridian.mi.us](http://www.meridian.mi.us)

***"Building an environmentally & economically  
sustainable community!"***



# Celebrate Enactment Day

Thursday, February 16th | 1:30pm - 2:30pm  
Michigan State Capitol, 100 N Capitol Ave Room 402/403  
Lansing

Admission: FREE and  
Open to the Public

Meridian Township was established by an act of the legislature on February 16, 1842. Delhi Township was also enacted on this day. We are the two townships in Ingham County enacted on this date and we invite you to join us at the Capitol for a proclamation and tribute flag ceremony.

**Attendees will receive an enactment day tribute gift**

Sponsor(s): Special thanks to Senator Curtis Hertel's Office, Meridian Garden Club, local Girl Scouts, Boy Scouts and HOMTV.





FOR IMMEDIATE RELEASE  
November 21, 2016

**Media Contact:** Brandie Yates  
Internship Coordinator  
[yates@meridian.mi.us](mailto:yates@meridian.mi.us)  
517.853.4208

### **HOMTV Wins Philo T. Farnsworth Video Awards**

**Meridian Township** – HOMTV has won two first place regional Philo T. Farnsworth Video Awards in the 2016 competition, as determined by the Central States Region of the Alliance for Community Media (ACM). The Philo is awarded as recognition of excellence in cable programming.

In the 2016 competition, HOMTV received two first place awards:

<u>Category</u>	<u>Program</u>
<b>Non-Professional Seniors</b>	<b>“Senior Living #74 2/5/16</b>
<b>Non-Professional Sports Entertainment/Talk</b>	<b>All Access Sports #106 6/28/16</b>

“The fact that the award was so unexpected made it truly delightful to be recognized. It speaks well of what we bring to our seniors,” said Ralph Frisch, Senior Center member and host of Senior Living. In 2015, the “Senior Living” program welcomed two new hosts, Peggy and Ralph Frisch. Their goofy sense of humor and enthusiasm has brought new life to the program and helps make the content more relatable to the senior audience.

“Winning these awards is a true testament to all of the hard work and dedication HOMTV interns put into the programs to provide quality information to Meridian Township,” said Brandie Yates, Internship Coordinator at HOMTV. “The acknowledged honors in the Non-Professional categories are an example of the guidance and experience the HOMTV interns receive when developing their resumes and beginning their careers.”

The Philo T. Farnsworth Video Competition honors the memory of Philo T. Farnsworth by recognizing the efforts of modern day pioneers who work to further develop the use of television technology and promote the use of television in our communities.

###

*HOMTV is Meridian Township’s award-winning government access channel providing exclusive gavel to gavel coverage of township meetings and additional programming that offers news and information about the community. HOMTV programming can be viewed on demand at [www.homtv.net](http://www.homtv.net).*

---

**5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 349-1232**  
**[www.homtv.net](http://www.homtv.net) [homtv@meridian.mi.us](mailto:homtv@meridian.mi.us)**



ACM-CS

**2016 PHILO T. FARNSWORTH AWARD**

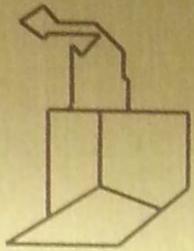
For excellence in community programming



Sports Entertainment/Talk  
Non - Professional

*"ALL ACCESS SPORTS"*

HOMTV, MI



ACM-CS

**2016 PHILO T. FARNSWORTH AWARD**

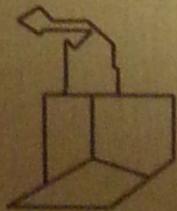
For excellence in community programming



Seniors  
Non - Professional

*"SENIOR LIVING"*

HOMTV, MI



# COUNTY OF INGHAM



## BOARD OF COMMISSIONERS

### HOMTV INTERNSHIP PROGRAM 35TH ANNIVERSARY SPECIAL TRIBUTE

WHEREAS, on October 1, 1981, the HOMTV Internship Program began with the hiring of their first intern Ben Stark; and

WHEREAS, in 1985 the Internship Program was reorganized and expanded with close to 10 interns working a minimum of 15 hours per week on a non-paid basis; and

WHEREAS, the Internship Program, originally comprised of a reporting track and producing track was expanded in 1997 to include a promotions track; and

WHEREAS, in 2001 the Internship Program was restructured to coincide with Michigan State University's semester calendar along with a signed contract and policy manual which significantly increased the number of applications to over 200 annually; and

WHEREAS, in 2011, additional online requirements were implemented supporting the growing demand of digital media and providing interns with another aspect of training and experience; and

WHEREAS, in 2012 recruitment efforts expanded to major colleges and universities across the state connecting the Internship Program to a broader talent base; and

WHEREAS, each year interns continue to be a valuable asset to the Meridian Township community, volunteering around 14,000 hours serving as production crew and on-air talent for nearly 90 official Township meetings and over 600 HOMTV programs, as well as producing more than 1,000 stories and PSA's; and

WHEREAS, since the first HOMTV intern, approximately 1,000 interns successfully completed the Internship Program and over 500 have moved on to work in the field of journalism, television production, film production and the communications industry both nationally and internationally, creating a strong HOMTV Alumni Network; and

WHEREAS, 2016 marks the 35th anniversary of the founding of the HOMTV Internship Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby commemorates the 35th Anniversary of the HOMTV Internship Program, recognizing it as an established and exemplary hands-on training program bridging the gap between college education and real world experience, while retaining and fostering talent for the professional television and communications industry.

BE IT FURTHER RESOLVED, that the Board recognizes the significance of this milestone and commends the staff and interns of HOMTV Meridian Government Television on this momentous occasion.

s/ Sarah Anthony  
Rebecca Bahar-Cook  
Teri Banas  
Robin Case Naeyaert  
Victor Celentino

Bryan Crenshaw  
Kara Hope  
Carol Koenig  
Randy Maiville  
Penelope Tsernoglou

Brian McGrain  
Deb Nolan  
Randy Schafer  
Todd Tennis



**CHARTER TOWNSHIP OF MERIDIAN  
COMMUNICATIONS COMMISSION**

**OLD  
BUSINESS**

# CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Phil Deschaine  
Patricia Herring Jackson  
Dan Opsommer  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

January 13, 2017

Walter Benenson  
6111 Skyline Drive  
East Lansing MI 48823

Dear Mr. Benenson:

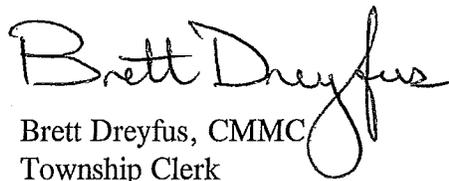
It is my pleasure to convey official notification the Township Board reappointed you to the Communications Commission at its January 3, 2017 meeting. Your term of office will expire December 31, 2019.

Please call my office at 853-4324 to arrange a time for your Oath of Office.

A subscription form and a copy of the Meridian Township "Ethics Statement" are enclosed. Please sign and return the documents to the Clerk's Office.

Congratulations on your reappointment!

Cordially,

  
Brett Dreyfus, CMMC  
Township Clerk

sko  
Enclosures

pc: Director Guthrie ✓



# CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Phil Deschaine  
Patricia Herring Jackson  
Dan Opsommer  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

January 13, 2017

Patrick J. Crowley  
2393 Sower Blvd.  
Okemos, MI 48864

Dear Mr. Crowley:

It is my pleasure to convey official notification the Township Board reappointed you to the Communications Commission at its January 3, 2017 meeting. Your term of office will expire December 31, 2019.

At your convenience, please call my office at 853-4324 to arrange a time for your Oath of Office.

A subscription form and a copy of the Meridian Township "Ethics Statement" are enclosed. Please sign and return the documents to the Clerk's Office.

Congratulations on your reappointment!

Cordially,

  
Brett Dreyfus, CMMC  
Township Clerk

sko  
Enclosures

xc: Director Guthrie ✓

5151 MARSH ROAD, OKEMOS, MICHIGAN 48864-1198 (517) 853-4000

[www.meridian.mi.us](http://www.meridian.mi.us)



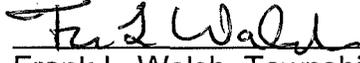
**CHARTER TOWNSHIP OF MERIDIAN**

**COMMUNICATIONS COMMISSION**

**NEW  
BUSINESS**

## MEMORANDUM

TO: Township Board

FROM:   
Frank L. Walsh, Township Manager

DATE: January 12, 2017

RE: 2017 Action Plan

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After several hours of vetting, the Township Board, in conjunction with the Township Manager, have drafted their 2017 Action Plan noting 10 projects that will be in forefront this calendar year. The list is attached for your review. **As noted the list is in no priority order.**

On or before December 31, 2017, we strongly desire to have approved the 2017 Master Plan, memorialized new employment agreements with our collective bargaining groups , implemented a comprehensive plan to address significant pension debt, where appropriate reduce our operating costs, spruce up/develop our core commercial areas, implement a new brand image and introduce an improved web site, engage our residents in the actual cost/revenue for offering top-notch police/fire departments, study our options for creating our own brownfield authority, encourage our community to be the most welcoming Michigan community, wade through the most recent medical marijuana legislation and overhaul our Mixed-Use Planned Unit Development Ordinance.

Our TEAM is more than prepared to meet the challenges ahead of us. We look forward to the opportunity to continuing to serve Meridian's residents in an exemplary manner.

The following motion is proposed for Board consideration:

**MOVE TO ADOPT THE 2017 ACTION PLAN AS DEVELOPED BY THE TOWNSHIP BOARD**

**Attachment:**

1. 2017 Action Plan

# CHARTER TOWNSHIP OF MERIDIAN

Ronald J. Styka  
Brett Dreyfus  
Julie Brixie  
Frank L. Walsh

Supervisor  
Clerk  
Treasurer  
Manager



Phil Deschaine  
Patricia Herring Jackson  
Dan Opsonmer  
Kathy Ann Sundland

Trustee  
Trustee  
Trustee  
Trustee

## 2017 Action Plan Manager's Draft 2017 Goals

(These are not in any order of priority)

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- A. Finalize adoption of the 2017 Master Plan.
- B. Implement a results-oriented strategy to redevelop Downtown Okemos, Downtown Haslett, Carriage Hills Commercial Area, and the Grand River Corridor.
- C. Continue our efforts to ratify five unresolved collective bargaining agreements and implement a decisive global strategy to eliminate our pension debt as outlined in the 2015 Municipal Employees' Retirement System (MERS) actuarial study.
- D. Implement a comprehensive Township wide branding strategy and website implementation at such a pace that doesn't place a major burden on our annual operating budget.
- E. Continue our collective efforts to foster an environment that is welcoming, diverse and inclusive.
- F. Develop a plan that affords the community an opportunity to fund our exemplary police and fire departments at an appropriate level.
- G. Provide the requisite information to the Township Board for final consideration of adopting the Meridian Township Brownfield Redevelopment Plan & Authority.
- H. Review and update the Township's Mixed Use Planned Unit Development (MUPUD) Ordinance.
- I. Continue to seek opportunities to reduce overall operating costs.
- J. Draft and implement requirements for the licensing process associated with medical marijuana.



# 2017 Work Plan ~ Communications/HOMTV

## Deborah Guthrie, Director

1. Finalize formulation and implement a strategy for Distributed Antenna System (DAS)
2. Launch new Township and new HOMTV website with video integration
3. Find additional revenue sources
4. Expand marketing campaign efforts including Visitor's Guide
5. Work hand-in-hand with Parks and Recreation Department to celebrate our 175 <sup>th</sup>
6. Continue our collective efforts to foster an environment that is welcoming, diverse and inclusive <b>(E)</b>
7. Implement a comprehensive Township wide branding strategy and website implementation at such a pace that doesn't place a major burden on our annual operating budget <b>(D)</b>
8. Remain focused on the core responsibilities of the department as a means to reduce annual expenditures <b>(I)</b>
9. Develop a plan that affords the community an opportunity to fund our exemplary police and fire departments at an appropriate level <b>(F)</b>

**CHARTER TOWNSHIP OF MERIDIAN  
COMMUNICATIONS COMMISSION**

**COMPLAINTS/  
COMPLIMENTS**

# Individual Video Provider Customer Intakes

**Complaint Number** 2016-029

**Date** 11/1/2016

**Name** Marilyn Britten

**Street Address**

**City / Zip**

**Work Phone** **Ext**

**Cell Phone**

**Home Phone**

**Email**

**Best Time to Call**

**Best Time to Service**

**Service Provider** Comcast

**Reason for Calling** Complaint

**Unburied Cable**  **Waiting for Service**  **Missed Service Call**  **Cable Box**

**Bad Reception**  **Cable Out**  **Cannot Phone**  **Other**

**Bad Treatment**  **Bad Information**  **No Response to Request**

**Problem Description** Does not have PEG channels for over a week and would like them back. She would like Comcast to resolve as soon as possible.

**Problem Before?** No  **Ongoing**   **MPSC Information Given**

**Assigned Staff** Deborah Guthrie

**Staff Response** Contacted Comcast on behalf of resident

**Resolution** Comcast stated that the technical department would reach out to Mrs. Britten

# Individual Video Provider Customer Intakes

**Complaint Number** 2016-028

**Date** 10/24/2016

**Name** Nick Jones

**Street Address**

**City / Zip**

**Work Phone** **Ext**

**Cell Phone**

**Home Phone**

**Email**

**Best Time to Call**

**Best Time to Service**

**Service Provider** Comcast

**Reason for Calling** Complaint

**Unburied Cable**  **Waiting for Service**  **Missed Service Call**  **Cable Box**   
**Bad Reception**  **Cable Out**  **Cannot Phone**  **Other**   
**Bad Treatment**  **Bad Information**  **No Response to Request**

**Problem Description** I moved to the area in November. I was told in advance by Comcast that my new build on Hulett Rd. was easily serviceable since the "green box" was on a pole directly across the street. I've contacted them numerous times (I've talked to 32 different representatives) about getting internet service. I called them well in advance of getting electricity, since all my lines are buried. I called them when Consumer's Energy was out to bury the lines (so that they could bury the lines with the electric line in order to save them some time and money). I met representatives in person. I've had no less than three installers come out to my house to hook up the lines, only to find out that the "green box" is on a pole across the road. I've had two appointments with one of their surveyors; each time he said that it could be easily done with a road bore and a few feet of cable. After about a year of contacting them, I was told that the representative can't do anything because I'm unserviceable.

**Problem Before?** No  **Ongoing**   **MPSC Information Given**

**Assigned Staff** Deborah Guthrie

**Staff Response** Deborah Guthrie, Communications Director responded to residents email. "Thank you for reaching out. Meridian Township has a uniform video agreement with Comcast which means that they are allowed to provide video services to the township. It does not exclude any other services from being offered in the township nor does it exclude people from being able to order services from anyone they want. I just wanted you to know that to clear up any information you may have received about this."

**Resolution** Comcast stated that their construction group would look into this and reach out to Mr. Jones.

# Individual Video Provider Customer Intakes

**Complaint Number** 2016-027

**Date** 12/21/2016

**Name** Phyllis Vaughn

**Street Address**

**City / Zip**

**Work Phone** **Ext**

**Cell Phone**

**Home Phone**

**Email**

**Best Time to Call**

**Best Time to Service**

**Service Provider** Comcast

**Reason for Calling** Complaint

**Unburied Cable**  **Waiting for Service**  **Missed Service Call**  **Cable Box**   
**Bad Reception**  **Cable Out**  **Cannot Phone**  **Other**   
**Bad Treatment**  **Bad Information**  **No Response to Request**

**Problem Description** I spoke with resident Phyllis Vaughn today. She stated that she had discontinued service but not before they charged her the December payment, which is supposed to be applied to her January account once her service is started back up again. Comcast had informed her that a technician would not be able to assist her until tomorrow, 12/22/16 so she opted to have them deliver the equipment so she could install herself. She is still waiting a week later for either the equipment or a technician. She would like Comcast to call her and let her know when she can have installation to reactivate her account. She would also like a guarantee that she will receive her credit once service is reactivated.

**Problem Before?** No  **Ongoing**   **MPSC Information Given**

**Assigned Staff** Andrea Smiley

**Staff Response** It was explained to Mrs. Vaughn that a Comcast Representative would be in touch, but maybe not until after the Christmas Holiday.

**Resolution** Thank you so much for picking up on my frustration with Comcast. Your contact was amazing. I got a call from Corp office the next morning. I had installation the next day.  
Mrs Vaughn received a credit of \$20 because they couldn't make the time slot. I got updated remote.  
Changed to HD service. Then I received a bill, I called them and said I was told the \$50 installation charge was to be raised. I spent quite a time being transferred and calling different number. It was worth it they took of the \$50 charge gave me free movie and free

# Individual Video Provider Customer Intakes

**Complaint Number** 2016-026

**Date** 11/22/2016

**Name** Michael Bueche

**Street Address**

**City / Zip**

**Work Phone** **Ext**

**Cell Phone**

**Home Phone**

**Email**

**Best Time to Call** evenings

**Best Time to Service**

**Service Provider** Comcast

**Reason for Calling** Complaint

**Unburied Cable**  **Waiting for Service**  **Missed Service Call**  **Cable Box**

**Bad Reception**  **Cable Out**  **Cannot Phone**  **Other**

**Bad Treatment**  **Bad Information**  **No Response to Request**

**Problem Description** Received a call today from Mr. Bueche. He stated that he has not had his PEG channels for over 6 months but wanted to watch a meeting and decided to call Comcast. When he called today, the representative told him that it must be a local issue and that they could not help him. Today was the first time calling Comcast, but he was a little taken back by the response. He would like a follow up phone call and action to restore his channels.

**Problem Before?** No  **Ongoing**   **MPSC Information**

**Assigned Staff** Andrea Smiley **Given**

**Staff Response** Staff informed customer that a Comcast representative would be in contact with him.

**Resolution** Response received on 11/22 that a Comcast technician would reach out to Mr. Bueche

# Individual Video Provider Customer Intakes

**Complaint Number** 2016-025

**Date** 10/27/2016

**Name** Marilyn Britten

**Street Address**

**City / Zip**

**Work Phone** **Ext**

**Cell Phone**

**Home Phone**

**Email**

**Best Time to Call**

**Best Time to Service**

**Service Provider** Comcast

**Reason for Calling** Complaint

**Unburied Cable**  **Waiting for Service**  **Missed Service Call**  **Cable Box**

**Bad Reception**  **Cable Out**  **Cannot Phone**  **Other**

**Bad Treatment**  **Bad Information**  **No Response to Request**

**Problem Description** She has not had the PEG channels in over a week and would like them back. She would like Comcast to resolve as soon as possible.

**Problem Before?** Yes **Ongoing**   **MPSC Information**  
**Assigned Staff** Deborah Guthrie **Given**

**Staff Response** Contacted John Gardner, Regional Director of External Affairs for Comcast on Tuesday, November 1

**Resolution** 11/2 response received that the technical department would reach out to Mrs. Britten.

From: Stephen Gebes  
Sent: Wednesday, January 25, 2017 4:27 AM  
To: Deborah Guthrie <Guthrie@meridian.mi.us>  
Cc: Gardner, John <John\_Gardner@cable.comcast.com>; Roy Kellerman <kellerman@meridian.mi.us>  
Subject: Re: impacted channels

Deborah:

I notice that once again yesterday we were having a complete outage of the PEG channels only in our upstairs locations. I did a quick run by several other facilities here in Meridian Township and note that the problem is happening in multiple location across the community.

Most frustrating to me is that the only channels that seem to be impacted are the non-WKAR PEG channels:

21 - HOM TV  
22 - Haslett Public Schools  
23 - Okemos Public Schools  
24 - East Lansing Public Schools  
29 - ARTS - LCC  
30 - CAM TV  
31 - World News  
90 - Lease

902 - East Lansing  
905 - ARTS - LCC  
906 - World News  
912 - Haslett Schools  
913 - Haslett Schools  
915 - HOM-TV  
916 - CAM-TV  
954 - Leased ?

Please note that as with the similar "outages" noted over the past year, \*no other channels\* appear to be impacted, including ABC, CBS, WKAR, CW, QVC, FOX, My, Me, NBC, ION, JWLTV, HSN, etc.

Although one would expect that the digital nature of the transmission would allow any connected DTA or DAC that is receiving signal to display any channel equally well, for over a year now that has not been our experience on the Comcast network. We repeatedly lose signal to the above referenced channels \*only\*. In spite of the fact that I have had technicians on site for this specific issue on three separate occasions, and you have had technicians on site for at least one or two additional occasions, this pesky problem does not seem to be getting any better at all.

Please note that based upon the frequent and wide spread observation of this issue, I am worried that the average Township resident may also not be reliably receiving the above referenced channels.

In our case, I've again asked a technician to look at the issue for the Town Hall Building this afternoon. Unfortunately, after half a dozen reports of the issue over the past year, I am not sure that we can expect the current identical course of action to produce different results. You may want to escalate this issue through some other than the same endlessly frustrating experience that is Comcast Technical support.

In any event, it seems clear to me that the above referenced channels are being provisioned differently than the other legacy non-hd channels. Moreover, it seems that whatever Xfinity/Comcast is doing technically produces an environment where these stations, including HOM-TV, are not available to customers at a much higher rate of occurrence than the other channels in the same tier.

Please let me know if you need any other information and/or if I can do anything else to assist.

Thank you,

-stephen  
517.853.4222

---

From: Stephen Gebes  
Sent: Monday, January 11, 2016 7:16 PM  
To: Gardner, John  
Cc: Darkus Beasley; Deborah Guthrie  
Subject: Re: impacted channels

John:

Although it is anecdotal, at approximately 6:15 PM the situation is noticeably worse here at Town Hall (5151 Marsh Road, Okemos, 48864). The previously listed channels have all been out for the past hour. All other channels seem fine. Please note that this is in my office, which has a significantly lower dB signal strength than most of the other outlets at this location. However, in this digital transmission, we would not expect dB signal strength to be so selective about the channels that have trouble. Moreover, I have actually improved the dB signal strength over what it was before we started seeing this problem.

I'll work with your technician tomorrow to see what we can find.

-stephen  
517.853.4222

---

From: Gardner, John <John\_Gardner@cable.comcast.com>  
Sent: Monday, January 11, 2016 5:51 PM  
To: Deborah Guthrie; Stephen Gebes  
Cc: Darkus Beasley  
Subject: RE: impacted channels

Thank you for the additional information. We'll have a line technician out to the township hall tomorrow to double check the signal coming into the building.

Stephen, if the issue hasn't resolved itself at your home, we may need to a service call. Please let me know how it looks.

Thanks, john

-----Original Message-----

From: Deborah Guthrie [<mailto:Guthrie@meridian.mi.us>]  
Sent: Monday, January 11, 2016 5:32 PM  
To: Stephen Gebes; Gardner, John  
Cc: Darkus Beasley  
Subject: RE: impacted channels

Thank you Stephen. We seem to be having additional DTA problems in our control room. The multi view DA box which sends the HOMTV, CAMTV, Haslett, and Okemos channels to the control room and to my office are both in black now. When we tested it last week, they came back on but today they are black. If I bypass it, the channels are fine in my office. I would need Darkus to test the control room channels to see if they are ok in there. Maybe it is our DA box that has an issue now. The rest of the tv's downstairs are fine.

-----Original Message-----

From: Stephen Gebes

Sent: Monday, January 11, 2016 5:26 PM

To: John\_Gardner@cable.comcast.com

Cc: Deborah Guthrie <Guthrie@meridian.mi.us>; Darkus Beasley <beasley@meridian.mi.us>

Subject: Re: impacted channels

Mr Gardner:

Ms Guthrie asked that I provide more information about the problems that we were seeing last week with the previously listed channels at various end-points around our buildings.

With respect to the Comcast hardware: There is a mix of different devices with most being clearly labeled as DTA. Some of the boxes here are not clearly labeled, and their model number begins with 'DC', but I believe them to also be DTA devices (there are no 'on-demand' options). I have a single box from my home that is clearly labeled as a DCT. All of the devices have been restarted, and most have been moved to multiple alternate locations during our testing. Most of the devices have been 'sent a refresh signal' multiple times throughout our testing.

With respect to our Internet stream: I never have any trouble viewing the Granicus based Internet stream of HOM-TV. For the purpose of this discussion, you can rest assured this problem was \*only\* on normal televisions using Comcast provided hardware and trying to access those very few listed channels. All other channels on the devices seemed to operate completely normally.

With respect to my account: My home address is 59 W Sherwood Road, also in Okemos, 48864. The account is in my name. Once again however, the problem is only on that same handful of stations. HBO and local affiliate/national network stations didn't seem to have any problems whatsoever. Moreover, the problem with those same previously listed channels persisted at alternate Meridian Township homes with both their Comcast provided hardware, and the hardware we are moving around for testing purposes.

For the record, the problem seems to have gotten somewhat better at some point again this morning. I'll re-check again tonight.

Is that the information you wanted? Is there anything else that I can provide that would be helpful in any way? Please don't hesitate to let me know.

Thank you for your assistance in this matter, and please have a good evening.

-stephen

517.853.4222

---

From: Deborah Guthrie

Sent: Monday, January 11, 2016 2:05 PM

To: Stephen Gebes

Subject: FW: impacted channels

Could you please clarify these questions for John? Thank you so much for your time on this. I really appreciate it.  
Deborah

-----Original Message-----

From: Gardner, John [[mailto:John\\_Gardner@cable.comcast.com](mailto:John_Gardner@cable.comcast.com)]  
Sent: Monday, January 11, 2016 1:18 PM  
To: Deborah Guthrie <Guthrie@meridian.mi.us>  
Subject: RE: impacted channels

Deborah,

Do the affected outlets upstairs have DTAs or DCTs? Has Stephen power cycled the units? You mention HOMTV signal online and traffic in the evening. Is this your programming you are streaming on the Internet that he's having trouble seeing?

Same questions for his home. Also, has he contacted customer service? If he has already power cycled the units, we can have a customer service specialist reach out to him. I will need his address or account number.

Thanks,  
John

-----Original Message-----

From: Deborah Guthrie [<mailto:Guthrie@meridian.mi.us>]  
Sent: Friday, January 08, 2016 4:48 PM  
To: Gardner, John  
Subject: FW: impacted channels

John,

We are still having issues with the PEG channels. IT Director Stephen Gebes said that is seeing massive issues upstairs and has no HOMTV signal online upstairs in his office. He also stated that he does not have a signal at his home on meridian rd. He also stated that in the evening, the signals are worse when there is more traffic. He said you can feel free to call him at anytime and he will discuss.

This email I am forwarding is from Stephen that shows the channels he found that are having issues.

Still looking to resolve this as soon as we can. Thanks and have a great weekend, Deborah -----Original Message-----

-

From: Stephen Gebes  
Sent: Friday, January 08, 2016 4:04 PM  
To: Deborah Guthrie <Guthrie@meridian.mi.us>  
Subject: impacted channels

Deborah:

Here are the channels I am seeing the cut-outs

21  
22  
23  
24  
29  
30  
31  
90  
199  
236  
902  
905  
906

912  
913  
915  
916  
954  
1017  
1261

I have loads of other information that I can share with anyone.

-stephen  
517.853.4222

Year	Date	Number	Unburied Cable	BadReception	BadTreatment	Waiting Service	CableOut	BadInf	MissedCall	CannotPhone	NoResponse	CableBox	Other	Overall Total
10/7/2015	2015-014		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/29/2015	2015-016		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
11/3/2015	2015-015		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
11/19/2015	2015-018		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/1/2015	2015-020		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
12/1/2015	2015-019		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/8/2015	2015-022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/14/2015	2015-021		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			3	2	2	3	1	4	0	1	1	0	20	37
1/11/2016	2016-001		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
1/20/2016	2016-004		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1/20/2016	2016-003		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1/26/2016	2016-002		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1/27/2016	2016-005		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2/4/2016	2016-007		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2/8/2016	2016-006		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2/15/2016	2016-008		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
2/19/2016	2016-010		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3/16/2016	2016-009		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
4/5/2016	2016-011		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5/23/2016	2016-012		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5/24/2016	2016-014		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
5/25/2016	2016-015		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						
6/8/2016	2016-013		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
6/16/2016	2016-016		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>					
9/1/2016	2016-018		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9/21/2016	2016-019		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

<i>Year</i>	<i>Date</i>	<i>Number</i>	<i>Unburied Cable</i>	<i>BadReception</i>	<i>BadTreatment</i>	<i>Waiting Service</i>	<i>CableOut</i>	<i>BadInf</i>	<i>MissedCall</i>	<i>CannotPhone</i>	<i>NoResponse</i>	<i>CableBox</i>	<i>Other</i>	<i>Overall Total</i>
9/29/2016	2016-020		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/10/2016	2016-021		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
10/18/2016	2016-022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
10/20/2016	2016-023		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
10/24/2016	2016-028		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10/25/2016	2016-024		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
10/27/2016	2016-025		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/1/2016	2016-029		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11/22/2016	2016-026		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12/21/2016	2016-027		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			1	0	2	3	9	2	0	1	3	0	24	45

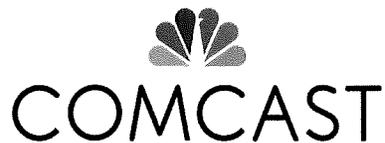
Total 2016 Complaints - 28

Total 2016 Complaints - 24  
(PEG Channels in black)

Total % - 86%  
(PEG Channels in Black)

CHARTER TOWNSHIP OF MERIDIAN  
COMMUNICATIONS COMMISSION

**VIDEO  
SERVICE  
PROVIDER(S)**



January 9, 2017

Deborah Guthrie, Cable Coordinator  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

RE: Important Information—Price Changes

Dear Ms. Guthrie:

We are committed to delivering the entertainment and services our customers in Meridian rely on today, and the new experiences they will love down the road. As we continue to make improvements to our products and services, and as programmers charge more to carry their networks, our cost of doing business increases. As a result, starting February 15, 2017 prices for certain services and fees will be going up. Please see the enclosed schedule of price changes for more information.

While some prices may have increased, we are always investing in technology to drive innovation. We are working hard to bring our customers great value every day and exciting new developments in the near future, including the following.

- The most TV shows and movies available On Demand
- Innovative X1 Voice Remote that makes searching for shows and movies easier
- Self-service options to save our customers time and adapt to their schedule
- Access to Netflix content on XFINITY X1
- Fastest, most reliable in-home WiFi
- Fastest Internet in America according to Speedtest.net
- More than 14 million WiFi hot spots nationwide

We know you may have questions about these changes. If I can be of any further assistance, please contact me at 517-334-5686.

Sincerely,

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911

Enclosure

## Schedule of video-related price changes; effective January 1, 2017

<b><u>VIDEO &amp; OTHER FEES (Monthly unless noted otherwise)</u></b>	<b><u>CURRENT PRICE</u></b>	<b><u>NEW PRICE</u></b>
Broadcast TV Fee	\$4.75	\$6.75
Regional Sports Network Fee	\$3.00	\$5.00
Digital Starter- <i>Includes Limited Basic, additional digital channels, a standard definition digital converter and remote for the primary outlet, MoviePlex, access to Pay-Per-View and On Demand programming and Music Choice</i>	\$67.95	\$68.95
Digital Preferred – <i>Includes Digital Starter, additional digital channels, Encore, access to Pay-Per-View and On Demand programming and Music Choice</i>	\$85.90	\$86.90
Digital Adapter Additional Outlet Service	\$3.99	\$5.99

Certain services available separately or as a part of other levels of service. Comcast service is subject to Comcast's standard terms and conditions of service. Unless otherwise specified, prices shown are the monthly charge for the corresponding service, equipment or package. Prices shown do not include applicable taxes, franchise fees, FCC fees, Regulatory Recovery Fee, Public Access fees, other state or local fees or other applicable charges (e.g., per-call toll or international charges). Prices, services and features are subject to change. If you are a video service customer and you own a compatible digital converter or CableCARD device, please call 1-800-XFINITY for pricing information or visit [www.comcast.com/equipmentpolicy](http://www.comcast.com/equipmentpolicy). ©2017 Comcast. All rights reserved.

\*One-time charge



Comcast Cable  
41112 Concept Drive  
Plymouth, MI 48170

November 29, 2016

Ms. Deborah Guthrie  
Cable Coordinator  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

Dear Franchise Administrator:

As part of our ongoing commitment to keep you informed, we want to let you know that Comcast's right to continue carrying:

- Fox College Sports Atlantic;
- Fox College Sports Central; and
- Fox College Sports Pacific

(collectively referred to as "Fox College Sports") will expire on December 31, 2016. At that time, we lose authorization to continue carrying Fox College Sports signals, so we must remove the programming from our lineup on January 1, 2017.

We are committed to keeping you and our customers abreast of the expiration of upcoming programming agreements. We regularly inform our customers in their bills, and our customers and franchising authorities in our annual notices, that we maintain a website ([www.xfinitytv.com/contractrenewals](http://www.xfinitytv.com/contractrenewals)) and toll free number ((866) 216-8634) that are updated regularly to reflect the programming contracts that are set to expire each month and the channels we might lose the rights to continue to carry.

Sincerely,

Craig D'agostini  
Vice President, Government and Regulatory Affairs  
Heartland Region



November 16, 2016

Deborah Guthrie, Cable Coordinator  
Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

Dear Ms. Guthrie:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of some changes. Customers are being notified of these changes via bill message.

Beginning January 1, 2016, we're simplifying some charges on your bill. We're lowering the cost of Professional installation from to \$75 to \$60, and our In-Home Service visits are going from \$70 to \$60. We're also removing the \$30 fee for activating new additional outlets, and shipping fees for Self-Install Kits will change to \$15.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report will be filed with the Michigan Public Service Commission.

As always, feel free to contact me directly at 517-334-5686 with any questions you may have

Sincerely,

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911



November 10, 2016



603843 T1273 P1 \*\*\*\*\*AUTO\*\*5-DIGIT 48864

Hom TV Gov Access Peg

5151 Marsh Rd

Okemos, MI 48864-1104

### IMPORTANT INFORMATION ABOUT YOUR BILL

Dear Hom TV Gov Access Peg,

Beginning **December 5, 2016**, we will be converting to a new billing system in order to provide an improved billing experience for our customers.

As part of this billing system conversion, several changes will take place starting with your next monthly bill. Your **account number and your bill due date will change**. Your **new due date is 19th**. We will be unable to mail bills during the billing system conversion, so we may be a couple of days late mailing your bill. Please be assured even if your bill is delayed, you will have 21 days to pay.

**If you use electronic banking to pay your Comcast bill, you need to:**

Update your due date with the new due date.

Update the Comcast information on your bank's bill pay system with your new account number.

**If you use Comcast's AutoPay service to pay your Comcast bill:**

No action is required.

**If you are a Comcast Ecobill customer:**

No action is required however the availability of your bill online may be delayed. You will receive an email when your Ecobill is available.

For more information or to sign up for Ecobill, please log in to your Comcast account online at [www.xfinity.com/help](http://www.xfinity.com/help).

Thank you for choosing Comcast. We appreciate your business and look forward to serving you in the future. Should you have any questions or concerns, please feel free to visit us at [www.xfinity.com/billchange](http://www.xfinity.com/billchange) or call 1-800-XFINITY.

Sincerely,  
Comcast



Your new Comcast account number will also appear on your bills and your account online starting December 5, 2016

Bill

**Comcast**

Account Number 9999 11 222 3333333  
 Billing Date 09/07/14  
 Total Amount Due \$ 0.00  
 Payment Due By 09/15/14  
 Page 1 of 4  
 Customer PIN 1234

Contact us: [www.comcast.com](http://www.comcast.com) 1-800-COMCAST

**N E Subscriber** Statement by request  
 For service at:  
 1234 WASHINGTON AVE  
 ANYTOWN, ST 12345-0001

**News from Comcast**  
 Thank you for choosing Comcast.  
 Parents: do you know you have options to help determine which programming is appropriate for your family? Visit [www.comcast.com](http://www.comcast.com) and click on "Parental Controls" to learn more about the types of parental control features that are available as part of your Comcast service.  
 Big fan of the Broncos? You'll love Broncos ON DEMAND. Watch Pat's Replay, press conferences and more! Tune to Channel 1, go to Sports & Fitness, then NFL Network ON DEMAND and select from the Broncos ON DEMAND menu. You must have the Sports Entertainment Package for access.

**Monthly Statement Summary**

Previous Balance	0.00
Payment - 08/21/14 - Thank You	-0.00
Payment - 08/22/14 - Thank You	-0.00
New Charges - see below	0.00
<b>Total Amount Due</b>	<b>\$0.00</b>
Payment Due By	09/15/14

**New Charges Summary**

XFINITY Bundled Services	0.00
Additional XFINITY TV Services	0.00
Additional XFINITY Internet Services	0.00
Additional XFINITY Voice Services	0.00
XFINITY Home	0.00
Additional Products and Services	0.00
Partial Month Charges & Credits	-0.00
Other Charges & Credits	0.00
Taxes, Surcharges & Fees	0.00
<b>Total New Charges</b>	<b>\$0.00</b>

You saved \$0.00 this month with your XFINITY services!

Detach and enclose this coupon with your payment. Please write your account number on your check or money order. Do not send cash.

**Comcast**  
 1711 E WILSON ST BATAVIA IL 60510-1470  
 800 110 80 80 or 800 221 10000 or 800 221 10000

**N E SUBSCRIBER**  
 1234 WASHINGTON AVE  
 ANYTOWN ST 12345-0001

Account Number 9999 11 222 3333333  
 Payment Due By 09/15/14  
 Total Amount Due \$0.00  
 Amount Enclosed \$

Make checks payable to Comcast

COMCAST  
 PO BOX 1677  
 NEWARK NJ 07101-1577

99991122233333300769372

**Account Number** 9999 11 222 3333333  
**Billing Date** 09/07/14  
**Total Amount Due** \$ 0.00  
**Payment Due By** 09/15/14  
 Page 1 of 4  
 Customer PIN 1234

**Statement Summary**

Previous Balance  
 08/21/14 - Thank You  
 08/22/14 - Thank You

Online

**xfinity**

Account: 9999 11 222 3333333

Hello, N E SUBSCRIBER  
 Refer your friends to XFINITY® and get up to \$500 in Visa® Prepaid cards.

**\$0.00**  
 Due 09/15/14

Payment Due By: 09/15/14

Account: 9999 11 222 3333333

Payment Due By: 09/15/14

Account: 9999 11 222 3333333

Payment Due By: 09/15/14

Account: 9999 11 222 3333333

Payment Due By: 09/15/14

Account: 9999 11 222 3333333

Payment Due By: 09/15/14

Account: 9999 11 222 3333333

Payment Due By: 09/15/14

**Billing & Payment**

**T Account: 9999 11 222 3333333**

**SCRIBER**

**to XFINITY®**

**CHARTER TOWNSHIP OF MERIDIAN**

**COMMUNICATIONS  
COMMISSION**

**COMMUNICATIONS  
DIRECTOR  
REPORT**

**2016**  
**COMMUNICATIONS DEPARTMENT**  
**ANNUAL REPORT**

# **COMMUNICATIONS DEPARTMENT 2016 ANNUAL REPORT**

## **Narrative:**

The Communications Department of Meridian Charter Township serves eight main functions:

- Oversees the Video Service Uniform Agreements between Meridian Charter Township and video service providers including overseeing Metro Act Permits and handling video rights of way issues.
- Serves as the PIO (Public Information Office) for emergency situations as outlined in the Meridian Township Emergency Plan.
- Manages and provides Meridian Township external communications through video, print, social media, Meridian Township and HOMTV websites, third party websites, press releases, press conferences and other forms of communications.
- Provides services for marketing and promotions of Township-wide events, grand openings, ribbon cuttings, fundraisers, including the Meridian Cares Program and sponsorships for Township events.
- Operates and produces all content for HOMTV, the government access television station which appears on Comcast cable service. Operates CAMTV, the public access channel which appears on Comcast and AT&T U-verse.
- Operates an intensive multimedia television internship program which focuses on training in all areas of journalism, production, social media and promotion. The HOMTV Internship Program strives to provide information to Township residents which provides a tremendous amount of hands-on real world experience for college students.
- Provides assistance to Township video cable subscribers with any unresolved ongoing disputes with video service provider(s).
- Provides staff support to the Communications Commission.

## **Members of the Communications Commission in 2016:**

**Walter Benenson**, Chair 1/1/2014-12/31/2016  
**Patrick Crowley**, Vice Chair 1/1/2014-12/31/2016  
**Tunga Kiyak**, 2/22/2012-12/31/2017  
**Andrew Lathrop**, 12/31/2015-12/31/2018  
**Kevin Thatcher**, 8/29/2016-12/31/2017

The Township Board appointed Kevin Thatcher as Commissioner to fill the vacancy and to serve out Brian Seipel's remaining term. The Communications Commission is seeking an Alternate Member to serve on the Commission.

## **Accomplishments/Achievements/Awards:**

### **New HOMTV Website**

Ongoing, to be completed by the end of 2016

### **New Township Website**

The graphic design and wireframe (layout of the new site) has been approved. Clean up work, updates and changes on the old website continues in anticipation of the roll out of the new website in 2017. Once the new township brand image has been decided, those graphics will be incorporated into the new design.

### **Township Branding Campaign**

Phase 1 – Phase 3 of the Branding Campaign are complete. Phase 1 was the research phase which included a survey sampling of over 400 community members, businesses and elected and appointed

officials. The survey results were analyzed by the Branding Selection Committee, Branding Development Committee (BDC) and team leaders for review and creation of the branding image for the township. The BDC spearheaded the new design concept. Phase 3 included collected data from department heads and team leaders for branding needs. The next part of the process will be a presentation to the Township Board on December 13 on the final 2 design concepts and final decision on the branding campaign.

### **DAS Strategic Plan**

Ongoing

### **175<sup>th</sup> Anniversary Special Events**

On Tuesday, July 5, 2016 the Township Board passed an Enactment Day Resolution proclaiming 2017 as the 175<sup>th</sup> Year of the Establishment of Meridian Township. Staff has planned several family friendly events in celebration of the Township's Anniversary; New Year's Eve Kick Off & Fireworks celebration at Studio C!, Enactment Day at the State Capitol, Fun in the Day at Lake Lansing, Independence Day Parade & Celebration, an Official Gus Macker Tournament and two different Rock the Block! Celebrations at Carriage Hills Shopping Center and Douglas J Salon & Spa in Downtown Okemos.

The Kick Off celebration will feature fireworks over Central Park South and a family friendly New Year's Eve event at Studio C! - Okemos featuring the documentary "Meridian: The Lines That Define Us" presented by HOMTV. The Meridian Monitor 175<sup>th</sup> Special Edition Event Guide listing all the events has been sent to the printer and will go to the 22,500 homes in Meridian Township on December 19<sup>th</sup>. It will also be sent to 14 Michigan Welcome Centers, hotels in Meridian Township, Township buildings and various businesses.

Taste of Meridian has 15 participating businesses. We are waiting for one more to join the program. The Traveling Pictorial Exhibit has 9 locations verified. We are confirming the high schools this week and up to three other locations.

Fundraising totals thus far:

Taste of Meridian: \$2,100

Independence Day Banners: \$1,800 (we expect this to increase substantially)

Financial Sponsors: \$55,640 (we will continue to receive sponsors for the Gus Macker event which will double the sponsorship dollars)

In Kind Donations: \$49,400 (the amount will increase, as well)

### **HOMTV Online Video Transition Project**

Ongoing, to be completed by year end 2016

### **SD to HD HOMTV Final Transition Project**

Completed with the upgrade of SD studio cameras to HD and the installation of the HD transmission units.

### **Provide Fair and Balanced Election Coverage on HOMTV**

HOMTV's *Ballot Meridian 2016* Election coverage began in June for the Primary and continued through October for the General Election on November 8th. According to HOMTV's Operating Policies, "Candidates for elected office shall not be included in HOMTV programming during the time period ninety days before an election, with the exception of Township meeting coverage, special election coverage and coverage of incumbents performing official duties which warrant cablecasting. The Communications Director shall decide if equal time for opposing candidates is necessary to balance the coverage of incumbent candidate's performance of official duties." Candidate Interviews and Statements were produced and aired on HOMTV during the months July and October. The programs were recorded 'live to tape', which means there is no content editing of any program. Each candidate was given a standard list of questions 24 hours in advance of their interview. Playtimes were evenly balanced among candidates seeking the same office.

### **Speaking Engagements & Certifications:**

In 2016, Communications Administrative Assistant, Andrea Smiley and Social Media Specialist, Erin Cornett became Certified Tourism Ambassadors (CTA's) through the Greater Lansing Convention & Visitor Bureau's (GLCVB) Greater Lansing Tourism Ambassadors Program. As CTA's, the Department will be

able to showcase and share information about the Township, encouraging visitors to stay at the hotels, experience the parks and trails and attend Township-wide events.

Deborah Guthrie, Communications Director:

- Board Member, Michigan ACM
- Chapter President, Michigan NATOA

Brandie Yates, Communications Specialist/Internship Coordinator:

- Speaker (HOMTV Internship Program): MSU ASCOT (Associated Students for Career Orientation in Technology) Convergence (2/19/16)
- Committee Member: MAB Marketing & Communications Committee Meeting (8/2/16)
- Speed Networking Mentor: MAB Broadcasting Career Builder Conference (11/18/16)

### **Events:**

#### **Ribbon Cutting Ceremonies**

LIVE COVERAGE ON HOMTV: Whole Foods, Central Fire Station Grand Opening, Orlando Park - Storywalk, Wonch Park, Okemos High School Weight Room. HOMTV acquired a TVU pack which provided LIVE audio and video of the event on-air with only a small amount of latency.

#### **Celebrate Meridian**

The Communications Department created the event program guide, PSA's, website updates on [celebratemeridian.com](http://celebratemeridian.com) and [meridian.mi.us](http://meridian.mi.us), social media promotions and press releases. The Department also scheduled interviews and promotions for Parks & Recreation Director LuAnn Maisner to appear on local television.

### **Print Publications:**

The Communications Department produced four township wide publications: the semi-annual Parks & Recreation Family Fun Guide, two Meridian Monitor newsletters, the monthly Meridian Senior Center newsletter, three quarterly editions of the Alumni Scoop newsletter and various posters and flyers for other Township departments. In addition, the Communications Department wrote 155 press releases for various departments with more than 75% of those covered by local media outlets.

### **Sponsorships:**

#### **Media Sponsorships & Monetary Value for 2016**

In 2016, HOMTV sponsored six (6) events throughout the community. As a media sponsor, HOMTV offers a number of amenities at no charge, such as press releases, promotions, social media posts, news story coverage and mentions in programs.

Michigan Parkinson Foundation – \$2,000.00 (10/8/16)  
American Heart Association - \$2,510.00 (10/1/16)  
Alzheimer's Association - \$2,010.00 (9/25/16)  
Lansing 5:01 – \$900.00 (multiple events Summer 2016)  
MSU Safe Place "Race for the Place" – \$1,255.00 (4/17/16)  
MSU Science Festival – \$755.00 (4/15/16)

#### **Intern Appreciation & Golden Tape Awards Ceremony**

Each year, HOMTV hosts an Intern Appreciation & Golden Tape Awards Ceremony to recognize the hard work and dedication of the HOMTV interns. The following companies/organizations provided monetary and/or in-kind donations for the 2016 event: Leightronix, Inc., Kitch Attorneys & Counselors, AVI Systems and Great Lakes Audio & Visual.

### **Social Media – Online Content:**

The Communications Department oversees and supplies content to the HOMTV, Meridian Township, Celebrate Meridian, and Meridian Celebrates 175th websites. The Department also manages content

across 25 different social media accounts.

The highest average number of people reached at any given time for the Meridian Township fan page in 2016 was over 10,000 people. The highest average number of people reached at any given time on the HOMTV fan page in 2016 was 6,000. At the time of this report, the Township Facebook page had 3,574 likes and the HOMTV Facebook page had 1,265 likes.

The Communications Department oversees 7 Twitter accounts. At the time of this report, the accounts had 5,956 followers.

The Communications Department oversees the following social media accounts:

- 1 Instagram account (HOMTV)
- 2 Flickr accounts (Meridian Township, HOMTV)
- 1 Pinterest account (Meridian Township)
- 2 YouTube channels (Meridian Township, HOMTV)
- 2 LinkedIn company pages (Meridian Township, HOMTV)
- 1 LinkedIn group (HOMTV Alumni)
- 1 LinkedIn showcase page (Harris Nature Center)
- 2 Facebook groups (HOMTV Alumni, HOMTV Interns)
- 2 Wordpress Blogs (HOMTV News, Manager's Perspective)

### **Social Media Campaign**

By utilizing social media campaigns, marketing efforts can have an increase in targeting and measurability for the brand, fundraiser, event, etc. Social media campaigns call for action from users, can be promoted across multiple platforms, and can help monitor performance.

### **Rock the Vote Campaign**

This campaign was coordinated with the Clerk's office and included a tri-fold display, an on-air PSA that could be seen on HOMTV and at both Haslett and Okemos schools, as well as student event rally's held at both public schools in order to increase the number of voter registration applications. The event was a huge success! The campaign tapped into a student audience that otherwise would not have been available to reach. The Township Clerk stated, "The display was quite attractive in terms of layout, color scheme, and general content. The large checkmark (which also serves as the "V" for Vote!) was a particularly effective graphic, and the photos selected were relevant and very appropriate for our target demographic of students. The effort truly paid off!"

We received a record 59 voter registration applications – far exceeding the typical response rate when we conduct this kind of outreach activity to potential voters.

### **Scoop the Poop Campaign**

The Communications Department created the Scoop the Poop Pledge Campaign for the Parks and Recreation Department. The goal was to bring awareness to the community about the dangers of not cleaning up after your dogs while in the Township parks and to encourage a cleaner environment for residents and visitors by pledging to pick up after their pet. The Department utilized social media to raise awareness about the campaign using #ScoopthePoop. Posts were made to the Parks and Recreation Facebook Page twice a week, for the duration of 5 weeks. A customized promotional video was created and graphics featuring residents with their dogs as well as volunteers and pets from the Capital Area Humane Society were used to promote the pledge. Promotional material was created for the Meridian Monitor publication. The Scoop the Poop campaign also coincided with efforts of stormwater management. **This campaign in total reached over 10,000 people from the Parks and Recreation Facebook, with an increase of 68 likes on the page.**

**HOMTV and CAMTV Production Totals:**

**NUMBER OF NEW HOMTV PROGRAMS AIRED DURING THE MONTH**

<i>Program</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>	<i>Hours</i>
All Access	1	3	4	4	3	5	4	4	4	4	3	1	40	15:09:22
Beyond the Badge	1	1	1	1	1	1	1	1	1	1	1	1	12	04:22:44
Coffee Break	1	3	1	2	2	2	2	3	3	2	3	1	52	09:34:34
Community Connection	0	0	0	0	0	1	0	0	0	0	0	0	1	0:26:58
Meridian News Now	2	4	5	4	2	5	3	2	3	4	4	2	72	49:33:14
HOM Entertainment	0	1	1	1	1	1	1	1	1	1	1	1	11	04:27:36
HOMTV Promo	0	3	9	2	1	9	9	3	6	4	4	5	54	0:44:30
Topical Promo	5	12	10	10	9	12	10	9	8	10	7	4	106	0:26:30
Senior Living	1	1	1	1	1	1	1	1	1	1	1	1	12	04:14:15
Special Features	1	1	1	2	0	0	0	1	0	1	0	0	7	03:59:18
Ballot Meridian 2016 Elections	0	0	0	1	13	22	4	1	15	8	1	0	65	22:02:28
<i>Monthly Totals</i>	<i>7</i>	<i>29</i>	<i>33</i>	<i>28</i>	<i>33</i>	<i>59</i>	<i>35</i>	<i>26</i>	<i>42</i>	<i>36</i>	<i>25</i>	<i>16</i>	<i>432</i>	<i>115:01:29</i>

**NUMBER OF NEW CAMTV PROGRAMS AIRED DURING THE MONTH**

<i>Program</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>	<i>Hours</i>
Battle of Ideas	1	1	0	1	1	3	1	2	3	4	2	2	21	23:59:34
Democracy Now	3	5	0	0	0	0	2	2	2	1	2	3	20	20:59:59
Event Coverage	0	0	0	0	0	1	0	0	0	0	0	0	1	0:30:00
Inspirational Corner	2	4	4	2	2	1	1	0	0	1	1	1	19	09:19:42
Novella	1	1	1	3	2	0	0	0	0	0	0	0	8	09:10:47
Poetree-n-Motion	2	2	2	3	2	3	2	3	2	1	1	2	25	11:41:46
Cut Ins	0	0	0	0	0	0	0	0	0	3	0	0	3	0:20:30
Promos/PSA's	0	0	0	0	0	0	0	0	0	0	0	0	0	0:00:00
In the Fight	1	1	1	0	0	0	0	0	0	0	0	1	4	01:52:16
UM Wolverine Caucus	0	0	2	1	2	0	1	0	0	0	2	1	8	07:38:15
Syndicated Special Features	0	0	0	0	0	0	1	0	1	0	0	2	4	00:40:00
<i>Monthly Totals</i>	<i>10</i>	<i>14</i>	<i>10</i>	<i>10</i>	<i>9</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>8</i>	<i>10</i>	<i>8</i>	<i>10</i>	<i>113</i>	<i>86:12:49</i>

**Live Meeting Coverage**

<i>Meridian Live Program</i>	<i>J a n</i>	<i>F e b</i>	<i>M a r</i>	<i>A p r i l</i>	<i>M a y</i>	<i>J u n e</i>	<i>J u l y</i>	<i>A u g</i>	<i>S e p t</i>	<i>O c t</i>	<i>N o v</i>	<i>D e c</i>	<i>To tal</i>	<i>Hours</i>
Township Board	3	2	2	2	2	2	2	2	3	2	2	2	26	102:41:31
Planning Commission	2	2	2	2	1	2	2	2	2	2	1	2	22	44:18:37
Environmental Commission	1	1	1	1	1	1	1	0	1	1	1	1	11	05:14:35
Zoning Board of Appeals	1	1	2	2	2	2	2	2	4	1	2	1	22	21:51:47
Park Commission	0	1	0	1	0	1	0	1	0	1	0	0	5	11:22:43
<i>Monthly Totals</i>	<i>7</i>	<i>7</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>7</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>7</i>	<i>6</i>	<i>5</i>	<i>86</i>	<i>185:29:13</i>

## **Production Services**

Ingham County Regional Planning Commission 60th Anniversary Video - contract of \$1,256.25, signed 10/21/16

## **Completed Requests/Inquiries**

Township departments & Organizational AV Equipment Setups: **25 total requests** to include Garden Club, M3Group for Branding presentations, Leadership Breakfast and LeRoy Harvey for Recycling group.

Program Duplications: **zero requests, zero inquiries**

Cable Subscriber Inquiries/Complaints: **27 cable inquiries/complaints processed**

CAMTV aired programs from the following producers:

- 1- Battle of Ideas
- 2- Democracy Now
- 3- Event Coverage
- 4- Inspirational Corner
- 5- Novella
- 6- Poetree-n-Motion
- 7- In the Fight
- 8- UM Wolverine Caucus
- 9- Syndicated Special Features

## **Internship Program**

### **Interns, Paid Interns, Freelancers and Job Shadows**

In 2016, 51 interns participated in HOMTV's multimedia television internship program with a total of 11 paid interns and freelance employees. The average number of interns and freelance employees per semester during 2016 was 17. The program had 9 interns and freelance employees from 2015 continue on in 2016. The interns contributed approximately 23,380 hours and produced more than 773 stories and promo/PSAs. HOMTV received 91 applications, interviewed 64 prospective interns and accepted 32 first time interns. The Department also hosted 4 job shadows in 2016.

### **Internship Program 35th Anniversary**

2016 marked the 35th anniversary of the HOMTV Internship Program. Interns began working at the station in 1981, since then, approximately 1,000 interns have successfully completed the Internship Program and over 500 have moved on to work in the field of journalism, television production, film production and the communications industry both nationally and internationally, creating a strong HOMTV Alumni Network. Each year interns continue to be a valuable asset to the Meridian Township community, volunteering around 14,000 hours serving as production crew and on-air talent for nearly 90 official Township meetings and over 600 HOMTV programs, as well as producing more than 1,000 stories and PSA's. HOMTV celebrated this significant milestone at their annual Intern Appreciation & Golden Tape Awards Ceremony on December 5, 2016 with keynote speaker Ben Stark, the very first intern and founder of the HOMTV Internship Program. HOMTV received tribute certificates from the Meridian Township Board, Meridian Township Communications Commission, Ingham County Board of Commissioners and U.S. Representative Mike Bishop's Office, 8th Congressional District recognizing the HOMTV Internship Program as an established and exemplary hands-on training program to retain and foster talent for the professional television and communications industry.

### **HOMTV Recruitment Fairs (8)**

- Michigan State University (MSU) Diversity Career Fair (1/21/16)

- MSU Summer Job & Internship Fair (2/17/16)
- MSU CAS (Communications Arts & Sciences) Connect Fair (2/19/16)
- Central Michigan University BCA Career Fair (3/29/16)
- Saginaw Valley State University Spring Employment & Networking Fair (4/1/16)
- Michigan Association of Broadcasters (MAB) Great Lakes Broadcasting Conference Career & Networking Fair (5/3/16)
- MSU Earn, Learn & Intern Career Fair (9/7/16)
- MAB Broadcasting Career Builder Conference (11/18/16)

## **HOMTV Alumni**

In 2016, 14 HOMTV alumni members entered into the television/marketing industry with part-time, full-time careers or internships directly after leaving the HOMTV Internship Program:

Alysia Burgio, Reporter/Video Journalist - WLNS-TV 6, Lansing, MI

Kayla Clarke, Digital Producer - WILX News 10, Lansing, MI

Hannah Cook, Video Producer, Princess Cruises

Brandon Craigie, Production Assistant - "The Incredible Dr. Pol" National Geographic Studios, Mt. Pleasant, MI

Lia Davis, Junior Content Editor - Katie Wagner Social Media, Aliso Viejo, CA

Anamaria Dickerson, Reporter - Chronicle-Tribune, Marion, IN

Siobhan Findlay, Video Production Manager - Michigan Creative, Lansing, MI

Alexis Howell, News Producer - WILX News 10, Lansing, MI

Brett Kast, Weekend Sports Anchor/Reporter WPBN-TV, Traverse City, MI

J Case Lamphere, News Assistant - WLNS-TV 6, Lansing, MI

Ji Eun Lee, Recruiting Coordinator & Marketing Analytics - P&J Search Group, Columbus, Georgia

Caroline Mizuki, Social Media Analyst - National Geographic Partners, Washington, District of Columbia

Chris Ryan, Sports Anchor/Reporter - Fort Wayne's NBC, Fort Wayne, IN

Jerdon Torrey, Sports Commentator - JTV, Jackson, MI

\*Many HOMTV alumni members either changed jobs or were promoted within the industry.\*

## **Communications Staff**

**Deborah Guthrie**, Communications Director, Public Information Officer

**Brandie Yates**, Internship Coordinator, Communications Specialist

**Darkus Beasley**, Senior TV Production Manager (Resigned June, 2016)

**Roy Kellerman**, Studio TV Production Manager (Hired September, 2016)

**Brandon Wirth**, Video Programmer (Resigned March, 2016)

**Ben Makulski**, Video Programmer (Hired March, 2016)

**Andrea Smiley**, Administrative Assistant

**Coty Kenneth**, Part time Communications Assistant (Resigned August, 2016)

**Erin Cornett**, Part time Social Media Specialist (Hired September, 2016)

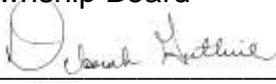
**Lynn Meikle**, Freelance Media/Print Publications/Graphics

**CHARTER TOWNSHIP OF MERIDIAN  
COMMUNICATIONS COMMISSION**

**TOWNSHIP  
INFORMATION**

## MEMORANDUM

**TO:** Township Board

**FROM:**   
Deborah Guthrie, Communications Director

**DATE:** January 20, 2017

**SUBJECT:** DAS (Distributed Antennae System)

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In 2014, ACD.net filed a Metropolitan Extension Telecommunication Rights-of-Way Permit (METRO permit) with Meridian Township. The application included installing fiber underground and installing Distributed Antenna System (DAS) poles above ground in the Rights-of-Way (ROW). The system improves the coverage area for a carrier seeking to reduce dropped calls, increase the signal strength and improve connectivity speed.

While the METRO Act allows for telecommunication companies to install fiber underground, the act (written in 2002) does not address placement of facilities used to provide wireless communications, such as the DAS nodes. Meridian Township reviewed the request with ACD.net and on October 14, 2014 approved only the underground portion of the request as allowed by the METRO Act.

Since the time of the request, several meetings and discussions have taken place in regards to infrastructural requirements for this type of technology, structural aesthetics, environmental concerns, pole locations and how Meridian Township and ACD.net can come to terms of agreement to address these systems.

A DAS system involves placement of cellular antennas on a supporting structure (the antenna and supporting structure are called nodes). The nodes are then connected by fiber optic lines to a hub – a structure off the ROW - that will contain electronic equipment. *“A DAS is a system of managed hubs and remote antennas that distributes a wireless signal to a series of connected indoor or outdoor multi-band, multi-technology radio heads. At the head-end of the DAS, service providers typically locate base stations to provide the cellular signal. A main hub takes that signal, digitizes it and distributes it to other hubs and radio heads via a high-bandwidth fiber optic network.”* – Electronic Design

The Township Board heard a presentation from the applicant on April 5, 2016 and referred the matter to the Communications Commission (CC) seeking the Commission's recommendation. On June 29, 2016 the CC held a special meeting to hear a presentation from the applicant. The CC subsequently discussed the issues and made a recommendation to staff to move forward towards an amicable solution to allow for DAS technology, while also maintaining the mission of the Township Board including CC creating a DAS Committee.

Since that time, staff, along with the DAS Committee, legal and ACD.net have been addressing policy choice issues, while working with legal on a draft agreement to present before the board.

This packet includes materials the DAS Committee agreed would provide a good overview for the DAS system, issues of concern and ACD.net's request.