

Cable Communications Commission Regular Meeting Minutes

DRAFT

Administrative Conference Room
Meridian Municipal Building, Okemos, MI
July 30, 2014

Present: Commissioners: Andrew Lathrop, Tunga Kiyak and Brian Seipel
Staff: Deborah Guthrie
Township: Ron Styka
Comcast: John Gardner
AT&T: None
Haslett Schools: None
Okemos Schools: None

Call Meeting to Order: Commissioner Kiyak (Acting Chair for absent Walter Benenson) called the meeting to order at **6:04 pm**.

Public Remarks:

No Public Present

Introductions: Michael J. Watza, head of the governmental litigation and affairs practice at the Kitch, Drutchas, Wagner et al. law firm, introduced himself to the commission as legal counsel for cable communications issues.

Approval of Agenda:

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

Voice vote. Motion carried unanimously.

Approval of Minutes:

Commissioner Seipel moved TO APPROVE THE MINUTES OF APRIL 2, 2014 AS SUBMITTED. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

Communications/Announcements:

The Commission discussed the April 7th email regarding cable choices from a township resident. Chair Kiyak requested Communications Director Deborah Guthrie follow up with WOW cable to discuss providing video service in the township.

Old Business:

1. Audits: The Commission discussed the Request for Proposal Audits Memo and recommended the following companies to be awarded the bid:

Technical Audit – CTC Technology and Energy - \$22,500.00
Comcast Franchise Fee Audit – Ashpaugh & Sculco - \$21,000.00

2. Cable Communications Needs Assessment RFP – Guthrie recommended the Cable Communications Needs Assessment RFP be awarded to the Holly Hansen Consulting group. The commission requested Guthrie acquire verbal references for the group and report her findings at the next meeting.

New Business:

1. Request for Monthly Meetings – Chair Walter Benenson requested the commission discuss and take action on reinstating monthly regular cable commission meetings in a July 10th email to the commission. Guthrie created a memo outlining the need for regular monthly meetings and recommended dissolving the special committee meetings for the rest of the year.

Commissioner Seipel moved TO REINSTATE MONTHLY MEETINGS OUTLINED IN THE MEMO AND DISSOLVE THE SPECIAL COMMITTEE MEETINGS. Seconded by Commissioner Kiyak.

Voice vote. Motion carried unanimously.

2. Budget Amendment Fee Schedule – Guthrie presented a Budget Amendment – Fee Schedule Memo to the commission and reported that the HOMTV Cable Operating Policies include a Fee Schedule for Video Copies and Audio Copies. The last time the fee schedule was amended was in 2009. Since that time there has been an overall decrease in demand and an increase in associated costs for copy requests. She recommended the commission change the fee structure and pricing.

Commissioner Seipel moved TO RECOMMEND TO THE TOWNSHIP BOARD TO MODIFY THE FEE SCHEDULE IN THE HOMTV OPERATING POLICIES. Seconded by Commissioner Lathrop.

Voice vote. Motion carried unanimously.

3. 2015 Budget Recommendation - Tabled until the next meeting.

4. Letter to AT&T regarding Monitoring Signals – Guthrie discussed the letter sent to AT&T regarding the recent outage on our CAMTV channel. She reported that because AT&T has denied our request to connect Township offices to its U-verse system so staff can monitor the signal going to subscribers, we were not aware of the outage until we received a complaint. Guthrie stated that she has not received a response from AT&T.

5. Comcast Transfer of Control and Midwest Cable Cost to Review

a. Presentation by Attorney Mike Watza – Watza provided an overview of the Comcast Transfer of Control and new entity, Midwest Cable. He said the current course of action is to request more information from Comcast regarding the transaction and will analyze the information and decide on whether or not to give approval. Guthrie commented that we have an obligation to our residents to find out more information.

b. Comcast Transfer of Control Memo – The commission discussed whether or not to recommend approving the \$5,800 for financial analysis of Midwest Cable for purposes of reviewing the transaction of control request, based on the suggestions of Watza.

Chair Kiyak moved TO APPROVE THE \$5,800 MONIES FOR FINANCIAL ANALYSIS OF MIDWEST CABLE. Seconded by Commissioner Seipel.

Voice vote. Motion carried unanimously.

Reports:

- Cable Compliments/Complaints: Tabled until the next meeting.
- Video Service Provider(s): Comcast Representative John Gardner reported that there are many back-to-school events planned to promote the Internet Essentials program.
- Communications Director's Report: Tabled until the next meeting.
- Chair's Report: Chair Walter Benenson was not present.
- Township Information: Township Liaison Ron Styka reported that the township with the help of the Communications Department, will be taking on a branding campaign focusing on the Meridian Township brand exemplifying what we are and who we are.
- Programming: Tabled until the next meeting.
- Viewership/Promotions: Tabled until the next meeting.
- Finance: Tabled until the next meeting.

Other Business & Announcements:

Nothing to Report.

Future Agenda Items:

Nothing to Report.

Public Remarks:

No remarks from the public.

Adjournment:

Commissioner Seipel moved TO ADJOURN THE MEETING. Seconded by Commissioner Kiyak.

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT **7:50 p.m.**

NEXT MEETING:

The next scheduled meeting is **Wednesday, August 6, 2014 in the Administrative Conference Room.**