



**AGENDA**  
MERIDIAN TOWNSHIP  
COMMUNICATIONS COMMISSION  
REGULAR MEETING  
June 17, 2020 6:00 PM

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1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC REMARKS
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - A. February 12, 2020 Regular Meeting DRAFT Minutes
6. A. COMMUNICATIONS MANAGER REPORT
  1. Communications Department Mid-Year Report
7. COMMISSION MEMBERS REPORTS AND ANNOUNCEMENTS
  - B. Chair's Report
  - C. Township Board Liaison's Report
8. ACTION ITEMS
  - A. 2021 Equipment Budget Recommendations
9. COMMUNICATIONS
  - A. Compliments/Complaints
10. PUBLIC REMARKS
11. ADJOURNMENT

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

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



CHARTER TOWNSHIP OF MERIDIAN  
COMMUNICATIONS COMMISSION REGULAR MEETING **DRAFT** MINUTES  
5151 Marsh Road, Okemos, MI 48864  
Administrative Conference Room  
Wednesday, February 12, 2020 6:00 pm

PRESENT: Vice Chair, Walter Benenson; Commissioner, Leslie Charles; Commissioner, Brian Seipel and Alternate Commissioner, Deborah Guthrie  
ABSENT: Chair, Tunga Kiyak; Commissioner, Mike Nevells and Alternate Commissioner, Riti Adhi  
STAFF: Brandie Yates, Communications Manager  
TOWNSHIP: N/A  
COUNSEL: N/A  
COMCAST: N/A

**1. CALL MEETING TO ORDER**

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

**4. APPROVAL OF AGENDA**

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

VOICE VOTE: Motion carried unanimously.

**5. APPROVAL OF MINUTES**

Vice Chair Benenson requested to have a spelling error in his name corrected.  
Commissioner Seipel moved **TO APPROVE THE MINUTES FOR WEDNESDAY, JANUARY 2, 2020 SPECIAL MEETING**. Seconded by Commissioner Charles.

VOICE VOTE: Motion carried unanimously.

**9. DISCUSSION ITEMS**

The Commission requested a clean copy without markups of the HOMTV Operating Policies & Procedures. A clean copy will allow for further discussion on necessary changes.

**13. ADJOURNMENT**

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

VOICE VOTE: Motion carried unanimously

Vice Chair Benenson adjourned the meeting at 7:30 pm.



**To: Communications Commission**  
**From: Brandie Yates, Communications Manager**  
**Date: June 12, 2020**  
**Re: 2021 Equipment Budget Recommendation**

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Due to continuous technical difficulties during Township meeting coverage, a new switcher was purchased and installed in the HOMTV Control Room in December 2019. The new equipment has streamlined production processes and allows for multiple source streaming and additional production capabilities.

The Communications Department strives to maintain a 5-Year Equipment Replacement Plan that involves a cycle of upgrading, salvaging, donating and/or replacing HOMTV Field/Editing Equipment and Control Room Equipment. The current 5-Year Equipment Replacement Plan expires at the end of 2020. A new 5-Year Equipment Replacement Plan covering 2021-2025 is currently under development.

The proposed 2021 Equipment & Replacement Costs reflect the beginning of the new 5-Year Equipment Replacement Plan and includes only replacements of necessary equipment.

**2021 HOMTV Studio and Video Production Equipment & Replacement Costs:**

<b>Item:</b>	<b>Est. Cost</b>
P2 Small Camera System Replacement (1)	\$6,000.00
MAC Editing Computer Replacement (1)	\$5,000.00
Wireless Microphone Replacements (2)	\$1,600.00
Estimated Total	\$12,600.00

The Communications Commission moves to **MAKE A RECOMMENDATION TO THE MERIDIAN TOWNSHIP BOARD TO APPROVE THE 2021 EQUIPMENT & REPLACEMENT COST PROPOSAL.**



FOR IMMEDIATE RELEASE

June 12, 2020

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

### **HOMTV Receives National Recognition**

*Meridian Township Government Access Channel Honored in Excellence*

**OKEMOS, MI** – The Alliance for Community Media (ACM) has announced HOMTV as a 1st place national award winner in the 2020 Hometown Media Awards Competition.

For three years in a row, HOMTV has received the “Overall Excellence in Governmental Access” award from ACM in the \$650,000 - \$1,000,000 budget-based division. The Overall Excellence awards recognize access organizations for their overall operational activities and programming efforts.

HOMTV’s Overall Excellence submission included a combination of programs HOMTV staff and interns produce each year, offering a well-rounded viewing experience for Meridian Township residents. HOMTV strives to create original programs and provide live coverage that is relevant and engaging. Eight programs were selected for this year’s entry including: Meridian Township Fire Department Technical Rescue Training Video, Meridian Police Department Holiday Safety Tips Interview, Meridian News Now: Mandarin Edition, Meridian News Now: Human Trafficking Coverage, Special Election Interview: Okemos Schools Bond, Who’s Who: Dr. Judy Tant and Coffee Break: Coaches vs. Cancer.

“It’s an honor to see our hard work and combined efforts recognized at the national level for excellence. Our dedicated staff and interns are proud to provide high quality programming, news and information to the residents of Meridian Township,” said HOMTV Executive Producer Brandie Yates.

The Hometown Media Awards honors and promotes community media and local cable programs that are distributed on Public, Educational and Governmental (PEG) access cable television channels. Awards are presented to the most creative programs that address community needs, develop diverse community involvement, challenge conventional commercial television formats and move viewers to experience television in a different way.

The 2020 Hometown Media Awards Celebration will take place virtually on July 9th at 8:00 pm due to the COVID-19 pandemic.

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HOMTV is Meridian Township’s award-winning Government Access Channel televising exclusive gavel-to-gavel coverage of Township meetings, community news and original programming.



# Individual Video Provider Customer Intakes

9.A

**Complaint Number** 2020-002

**Date** 3/20/2020

**Name**

**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** Resident that needs internet service. Resident has inquired about it for over 13 years, but unfortunately sounds like the resident lives in a dead zone. College students are back at home now and can't do their studies, spouse is an MSU Professor needs to be online, but they have no access to internet. Resident is desperate but does not have the \$6,000 that was quoted to run a line for Comcast. Would like a follow up from someone at the Township or Comcast.

**Problem Before?** Yes **Ongoing**   **MPSC Information**

**Assigned Staff** Andrea Smiley, Brandie Yates **Given**

**Staff Response** Advised resident that we would contact Comcast as well as the Deputy Township Manager

**Resolution** Deputy Township Manager informed staff that this issue came up before a couple years back; however there is a new internet service provider that is planning to build in Meridian Township called Metronet and the customer could reach out to them in regards to gaining access.