



Cable Communications Commission Special Committee Meeting Minutes

Administrative Conference Room
Meridian Municipal Building, Okemos, MI
January 15, 2014

Present: Commissioners: Patrick Crowley, Tunga Kiyak and Brian Seipel
Staff: Deborah Guthrie and Kristi Schaeding

Call Meeting to Order: Committee Chair Kiyak (fill-in for absence Chair Andrew Lathrop) called the meeting to order at **6:05 pm**.

Approval of Agenda:

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

Voice vote. Motion carried unanimously.

Approval of Minutes:

Commissioner Crowley moved TO APPROVE THE SPECIAL COMMITTEE MINUTES OF JULY 17, 2013. Seconded by Chair Kiyak.

Voice vote. Motion carried unanimously.

Public Remarks:

No Public Present.

Technical Audit

Communications Director Deborah Guthrie provided a recap of the AT&T audit and brought the commissioners up to speed since the last meeting. She stated that AT&T spurred their franchise fee audit with their letter last fall stating they overpaid the Township and will pay us less in the future. Currently, there are eleven communities to have agreed to participate in the audit group and they are: City of Grand Rapids, City of Livonia, Waterford Township, City of Southfield, City of Wyoming, City of Kentwood, City of Dearborn, Village of Lake Orion (Orion Township), Oxford Community Television, City of Kalamazoo and City of Portage. Money from the communities for the audit are still coming in and the auditor is hoping to be ready to proceed by the end of January. The next step once all the funds have been received is for the authorization letters to be sent out for the communities to sign and return.

Director Guthrie reported that she recently inquired her Michigan NATOA member contacts on whether or not their community had performed a technical audit and no one had said they had.

Director Guthrie stated the ongoing issue with Comcast over the franchise agreement expiration date has not been settled, but she believed it will be expire in 2020 rather than 2015.

Franchise Fee Audit

Director Guthrie commented that money was budgeted and approved by the Township Board for the franchise fee audit and technical audit for 2014. She said doesn't think it may be enough to perform a Comcast franchise fee audit as well. She stated that she will be on franchise fee renewal conference call tomorrow with other communities across the country. Some of the communities are in the middle of completing franchise negotiations with Comcast. She believes it will be helpful to follow what other communities are doing.

Community Needs Assessment Survey

Commissioner Crowley inquired on whether or not the survey should be done in 2014 or after both franchise fee and technical audits are complete. Director Guthrie replied that a Community Needs Assessment Survey is still necessary because she is still receiving Comcast complaints about DTA box fees. She said she believes it is still valid to perform a community needs survey to find out about customer service and to do it in conjunction with the technical audit. Director Guthrie stated the two main goals of the survey should be: satisfying the residents in the township and protecting ourselves/sustaining ourselves for the future.

Future Agenda Items:

Chair Kiyak requested all survey questions/ideas be brought to the next special committee meeting for members to review and revise. He also invited the commission to bring any community needs survey or technical audit samples with them for review as well. Director Guthrie requested the following item addition to the next agenda: Discuss and develop a list of the biggest bombshells scenarios and ways to sustain ourselves. No objections by the commission.

Public Remarks:

No remarks from the public.

Adjournment:

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

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT **6:50 p.m.**