

Waterford Cable Commission
AGENDA
6:30 pm, Tuesday, February 20, 2018
Town Hall, 3rd Floor Conference Room

1. Approval of agenda
2. Approval of minutes
3. Correspondence and bills
4. Signal quality
5. Subscriber complaints
6. Report from Media Network
7. Report from Cable Coordinator
8. Comments
9. Adjourn



Waterford Township Cable Commission

Minutes of the Tuesday, November 21, 2017, Meeting

Members Present: Howard Heitzeg, Kathy Hepler, Ken Fuerst, Laura Petrusa, Steven Thomas, Al Pavlish, Bob Piggott, Gary Allison (Cable Coordinator)
Guests: Diana Casetti

The meeting was called to order by Chairperson Laura Petrusa at 6:34 p.m.

Roll Call.

Agenda - The motion to approve the agenda for November 21, 2017 was made by Howard Heitzeg and supported by Bob Piggott. Approved unanimously.

Minutes - The motion to approve the minutes from October 17, 2017 was made by Kathy Hepler and supported by Bob Piggott. Approved unanimously.

Correspondence and Bills – Comcast 2018 price and channel changes.

Signal Quality – Steven Thomas commented on intermittent channel disruptions due to likely broadcast network issues.

Subscriber Complaints – No outstanding issues to report.

Media Network Report – Diana Casetti reviewed the Media Network report. Following discussion, the report was accepted and filed.

Cable Coordinator's Report – Gary Allison reviewed the Cable Coordinator Report. Howard Heitzeg requested a breakdown of cable provider revenue used to provide franchise and PEG fees to Township, of which Gary Allison provided. Following discussion, report was filed.

Adjournment – The motion to adjourn was made by Howard Heitzeg and supported by Steve Thomas. The motion was unanimously approved, and the meeting adjourned at 7:14 p.m.

Respectfully submitted,

Bob Piggott, Secretary

Media Network of Waterford

Organization Monthly Report – January 2018

No issues with Comcast, ATT. We did loose sound on all three PEG channels for our internet broadcast. Staff rebooted the systems and that resolved the problem.

Our Live Radio Broadcast is running 100%. We are now looking to move the radio files to our bulletin board for more exposure.

Purchased a Digital Audio Tape record for volunteers to use on the radio shows.

Purchased another wireless mic system for volunteers to check out.

Purchased another camera battery charger.

Bingo has been steady. We are still in the black and maintaining profit.

Coordinated and trained a volunteer to film the Waterford Coalition for Youth Vaping Awareness seminar which staff then edited.

Recorded and edited 2 radio shows with 6 guests from the community for Powers Pow Wow show.

We are in the early stage discussions of a new Reality TV show starting up with Game of Clues. A camera workshop will take place in January as the next step to building a crew to support this endeavor.

Continuing support of Oakland County Sportsmen's Club filming and editing.

Monitored the radio station and tweaked the startup process to automatically restart the station when the computer reboots.

Helped to coordinate the Volunteer Holiday Party

Assisted a volunteer with setting up their own podcast system.

Filmed and live streamed the Holiday Extravaganza Parade. Editing is in process.

Inside Waterford was in the studio with special guest, Santa Claus.

Assisted Jane with school district holiday video studio shoot.

Continuing to work with Mott Leadership group. Discussed airing their morning announcements on ch10 and/or ch22 alongside it being put on YouTube.

Took the truck out for a number of shoots. Four football games, one being a playoff game.

We also covered the annual Dig Pink Volleyball Charity Fundraiser and the annual Big Chief Chorus Concert.

We were at the annual Holiday Extravaganza Parade where we went live on our Facebook page.
The Mott Holiday collage concert is an upcoming event we will cover.

Two new shows came in to run on our channel. Ounce of Prevention and Theology in Perspective.

Got some new volunteers interested helping on truck shoots.

Staff still looking into purchasing a MiFi for the truck allowing us to go Live at events.

We had our Volunteer Christmas Party had a great turn out with some great food and volunteer recognitions.
We gave away mugs to our volunteers.

Senior group will be applying for grant for a TV and Cart so they may play shows during the day in the lobby.

Taped the following TV shows with volunteers:

- Seniorcise
- Senior Focus
- Michigan Rocks
- Diann's Keyboards
- How 2 Show
- Healthy You
- Black Coffee
- Recovery Unfiltered

SAY Group has submitted a grant request for a TV, DVD player and a cart to play Media Network show in the facility. They are also including an editing laptop for users to check out for the edit process. Josh Bowren will present a detailed grant request from the SAY group at the Cable Commission Meeting in January.

Media Network of Waterford

Organization Monthly Report – February 2018

No issues with Comcast, ATT. We did loose sound on all three PEG channels for our internet broadcast. Staff rebooted the systems and that resolved the problem.

Our Live Radio Broadcast is running 100%. We are now looking to move the radio files to our bulletin board for more exposure.

Purchased a Digital Audio Tape record for volunteers to use on the radio shows.

Purchased a second wireless mic system for volunteers to check out.

Purchased another camera battery charger. Works on all cameras. Used as a central charging station.

We passed our annual State Charitable Gaming Audit with no notable errors or discrepancies. We are still in the black and maintaining profit.

Coordinated and trained a volunteer to film the Waterford Coalition for Youth Vaping Awareness seminar which staff then edited.

Continuing support of Oakland County Sportsmen's Club filming and editing.

Monitored the radio station and tweaked the startup process to automatically restart the station when the computer reboots. Staff is challenged to really push content to the station now.

We held our Volunteer Holiday Party at the studio. Volunteers were treated to a catered Chicken King dinner, coffee mugs and a short gratitude presentation of all the volunteers.

Filmed and live streamed live to Facebook the 2017 Holiday Extravaganza Parade. Our second live feed from the truck. This time without cease and desist.

Inside Waterford was in the studio with special guest, Santa Claus.

Assisted Jane with Waterford School District holiday video studio shoot.

Continuing to work with Mott Leadership group. Discussed airing their morning announcements on ch10 and/or ch22 alongside it being put on YouTube.

Media Network broadcast four Mott and Kettering football games, one being a playoff game. We also covered the annual Dig Pink Volleyball Charity Fundraiser, the annual Big Chief Chorus Concert and the Mott Collage concert.

Two new shows came in to run on our channel. Ounce of Prevention and Theology in Perspective.

Staff still looking into purchasing a MiFi for the truck allowing us to go Live at events.

Taped the following TV shows with volunteers:

Seniorcise

Senior Focus

Michigan Rocks

Diann's Keyboards

How 2 Show

Healthy You

Black Coffee

Recovery Unfiltered

SAY Group has submitted a grant request for a TV, DVD player and a cart to play Media Network show in the facility. They are also including an editing laptop for users to check out for the edit process. Josh Bowren will present a detailed grant request from the SAY group at the Cable Commission Meeting in January.

Media Network is participating in the Waterford Coalition for Youth Taste of Waterford presents An Incredible Movie Night. Basically it's a buffet style dinner with a movie screen of Pixar Incredibles. Restaurants donated the food as they would for Taste of Waterford, but it will be served buffet style. \$10 for dinner and movie. Media Network events are: Be sure to visit the Media Network of Waterford WTV10 down the hall in the STEM area and be filmed on a real life green screen movie set, featuring you! Bring your super hero costume to life and soar above the ground, have an incredible battle or command your space ship to a distant galaxy (super hero costumes not required). Your video will be emailed to you so you may share it with all your super hero friends. Media Network of Waterford will be broadcasting LIVE on the radio from 5:30pm – 7:00pm at www.MNOWRADIO.org. Stop in the radio booth and tell our Radio DJs your latest super hero adventures LIVE on the air. There will be plenty of listeners. In the PAC on the big screen, before our movie premiere, test your super hero skills on a unique, one of a kind, gaming laser projector. Plenty of classic super hero games to sharpen your super hero skills after dinner.

Staff videotaped the boy's freshmen and JV Backyard Battle at Waterford Mott and the Varsity Boys and Girls Backyard battle at Oakland University. Great coverage by our crew!!

Staff is working with the Mott Leadership class to produce a PSA, "Eyes on the Road" This is a grant awarded to the leadership group from Suburban Ford.

Media Network's "Kids' TV, Radio and Video Camp" will be held July 17-20, 2018. We have restructured the camp so that the content is new and even more fun for the campers. It is geared towards 10-16 year olds.

A new reality TV show is starting and is holding their local casting call at Media Network. We assisted them in creating a short video with information which was broadcast on our channels and websites. The show will be a

“Game of Clues” game show that helps build and maintain relationships between the players while they solve various problems and use clues to solve puzzles.

Media Network will have a booth at the Waterford Business Expo. We will be recording a podcast with community members who want to join in. Media Network will also be filming the Expo for broadcast afterwards.

Powers Pow Wow, a new radio show, has recorded 4 more shows featuring community leaders and members.

We are working with the Waterford Chamber to be more present in the Waterford Community.

Media Network has been getting the attention of more high school age volunteers to take workshops and volunteer on productions. Several of them come into the office after school several times a week to learn and help with various activities.

We held Camera and Master Control workshops for seven new volunteers.

Media Network filmed the Waterford Rotary Reading Award presentation at Grayson Elementary.

Equipment fixed:

Wireless microphone (accidental drop)

JVC Truck camera 1 (internal processor problem)

JVC Truck camera 2 (internal processor problem)

Township of Waterford

Cable Coordinator Report January 2018

Submitted by Gary Allison

Metro Act applications/Telecommunications Ordinance

- Continued discussion concerning the Township's telecommunications ordinance and fee schedules with Building and Development.
- Michigan communities, following the lead of similar community efforts in California and some others around the country, have successfully held off a significant push by the Telecom Industry including AT&T, Verizon and Comcast, involving 5 individual Bills introduced in a rush in early October, aimed at pushing local communities entirely out of ROW, as well as ending all Municipal BB FTTP projects. The industry plan was to have these Bills passed and on the Governor's desk for signature in 2017. Didn't happen. Only 1 bill made it through one committee in only one chamber.
- One industry member also went to Federal Court to squelch local control of ROW. A very stiff resistance was offered in an aggressive initial motion to dismiss, which that industry member has now begrudgingly conceded and agreed to enter a voluntary dismissal, with prejudice.

Experienced some issues during live broadcasts in the town hall auditorium.

- Audio issues.
 - During a live broadcast, we had picture, but no sound. A backup recording was done, as per procedures, and sound was present. This led us to believe that the problem was with the link between town hall and the studio at Mott. Upon further investigation, it was discovered that during a School District broadcast, the audio line was moved to the "out" position on the decoder. The correct position is "in." A simple fix, but more importantly, a simple avoidance, too.
- Lost signal
 - We lost picture and sound during a live broadcast. A backup recording was done. Josh rebooted the decoding end at the studio in Mott, however this did not rectify the situation. The encoding end at town hall was rebooted and the signal was restored.
- These issues have raised a few concerns.
 - Proper troubleshooting training.
 - It is apparent that operators lack complete knowledge of the broadcast rack inside the town hall booth. A troubleshooting guide, as well as ease of access to equipment, is being created by my office to assist operators.
 - Broadcast link confidence.
 - We are exploring failsafe options, as well as direct connect and/or dedicated network lines between the studio and town hall.

2017 End of Year Budget

- Despite a significant drop in revenue in 2017, the Cable Department finished the year in the black. The creation of a conservative budget, as well as controlled spending throughout the year helped to make 2017 a plus year for the department.

Township of Waterford

Cable Coordinator Report February 2018

Submitted by Gary Allison

- Updated Cable Commission description/application.
- Right of Way management requirements updated for the Township in conjunction with the Building and Development Department.
- State legislation status updated.
 - Five bills were rushed in October 2017 aimed at ROW control.
 - One bill made it through one committee in one chamber.
 - An industry representative (AT&T) went to federal court to squelch local control of ROW. It was voluntarily dismissed with prejudice.
- Lost video feed during Planning Commission meeting for live broadcast.
 - Initial contact with Comcast required a reboot of encoders at the studio produced zero results.
 - Upon Comcast troubleshoot, it was determined that it was problem on their end, coupled with a problem on our end.
 - We are looking into creating a dedicated line from Town Hall to the studio.
- Comcast is reported to be adding a \$5.95 Service Plan fee to bills without permission.
 - The Service Plan fee is a voluntary service for customers. Washington State Attorney General has filed a suit against Comcast.
- Gov. Snyder has issued an executive order for affordable broadband across Michigan.
 - On the surface this appears to be a good effort. However, the State is receiving blowback from rural communities, claiming that the affordable BB effort ignores these communities and only focuses on urban communities.
- Met with Facility Operation to discuss future capital improvements to the Town Hall auditorium, including seating, carpet, lighting and audio. The Cable Commission would ultimately be responsible for lighting and audio.