

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, AUGUST 28, 2017

A Regular Meeting of the Oxford Area Cable Communications Commission was August 28, 2017 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:09 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Lori Fisher (Treasurer, Addison Township), Bill Dunn (Township of Oxford), Ed Hunwick (Township of Oxford).

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles, John DuVal (Village of Oxford Alternate) , Bruce Pearson (Addison Township Supervisor), Mike McDonald (Village of Leonard Council President), Ron Davis (Director of Oxford Twp Parks & Recreation) , Jeff Kinasz (Oxford Twp Parks and Recreation Superintendent), and Drew Benson (Assistant Village Manager Intern).

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn to approve and add D. Cable Commission Attorney/seconded by Commissioner Sutherby to approved agenda.

Ayes: 5 **Nays:** 0 **Motion:** Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Commissioner Fisher moved to approve minutes July 24, 2017/ by Commissioner Hunwick. Commissioner Dunn requested copy of Attorney Opinion Letter, excluding Commissioners Dunn and Hunwick from relocation discussion, be presented at September 2017 meeting.

Ayes: 5 **Nays:** 0 **Motion:** Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Run from 7/24/17 thru 8/21/17 in the amount of \$42,628.61

Fisher motioned to approve / seconded by Commissioner Sutherby.

Roll Call Vote Ayes: 5 **Nays:** 0 **Motion Carried**

B) OACCC Year to Date Revenue/Expenditure Report 2017

Sutherby moved to receive and file/seconded by Dunn to receive and file.

Roll Call Vote Ayes: 5 **Nays:** 0 **Motion Carried**

C) OACCC Invoice GL Distribution Report for July 2017

Fisher moved to receive and file/second by Hunwick.

Ayes: 5 **Nays:** 0 **Motion Carried**

8) UNFINISHED BUSINESS

A) **2017 Budget Revision - Fisher**

Fisher reported still not received audit numbers, requested to Set-Aside. Motion by Dunn to Set-Aside / second by Sutherby.

Ayes: 5 **Nays:** 0 **Motion:** Carried

9) NEW BUSINESS -

A) Insurance for OCTV Drone - Service

Station Manager Service informed board of several insurance quotes for drone coverage including existing OCTV insurance company Gandolfi and the least expensive is a "Pay for Use" policy.

Fisher motioned to "approved up to \$875 for drone insurance to come out of the contingency budget"/second by Dunn (for discussion). **After discussion... (after motion was made and supported), Fisher added ..."through either Gandolfi or Travelers."**

Ayes: 5

Nays: 0

Motion: Carried

B) Facility Comparison - Fisher

Commissioner Fisher Presented Facility Comparison Packet with overview and measurable preference grid, and financial impact of potential facility options with structural and financial challenges. Discussion among commission and station management followed presentation. Commissioner Dunn expressed concern over expense to rent village building. Addison Township Supervisor Bruce Pearson expressed concern not to spend cable franchise dollars to repair an old building due expense and employee health, but to build to fit need of OCTV. To save construction costs, Ron Davis offered to act as General Contractor on new building. Leonard Village Council President, Mike McDonald expressed the central location (of the village building) is key, however also expressed concern over the village structure unknowns stating a new structure would be more favorable.

Commissioner Hunwick motion to have Bill (Service) engage the services of the architect Steve Auger (from Lake Orion) to draw up formal plans, for the Seymour Lake facility/second by Dunn. Dunn requested the cost estimate be brought back to the board.

Ayes: 5

Nays: 0

Motion: Carried

C) Capstone Project - Fisher

Introduced Village Intern, Drew Benson, for presentation of Master's Capstone Project and projected cost estimate of project scope. Benson proposed to conduct a two phase , OCTV study, which would focus on both external and internal analysis of the OCTV station functionality, demographics, method of viewership, community perception content, area of improvement, budget breakdown station comparisons.

Commissioner Sutherby motionthat Drew put together a proposal of what he can do for us/second by Fisher.

Ayes: 4

Nays: 1 Dunn

Motion: Carrie

D) Cable Commission Attorney - Dunn

Commissioner Dunn requested confirmation of how and when Bob Davis became Cable Commission Attorney over Attorney Mike Watzka and states it appears to be a conflict of interest as Davis represents the both Village of Oxford and Addison Township and would feel more comfortable to hire someone independent from the associated communities.

Commissioners Fisher and Bossardet both stated the change happened by vote (within meeting minutes). Fisher stated when the Interlocal Agreement was being worked on and employee issues, for general council. Also sited difficulty with unexpected invoices from Watzka. Commissioner Sutherby stated the change was a result of large bills due to legislation representation. Chair Bossardet stated bills for representation within AT&T lawsuit were unapproved by commission which only needed advisement with Employee Handbook and station management. Commissioner Dunn confirmed on record the

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commission should have another attorney. Commission members confirmed there is an "on-the-record" confirmation to retain Attorney Bob Davis.

COMMITTEE REPORTS:

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT - For third year in a row, OCTV won another Philo Award, among five states submissions. The award goes a "My Life" episode featuring World War II, Vietnam, and Korean War Veterans, the award will be presented to John Oetjens, Russel Currier, and Ashley Pointe for their work on the project. Youtube programming got more than 8,000 views from July through August 2017.

COMMISSIONER COMMENTS - Congratulations to Kyle Snage from the board.

Commissioner Dunn - Congratulations to the "My Life" crew for their work, and to the entire OCTV crew.

Commissioner Fisher - None

Commissioner Sutherby - It's great to have such good employees

Commissioner Bossardet - Thank you to the employees of OCTV... very proud of them and have a safe and happy Labor Day.

Commissioner Ed Hunwick - Thanks to the leadership input of Addison and Leonard for attending OACCC meeting.

PUBLIC COMMENTS - Teri Stiles commented that should OCTV move to Seymour Lake Park, it would not be just sports people we would be exposed to, but the opportunity to meet and network with parents, families, and citizens, leads, events, residents and franchise payors of the community.

ADJOURNMENT

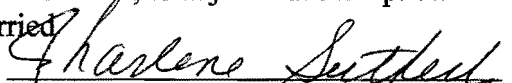
Commissioner Dunn moved, Commissioner Sutherby seconded, to adjourn at 5:53 p.m..

Ayes: 5 Nays: 0

Motion Carried



Sue Bossardet, Chairperson



Charlene Sutherby, Vice-Chairperson

9/25/2017
Date Approved
/tls