

Meeting of the Oxford Area Cable Communications Commission
November 25, 2019
2975 Seymour Lake Road, Ste A, Oxford MI 48371

- 1) Chair Ed Hunwick called the meeting to order at 4:02 p.m.
- 2) Respects to the Flag
- 3) Members Present: Ed Hunwick (Chair, Township of Oxford), Char Sutherby (Vice-Chairperson, Leonard Village), Maureen Helmuth (Village of Oxford), Jacob Newby (Township of Addison)
Late: Bill Dunn (Township of Oxford)
Also Present: Bill Service Dave Kenny, Teri Stiles

4) Approval of Agenda:

Motion by Commissioner Helmuth/second by Commissioner Newby to approve the agenda as presented.

Ayes: 4 Nays: 0 Motion Carried

5) Public Comment: - None

6) Approval of OACCC Meeting Minutes August 26, 2019

Commissioner Helmuth moved to approve / second by Commissioner Newby

Ayes: 4 Nays: 0 Motion Carried

7) Bill Review:

A) OACCC Expense/Revenue Bill Run for Approval- 8/19/19-11/11/19
Commissioner Sutherby motioned to approve Bill Run in the amount \$71,767.15/second by Commissioner Helmuth.

Role Call Vote Ayes: 5 Motion Carried

B) OACCC Year to Date Revenue and Expense Report - 2019

Commissioner Dunn motion/second by Commissioner Helmuth to receive and file.

Ayes: 5 Nays: 0 Motion Carried

C) OACCC Invoice GL Distribution Reports for - Aug, Sept, Oct 2019

Commissioner Dunn motion/second by Commissioner Helmuth to receive and file.

Ayes: 5 Nays: 0 Motion Carried

8) Unfinished Business :

A. Update Commissioners on Charter response to municipalities' franchise PEG Fee negotiations - Stiles

Asked Commissioners to be our voice with each community leader to encourage Charter to sign contract and include PEG fees.

B. Watzka Response on Charter Memo - Stiles

Need board approval for Attorney Mike Watzka to distribute Charter Attorney Memo sent to Township Supervisor Bill Dunn.

Commissioner Dunn motioned to release Charter Communication Attorney Memo from Aaron George/second by Commissioner Sutherby.

Ayes: 5 Nays: 0 Motion Carried

9) Receive and File Items :

A) Oakland County Investment Pool -

Commissioner Dunn motioned to receive and file/second by Sutherby.

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

B) Ground lease for New OCTV Studio - Hunwick

Received lease from the Oxford Township with vocabulary clarifications from Clerk Wright. All entities involved signed.

Commissioner Dunn motioned for final signature date November 20, 2019/second by Helmuth.

Ayes: 5 Nays: 0 Motion Carried

10) New Business

A) 2019 Budget Amendment Amounts/Explainaiton - Service

Year End Amendments:

703.007 Hourly Employees	- 4,384	Fewer Employee Hours Used
715.00 SS Employer Share 7.65%	+400	All Wage Increase
819.000 Professional Services	+ 2,500	Watzka Opinion in PEG pursuit
853.000 Telephone/Internet	-1,500	Less Ox Two Sheriff Internet
853.001 Web/ATT	-3,232	Reduced Fiber Charges
860.000 Mileage	+1,600	Extra Miles
957.000 Education	- 2,000	Cut Back Assoc Mtg/Education
977.002 Camera Equip/Accs.	-1,500	Fewer Repairs
944.004 Computer Equip	+3,000	Purchase of IMac
977.005 Studio Equip	- 500	Used less than anticipated

Budget Gain total	\$13,116
Budget Loss total	<u>7,500</u>
Total Adjustment Gain to Budget	+5,616

Motion by Commissioner Helmuth/second by Commissioner Dunn to amend budget as presented in November (2019).

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

B) 2020 Budget - Service

Expecting a \$2,000 overall increase in Franchise fees. Charter Franchise Fees receive every six months. Assuming it will be the same as in the past for Oxford, Addison Townships and the villages of Oxford and Leonard. AT&T Franchise Fees are received four times per year with minor changes. Addison Township, based on continual letters from the treasurer, still retaining half of the franchise fees and half of the PEG fee from ComCast. Still fussing about the PEG fee capture by the township. In addition to retaining half Franchise fees from Charter/Spectrum, Leonard is also retaining 100% of AT&T Franchise Fees, but no record of the board voting to do so. First Charter/Spectrum check comes in February, will make adjustments to budget if necessary.

2.5% raised scheduled for all employees.

Projecting to spend approximately \$11,000 (which will remain in the General Fund/Fund Balance) less in 2020 than in 2019.

Fund balance of \$113,000 is shown in the Oakland County Investment Pool report. Stiles will be submitting grants to offset equipment and repairs, which is a large part of the budget.

Commissioner Dunn motioned to approve the 2020 budget/second by Commissioner Sutherby.

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

C) Proposed OACCC Meeting Dates for 2020

Commissioner Newby requested to change meeting time to 4:30 due to conflict of work schedule.

Motioned by Commissioner Dunn/second by Commissioner Sutherby to maintain 2020 meeting dates as presented with a time change to 4:30 PM.

Ayes: 5 Nays: 0 Motion Carried

11) Committee Reports:

1. Technical Committee - Hunwick, Newby - None
2. Personnel Committee - Helmuth, Sutherby - Suspended
3. Facilities Committee - Nothing

12) Manager Report - Service

Out of the 567 people surveyed face-to-face only one person said they did not support OCTV.

Staff: Lost two employees, Alexis Ware who moved on to a network station WILX Lansing the other was released of duties. We hired Specs Howard Graduate River Tuck to replace Alexis Ware. Viewers continue to grow on Facebook and Youtube. 800 combined for one program and 2000 combined for another, last month.

COMMISSIONER COMMENTS

Commissioner Helmuth -Requested written reports in addition to oral.

Vice Chair Sutherby - Happy Thanksgiving to everyone

Commissioner Dunn - Happy Thanksgiving

Chair Hunwick - Agreed with Commissioner Helmuth request. Happy holidays.

Commissioner Newby - Agreed with Commissioners Helmuth and Hunwick

PUBLIC COMMENTS - None

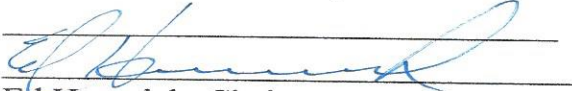
ADJOURNMENT

Commissioner Dunn moved/ seconded, by Commissioner Helmuth to adjourn at 4:46 PM

Ayes: 4

Nays: 0

Motion Carried



Ed Hunwick, Chairperson
son



Charlene Sutherby, Vice-Chairperson

02/24/2020

Date Approved

/tls