OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, **NOVEMBER 27, 2017**

A Regular Meeting of the Oxford Area Cable Communications Commission was November 27, 2017 at the Oxford Village Chamber, Oxford MI.

- Vice Chair Charlene Sutherby called the meeting to order at 4:00 p.m.
- Respects to the Flag
- 3) Members Present: Charlene Sutherby (Vice-Chairperson, Village of Leonard), Jacob Newby (Treasurer, Addison Township), Bill Dunn (Secretary, Township of Oxford), Ed Hunwick (Township of Oxford), Maureen Helmuth (Village of Oxford).

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles

4) APPROVAL OF THE AGENDA

Motioned by Commissioner Dunn /seconded by Commissioner Helmuth to approved agenda.

Ayes: 4

Navs 0

Motion: Carried

5) PUBLIC COMMENTS NON AGENDA - None

6) APPROVAL OF MINUTES - October 23, 2017

Motion by Dunn/second by Hunwick to approve.

Ayes: 4

Navs 0 Dunn

Motion: Carried

7) BILL REVIEW

A) OACCC Expense/Revenue Bill Run from 10/30/17 in the amount of \$11,828.09

Dunn motioned to approve / seconded by Helmuth.

Roll Call Vote

Ayes: 4

Navs: -0-

Motion: Carried

B) OACCC Year to Date Revenue/Expenditure Report 2017

Dunn moved to receive and file/seconded by Hunwick.

Roll Call Vote Ayes: 5

Navs: 0

Motion Carried

C) OACCC Invoice GL Distribution Report for October, 2017

Dunn moved to receive and file/second by Hunwick

Ayes: 5

Nays: 0

Motion Carried

8) UNFINISHED BUSINESS

A) Lawyer Selection for Capstone Project Contract Review - Sutherby

Dunn stated he is uncomfortable with Attorney Davis representing OCTV as it could appear to be a conflict of interest due to his representing both the Village of Oxford and Addison Township. Commissioner Sutherby stated she checked with two other attorneys who charge between \$200- \$360 per hour as opposed to Davis' \$100 per hour. Teri Stiles will research attorney rates and availability.

No Action Taken

B) Personnel Committee Status and Budget - Service

Manager Service stated budget already approved with exception of employee wages. A three-percent raise was proposed for hourly as their wages are now in-line with like positions and proposed a 12-percent raise (to \$35,000) for Production Manager Stiles, and 7-percent for Station Manager Service (to \$50,000).

Motion by Dunn to increase management wage by 8-percent/second by Hunwick, for discussion.

Roll Call Vote Ayes: 3

Nays: 2 Newby & Helmut

Motion Carried

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C) Relocation of OCTV Studio - Service

Met with architect and presented two plans to commission.

Motion by Dunn move forward with concept Plan B/second by Newby. Hunwick volunteered to be part of the Facilities Committee.

Roll Call Vote Ayes: 4 Nays: -0- Motion Carried

D) Drone Update - Service

The drone crashed into a tree and was sent to Texas for repairs, estimated to total \$300-350.

9) NEW BUSINESS

A) Acceptance of Resignation of Sue Bossardet and replacement by Maureen Helmuth

Motion by Dunn to accept the resignation of Sue Bossardet and replacement by Maureen Helmuth / second by Hunwick.

Ayes: 4 Nays: 0 Motion Carried

B) 2018 Budget - Approved in October, 2017.

No Action Taken

C) Request for 2013-2017 Franchise, Peg fee Statements from Addison Twp, Village of Oxford_ - Service Manager Service explained OCTV has not seen Franchise Fee Statement from either municipality since 2013 and would like to insure the franchise fee disbursement has been correct, pursuant to Deanna Cushing's advised when she and Manager Service composed and reviewed the 2018 budget. At the October 2017 OACCC meeting Ms. Cushing suggested to the commission that franchise fees may have been split and retained in error.

Motion by Dunn to request Franchise statement from Addison Township and the Village of Oxford/second by Helmuth

Roll Call Vote Ayes: 4 Nays: -0- Motion Carried

D) Technical, Facilities, and Personnel Committee Appointments

Motion by Dunn to appoint Ed Hunwick to Facilities Committee, Jacob Newby to the Technical Committee, and Maureen Helmuth to the Personnel Committee/second by Sutherby

Ayes: 4 Nays: 0 Motion Carried

:COMMITTEE REPORTS:

Technical Committee: None Personnel Committee: None

Facilities Committee: Unable to get architect to studio due to Davis family tragedy, will do next week.

<u>MANAGER'S REPORT</u> - Janet Warner resigned from OCTV due to not enough hours. Hired Laurie Racz/editor, camera, producer. Teri Stiles reported NATOA information regarding the impact of Bill SD637 on local control, should it pass the Senate. Requested each commissioner to forward handouts to their respective communities.

COMMISSIONER COMMENTS -

Commissioner Dunn - None

Commissioner Newby - None

Commissioner Sutherby - Agreed with Commissioner Hunwick

Commissioner Helmuth - None

Commissioner Ed Hunwick - Welcome to the new members of the board and Merry Christmas and Happy New Year.

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Motion: Carried,

PUBLIC COMMENTS - None

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Commissioner Dunn moved, Commissioner Helmuth seconded, to adjourn at 4:59p.m..

Charlene Sutherby, Vice-Chairperson

- Bill Dunn, Secretary

WILLIAM

Date Approved

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