

Orion Community Cable Communications Commission
Minutes of Regular Meeting
June 11, 2020
Virtual Meeting

DRAFT MINUTES – TO BE APPROVED AT THE NEXT MEETING

Members Present: Ralph Painter, Tom Watson, Joseph P. Belanger, Donni Steele,
Doug Hobbs, Sarah Paine, John Steimel

Members Absent: John Ranville, Jim Zsenyuk

Also Present: ONTV Executive Director Ian Locke, Orion Township Parks Supervisor
David Raftery, OCCCC Administrator Diane Griffiths

1. Call to Order

Meeting called to order by Chair R. Painter at 5:19 pm.

2. Call to Public

None.

3. Approval of Agenda

Moved by J. Steimel, seconded by D. Steele to approve the agenda with the addition of Item #5E.
ONTV Board Re-appointments. Motion carried.

4. Approval of Minutes

A. Regular Meeting of February 13, 2020

Moved by D. Hobbs, seconded by J. Steimel to approve the minutes as presented. Motion carried.

5. Commission Business

A. Orion Township Meetings at Orion Center

The Orion Substation of the Oakland County Sheriff's department has moved into what was the Township Board room due to distancing requirements for COVID-19. Most of the cablecasting equipment has been removed and is stored at ONTV until being installed in the Orion Center, where all Township meetings (Board, Planning Commission, Zoning Board of Appeals) are scheduled to take place at the beginning of July.

Additional audio components to facilitate physical distancing between board members will be needed. The cameras will need to be re-wired because the existing cabling won't work. With an added NDI connection, there would not be a need to go through the studio control room, allowing ONTV to continue to conduct classes on Monday evenings.

D. Steele stated that three things need to be looked at: 1. What ONTV needs, 2. What is needed for rentals at the Orion Center, and 3. What is needed for government meetings to be cablecast to the community.

Until the equipment is installed, ONTV will use their remote gear to interface with their control room, just like the Food Drive and other Orion Center events.

A bid was obtained from Marco Professional Services. They know what equipment and resources we have and how to integrate it when it's reinstalled. Their estimate was \$31,868.73 for ONTV's share, and \$41,789.91 for Orion Township Parks and Rec's share, for a total of \$73,658. I. Locke will contact another vendor.

Moved by J. Belanger, seconded by J. Steimel to authorize expenditures, not to exceed \$45,000, for

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OCCCC's participation in providing equipment needs due to Orion Township meetings being moved temporarily to the Orion Center, with money to come from Capital Improvements. Motion carried.

Parks and Rec budgeted \$35,000 for the upgrade, which is \$6,789.91 short of the estimate. There was discussion regarding whether they would ask the Township to make up the difference, or if OCCCC would cover it. The motion made included enough to cover it.

B. ONTV Re-Opening Needs

I. Locke reported that ONTV will be opening back up June 22, with Monday, Wednesday, and Friday being open to the public and Tuesday and Thursday for staff only, to allow for cleaning/sanitizing. Staff will still be able to work from home. There will be marks on the floor measured six feet apart for physical distancing. Face shields for camera operators for outdoor concerts and events have been ordered. Masks will be required in the ONTV facility. No contact equipment pickup/drop off will begin. There will be a shield between podcasters. I. Locke is following the recommendations for 50% capacity, which means that one person will be allowed to edit and two allowed in the podcast room. I. Locke has picked up the Oakland County re-opening package.

C. ONTV Painting and Carpet Cleaning Request

After eight years, the walls are in need of re-painting, and because of being only partially open, I. Locke thinks this would be good time to get it done. At this time, he would like to paint only the 'public' areas.

Moved by D. Hobbs, seconded by J. Belanger to authorize D. Griffiths to obtain three bids for painting the entire ONTV facility, and for just the 'public' areas, to be presented at a special Zoom meeting. Motion carried.

D. ACM and NATOA Virtual Conference Attendance Policy

Both the ACM and NATOA have cancelled their annual conferences and will be conducting virtual workshops instead. The ACM workshop series is \$250/member for a ten part series.

Moved by J. Belanger, seconded by R. Painter to allow two members to register for the ACM and NATOA virtual conferences, with money to come from the Education budget category. Motion carried.

E. ONTV Board Re-Appointments

Moved by J. Steimel, seconded by D. Steele to re-appoint R. Painter, T. Watson, J. Belanger, and S. Paine to two year terms on the ONTV Board. Motion carried.

6. ONTV Board Report

A. March, 2020 Meeting Minutes

B. May, 2020 Meeting Minutes

Moved by J. Steimel, seconded by D. Steele to receive and file the minutes. Motion carried.

C. ONTV During COVID-19

R. Painter asked I. Locke to report what ONTV did during the 'shutdown'. I. Locke responded that, although the studio was closed to the public, ONTV was very active.

- I. Locke is on the COVID-19 Response Team, and said it was great to see the community coming together.

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- Information was shared on the ONTV Facebook page, the ONTV website, and the access channels.
- The channel message boards were converted to “all COVID-19, all the time”.
- CDC videos were played on the channels.
- Governor Whitmer’s press conferences aired in place of the ONTV newscast.
- ONTV worked with the DDA to present a virtual Flower Fair, hosted by DDA staff, that went live on Facebook and the access channels. The Flower Fair had more than 300 viewers watching live and more than 400 viewers on Youtube. The fiber runs in the village provided by the cable commission were used and they worked well.
- I. Locke presented a 55 minute podcast webinar for Orion Area Chamber members.
- Some modifications were needed to provide the government virtual meetings to keep the community involved and informed.

7. Treasurer’s Report

A. Payment of Bills

Treasurer J. Belanger explained the bills.

Moved by J. Steimel, seconded by S. Paine to authorized payment of the bills paid between meetings in the amount of \$11,681.66, and the bills presented for payment at the meeting in the amount of \$102,900.35, for a total of \$114,582.01. Motion carried.

8. Cable Providers’ Reports

A. Comcast

1. **First Quarter 2020 Franchise/PEG Fee Reports**
2. **February 10, 2020 Letter re: Changes in Pricing for Gaiam TV Fit & Yoga, Gaia, and Docurama**
3. **March 3, 3030 Letter re: Cartoon Network Moving to Digital Preferred Package**
4. **March 19, 2020 Letter re: Postponement of Cartoon Network Moving to Digital Preferred Package**
5. **March 19, 2020 Letter re: Continuation of Communications Services During COVID-19 National Emergency**

B. AT&T

1. **First Quarter 2020 Franchise/PEG Fee Report**

Moved by J. Steimel, seconded by D. Hobbs to receive and file the reports. Motion carried.

9. Administrator’s Report

A. Subscribers Concerns Log

Moved by D. Hobbs, seconded by J. Steimel to receive and file the report. Motion carried.

10. Communications Received

A. Joint Township/Village Resolution Approving OCCCC 2020 Proposed Budget

Moved by D. Hobbs, seconded by T. Watson to receive and file the communications received. Motion carried.

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11. Commissioner Comments

J. Steimel was able to sit down with the architect and the construction manager for the new Township Hall building. It appears that the acoustics in the meeting room should be fine. There will be two monitors on the wall and one facing the board, like there was before. There will be no pole at the podium, and it will be more centralized. There will again be the ability to stand or sit when addressing the board from the podium. He noted that the ONTV cablecast room seemed a little small. The fiber will be in a separate utility room. He doesn't know when construction will start. T. Watson hopes everyone stays safe and has a good summer. D. Hobbs is glad everybody is well and thanked I. Locke for doing a good job with the meetings. J. Belanger is sorry J. Steimel is not running again for Township Trustee. He asked if there is anything happening with 5G in Orion. J. Steimel responded that they want to put it in and have the Township pay for the upkeep, etc. S. Paine thanked I. Locke for the extra hard work for keeping the studio going and will miss J. Steimel's knowledge and honesty on the Board. She is sorry to see him go and appreciates everything he's done. D. Steele will miss J. Steimel's knowledge and appreciates him keeping on top of the building project. She appreciates everyone's work for the cable commission. R. Painter is glad to be back.

12. Adjournment

Moved by T. Watson, seconded by J. Steimel to adjourn the meeting. Motion carried. Meeting adjourned at 6:50 pm.

Respectfully submitted,

Diane Griffiths
Administrator