

OWOSSO CABLE ACCESS ADVISORY COMMISSION

SEPTEMBER 14, 2009

5:00 P.M.

PRESIDING OFFICER: CHAIRPERSON JAMES GUTTING

PLEDGE OF ALLEGIANCE: CHAIRPERSON JAMES GUTTING

PRESENT: Vice Chairperson Michael Tillotson, Commissioners Hardwick, Johnson, Perry, Urban, and Chairperson James Gutting.

ABSENT: None.

SET TIME LIMIT AND RE-AFFIRM RULES OF CONDUCT

The Commission reaffirmed the Rules of Conduct and agreed to set a time limit of 1 hour.

APPROVE AGENDA

Motion by Commissioner Johnson to approve the agenda as presented.

Motion supported by Vice Chairperson Tillotson and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2009

Motion by Commissioner Perry to approve the minutes of the regular meeting of August 10, 2009 as presented.

Motion supported by Commissioner Urban and concurred in by unanimous vote.

APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF AUGUST 18, 2009

Motion by Vice Chairperson Tillotson to approve the minutes of the special meeting of August 18, 2009 as presented.

Motion supported by Commissioner Hardwick and concurred in by unanimous vote.

CITIZEN COMMENTS AND QUESTIONS

Robert Churchill indicated he thought the Commission was starting to make progress.

The Commission briefly left the Council Chambers to tour the rooms in City Hall housing cable broadcast equipment.

ITEMS OF BUSINESS

DISCUSSION OF EQUIPMENT REQUIREMENTS

There was significant discussion regarding how much of the total budget should be spent on equipment, the level of options that should be purchased, keeping an eye toward future technologies when making a purchase, and taking advantage of the broadcasting/studio capabilities in town.

Commissioner Johnson was concerned that OCTS and KoK would cease to exist if the City takes over broadcasting responsibilities. It was noted they would be well suited to offer studio and production

facilities for the public. There was question whether OCTS could maintain a second head end to use as a back up.

There was further discussion regarding concerns that cable television as we know it may not exist in 5 years. It is anticipated there will be little to no budget available in the near future, the Commission wanted to ensure the money available now was spent in the wisest fashion possible. They also desired to set aside some of the current money to pay for staffing and unanticipated costs. The Commission agreed any equipment purchased should concentrate on broadcasting ability, in-house production capabilities could be addressed in the future. Commissioner Johnson indicated he could approach OCTS about the potential sale of their equipment if the City takes over full time broadcasting responsibilities. It was suggested Commission members visit OCTS to see what they have to offer.

As the time approached 6:00 pm the Commission agreed to extend the meeting by 15 minutes.

During extended discussion the Commission agreed to pursue a dual course of action by developing bid documents requesting the purchase of broadcasting equipment with the following characteristics at a maximum cost of \$10,000:

- Provide default programming in case of program interruption
- Provide web on demand capabilities
- Must be capable of producing a programming schedule
- Must be capable of remote control
- Must be capable of controlling DVD/VHS players
- Must be capable of controlling two channels
- Must have bulletin board capabilities
- Must have drag and drop program scheduling

In addition to this the Commission wished to explore the offerings made by OCTS representative Commissioner Johnson. All Commission members agreed to visit the OCTS facilities prior to the next meeting.

Motion by Commissioner Perry to develop bid specifications based on the list of characteristics developed during the August meeting listing a maximum price of \$10,000.

Motion supported by Vice Chairperson Tillotson.

There was discussion regarding concern that listing the maximum price on the bid documents noting bidders will tend to place bids very near the ceiling amount when in fact a purchase could be made for less.

Commissioner Perry withdraws his motion.

Motion by Commissioner Perry to develop bid specification based on the list of characteristics developed during the August meeting.

Motion supported by Commissioner Hardwick and concurred in by unanimous vote.

CITIZEN COMMENTS AND QUESTIONS

Commissioner Johnson noted he had received a letter indicating if he was absent for one more meeting he would be removed from the Commission. He inquired whether this stipulation could be applied to excused absences. It was noted the Charter makes no distinction between excused and unexcused absences. He also inquired whether the Commission would be asked to take action in such an instance. It was noted the Commission would not be required to take action as the absent member would cease to possess the qualifications required by the Charter for board membership. Lastly, Commissioner Johnson

asked if the City were to take over broadcasting if religious programming would be prohibited. It was noted it would not.

ADJOURNMENT

Motion by Commissioner Urban for adjournment at 6:18 p.m.

Motion supported by Vice Chairperson Tillotson and concurred in by unanimous vote.

Amy K. Kohagen, City Clerk