

East Bay Charter Township

5

Cherry Capital Cable Council

Distribution of Funds

Motion by: _____ second by: _____

To

Approve

Table

Deny

Upon Roll Call Vote:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Motion

Passed

Failed

On April 16, 2008 a special meeting of the Cherry Capital Cable Council was held and at that meeting the board moved to dissolve the cable council, and approved the distribution of the remaining funds.

East Bay's portion from operations is \$3876.00 there is also \$1230.00 from the .30 fee; this fee can only be used for equipment to record and or broadcast the meetings.

The Land Information Access Association will be taking over the operation of both the Government channel and the Public Access channel.

We will need to know what we want to do with these funds,
Do we want all the funds to be distributed to East Bay Charter Township? If so that no further action is necessary.

Do we want to contribute our operational funds to LIAA?

Do we want to give all the funds to LIAA?

Do we want to keep the .30 fee for our own equipment?

There may be other options.

Memorandum

The City of Traverse City



TO: Dorothy Dunville, Acme Township Clerk
Russ Ard, Bingham Township Supervisor
Marilyn Fleis, Blair Township Supervisor
Glen Lile, East Bay Township Supervisor
Derith Smith, Elmwood Township Supervisor
Lee Wilson, Garfield Township Supervisor
Paul Biondo, Green Lake Township Supervisor
Karen J. Rosa, Long Lake Township Supervisor
Jessica Sedlacek, Paradise Township Supervisor
Robert K. Manigold, Peninsula Township Supervisor
Adam Umbrasas, Village of Kingsley Manager

COPY: Richard I. Lewis, City Manager
CCCC Packet File: 4/16/08
File

FROM: Benjamin C. Marentette, Deputy City Clerk

DATE: Tuesday, April 22, 2008

SUBJECT: DISTRIBUTION ALLOCATION – DISSOLUTION OF CHERRY CAPITAL
CABLE COUNCIL

Attached are the minutes of the April 16, 2008, meeting of the Cherry Capital Cable Council. These are most likely the last set of minutes of the Council; and therefore, they will not be approved. However, if there is one last “wrap up” meeting, these minutes will be placed on that agenda for approval.

Attached is the Distribution Allocation Summary; at the April 16 meeting, the Council took action to approve the distribution allocation (see the total ‘Current’ amount). **By Tuesday, May 6, 2008**, please inform me in writing as to if your jurisdiction would like: 1) the check issued to your organization; or 2) the check made payable to the 501c(3) organization which ultimately assumes hosting and management responsibilities (after an agreement is entered into).

Lastly, a distribution, separate from this one, will be made in the future comprising the surplus funds from this fiscal year’s budget and public access.

Should you have any questions, please feel free to contact the City Manager or me.

CHERRY CAPITAL CABLE COUNCIL

Minutes

Special Meeting of the Cherry Capital Cable Council

April 16, 2008

A meeting of the Cherry Capital Cable Council was called to order at the Large Meeting Room, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, at 10:00 a.m.

The following Council Members were present, constituting a quorum: Derith Smith, Chair (Elmwood Township); Richard Lewis (Traverse City); and Lee Wilson (Garfield Township).

The following Council Members were absent: None.

The following Affiliate Council Members were present: Adam Umbrasas (Kingsley Village); and Marie Dean (Paradise Township).

The following Affiliate Council Member was absent: None.

The following former Council Members were present (and included in the discussion): Paul Biondo (Green Lake Township), Dorothy Dunville (Acme Township); Marilyn Fleis (Blair Township); Glen Lile (East Bay Township); Rob Manigold (Peninsula Township); Karen Rosa (Long Lake Township).

Chair Smith presided at the meeting.

Roll Call

1.

The next item being "Consideration of approving minutes of the meeting of February 20, 2008," Chair Smith introduced this matter.

Moved by Lewis, seconded by Wilson, that the minutes of the meeting of February 20, 2008, be approved.

CARRIED.

2.

The next items being "Consideration of status and closing out funds for the Cherry Capital Cable Council and consideration of a request from East Bay Township for funding in the amount of \$19,110 for a video recording/camera system at the Township," the following individuals addressed the Council:

Various former Council members

Moved by Wilson, seconded by Smith, to dissolve the Cherry Capital Cable Council and to approve the distribution allocation as proposed on the final sheet using current allocations and not the alternate allocations.

CARRIED.

Moved by Lewis, seconded by Smith, to approve the disbursement of the physical equipment; and if a successful agreement is reached with the 501(c)(3), Land Information Access Association (LIAA), then the equipment will be allocated to LIAA for the creation of a studio and operation of public access TV.

CARRIED.

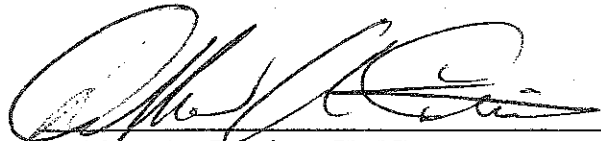
3.

The next item being "Public Comment," the following individuals addressed the Council:

Joe VanderMeulen, Land Information Access Association Executive
Director
Chris Maxbauer, 503 West Eighth Street

George Galic, Traverse City Area District Library Board Vice-President and
Liaison to the Council
David Poinsett, Elmwood Township resident
Various former Council members

There being no objection, Chair Smith declared the meeting adjourned at
10:40 am.



Debra A. Curtiss, CMC
City Clerk
Cherry Capital Cable Council

Approved by CCCC: _____, _____
(date) (initials)

Distribution Allocation Summary

	Operational				Total	%	Final	.30 Fee		Total	
	FY 04-05	FY 05-06	FY 06-07	Total				Current	Alternate	Current	Alternate
Acme Township	\$1,544	\$1,109	\$1,875	\$4,528	7.6%	\$4,164	\$2,700	\$1,224	\$6,864	\$5,388	
Bingham Township	666	0	0	666	1.1%	612	0	0	612	612	
Blair Township	1,418	1,036	1,787	4,241	7.1%	3,900	2,684	1,216	6,584	5,116	
East Bay Township	3,058	1,157	0	4,215	7.0%	3,876	1,230	557	5,106	4,433	
Elimwood Township	1,303	975	1,635	3,913	6.5%	3,598	2,455	1,113	6,053	4,711	
Garfield Township	4,890	3,231	5,425	13,546	22.6%	12,457	8,309	3,766	20,768	16,222	
Green Lake Township	1,427	1,101	1,852	4,380	7.3%	4,028	2,841	1,288	6,869	5,315	
Kingsley Village	0	165	280	445	0.7%	409	420	190	829	600	
Long Lake Township	2,115	1,577	2,050	5,742	9.6%	5,280	3,589	1,627	8,869	6,907	
Paradise Township	0	245	392	637	1.1%	586	600	272	1,186	858	
Peninsula Township	1,729	1,292	0	3,021	5.0%	2,778	1,573	713	4,351	3,491	
Traverse City	5,333	3,511	5,682	14,526	24.3%	13,358	8,549	3,875	21,907	17,232	
Subtotal	\$23,483	\$15,399	\$20,978	\$59,860		\$55,046	34,950	\$15,840	\$89,986	\$70,886	
Less				(4,814)			(19,110)				
Total				\$55,046							



Land Information Access Association

... helping communities sustain their cultural and natural resources

Board of Directors

Catherine Ballard
Chief
Coastal Management
Program, Michigan
Department of
Environmental Quality

Douglas Luciani
President & CEO
Traverse City Area
Chamber of Commerce

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Vice President
Public Sector
Consultants, Inc.

Sandra Clark
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Michigan
Historical Center

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Associate Professor
Thomas M. Cooley
Law School

Martene J. Fluharty
Executive Director
Americana Foundation

Daniel T. Kildee
County Treasurer
Genesee County

Barbara Nelson-Jameson
Michigan Coordinator
Rivers & Trails Program
US National Park Service

Richard K. Norton, Ph.D., J.D.
Assistant Professor
University of Michigan

Virginia B. Pierce
Co-owner
EcoLogic

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www.liaa.org

March 21, 2008

CITY MANAGER'S OFFICE

MAR 24 2008

Richard Lewis, City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Mr. Lewis,

With this letter, I am pleased to present to you and the members of the *Cherry Capital Cable Council* a proposal to host, manage and improve public access television for our area. This proposal to *Renew & Rebuild Public Access Television Services in the Grand Traverse Region* is being submitted by the *Land Information Access Association (LIAA)* with the help and support of a team of community advisors. Together, we are committed to renewing this essential community service to support civil discourse, individual free speech, local cultural development and public education.

LIAA is a Section 501(c)3 nonprofit corporation with 15 years of experience in helping people improve their communities through information, education, participation and the effective use of technology. Throughout our history, we have worked to encourage and support civic engagement, equitable access to information, and inter-jurisdictional cooperation for community development. We firmly believe in the value of public access television in public education, cultural expression, art appreciation, and individual expression.

Please let me know if you have any questions or need additional information. My colleagues and I would be happy to discuss this proposal with you and the *Cherry Capital Cable Council*.

Thank you for your consideration.

Sincerely,

Joe VanderMeulen, Ph.D.
Executive Director



A Proposal to
Renew & Rebuild Public Access Television Services
in the Grand Traverse Region

Submitted to the
Cherry Capital Cable Council
including the
City of Traverse City
Elmwood, Garfield and Paradise Townships
and Village of Kingsley

Prepared & Submitted by
Joe VanderMeulen, Ph.D.
Executive Director
Land Information Access Association
324 Munson Avenue
Traverse City, MI 49686

March 21, 2008

Introduction

For 15 years, the Land Information Access Association (LIAA) has worked to encourage and support civic engagement, provide citizens equitable access to information, and foster community development across the state of Michigan. Together with the backing of a broad-based *Transitional Citizen's Advisory Board*, LIAA is pleased to present this proposal to help renew public access television in the Grand Traverse Region as an essential community service supporting civil discourse, individual free speech, local cultural development, and public education.

Background

In recent years, public access television in the Grand Traverse Region has been challenged by declining revenues and public support. Although cable franchise fees continue to be collected by most of the municipalities in northwest lower Michigan, only a handful of these local units continue to contribute to public access television known as TV2. At the same time, the *Cherry Capital Cable Council* (4C's) has announced plans to end its oversight and management responsibilities. As a result, the Traverse Area District Library (TADL) has decided to end its role as host to public access television. Therefore, the City of Traverse City has requested proposals from nonprofit organizations to take over the management and operation of TV2.

Proposal Summary

With the enthusiastic endorsement of a well-respected *Transitional Citizen Advisory Board*, the *Land Information Access Association* (LIAA) proposes to help redevelop, re-invigorate, and rebuild public access television in northwest lower Michigan as a respected and valued community resource. We propose to manage and operate both the public access (TV 2) and government access (CH 99) television systems for the benefit of all citizens, fairly and equitably.

Working as a nonprofit community service, LIAA will help create and distribute audio/video content through cable and Internet media that promotes and celebrates local achievement, community education, civic engagement, local culture, art appreciation, and individual citizen expression. As part of these services, we will organize and provide training, technical support, studio and editing facilities to local governments, nonprofit organizations, and interested citizens.

Program Approach & Methodology

LIAA is an established and well-respected Section 501(c)3 nonprofit community-service organization with offices at 324 Munson Avenue in Traverse City. LIAA has a 15-year history of providing a broad range of planning, education and technical services to local governments and other nonprofits in over 100 communities across the State of Michigan. With an emphasis on civic engagement, we have helped citizens, organizations, and local governments all over the state of Michigan work together to improve their communities.

Upgraded Facilities Provided at LIAA

Using its own funds, LIAA will make about \$10,000 of internal building modifications to create an audio/video studio, office space, and production facilities for TV 2 and CH 99 production and management services. Following these improvements, we will move all the modern video production and distribution equipment from TADL to LIAA's building. We will work with Charter Communications to provide the necessary high-speed data transfer infrastructure. LIAA will then take over the maintenance of resources and day-to-day operation of TV 2 and CH 99, accepting overall management responsibilities, including employment of staff, provision of office and studio facilities, bookkeeping and accounting, and program development.

Citizen's Advisory Board to Establish & Maintain Policies & Standards

LIAA's volunteer *Board of Directors* will continue to act as the final authority and primary policy setting body for this and all programs operated by LIAA and its staff members. However, a *Citizen's Advisory Board* will be established to promulgate policies and standards concerning programming and the equitable distribution of access to the resources and services provided for public access television (TV 2). During the first year, a *Transitional Citizen's Advisory Board* will establish its own *By-Laws* including public meeting procedures and procedures for selecting future members with equitable representation from participating municipalities.

Transitional Citizen's Advisory Board:

Christine Maxbauer
David Poinsett
Richard Powell
Thom Paulsen
Raymond Minervini
Doug Stanton
Mary Grover
Megan Crandall
Beth Friend
Derith Smith, Elmwood Twp.
Rep. for City of Traverse City
Rep. for Garfield Township

Production Training & Technical Services Provided

LIAA will work with the *Citizen's Advisory Board* and TV 2 volunteers to establish a truly valuable *Community Media Center* that serves all citizens, nonprofit organizations, and local governments in northwest lower Michigan. The *Community Media Center* will provide free and low-cost access to TV 2 cablecast services, video production training courses, production facilities and equipment, video production services, and general technical assistance (e.g., video on the web). Citizens, local governments, and nonprofit organizations *within the participating municipalities* will be provided access to TV 2 *cablecast* services for free.

Extensive Outreach Efforts to Improve & Increase Local Content

LIAA and the *Citizen's Advisory Board* will work to build new, broad-based community appreciation for public access television and the services provided by the *Community Media Center*. We will work to engage nonprofit organizations throughout the community in developing useful, informative, and educational content for distribution over TV 2 and the Internet. We will assure that citizens can cablecast their views and opinions over TV 2 as part of our commitment to community education and civic engagement. We will also work hard to establish relationships of trust and mutual appreciation with the municipalities of northwest lower Michigan.

Limited Funding from Participating Municipalities

Funding for the operation of TV 2 and CH 99, including the provision of public services and purchase of video equipment, will be provided by: 1. participating municipalities (derived from cable franchise fees), 2. fees for services and rentals (e.g., fees for studio, equipment, and production services), 3. *Community Media Center* membership fees, and 4. grants from private foundations and other granting organizations.

The municipalities now participating in TV 2 and CH 99 are asked to maintain the current level of funding with no increase. This will be the primary source of operational funding for at least one year. During this period, we will work to gain the trust and participation of municipalities throughout the region. If additional municipalities agree to participate, the amount of funding requested from all municipalities may be proportionately lower in coming years.

Funding provided by participating municipalities will help leverage additional grant funds for special projects as well as the operation and maintenance of the *Community Media Center*. The facilities and services provided by the *Community Media Center* will encourage additional video production here in the Grand Traverse Region rather than downstate. For example, as memberships grow and fee-based revenues increase, additional training opportunities and programs will be created for the citizens of our region.

Reliable & Audited Accounting

LIAA will maintain separate and detailed revenue and cost accounting for TV 2, CH 99 and the *Community Media Center*, making semi-annual reports to the participating local governments. These records will be formally audited annually. If, for any reason, LIAA can no longer maintain this public service, all funds remaining will be returned to the participating local governments in a ratio similar to their levels of contributions.

Overall Budget

In the following table, we present a detailed budget for the first year of the new *Community Media Center* for public access and government access television systems. The budget includes costs for the relocation of the existing infrastructure, the replacement of extremely old

technology, and the connection of digital data lines to Charter Communications. The other costs identified include personnel costs, expected to include one full time person and some time from several support staff members (equivalent to less than a ½ time person). We also identify anticipated costs for facility overhead. Finally, we include costs associated with the installation of video capture equipment in the East Bay Township Hall.

LIAA is committed to providing a substantial amount of in-kind material and overhead support to the new *Community Media Center*. As noted, we are requesting access to funds currently available and the continuation of contributions by all the municipalities now participating. We ask that the funding level remain unchanged for the first year of operation (i.e., no increase is requested). Over the coming year, we hope to increase the number of local governments participating fully in this program, assuring the Grand Traverse Community the truly high-quality public access and government access television service it deserves.