

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, July 17, 2019 at 7:45 am

***Village of Beverly Hills

Council Chambers***

18500 West 13 Mile Road

1. Roll Call
2. Approve Meeting Minutes For Cable Board Meeting of June 19 , 2019-M
3. Public Comments
4. Municipal Support Services Grant Request from Franklin-Bingham Fire Department - M
5. Annual Election of Officers - M
6. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
9. Executive Director's Report
10. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
7. BAPA/BAMA Report
8. Old Business
9. New Business
10. Public Comments
11. Board Comments
12. Adjourn

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – June 19, 2019

Present: Abraham, Bresnahan, Eick, Fenberg, McLain - Birmingham
 Borgon, Delaney, Gugni – Beverly Hills
 Ettenson – Bingham Farms
 Stakhiv - Franklin

Absent Shand – Beverly Hills

Also Present: Currier – Attorney for Cable Board
 Rota – Bloomfield Community Television

McLain called the meeting to order at 7:45 AM in the Village of Beverly Hills Municipal Building at 18500 W. Thirteen Mile Road.

APPROVE MINUTES OF CABLE BOARD MEETING HELD May 15, 2019.

Motion by Borgon, seconded by Ettenson to approve the minutes of the Regular Cable Board Meeting on May 15, 2019, as presented.

Motion Passed (10-0)

PUBLIC COMMENTS

None

PEG GRANT REQUEST – FRANKLIN HISTORICAL SOCIETY

Stakhiv presented the annual formal request from the Franklin Historical Society to continue funding the one year internet subscription from Comcast for the Franklin Historical Museum. Many members of the Historical Society, other than the volunteers working on the internet, come to the museum to use the computers. She felt it was a worthwhile cause.

Motion by Stakhiv, seconded by Fenberg to approve a PEG Grant request in the amount not to exceed \$1,018.80/yr. to the Franklin Historical Society for internet service at the Franklin Historical Museum for FY 2019-2020.

White confirmed this had been approved in the past and was a line item in the Budget under PEG Grants.

Ettenson was curious as to what speed it was. Stakhiv replied that she did not know, but the price was comparable to what she herself pays for Comcast in Franklin. She would, however, check to make sure the Museum was getting the accurate speed.

Roll Call Vote:
 Motion Passed (10-0).

ADOPTION OF FY 2019-20 BACB BUDGET

Motion by Borgon, seconded by Fenberg to approve the Birmingham Area Cable Board Budget for Fiscal Year 2019-2020, as presented.

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White reported that Revenues were discussed in the Cable Action Committee and because of the concern with cord cutters it was decided that the Board should be even more conservative next year than this year. Franchise fees and PEG income numbers have been reduced in accordance with percentages which match those budgeted last year. She thanked Fenberg for helping. She noted that the numbers of the current budget (as of the end of May), were above the projected revenues in almost all categories for almost all the four (4) cities. BACB's habit of being conservative in numbers continued. Regarding Expenses, those amounts which have changed were highlighted in the Proposed Budget Report. The Website expense was bumped up because she has been working more with Muniweb now that she posts the packet herself. The new contract with the new Cable Contractor was unknown and might have to be changed. There was an increase in the Budget under the category of Grants. Equipment Purchase amount was increased a little higher and the amount for the Production Truck was decreased.

Delaney posed questions about the Cable Board bank accounts and how they were communicated to the public. Fenberg stated that attached to the Board Members' packet was a summary of Revenue and Expenses compared to the YTD budget and the annual Budget. Borgon suggested White prepare a document with the status of the actual current numbers verses the budgeted numbers, as she has done in the past. Fenberg explained the different Fund Balances of Current Assets and the process of disseminating them. White noted that the BACB was on track with Revenues and Expenditures for the year. McLain noted that White tries to get the current financial information to the Board Members at least two (2) days before the meeting, but she must rely on Beverly Hills as they are the fiduciary for the Cable Board. This information is sent out every month.

Roll Call Vote:
Motion Passed (10-0).

McLain thanked all those who attended the Cable Action Committee meeting, sent email support and/or feedback and talked with Fenberg and White during their efforts to make sure BACB stayed on track. It was most important that the BACB was prepared in case the law changed regarding the FCC's decision on how it would/might characterize PEG funds.

COMMITTEE REPORTS

Cable Action Committee

Eick was unable to attend the last meeting. White reported that the committee spent most of its time on the budget and gave an update on the RFP responses which were due at the end of the month.

The next Cable Action Committee meeting would be Thursday, July 11 at 4:30 PM at the Birmingham Baldwin Public Library.

PEG Committee

Borgon reported there was not a meeting last month as there was nothing to discuss. The deadline for RFPs to be submitted into the Birmingham City Clerk's Office was June 28, 2019 at 2 PM. Attending the opening of the envelopes would be McLain, White and any committee member. Since Borgon would be out of town until July 14, there was a discussion of scheduling

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a committee meeting without him being present but reachable by phone. Currier clarified that a member (Borgon) could not be on the phone for a committee meeting. It was decided that the meeting would be Thursday, July 18. Borgon suggested it be in the Beverly Hills Municipal Building and that someone call him on the 28th with the number of proposals that had been submitted. Fenberg requested that White circulate copies of the proposals to the members of the Board once they had been opened. She would also send one electronically to Borgon.

EXECUTIVE DIRECTOR'S REPORT

White referred to her monthly report dated June 13, 2019. There was one (1) complaint since the date of her last report. The complaint was from a Birmingham resident who requested Comcast remove cable wires from an old pole in front of his home. The lines were relocated from the utility pole. This complaint is closed.

Financial

The account balances for MBS, BBCU and Beverly Hills accounts as of May 31, 2019 were emailed to all Board members. This information was also provided via hard copies at the meeting.

Five (5) checks have been written on behalf of the BACB since the last Board meeting, of note: a quarterly contract payment to Bloomfield Township, a PEG Grant payment to NEXT and payment to Advanced Lighting and Sound for equipment.

Additional Notes

Comcast noted there would be a change in the channels as of July 17, 2019. Those who subscribe to the Premier Package would receive Hitz, a new service which will include more than 200 movie titles. Cinemax will no longer be available with the Premier Package, however, would be available separately.

Network TV was having some difficulties due to the streaming subscribers who were migrating to Netflix, Amazon and Hulu. The advertising profits were dwindling.

Borgon requested an updated BACB Member Roster.

White reminded the Board that in July BACB elections are scheduled.

PROVIDER RELATED TOPICS**a. Comcast**

There was no representative present.

b. AT&T/Uverse/Direct TV

There was no representative present.

c. WOW

There was no representative present.

White reported she had received no communication or concerns from the providers.

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McLain advised residents that hanging wires in the right of ways should be reported. If the residents were not sure whose wires they were, please call the city for a description. If the cities are unsure they will call the Cable Board for clarification.

BAPA/BAMA REPORT

Rota referred to his memo to BACB dated June 13, 2019. He listed the completed **BAMA** Programs which were eight (8) regularly scheduled municipal meetings, the BACB meeting, the Parks and Recreation Board meeting, Zoning Board of Appeals meeting, the Multi-Modal Transportation Board meeting, the Advisory Parking Board Committee, two (2) Baldwin Public Library Board meetings, four (4) City of Birmingham Special Citywide Master Plan meetings and City of Birmingham Memorial Day Service.

For the **BAPA** Programs, from the BACB area individual producers and organizations, twenty-seven (27) programs were taped, all of which he listed, as well as future sports games, both girls and boys.

PRODUCER WORKSHOPS and/or CAMERA WORKSHOPS - BCTV is offering a one-on-one session for those who are interested in producing their own show and for those who want to volunteer and experience “behind the scenes”, as well as do some programming. Please call 248-433-7790 and BCTV will schedule a date and time for you.

HELPING HAND - Rota worked with Ken Marten, Bingham Farms Village Manager, setting up a room with extra audio equipment and a supply of microphones and cables for a special meeting the Village was to have. Since this meeting was expected to have an overflow of residents attending, it had been moved to a new one. Marten was pleased Rota could help.

Village of Bingham Farms would be meeting Monday, June 24 to discuss whether to have their meetings filmed by BCTV. Rota met with Marten about a month ago to show him what the set up entailed so he has all the information for the production end of it. Ettenson stated that the Council meeting would be at 7:30 PM in the Bingham Farms Village Office conference room. He also commented that the “overflow” meeting which was held in an “offsite” auditorium was very helpful.

Borgon confirmed with Rota that the equipment for Bingham Farms had been approved and purchased a few months ago, in conjunction with that for Franklin. However, BACB held off on purchasing the audio equipment as the exact items had not been identified. Borgon requested that if Bingham Farms approved the filming of its Council meetings, that Rota provide an estimate of the additional equipment costs at the July BACB meeting. Rota reminded the Board that the meetings would not go “live”.

OLD BUSINESS

None

NEW BUSINESS

None

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PUBLIC COMMENTS

None

BOARD COMMENTS

McLain thanked everyone for attending this meeting, especially in the middle of summer.

There being no further business, the meeting was adjourned at 8:20AM.



Franklin-Bingham Fire Department

13 June 2019

Birmingham Area Cable Board
Ms. Cathy White, Executive Director
P.O. Box 165
Birmingham, MI 48012

Re: Grant Request for Internet Access Consideration for FY2019-2020

Dear Executive Director White,

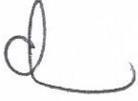
The Franklin-Bingham Fire Department currently obtains Internet access through contractual agreements with Comcast for fire station internet access, and Verizon Wireless for scene-based EMS incident reporting access. These services were selected based upon coverage, speed, cost and the ability to receive a static IP address, so that we can host our public website as well as communicate with our personnel, via a secure web connection.

While our department does not rely on county based systems, due to cost, we remain reliant on internet connectivity, in that we may be able to communicate effectively during normal times as well as when involved or as a result of emergency situations, including:

-
- Access to the State of Michigan Emergency Management coordination systems
 - Access to the State of Michigan Health Alert Network System
 - Access to the State of Michigan mandated EMS report systems (MI-EMSYS) and Zoll
 - Access to the US Fire Administration records site to upload our fire reports
 - Access to multiple US DHS response and intelligence networks
 - Access to NOAA severe weather services

While our department, like many others, relies on access to the internet, we are also faced with many of the same increasing costs of doing business. As a result, it is becoming more and more difficult to cost effectively meet our current obligations. With this in mind, I am writing to you to request any available grant assistance to the department to cover our internet connectivity costs of \$114.90 per month for Comcast fire-station internet service and \$79.98 per month for Verizon Wireless internet access. For the fiscal year starting July 1st, this would total \$2,338.56. Your support, if approved, would help us out that much more in providing our services to the public, by allowing us to maintain a level of service commensurate with our obligations.

Thank you for any and all consideration and assistance and please feel free to contact me at 248.626.9862 with any questions, comments, or other information needs you may have.

A handwritten signature in black ink, appearing to be 'Tony Averbuch', written in a cursive style.

Tony Averbuch, Fire Chief

MEMORANDUM

DATE: July 12, 2019
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received three (3) complaints since the date of my last report. Complaint No. 2019-14 was received from a Franklin resident who had tried for a couple of months to get Comcast to honor their contract and keep his charges at the rate he consistently pays. He stated that he had been given rambling responses by Comcast representatives with significant takeaways and new charges. The escalation team indicates that they communicated to him that his rate increased due to changes in the broadcast fee and regional sports fee as well as the digital adapter rate. In addition, the promotional rate for the converter box ended and the retail rate for the equipment/boxes was now \$9.95 per box as opposed to 2 for \$11.98. The rate increases are not optional and there are no available promotions which would keep him in the same level of service for the same estimated monthly recurring charges. He was advised that they could discuss lowering his package, reviewing his entertainment needs and customizing a package for him but that they could not lower his bill and keep the service unchanged. This complaint is now closed.

Complaint No. 2019-15 was submitted on behalf of a Birmingham resident who is unhappy about the fact that there are so many cable wires on her property compared to her neighbors and that they are unsightly. She would like to meet with a Comcast technician to determine if any of the wires could be relocated to a neighboring property. This complaint is pending.

Complaint No. 2019-16 was received from a Franklin resident whose Comcast promotion period ended and is now being billed an additional \$30 per month. A member of the escalation team has discussed various current package options with him but at this time he has decided not to make any changes. This complaint is now closed.

FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of June 30, 2019 will be e-mailed to all Board members. This information will also be provided via hard copies at the meeting, as well as budget to actual figures.

CHECK DISBURSEMENT

Two (2) checks have been written since the date of our last meeting as follows:

1. Advanced Lighting & Sound (equipment): \$272.00
2. Franklin Historical Society (PEG Grant for internet costs): \$1,018.80

ADDITIONAL NOTES:

1. Comcast has notified us that as of July 23, 2019, the Tennis channel will be available in the Digital Starter tier.
2. We received a very nice thank you note from NEXT for the PEG Grant they received from the BACB. They indicated that the grant they received will allow more seniors the ability to stay connected and reduce feelings of isolation. They also stated that they are grateful for our partnership and continued assistance.
3. In response to our Request for Proposals for Cable Access Management Services, we received one proposal from BCTV. Copies of the proposal were mailed to all Board Members.
4. A new Board Roster has been prepared and is attached hereto.

**BIRMINGHAM AREA CABLE BOARD MEMBERS
JUNE, 2019**

CITY OF BIRMINGHAM 48009

VACANT

ELAINE MCLAIN, CHAIRMAN
425 N. Eton #302
(248) 225-9903
ekmclain@gmail.com
3/30/20 (01/09/06)

VACANT

DAVID EICK, CABLE ACTION COMM CHAIRMAN
559 Greenwood St.
(248) 231-8067
eickhouse@comcast.net
3/30/20 (12/14/15)

DONOVAN SHAND
1645 Buckingham Ave
(248) 330-0747
dgshand@gmail.com
3/30/20 (12-04-17)

MICHAEL FENBERG, TREASURER
908 Chesterfield
(248) 310-7373
michael.fenberg@bakertilly.com
3/30/20 (3/13/17)

GEORGE ABRAHAM
898 Arlington
(248) 642-1257
georgeabrahamjr@outlook.com
3/30/19 (3/13/17)

VILLAGE OF BEVERLY HILLS 48025

JAMES DELANEY
18129 Riverside
(248) 723-5869
J2delaney@comcast.net
6/30/20 (4/2/19)

SARA BRESNAHAN
6/30/21 (10/2/18)

GILBERT GUGNI
30531 Lincolnshire E.
(248) 892-7842
ggugni@gmhlaw.com
6/30/19 (8/2/16)

BOB BORGON, PEG CHAIRMAN
32340 Drury Lane
(248) 388-1191
rjborgon@gmail.com
6/30/19 (11/15/16)

VILLAGE OF BINGHAM FARMS

MEL ETTENSON 9/30/19 (4/25/01)
30720 Ivyglen 48025
(248) 258-5657 (o)
melettenson@gmail.com

VILLAGE OF FRANKLIN

VACANT

BIRMINGHAM SCHOOLS

DR. JOSEPH L. HOFFMAN
Assistant Superintendent for Teaching and Learning
Birmingham Public Schools
31301 Evergreen Road
Beverly Hills, MI 48025
(248) 203-3011
jhoffman@birmingham.k12.mi.us

CABLE ATTORNEY

TIM CURRIER
3001 W. Big Beaver Rd., Suite 200
Troy, MI 48084
(248) 645-9400
tcurrier@beierhowlett.com
www.beierhowlett.com

DWIGHT LEVENS

Executive Director of Technology
Technology Services
1525 Covington Rd.
Bloomfield, MI 48301
(248) 203-4608
DLevens@birmingham.k12.mi.us

OTHER CONTACTS

EXECUTIVE DIRECTOR

CATHY WHITE
P.O. Box 165
Birmingham, MI 48012
BACB (248) 336-9445
Cell (734) 347-1527
execdir@birminghamareacableboard.org

PEG ACCESS (MLAC15)

GREG KOWALSKI BCTV
4200 Telegraph
Bloomfield Hills, MI 48303
(248) 433-7791
gkowalski@bloomfieldtpw.org

CITY OF BIRMINGHAM

CHERILYNN MYNSBERGE- Clerk
151 Martin Street 48009
(248) 530-1802
cmynsberge@bhamgov.org

VILLAGE OF BINGHAM FARMS

KEN MARTEN –Admin & Clerk
24255 Thirteen Mile #190 48025
(248) 644-0044
kmarten@binghamfarms.org

VILLAGE OF BEVERLY HILLS

KRISTEN RUTKOWSKI –Clerk/Asst Village Manager

18500 W. Thirteen Mile Rd 48025

(248) 646-6404

Krutkowski@villagebeverlyhills.com

COMCAST CABLE COMMUNICATIONS

KYLE V.MAZUREK

Manager, External Affairs

41112 Concept Drive

Comcast, Heartland Region

Plymouth, MI 48170

(734) 254-1557

Kyle_Mazurek@cable.comcast.com

AT&T

ROBERT JONES

External Affairs

444 Michigan Avenue, 17th Floor

Detroit, MI 48226

(313) 929-0727

rj1961@att.com

VILLAGE OF FRANKLIN 48025

EILEEN PULKER – Clerk

32325 Franklin Rd

(248) 626-9666

clerk@franklin.mi.us

WIDE OPEN WEST

LESLIE BOWMAN

Executive Customer Advocate

2025 Research Pkwy, Suite D

Colorado Springs, CO 80920-1032

(248) 915-4686

Leslie.Bowman@wowinc.com



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report June 20th, 2019 through July 17th, 2019

Date: July 11th, 2019

Cc: Greg Kowalski; Cathy White; Elaine McLain, Bob Borgon

BAMA Programs

During this time period we've completed seven regularly scheduled municipal meetings, the BACB meeting, Parks and Recreation meeting, Zoning Board of Appeals meeting, Baldwin Public Library Board meetings and two City Birmingham Special meetings.

BAPA Programs

From BACB area individual producers and organizations we've taped 25 programs. From individuals:

- ❖ Three *Managing Problems of Dailey Living* hosted by Linda Sircus.
- ❖ Three *Michigan Entrepreneur* hosted by Tara Kachaturoff.
- ❖ Three *Eye on Oakland* hosted by Chuck Moss and David Potts.
- ❖ Three *Making a Difference at TCH* hosted by Bill Seklar.
- ❖ Five *Patriot Lessons* hosted by Judge Michael Warren.

From BACB area organizations:

- ❖ Two *Women's Club Lectures*.
- ❖ Six *In the Park Concerts*.

PRODUCER WORKSHOP

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.

TEST RUN

Last week I set up all the gear at the Village of Bingham Farms to show the Village Manager what the setup would look like if we were to cover meetings.