

**City of Ann Arbor
CABLE COMMUNICATIONS COMMISSION**

**May 4, 2016
Regular Session**

MINUTES

Call To Order and Roll Call: Chair R. Sutton called the Cable Commission Regular Session to order at 3:01 p.m. Upon roll call, the following were present: R. Sutton, T. Ramirez, D. Chappell, J. Torgersen, G. McDonald and L. Wondrash. Not in attendance were B. Clarke and J. Eaton.

Approval of Agenda: Chair R. Sutton asked for approval of the agenda. Motion to approve was made by D. Chappell and seconded by T. Ramirez.

Approval of Minutes: Chair R. Sutton asked for approval of the Nov. , 2015 Regular Session minutes. Motion to approve was made by D. Chappell and seconded by T. Ramirez.

Public Comment: Commission on Disability Issues member West Resendes explained the need for a recent City Council resolution that directed the City Administrator and City Attorney to develop a draft ordinance to require activation of closed captioning in places of public accommodation. He also explained the need from those in the disabled community to have access to closed captioning of City Council and other public meetings provided on CTN.

CTN Report: G. McDonald reviewed highlights from CTN February – April activity report.

Regular Business:

- a. D. Chappell proposed a resolution stating the Cable Communication Commission would support the adoption of an ordinance that requires activation of closed captioning in places of public accommodation. T. Ramirez seconded and the motion passed. In addition, West Resendes would work with the Commission on Disability Issues to indentify the prioritization of City Council and Boards and Commissions that should be closed captioned and bring the list back to the Cable Commission for further discussion and funding exploration at the August meeting. L. Wondrash stated she believed CTN could accommodate the closed captioning of City Council meetings within the FY17 budget, but funding would need to be identified for the addition of other Boards and Commissions.
- b. J. Torgersen proposed a resolution requesting CTN staff investigate the costs and benefits of low-powered TV transmission of CTN channels. D. Chappell seconded and the motion passed.

Commission/Staff Comments:

None

Adjournment: D. Chappell made a motion to adjourn the meeting and it was seconded by T. Ramirez. R. Sutton closed the meeting at 4:00 p.m.

Submitted by: L. Wondrash
Date Approved: Aug. 3, 2016

**City of Ann Arbor
CABLE COMMUNICATIONS COMMISSION**

**August 3, 2016
Regular Session**

DRAFT MINUTES

Call To Order and Roll Call: Chair R. Sutton called the Cable Commission Regular Session to order at 3:05 p.m. Upon roll call, the following were present: R. Sutton, D. Chappell, J. Torgersen, G. McDonald, L. Wondrash and J. Eaton. Not in attendance were B. Clarke and T. Ramirez.

Approval of Minutes: Chair R. Sutton asked for approval of the May 4, 2016 Regular Session minutes. Motion to approve was made by J. Torgersen and seconded by D. Chappell.

Public Comment: None

Approval of Agenda: Chair R. Sutton asked for approval of the agenda. Motion to update the agenda and remove the closed session due to lack of quorum needed was made by J. Torgersen and seconded by D. Chappell. Motion unanimously approved.

CTN Report: G. McDonald reviewed highlights from CTN May – July activity report.

Regular Business:

- a. Cable Franchise Update: L. Wondrash informed the Commission that the City Clerk's Office had received from AT&T a State Franchise renewal application on July 27, which was forwarded to the City Attorney's Office. A motion was made to note the Cable Commission's recommendation to City Council to approve the application and 10-year state franchise agreement renewal with AT&T.
- b. Closed Captioning: L. Wondrash informed the Commission that she had not heard back from representatives from the Commission on Disability Issues regarding the requested prioritization preferences for the expansion of closed-captioning of city public meetings. She noted the Commission meets in September and she hopes to have heard back from them by the Cable Commission's November meeting.
- c. Low Powered TV: G. McDonald discussed a memo he had provided to the Commission regarding research he had found regarding the low powered TV application process and equipment costs. A motion was made for L. Wondrash to submit a City Attorney's request to answer two questions: Can franchise fees be used for the purchase of licenses and equipment for CTN to run low-powered TV; and legally can CTN operate a low-powered TV station? The motion passed. G. McDonald and J. Torgersen would continue to research low powered TV costs and processes for future Commission discussion.

Commission/Staff Comments:

J. Eaton requested the Cable Commission meet at a later time in the day. L. Wondrash informed him that the Cable Commission calendar had been set for 2016, however, the 2017 calendar would be on the November meeting agenda. J. Eaton requested that staff research the percentage of time CTN studio was utilized as well as identifying VieBit competitors and costs.

Adjournment: D. Chappell made a motion to adjourn the meeting and it was seconded by J. Torgersen. R. Sutton closed the meeting at 3:50 p.m.

Submitted by: L. Wondrash

Date Approved: