

Special Meeting of the Board and the Policy Committee of Crystal Lake Township

Meeting held at 1651 Frankfort Highway, Frankfort MI 49635

May 28, 2019

Meeting was called to order by Supervisor Amy Ferris at 12:35 PM.

Ferris, May, Nielsen, Popp and Sullivan were present, constituting a quorum. Marilyn Passmore, Government Relations Manager for Charter-Michigan, was an invited guest. Jill Marble and Dean Michael from the Policy Committee were also present.

Pledge of Allegiance was recited.

Purpose of Meeting:

- 1) To determine whether to renew the cable television franchising contract with Charter for the next 10 years, including whether to request a franchise fee percentage; and
- 2) To review proposed Administrative Policies and Procedures

Charter Franchise:

- Ms. Passmore explained that of the approximately 800 Michigan communities using Charter services, about half have chosen to request a franchise fee percentage from the video portion of Charter's clients' bills. The average percentage is 3%.
- She also wanted the Board to be aware of a new low-cost, high-speed broadband service that provides qualifying* households with Internet service for \$14.99 per month, something of particular benefit to students and low-income seniors. (*Recipients of: free or reduced cost school lunch programs; Supplemental Security Income, age 65 or over; and Community Eligibility Provision of the NSLP. Call 1-844-525-1574 for more information.)
- The franchise agreement is with the Township, because state law requires that it be with the local municipality which controls the "rights of way".
- What is Charter's obligation to provide access to those who want it, but for whom it is not available: the FCC says Charter must connect to households requesting service which are within 125' from an existing line. The cost of installing new lines is \$30,000/mile for cable or \$70,000/mile for fiber optic. If all potential customers on a new line agree to share the cost, Charter is willing to contribute \$3,000 per household.

- All requests for currently unavailable service are tracked, so she recommends that interested persons either go to the Charter/Spectrum office at the Grand Traverse Mall in Traverse City or call the main office at: 855-757-7328.
- A map of where service lines currently exist in the Township is confidential and not available for public distribution, but Board members can share access information with constituents verbally. Also, if there are three lines at a power line pole, one line is likely to be for cable service.
- If the Board does not sign the franchise contract before June 11, 2019 the Township will lose the opportunity to request the fee percentage, but the rest of the contract will be "memorialized", i.e., continue as before.
- Ms. Passmore thanked the Board and left.
- Nielsen moved that the Board renew the cable television franchising contract between CLT and Charter for another ten years (June 2019 – May 2029) and choose to not request the collection of a franchise fee percentage from Charter cable television customers living in the Township, leaving the percentage stated on Page 4 of the contract as "0%" to be collected; Sullivan seconded; roll was called; all ayes. Motion passed.

Administrative Policies and Procedures:

The Board and Policy Committee members then reviewed Chapters 5, 6, 7 and 8 in detail.

Public Comment: None.

Meeting adjourned at 2:50 p.m.

Sue Sullivan, Clerk, reporting.