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**CHARTER TOWNSHIP OF INDEPENDENCE
&
CLARKSTON COMMUNITY SCHOOLS
VIDEO CENTER ADMINISTRATIVE BOARD
REGULAR MEETING
AGENDA**

DATE AND TIME: September 21, 2022 at 7:00 p.m.

LOCATION: Clarkston Community Schools Boardroom
6389 Clarkston Road, Clarkston, MI 48346

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

C. ROLL CALL

D. APPROVAL OF AGENDA: *Agenda additions or deletions require a majority vote of Board Members present*

E. CARRYOVER / POSTPONED AGENDA ITEMS:

F. REGULAR BUSINESS:

1. **Video Board Membership** – (Steve Hyer, Chairperson)
2. **Request to Approve Minutes – 04/13/22** (Steve Hyer, Chairperson)
3. **Review 2021-2022 Video Center Budget Report Ending August 31, 2022** (John Ehlke, ITV Station Manager)
4. **Update – ITV Production Status** (John Ehlke, ITV Station Manager & Matt Bleau, CCS Video Manager)

G. PUBLIC COMMENT: *Members of the Public may address the Video Center Administrative Board, limiting their comments to not more than five (5) minutes regarding items that do not appear on the agenda.*

H. BOARD MEMBER COMMENTS:

I. ADJOURNMENT:



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>September 21, 2022</u>	SUBMITTED BY: <u>Steve Hyer</u>
	TITLE: <u>Chairperson</u>
AGENDA ITEM: <u>Update - Video Center Board Membership</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE: CLICK HERE TO ENTER CONSULTANT NAME	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
Video Board Membership: <ol style="list-style-type: none">New Member - John Ehlke, ITV Station Manager (Non-Voting)Reappointment of Video Board - Township Members - At the August 9, 2022 Regular Board of Trustee Meeting, the Board Re-appointed Rob Namowicz and Phillip Reid to the Video Center Administrative Board for a 3-year term scheduled to expire on August 20, 2025.Open Video Board Township Member Position – Jon Doolen did not wish to be reappointed. Currently there is a potential candidate interested in the position.Reappointment of Video Board - School Members – The terms for Leanna Haun and Chandler Fleming are scheduled to expire on September 23, 2022. Leanna Haun wishes to be re-appointed and her request for re-appointment will be taken to the next Board of Education meeting. Chandler Fleming does not wish to be reappointed.Open Video Board School Member Position – Since Chandler Fleming does not wish to be reappointed, there is an open position.Election of Secretary – Chandler Fleming was the Video Board Secretary, so a new Secretary will need to be appointed.	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Not Applicable</u>	VOTE: <u>Not Applicable</u>



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>September 21, 2022</u>	SUBMITTED BY: <u>Steve Hyer</u>
	TITLE: <u>Chairperson</u>
AGENDA ITEM: <u>Request to Approve the Video Center Administrative Board Minutes of April 13, 2022</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE: CLICK HERE TO ENTER CONSULTANT NAME	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
LATE SUBMITTAL: SUBMITTED AFTER AGENDA PACKET DISTRIBUTED	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u> <u>Video Center Administrative Board Minutes of April 13, 2022</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!	
RECOMMENDED MOTION: <u>Recommended Motion Below</u>	VOTE: <u>Simple Majority</u>
<u>Move to APPROVE the Video Center Administrative Board regular meeting minutes of April 13, 2022 as presented.</u>	

A regular meeting of the Video Center Administrative Board of the Charter Township of Independence and Clarkston Community Schools was held Wednesday, April 13, 2022. This meeting was held at Clarkston Community Schools Boardroom. Steven Hyer called the meeting to order at 7:01 PM.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES

ROLL CALL:

Clarkston Community Schools Resident Members Present: Leanna Haun

Independence Township Resident Members Present: Phillip Reid, Rob Namowicz

Clarkston Community Schools Representative Member: Steve Hyer

Independence Township Representative Member: Gerald Fisher

Non-Voting Members Present: Matt Bleau, Clarkston Community Schools Video Manager; Stephan Merk, Independence Township Station Manager

Members Absent: Chandler Fleming,

Others Present: Santino Mattioli

APPROVAL OF AGENDA:

Motion VCAB-2022-04-05: Member Reid moved to **APPROVE** the Agenda as presented. Seconded by member Namowicz. **VOTE:** Yes: Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming, Fisher; **CARRIED** 4 to 0.

CARRYOVER / POSTPONED AGENDA ITEMS:

None

REGULAR BUSINESS:

1. Request to Approve Meeting Minutes – 2/9/2022

Motion VCAB-2022-04-06: Member Reid moved to **APPROVE** meeting minutes for February 9, 2022. Seconded by member Haun. Member Namowicz commented that he read the minutes and that they look good. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

2. Review 2020-2021 Video Center Budget Report Ending March 31, 2022

The budget was reviewed by Stephan Merk. Everyone present was provided with a budget summary. There will be a further amendment later in the meeting concerning compensation. Nothing has hit the budget under conference and education but will soon show up after upcoming conference. Member Hyer inquired if Mr. Merk believes that the budget projections are pretty accurate in how the year will end. Mr. Merk confirmed. Member Namowicz inquired about Edustaff expenses and references previous minutes. There was clarification that there is a need to amend budget for an additional Edustaff fee of 17 percent. It is still more cost effective to employ through Edustaff. There is still an option to employ through the school system, especially for a long-term employee.

3. Request to Approve Budget Amendment-Staffing

Member Hyer mention that this motion had just been discussed. Member Hyer clarified the motion and member Namowicz confirmed the motion. Mr. Merk mentioned that with his leaving, more money was moved to Edustaff to help with additional work.

Motion VCAB-2022-04-07: Member Namowicz motioned that \$1,500 from Equipment over \$5,000 line, and \$2,000 from Contracted Maintenance and Repair line be used to increase the EDUSTAFF budget line by \$3,500. Seconded by member Fisher **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

4. Update- National Association of Broadcasters Conference Costs

Mr. Merk stated that he will not be attending, but two others will be. Member Hyer asked for a motion to approve more formally the current expense for the conference.

Motion VCAB-2022-04-08: Member Namowicz motioned that the conference expenses \$1,500 from Equipment over \$5,000 line, and \$2,000 from Contracted Maintenance and Repair line be used to increase the EDUSTAFF budget line by \$3,500. Seconded by member Haun. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

5. Request to Approve 2022-2023 Video Center Budget Proposal

Member Hyer explained that the Video Center Administration Board reviews the proposed budget and can make recommendations. The budget then is rolled into the school budget where it is approved prior to the next fiscal year. Stephan Merk mentioned that the Edustaff portion will increase by 23% to reflect the additional contract fees and a 3% salary increase. There may need to be further adjustments to this line because health care coverage expenses are not known at this time. Member Fisher asked who will be doing the future budget, Mr. Merk replied that this budget should carry operations over to September of 2022 and at that point, it is likely that his replacement will be hired and would work on budget.

There is a long-term plan for Capital Improvements. There are recent expenditures in the area and a belief that there are no current needs. Also, there is expected to be a decrease in Conference and Registration cost in the next years. If there is a need, changes can be made. There was clarification for improvements to equipment in the board room.

Motion VCAB-2022-04-09: Member Fisher motioned to **APPROVE** the 2022-2023 budget as presented. Seconded by member Haun. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

6. ITV Production Status Update

Stephan Merk reported that he has accepted another job. He is expected to leave at the end of the month. He is working on recording information to his replacement. Matt Bleau reported ITV has been broadcasting Lacrosse games and Soccer games. They will attempt to cover Baseball and Softball. Renaissance High School has gotten state approval for their program. There have been presentations to the Middle school and Junior High to promote

the Production classes. Stephan Merk mentioned that a part-time media person has been hired. This has added to consistency of getting material of out. Member Hyer suggested the Board evaluate the effectiveness of this position. This position is 10 hours per week. Facebook and Instagram are where she is starting. Matt Bleau mentioned how valuable it has been to have Mr. Merk working for the community. Member Hyer discussed how much Mr. Merk’s work has been appreciated. Member Namowicz commented how the position can be thankless but was performed in an excellent fashion. His dedication was praised.

PUBLIC COMMENT:

None

BOARD MEMBER COMMENTS:

Member Reid expressed appreciation for the work of Mr. Merk and that his presence will be missed. The challenges of filming a sporting event were discussed. There has been much progress in the ability of the station and quality of presentation. Mr. Merk’s dedication and professionalism were praised.

Member Hyer clarified when the next meeting will take place in September and is on the calendar.

ADJOURNMENT:

Motion VCAB-2022-04-010: Member Namowicz motioned to adjourn at 7:28 pm. Seconded by member Reid. **VOTE:** Yes: Fisher, Haun, Hyer, Namowicz, Reid; No: None; Absent: Fleming; **CARRIED** 5 to 0.

Chandler Fleming, Recording Secretary

Steve Hyer, Chairperson



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>September 21, 2022</u>	SUBMITTED BY: <u>John Ehlke</u>
	TITLE: <u>ITV Station Manager</u>
AGENDA ITEM: <u>Review 2022-2023 Video Center Budget Report Ending August 31, 2022</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE: CLICK HERE TO ENTER CONSULTANT NAME	
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
<u>Presentation of the Video Center budget, year-to-date.</u>	
LATE SUBMITTAL: <u>SUBMITTED AFTER AGENDA PACKET DISTRIBUTED</u>	
<u>N/A</u>	
SUPPORT DOCUMENTS: <u>Attached: See below list of documents</u>	
<u>Ind TV Op Stmt August 2022</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
<u>N/A</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW: <u>COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!</u>	
RECOMMENDED MOTION: <u>Not Applicable</u>	
VOTE: <u>Not Applicable</u>	

2022-23 VIDEO CENTER BUDGET
Operating results Through August 31, 2022

Description	Ending	Ending	Ending	2022-2023 Budget		Actual	Available	% Budget	Projection	
	Balance	Balance	Balance	Original	Amended	YTD Thru			Balance	Remaining
	6/30/2020	6/30/2021	6/30/2022	Budget	Budget	8/31/2022				
REVENUES										
Lease Payments	216,500.00	218,000.00	222,500.00	218,000.00	218,000.00	0.00	218,000.00	100.0%	218,000.00	100.0%
Fund Raising	3,622.41	1,016.65	2,888.55	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Total Revenues	220,122.41	219,016.65	225,388.55	218,000.00	218,000.00	0.00	218,000.00	100.0%	218,000.00	100.0%
EXPENDITURES										
LABOR COSTS										
Salaries	46,421.40	9,935.00	1,006.48	3,500.00	3,500.00	582.33	2,917.67	83.4%	3,500.00	100.0%
Group Life	30.60	5.06	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Group Disability	113.64	17.04	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Health Insurance	4,722.12	799.37	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Dental	682.08	102.19	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Vision	0.00	6.11	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Retirement	19,597.56	4,382.70	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
FICA	3,545.38	760.91	77.00	300.00	300.00	44.54	255.46	85.2%	300.00	100.0%
Edustaff (Purchased Services) + Health \$8300 yearly	10,775.02	48,238.22	74,253.46	96,276.00	96,276.00	12,089.77	84,186.23	87.4%	96,276.00	100.0%
Special Payout	0.00	47.99	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Total Labor	85,887.80	64,294.59	75,336.94	100,076.00	100,076.00	12,716.64	87,359.36	87.3%	100,076.00	100.0%
OPERATING COSTS										
Media Club	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Conference/Registration (Travel)	2,004.84	636.25	8,651.05	6,000.00	6,000.00	0.00	6,000.00	100.0%	6,000.00	100.0%
Other Purchased Services (Contracted Maint/Rep)	10,819.93	13,149.00	11,719.29	13,000.00	13,000.00	161.88	12,838.12	98.8%	13,000.00	100.0%
Leasing Charages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.0%
Telephone	8,915.11	9,735.50	9,687.03	12,735.00	12,735.00	1,603.80	11,131.20	87.4%	12,735.00	100.0%
Supplies/Materials	3,762.30	1,633.97	3,675.91	7,000.00	7,000.00	154.75	6,845.25	97.8%	7,000.00	100.0%
Equipment > \$5,000	52,370.00	25,723.00	30,500.00	32,000.00	32,000.00	0.00	32,000.00	100.0%	32,000.00	100.0%
Equipment < \$5,000	4,935.35	10,047.21	17,846.48	25,000.00	25,000.00	0.00	25,000.00	100.0%	25,000.00	100.0%
Total Operating Costs	82,807.53	60,924.93	82,079.76	95,735.00	95,735.00	1,920.43	93,814.57	98.0%	95,735.00	100.0%
Total Expenditures	168,695.33	125,219.52	157,416.70	195,811.00	195,811.00	14,637.07	181,173.93	92.5%	195,811.00	100.0%
Net of Revenues and Expenditures	51,427.08	93,797.13	67,971.85	22,189.00	22,189.00	(14,637.07)	36,826.07		22,189.00	
FUND BALANCE										
Beginning Fund Balance	217,803.45	269,230.53	363,027.66	430,999.51	430,999.51				430,999.51	
Ending Fund Balance	269,230.53	363,027.66	430,999.51	453,188.51	453,188.51				453,188.51	



VIDEO CENTER ADMINISTRATIVE BOARD MEETING AGENDA ITEM FORM (MAIF)

MEETING DATE: <u>September 21, 2022</u>	SUBMITTED BY: <u>John Ehlike & Matt Bleau</u>
	<u>ITV Station Manager & CCS Video</u>
	TITLE: <u>Manager</u>
AGENDA ITEM: <u>Update - ITV Production Status</u>	
AGENDA ITEM PLACEMENT: <u>F. Regular Business</u>	
REQUEST FOR CONSULTANT TO ATTEND MEETING: <u>None Requested</u>	
INSERT CONSULTANT NOT NAMED ABOVE:	CLICK HERE TO ENTER CONSULTANT NAME
AGENDA ITEM DESCRIPTION: <u>See Below Description</u>	
<u>Presentation on what the staff has accomplished this past quarter.</u>	
LATE SUBMITTAL: <u>SUBMITTED AFTER AGENDA PACKET DISTRIBUTED</u>	
SUPPORT DOCUMENTS: <u>None</u>	
LEGAL REVIEW: <u>Not Applicable</u>	
SUPERVISOR REVIEW: <u>Not Applicable</u>	
BUDGET REVIEW:	<u>COMPLETED BY: BUDGET & OPERATIONS ANALYST, FINANCE DIRECTOR OR FD BUSINESS MANAGER ONLY!</u>
RECOMMENDED MOTION: <u>Not Applicable</u>	VOTE: <u>Not Applicable</u>