

# Minutes

## Missoula Civic Television Advisory Commission

### May 15, 2017

**Commission Members in Attendance:** Megan Robson, Bruce Tribbensee, Ginny Merriam, Michelle Cares, Hatton Littman, Katie Klietz and Jean Zosel

**Commission Members Absent:** Julie Armstrong, Jen Sauer and Lisa Mecklenberg Jackson

**Others in Attendance:** Joel Baird (MCAT Staff) and Heidi Bakula (Mayor's Office)

1. The minutes of April 17, 2017 were approved as corrected.

2. Public Comment

None

3. Commission Member Comment

4. Old/Continuing Business

- a. Review current programming schedule that has been recorded/is being recorded

#### Old

- Bike/Ped Bridge Over Reserve Street – Ribbon Cutting
- MCPS Youth Pow Wow
- Payne Native American Center Conference
- Public Design Updates for the Library

#### New

- 8th Grade Gifted Conference at the University
- Meet of Champions - Middle School Track Championship, Frenchtown
- Southside Symphony, Meadow Hill Middle School
- Special Olympics
- Law School Graduation
- Sons of Norway Syttendai Mai Celebration
- May 25 Special Election
- 8th Grade Promotions - Sentinel High School
- Possible Quarterly Show on What's Being Built in Missoula
- High School Graduation
- Law Enforcement Memorial Ceremony at Rose Park
- Global Leadership Initiative – MCPS/UM Program
- Tour of Development Park

- Amphitheater
- Missoula County Democrats/Bernie Sanders/Rob Quist – Wilma
- Possible PSA to remember to vote
- Meet the Candidate Show for Council Candidates

b. 2016 Draft MCAT Report

The report is currently in design and Ginny is writing the introduction letter and editing the report.

- The city has 1400 hours per year allocated, but typically 200 are not used.
- The county pays a \$3000 flat fee per year for the broadcasting of the county commissioner meetings and for city/county boards.
- Traffic delays and road construction news is placed on the community calendar.
- The city has donated hours to the county in the past mainly for the health department.

5. New Business

a. Commission objectives and meeting efficiency

Jean Zosel asked Joel Baird if he could provide the commission with a breakdown of hours on a quarterly basis. Joel said he would bring that information to the next meeting. Jean then asked Joel if he was getting the information he needed from the commission and if the monthly meetings were reasonable. Joel seemed to think both worked.

Hatton Littman asked if the commission was involved in franchise agreement negotiations. Joel said that the city hires an expert for those negotiations, but it is relevant to know how much interest the community has.

Michelle Cares discussed Sections 5.84.030(B) of Missoula Municipal Code which contains items that have not been addressed by the commission as they were charged to do.

Missoula Municipal Code 5.84.030(B)(1) & (2) states as follows:

The Missoula Civic Television Advisory Commission shall:

- Make suggestions to the public access channel administrators and/or the city council, at least on an annual basis regarding the administration and operation of the government and public access channels;
- Review the construction plans and schedule updates as set forth in the franchise, and monitor the construction of the system upgrade and report to the city council on the same;
- Review all reports and materials submitted by the cable television franchise grantee to the city as required under the franchise;

- Review complaints of subscribers which have not been timely and/or adequately satisfied by the grantee;
- On or before November 1<sup>st</sup> of each year, submit a report to the city council summarizing the commission's review of reports and materials submitted by the grantee as provided above, and any subscriber complaints;
- Conduct any other review as allowed by the city council or the commission pursuant to applicable laws; and
- Upon request of city council, provide input on issues relevant to any periodic evaluation or renegotiation sessions.

Bruce Tribbensee suggested modernizing the bylaws and the Missoula Municipal Code to reflect what the commission actually does. Joel stated that the contract expires in 2018 and Ginny added that the negotiations may be this fall. Ginny further explained that this had not been the practice of this commission. Joel added that no negotiations have occurred since the commission was formed.

Jean questioned if the bylaws and the code should be updated. Michelle said she would look into the history of the code and do some research on it.

6. Set agenda for next meeting

Jean asked that at the next meeting Michelle bring back her findings on the code and that Joel provide the quarterly report on hours.

Respectfully submitted,  
Heidi Bakula  
Executive Assistant