# CABLE TV COMMITTEE MEETING MINUTES JUNE 22, 2009

The meeting was called to order by Vice Chairperson Kobs at 5:03 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

**PRESENT:** Jamieson Adler, Jim Asplin, George Holck, Mike Kobs, Dale Yakaites and Don Patterson (arrived at 5:15 p.m.)

ALSO PRESENT: Public Access Coordinator Dan Kummer and Deputy Clerk Panzer

**EXCUSED:** Alderperson Wagner

## **PUBLIC COMMENTS**

None

## APPROVAL OF MEETING MINUTES

Deputy Clerk Panzer said she noticed an error under financial reports on page three. Motion CTV09-031 should read as follows: Motion by Asplin, second by Holck to receive and place on file the audited financial report for the period of January 1, 2008 through December 31, 2008 and the financial report for the period of January 1, 2009 through April 30, 2009.

<u>CTV09-032</u> Motion by Yakaites, second by Asplin to approve the minutes of the June 1, 2009 meeting as corrected. All Ayes.

Motion carried

## CORRESPONDENCE

A letter was received from Charter Communications giving an update on Charter's financial restructuring process.

Kummer distributed an e-mailed news article which stated Paul Allen sold about 28.5 million shares of Charter stock for less than \$1,000.

Discussion was held as to whether or not the City received a ballot as mentioned in the letter from Charter Communications

Deputy Clerk Panzer said usually information from Charter Communications is forwarded to the City Clerk's office and as far as she knows the City did not receive a ballot.

Kobs suggested forwarding a copy of this letter to City Attorney Hutchinson and/or City Administrator Brehm to review.

Yakaites said we need to find out if a ballot was received by someone in the City and if so what we have to do.

# **UPDATE ON GRANICUS SYSTEM**

Kummer said working with Granicus has been a positive experience. He can't tell us how much he appreciates everything that they have done.

Kummer explained the Granicus reports that he included in the Committee's packets. These reports showed how many viewers were using the system and which meetings had the highest number of viewers during the months of April, May and June.

Kummer said that he doesn't get any requests for tapes anymore from the City Departments, because they can go on line and view the meetings now.

Granicus does have a feature through the software that you can burn a CD that is actually indexed.

We will be starting to pay Granicus soon. The first six months of service was free.

Don Patterson arrived at 5:15 p.m.

## **UPDATE ON COPIER**

Kummer reported a one year maintenance contract with EO Johnson for the current copier would cost \$202.00 and that would include toner and a drum if needed. A lease on a new copier would cost about \$80.00 a month

<u>CTV09-033</u> Motion by Yakaites, second by Holck to approve the one year maintenance contract with EO Johnson for the copier in the amount of \$202.00. All Ayes.

Motion carried

#### PUBLIC ACCESS COORDINATOR'S REPORT

Kummer presented the Public Access Coordinator's Report for the period of June 1, 2009 through June 22, 2009. (See attached report.)

Kummer announced that State Representative Amy Sue Vruwink will be at the MCTV98 Studio on Monday, June 29th for a program on State budget issues.

Kummer reported that some of the programs under Channel 99 are airing directly on Channel 98.

Kummer explained that there has been some delay in getting total channel function. Information Systems is furnishing a faster computer to run the software for Channel 96. Channel 96 will be off the air for about two days to install equipment upgrades. He will send out a bulk email to all City Departments when this occurs and he will publish it on the channel to notify the public. We are no longer using the Info Channel. We cancelled our subscription this past year, because it was costing us about \$3,500 a year in maintenance alone to maintain that software. Now with the upgrades to the playback server, it has its own internal character generator that produces slides and agenda items. The Scala software is very powerful software, but very expensive to maintain, because there is so much competition out there.

Kummer explained that he needs additional cameras that can be left at Senior High to make Channel 99 successful. He would like to have these cameras prior to September 1<sup>st</sup>.

Yakaites suggested that Kummer put together a list of equipment/materials that he will need for next year.

<u>CTV09-034</u> Motion by Yakaites, second by Asplin to have Kummer put together a list of equipment needs for next year to review with the Committee members at the next Cable TV Committee meeting. All Ayes.

**Motion carried** 

<u>CTV09-035</u> Motion by Patterson, second by Asplin to receive and place on file the Public Access Coordinator's Report. All Ayes.

## **Motion carried**

#### **BILLS**

The bills were reviewed.

<u>CTV09-036</u> Motion by Asplin, second by Adler to authorize payment of the following bills as presented:

Digital Juice	\$	74.98
We Energies		8.96
Dan Kummer (Reimbursement)		243.54
Fredericka Scott (Reimbursement)		237.88
Fredericka Scott (Reimbursement)		24.59
Tape Company		380.87
(Invoices 712432, 713550, 713991 & 714124)		
В&Н		1,167.15
(Purchase Order 18705, 18706, 18707, 20144, 20149 & 20150)		
Spring Green Floral		1.56
Quill		83.98
Charter Business		135.50
Veolia Environmental Services		27.06
United Rentals (Invoices 81744363 & 81752973)		93.23
Markertek Video Supply (Invoices 848866 & 84928	6)	598.43
Wepack Shipping		16.95
Vidcom, LLC (Invoices 1566, 1567 & 1568)		4,224.75
EO Johnson		202.00

# All Ayes.

**Motion carried** 

#### FINANCIAL REPORT

<u>CTV09-037</u> Motion by Patterson, second by Yakaites to receive and place on file the financial report for the period of January 1, 2009 through May 31, 2009. All Ayes.

Total

\$7,521.43

# **Motion carried**

# AGENDA ITEMS TO BE PLACED ON THE JULY 27, 2009 AGENDA

• Report on equipment needs

Kobs asked if George Holck had a chance to follow up with Charter on Julianne Bartell's complaint. Holck shared an email that he sent to Tim Vowell with the committee members and said that has not heard back from Mr. Vowell yet.

Asplin said he had 30 copies of the 900 series channel listing with him at the Polka Fest over the weekend and all of them disappeared. People want to know where these shows are being played.

Committee members discussed what can be done to educate people where the channels are. Some of the suggestions were to run ads in the newspaper or on the radio, have someone at each event that is being taped announce what channel the event will be aired on, banners, sandwich board with legs that can be set up at each event and the internet.

Next meeting is scheduled for July 27, 2009 at 5:00 p.m.

Motion by Yakaites, second by Patterson to adjourn at 6:15 p.m. All Ayes. **Motion carried** 

Lori A. Panzer Deputy City Clerk