CABLE TV COMMITTEE MEETING MINUTES AUGUST 10, 2009

The meeting was called to order by Chairperson Patterson at 5:00 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

PRESENT: Jamieson Adler, George Holck, Mike Kobs, Don Patterson, Dale Yakaites and Alderperson Wagner

ALSO PRESENT: Public Access Coordinator Dan Kummer, Public Access Representative Jay Holbrook and Deputy Clerk Panzer

PUBLIC COMMENTS

None

APPROVAL OF MEETING MINUTES

<u>CTV09-038</u> Motion by Holck, second by Yakaites to approve the minutes of the June 22, 2009 meeting as submitted. All Ayes.

Motion carried

CORRESPONDENCE

None.

PUBLIC ACCESS COORDINATOR'S REPORT

Kummer presented the Public Access Coordinator's Report for the period of July/August, 2009. (See attached report.)

Kummer said that Public Access will have to cover the cost for the installation of a power outlet in the Council Chambers for a 3rd camera, because Roland Donath doesn't have anything in his budget for it.

Alderperson Wagner said Roland Donath agreed to do that. He will look for the email he received from Mr. Donath and contact him about this matter.

Kummer gave an update on Channel 98.

Discussion was held on including Columbus High School in our programming.

Patterson stressed the need to broadcast Columbus' games. Our School to Work Interns are here as part of Marshfield Community TV and Marshfield Community TV's mission is to cover and work with both Marshfield High School and Columbus High School, not just Marshfield High School. He suggested looking at the schedules and taping every other game for each High School if need be. We don't have to do every single game from every school, but we need to be fair.

Kummer reported that there is no equipment for Channel 99.

Kummer and Holbrook explained the need for new cameras and microphones. We have four working portable cameras and most of them are checked out on a regular basis. The smaller cameras are older and can't do what some of the community producers need them to do. We are sending them in a lot to be repaired and we don't know how long they will last. We are looking at cameras that use memory cards. In the long run P2 cards would have less maintenance and cost a lot less than fire stores, tape decks and tapes.

Holbrook explained one of the benefits of using cameras with P2 cards is that there are multiple ports on the camera. There are two slots in the camera and when you start taping it records on the P2 card in the first slot and then rolls seamlessly to the second slot where with cameras using tapes, most tapes are 90 minutes and some meetings run longer, so you have to change the tape and you could miss a key part of the meeting.

Yakaites asked if Kummer and Holbrook dealt with Broadway Photo before and recommended that they do a review on the internet of Broadway Photo.

Chairperson Patterson said Broadway Photo has been around for a long time, but there are a lot of complaints about them.

Alderperson Wagner said that he was not in favor of reducing the reserve fund requirement from \$90,000 to \$68,000.

<u>CTV09-039</u> Motion by Wagner, second by Holck to direct Dan Kummer to work with Finance Director Strey to prepare a budget resolution immediately for five microphones not to exceed the amount of \$4,000.00. All Ayes.

Motion carried

Kummer will do some more research on the cameras by checking out other vendors, costs, etc.

Kummer also explained the need to replace the digital playback server for Channel 99.

Chairperson Patterson said there will be costs in running Channel 99. If we are going to have it up and running and getting things on there it is going to have some costs involved in programming just like we have costs involved in the other channels.

Chairperson Patterson and Kummer explained the proposed 2010 Cable Television Budget in detail.

<u>CTV09-040</u> Motion by Adler, second by Yakaites to approve the proposed 2010 budget as submitted. All Ayes.

Motion carried

<u>CTV09-041</u> Motion by Yakaites, second by Wagner to receive and place on file the Public Access Coordinator's Report. All Ayes.

Motion carried

REQUEST TO VIDEO TAPE TRAINING SESSIONS

A request to video tape training sessions for the City of Marshfield was received from Human Resources Manager Baehr.

<u>CTV09-042</u> Motion by Holck, second by Kobs to approve the request to video tape training sessions for internal use for the City of Marshfield at a charge of \$80.00 a session. All Ayes.

Motion carried

BILLS

The bills were reviewed.

<u>CTV09-043</u> Motion by Wagner, second by Kobs to authorize payment of the following bills as presented:

Telephone (City Hall)	\$.30
Digital Juice		24.23
The Tape Company (Invoices 715801 & 716628)		202.62
В&Н		159.70
Charter Business (Invoices 12643 & 14965)		263.58
Veolia Environmental Services		27.37
Wal-Mart (Transactions 2199 & 9226)		52.22
OfficeMax		71.96
PC Doctors		34.98
Vidcom, LLC (Invoices 1570, 1573 & 1575)		4,467.00
Menards		22.63
Granicus, Inc.		1,200.00
Markertek Video Supply (Invoices 850557 & 850930)		624.36
Spring Green Floral		83.83
(Invoices 90934, 90941, 91050, 91051, 91070, 91071 & 910)72)	
USB FireWire.com		74.08
Telephone (City Hall)		3.94
We Energies		7.84
Wepack Shipping	_	43.43

Total \$7,364.07

All Ayes.

Motion carried

FINANCIAL REPORT

<u>CTV09-044</u> Motion by Wagner, second by Kobs to receive and place on file the financial report for the period of January 1, 2009 through June 30, 2009. All Ayes.

Motion carried

AGENDA ITEMS TO BE PLACED ON THE AUGUST 24, 2009 AGENDA

• Increase Public Access Coordinator's wages per contractual agreement

Next meeting is scheduled for August 24, 2009 at 5:00 p.m.

Motion by Yakaites, second by Holck to adjourn at 6:37 p.m. All Ayes.

Motion carried

Lori A. Panzer Deputy City Clerk