CABLE TV COMMITTEE MEETING MINUTES
SEPTEMBER 27, 2010

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: George Holck, Don Patterson, Shawn Warren, Alderperson Wagner, Brian Sauer (arrived at 5:07 p.m.) and Dale Yakaites (arrived at 5:09 p.m.)
ALSO PRESENT: Public Access Representative Jay Holbrook and Deputy Clerk Panzer
EXCUSED: Jamieson Adler

PUBLIC COMMENTS
None.

APPROVAL OF MEETING MINUTES
CTV10-048 Motion by Wagner, second by Warren to approve the minutes of the August 23, 2010 meeting as submitted.
Motion carried

CTV10-049 Motion by Holck, second by Wagner to approve the minutes of the September 15, 2010 subcommittee meeting as submitted.
Motion carried

CORRESPONDENCE
A letter was received from Charter Communications announcing new pricing for the broadcast TV surcharge, wire maintenance, and installation/reconnection/change service and announcing the upcoming launch of PBS Kids Sprout network, the popular 24-hour preschool network created for children ages 2-5, their parents and caregivers.

PUBLIC ACCESS COORDINATOR'S REPORT
Holbrook presented the Public Access Coordinator's Report for September 2010. (See attached report.)

Brian Sauer arrived at 5:07 p.m.

Dale Yakaites arrived at 5:09 p.m.

Holck suggested taking photos of everything in the studio for insurance purposes.

Alderperson Wagner suggested that Holbrook check to see if we have insurance coverage for sprinkler system damage.

Holbrook reported that they have one bid for the new countertop in the control room, but he and Kummer decided to get two more bids for it.

Holbrook said that the problem with the flickering studio lights was narrowed down to a DMX distribution amp. A piece of faulty gear was found and it will be repaired. He is hoping it is under warranty.

Holbrook said there was some water in the Channel 96 control room at City Hall.

Deputy Clerk Panzer believed it was from the heavy rain.

Sauer suggested uploading more programs/content to Granicus and publicizing Granicus in the Marshfield News-Herald to let people know that they can view these programs on the internet if they don't have cable.

Alderperson Wagner suggested Holbrook contact Karen Olson at MACCI to see if she would do a business story on Public Access for the News-Herald.

Alderperson Wagner announced that wireless internet access is now available in the Council Chambers. It is limited access through the City's IT Department. The goal is to go paperless for the Council meetings.

CTV10-050 Motion by Sauer, second by Wagner to receive and place on file the Public Access Coordinator's Report.
Motion carried

UPDATE ON SUBCOMMITTEE MEETING'S REVIEW OF THE PEG GUIDELINES
Holbrook encouraged the committee members to read through the proposed PEG Guidelines. This document is for a community producer who wants to come in and use the equipment, make a show and be a part of making this whole channel work. The rental rates that were approved recently are also included in this document.

Chairperson Patterson said he noticed this document clarifies the sponsorship and underwriting.

Holbrook said that were trying to kind of follow the PBS model for sponsorships and underwriting.

Alderperson Wagner said one of the biggest changes had to do with political programming. He was surprised when he found out that most public broadcast stations don't do what we do in regards to giving candidates equal time. The message for candidates now is it is up to them. If their opponent is on Public Access and he or she doesn't think it is fair he or she needs to come and do their own show.

CTV10-051 Motion by Holck, second by Warren to table the PEG Guidelines until next month.
Motion carried

REVIEW AND DISCUSS THE FIVE YEAR NEEDS ASSESSMENT FOR THE CITY OF MARSHFIELD PEG CHANNELS
Holbrook and Kummer are still working on the five year needs assessment.

BILLS
The bills were reviewed.

A $600.00 credit was received from Vidcom, LLC for equipment rebates for Sony cameras.

CTV10-052 Motion by Wagner, second by Yakaites to authorize payment of the following bills as presented:

B&H (Invoices 41338724 & 45525607)	$ 333.35
Camera Dynamics, Inc	21.58
Walmart	69.94
We Energies	8.99
Phone-City Hall (August & September)	1.53
Speedy Print LLC	209.25
Per Mar Security Services	63.29
GoDaddy.com, Inc.	50.05
Granicus, Inc.	600.00
Veolia	30.95
The Tape Company (Invoices 750541 & 751713)	349.46
Charter Business	133.52
Spring Green Floral	12.48
Vidcom, LLC (Invoices 1653, 1654, 1655 & 1656)	3,909.50
Total	**$5793.89**

Motion carried

FINANCIAL REPORT

CTV10-053 Motion by Wagner, second by Sauer to receive and place on file the financial report for the period of January 1, 2010 through August 31, 2010.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Review and discuss the Five Year Needs Assessment for the City of Marshfield PEG Channels
- Approval of the proposed PEG Guidelines

Next meeting is scheduled for October 25, 2010 at 5:00 p.m.

Motion by Holck, second by Warren to adjourn at 5:53 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk