## CABLE TV COMMITTEE MEETING MINUTES OCTOBER 25, 2010

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

PRESENT: George Holck, Don Patterson, Alderperson Wagner and Dale Yakaites

ALSO PRESENT: Public Access Representative Jay Holbrook and Deputy Clerk Panzer

**EXCUSED:** Brian Sauer and Shawn Warren

**ABSENT:** Jamieson Adler

### **PUBLIC COMMENTS**

None.

### APPROVAL OF MEETING MINUTES

<u>CTV10-054</u> Motion by Yakaites, second by Wagner to approve the minutes of the September 27, 2010 meeting as submitted.

**Motion carried** 

### CORRESPONDENCE

A thank you note was received from the Opportunity Development Center for helping promote the Locals on Stage event in Marshfield.

Freddie Scott received an email from Alan Heiser thanking her for sending a DVD of the Howie Sturtz performance from the fair.

### PUBLIC ACCESS COORDINATOR'S REPORT

Holbrook presented the Public Access Coordinator's Report for October 2010. (See attached report.)

Holbrook reported that they are pushing programming more and more over the late night hours on Channel 96.

<u>CTV10-055</u> Motion by Holck, second by Yakaites to receive and place on file the Public Access Coordinator's Report.

**Motion carried** 

### APPROVAL OF THE PROPOSED PEG GUIDELINES

Yakaites suggested changing the disclaimer wording in section V, letter E under Viewer Warning Disclaimer on page 11 from "This program contains generally offensive material which may be disturbing to some viewers." to "This program contains material which some viewers may find offensive or disturbing."

<u>CTV10-056</u> Motion by Wagner, second by Holck to approve the proposed PEG Guidelines with the recommended disclaimer wording change.

**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.

Deputy Clerk Panzer asked if invoice #99479 from Spring Green Floral was paid by Fredericka Scott, because there is a receipt from Spring Green Floral for the same amount included with Fredericka Scott's reimbursement claim form.

Holbrook did not know. He will check with Fredericka and notify Spring Green if it has already been paid.

<u>CTV10-057</u> Motion by Wagner, second by Yakaites to authorize payment of the following bills as presented pending clarification on the Spring Green Floral invoice:

Fredericka Scott (Reimbursement for postage)	\$	1.86
John Beck (Reimbursement for vacuum cleaner)		80.00
Charter Business		139.59
GoDaddy.com, Inc.		35.88
Wepack Shipping		8.60
The Tape Company (Invoices 754390 & 754867)		349.34
Granicus, Inc.		600.00
Total Training, Inc.		407.80
Veolia Environmental Services		30.95
We Energies		10.60
York Publishing		153.59
Soundworks Systems, Inc.		45.93
Spring Green Floral (Invoices 99479 & 99564)		13.65
Phone (City Hall)		.08
В&Н		23.34
Vidcom, LLC (Invoices 1668 & 1670)	<u></u>	3,902.50

### Motion carried

## FINANCIAL REPORT

<u>CTV10-058</u> Motion by Wagner, second by Yakaites to receive and place on file the financial report for the period of January 1, 2010 through September 30, 2010.

Total

\$5,803.71

### Motion carried

Holbrook reported the studio's insurance does cover sprinkler damages.

## RECOMMENDED ITEMS FOR FUTURE AGENDAS

• Review and discuss the Five Year Needs Assessment for the City of Marshfield PEG Channels

Next meeting is scheduled for November 22, 2010 at 5:00 p.m.

Motion by Holck, second by Wagner to adjourn at 5:36 p.m.

**Motion carried** 

Lori A. Panzer Deputy City Clerk