CABLE TV COMMITTEE MEETING MINUTES
NOVEMBER 22, 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 and Alderperson Wagner
ALSO PRESENT: Public Access Representative Jay Holbrook and Deputy Clerk Panzer
EXCUSED: Jamieson Adler, Brian Sauer and Dale Yakaites

PUBLIC COMMENTS
None.

APPROVAL OF MEETING MINUTES
CTV10-059 Motion by Wagner, second by Holck to approve the minutes of the October 25, 2010 meeting as submitted.
Motion carried

CORRESPONDENCE
Quarterly franchise fee payment in the amount of $48,956.22 was received.

A letter was received from Charter Communications announcing that they will be charging Municipalities for Cable Service now. Under previous local franchise agreements, some municipally owned and operated sites received complimentary video service from Charter Communications.

Holbrook explained that the large monthly bill from Charter doesn't include the television signal that we get back into the studio to monitor our own channel. Charter is going to start charging us $4.99 per month for Basic and Expanded cable service. Charter's letter doesn't say anything about the digital tier and we need to be able to monitor the digital signal as well. Dan Kummer will contact Charter to see what the digital tier cost will be.

CTV10-060 Motion by Holck, second by Warren to authorize Jay Holbrook to respond to the above mentioned letter by December 10th allowing Charter to continue our Basic and Expanded cable service at a rate of $4.99 per month.
Motion carried

A letter was received from Charter Communications requesting information to institute a new electronic payment process for the franchise fee payments. The deadline to respond is December 3rd.

CTV10-061 Motion by Wagner, second by Warren to refer the above mentioned letter dated November 19, 2010 to Finance Director Strey.
Motion carried

Kummer received a couple of emails from Building Services Supervisor Pokorny regarding the ceiling project in the Council Chambers. The project will begin on Wednesday, November 24th. Pokorny reminded Dan that the cameras, TVs, and mounting brackets in the Council Chambers need to be removed. Pokorny suggested contracting with McMillan Electric to take down the equipment.

Committee members expressed concerns about having to pay for the removal of this equipment, since we didn't initiate the project.

Alderperson Wagner will discuss this matter with Mr. Pokorny.

Holbrook distributed a request to install an antenna and cables to allow WDLB to broadcast from the MCTV studio for shows such as Insight. The shows are better looking when produced at the MCTV studio. Estimated cost is $800.00 for parts and labor.

Committee members discussed the advantages and disadvantages of allowing WDLB to broadcast from the MCTV studio. Overall committee members felt this would be a positive move, but decided to wait and discuss it again at the next Cable TV Committee meeting.

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

The Granicus viewership count is in the 900's.

The studio received several calls the day after the Holiday Parade asking when it would be aired.

CTV10-062 Motion by Wagner, second by Holck to receive and place on file the Public Access Coordinator's Report.
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. They received some new information that they are trying to interpret regarding the future of public access stations and viewership. Nationwide cable companies are seeing decreases in the number of subscribers. The world is changing and they don't want to look at the next five years blindly. TV is not going to be around in the way that we know it.

Alderperson Wagner suggested setting up a strategic planning session after the first of the year to discuss the future of the City of Marshfield PEG Channels.

BILLS
The bills were reviewed.

CTV10-063 Motion by Warren, second by Wagner to authorize payment of the following bills as presented:

Quill Corporation	$ 110.96
The Tape Company (Invoices 756218 & 756930)	649.66
OfficeMax	143.71
We Energies	8.99
Granicus, Inc.	600.00
Wepack Shipping	7.69
Charter Business	149.10
Vidcom, LLC (Invoices 1672, 1677 & 1678)	4,127.00
Total	**$5,797.11**

Motion carried

FINANCIAL REPORT

CTV10-064 Motion by Holck, second by Warren to receive and place on file the financial report for the period of January 1, 2010 through October 31, 2010.
Motion carried

SET DECEMBER MEETING DATE

Due to the fact that our regular meeting day falls on a day that is reserved as a holiday for City staff, the December meeting was scheduled for Monday, December 13th at 5:00 p.m.

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Review and discuss the request for an antenna for WDLB to broadcast from the MCTV studio

Next meeting is scheduled for December 13, 2010 at 5:00 p.m.

Motion by Holck, second by Wagner to adjourn at 6:00 p.m.
Motion carried

Lori A. Panzer
Deputy City Clerk

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