## CABLE TV COMMITTEE MEETING MINUTES JANUARY 24, 2011

The meeting was called to order by Vice Chairperson Sauer at 5:05 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

PRESENT: George Holck, Brian Sauer, Shawn Warren, Dale Yakaites and Alderperson Wagner

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

**EXCUSED:** Don Patterson **ABSENT:** Jamieson Adler

#### **PUBLIC COMMENTS**

None.

### APPROVAL OF MEETING MINUTES

Yakaites pointed out that in the second paragraph under the discussion on an antenna for WDLB Jim Canon should be listed as Jeff Canon.

<u>CTV11-01</u> Motion by Wagner, second by Yakaites to approve the minutes of the December 13, 2010 meeting with the above correction.

Motion carried

#### CORRESPONDENCE

A letter was received from Charter Communications announcing that the pricing for Charter's Basic and Expanded Basic levels of service remain unchanged at this time. However, the Sports View tier and some of the premium programming services will be adjusted. For Charter customers currently in the Sports View tier, their current price of \$5/month will remain in effect as a promotional offer, extended to them for 6 months, at which time the new pricing will apply. For Charter customers currently enjoying premium programming services, their current pricing will remain in effect as a promotional offer extended to them for 6 months, at which time the new pricing will apply.

A letter was received from Charter Communications announcing that they will discontinue the collection of public, education and government (PEG) fees from customers in the City of Marshfield, effective February 1, 2011.

Community Producer Tom Brockman received a letter from Geoff Bryant, President of the United States Golf Teachers Federation honoring him for being chosen as one of the top WGTF teaching professionals. Tom produced a golf teaching series along with one of our interns to achieve this recognition.

Certificate of Liability Insurance for Granicus, Inc. was received.

A Fire Prevention Inspection Record was received. No violations were found at the time of inspection.

# SET UP A STRATEGIC PLANNING SESSION TO DISCUSS THE FUTURE OF THE CITY OF MARSHFIELD PEG CHANNELS

Holbrook distributed a 5 Year Needs Assessment.

Committee members discussed holding a strategic planning session. It was suggested to get the public as well as community producers involved in this process.

Holbrook suggested meeting as a committee first to set goals and get the framework set up before involving others.

Holbrook encouraged the committee members to take some time to review the 5 Year Needs Assessment that he distributed.

<u>CTV11-02</u> Motion by Wagner, second by Holck to table discussion on setting up a strategic planning session until the next meeting.

**Motion carried** 

## REVIEW OF MARSHFIELD COMMUNITY TELEVISION STUDIO RENTAL RATE POLICY

Holbrook reported that the only studio rental we had was to the Marshfield Clinic for \$350.00.

Alderperson Wagner suggested looking at this again at the end of the year.

#### PUBLIC ACCESS COORDINATOR'S REPORT

Holbrook presented the Public Access Coordinator's Report for January 2011. (See attached report.)

Holbrook reported that they have been researching the cost of installing a telephone interface in order to take live telephone calls during live studio programs. The interface box would be \$125.00 without shipping.

<u>CTV11-03</u> Motion by Wagner, second by Warren to receive and place on file the Public Access Coordinator's Report.

**Motion carried** 

## **BILLS**

The bills were reviewed.

<u>CTV11-04</u> Motion by Yakaites, second by Holck to authorize payment of the following bills as presented:

Charter Business \$	7.03
Charter Business	147.00
B & H	
(Invoices 47731983, 47747410, 47824177 & 48027424)	424.03
The Tape Company	50.94
Granicus, Inc.	600.00
Phone (City Hall)	.11
Veolia Environmental Services	31.85
Walmart	153.48
LT's Smokehouse	135.00
Soundworks Systems, Inc.	228.85
Spring Green Floral (Invoices 100625 & 101164)	39.62
We Energies	12.19
House of Heating, Inc.	91.15
Menards	26.65
Marshfield Book & Stationery, Inc.	
(Invoices 300760 & 329231)	557.60

Per Mar Security Services	332.64
Steam Way (Invoices 10765 & 10766)	627.52
Quill Corporation	132.76
WAPC	260.00
Hillers True Value	3.51
Vidcom, LLC (Invoices 1685, 1689 & 1691)	<u>6,663.75</u>

Total \$10,525.68

## **Motion carried**

## FINANCIAL REPORTS

<u>CTV11-05</u> Motion by Holck, second by Warren to receive and place on file the financial report for the period of January 1, 2010 through November 30, 2010 and the preliminary before-closing financial report for the period of January 1, 2010 through December 31, 2010.

## Motion carried

### RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Discuss setting up a Strategic Planning Session to discuss the future of the City of Marshfield PEG Channels
- Review list of the equipment that was budgeted for purchasing out of the 2011 budget

Next meeting is scheduled for February 28, 2011 at 5:00 p.m.

Motion by Warren, second by Holck to adjourn at 5:58 p.m.

**Motion carried** 

Lori A. Panzer Deputy City Clerk