# CABLE TV COMMITTEE MEETING MINUTES MARCH 28, 2011

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, Dale Yakaites and Alderperson Wagner **ALSO PRESENT:** Public Access Representative Jay Holbrook, Deputy Clerk Panzer and Craig

Hietpas-Wilson

**EXCUSED:** Brian Sauer and Jamieson Adler

#### PUBLIC COMMENTS

None.

### APPROVAL OF MEETING MINUTES

<u>CTV11-06</u> Motion by Yakaites, second by Holck to approve the minutes of the January 24, 2011 meeting as submitted.

Motion carried

### **CORRESPONDENCE**

A letter was received from Charter Communications announcing that as of March 31, 2011, for security purposes, Charter will begin encrypting their Music Choice service found on digital channels 903-948 and a digital receiver from Charter will be required in order to access Music Choice. Customers will be informed of this change on their monthly billing statements beginning January 21, 2011.

Don Patterson received an email from Randy Sherman regarding his request for a copy of a Marshfield Senior High Varsity Soccer game.

Quarterly franchise fee payment in the amount of \$50,969.34 was received.

A letter was received from Charter Communications announcing that they continue to maintain their current pricing on Basic and Expanded Basic service. However, since owners of local broadcast TV stations have levied fees on Charter and other video providers for carriage of their local TV stations, Charter began reflecting these fees as a Broadcast TV surcharge in the taxes and fees section of their customers' statements. Based on recent increases in pricing from local broadcast TV stations, it is necessary to adjust the Broadcast TV surcharge fee from \$1.01 to \$1.16 effective May 1, 2011. In addition, Charter is reducing their fees for unreturned equipment. These pricing changes are effective April 1, 2011. The new prices are subject to applicable taxes and fees.

A letter was received from Charter Communications announcing upcoming changes to the channel lineup in our market area. Effective April 5<sup>th</sup>, Hallmark Channel is moving from Channel 44 Expanded Basic to Channel 78 Expanded Basic (Digital Only). Hallmark Channel HD will be added to Channel 636 Expanded (HD Only).

<u>CTV11-07</u> Motion by Wagner, second by Warren to place the above mentioned correspondence on file.

**Motion carried** 

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

A Strategic Planning Session will be held on Monday, June 6<sup>th</sup> at 6:00 p.m.

### PUBLIC ACCESS COORDINATOR'S REPORTS

Holbrook presented the Public Access Coordinator's Reports for February and March 2011. (See attached reports.)

Holbrook reported that there are problems with several of the lights in the Council Chambers being too bright now. The extra outlet that McMillan Electric was supposed to install didn't get installed.

Alderperson Wagner will talk to Mr. Pokorny about this matter.

Holbrook distributed Granicus' Viewers Reports. There were 1,127 viewers on Granicus during the period from January 28, 2011 to March 28, 2011. The School Board Candidates Forum was the most watched program during this time frame. There were 5,559 viewers on Granicus in the past 365 days. The Len Luedtke Tribute still stands at the top of the list for the most viewed program the past year.

<u>CTV11-08</u> Motion by Holck, second by Warren to receive and place on file the Public Access Coordinator's Report.

**Motion carried** 

# REVIEW LIST OF THE EQUIPMENT THAT WAS BUDGETED FOR PURCHASING OUT OF THE 2011 BUDGET

Holbrook verbally reported the following list of items that were budgeted for 2011: Mac laptop, LCD monitor for channel 96, light for the City Hall lectern in the Council Chambers, DVD player/recorder, a monitor for the studio's conference room for training purposes and a green screen replacement.

# **BILLS**The bills were reviewed.

Holck mentioned that he would like to see office products purchased locally whenever possible.

**CTV11-09** Motion by Wagner, second by Holck to authorize payment of the following bills as presented:

Charter Business (February & March)	\$ 9.98
Charter Business	150.10
Marshfield Book & Stationery, Inc.	
(Invoices 300925 & 301041)	186.25
Phone (City Hall) January, February & March	8.69
The Tape Company	
(Invoices 761687, 763399, 764417 & 765129)	624.12
Quill Corporation	
(Invoices 2036931, 2252084, 2305548 & 2456159)	209.90
OfficeMax (Receipts 53447557 & 75441557)	65.97
Menards (Invoices 15094 & 19199)	61.43
Granicus, Inc. (January & February)	1,200.00
Marawood Construction Services, Inc.	401.50
Electronic Services	38.00

Broadcast Electronics	451.42
Spring Green Floral	
(Invoices 101851, 102178, 102233 & 102292)	76.25
Veolia Environmental Services	
(Invoices M10000590786 & M10000595173)	63.70
We Energies (February & March)	48.45
В&Н	
(Invoices 48646027, 48945459, 48950723, 4922	0359
& 49223614)	852.19
B & H (Credit)	-124.95
ROSCOR Wisconsin	3,044.00
Audio-Technica U.S., Inc.	17.09
Batteries Plus	187.50
ZAXX	27.20
Vidcom, LLC (Invoices 1700, 1701 & 1703)	7,004.25
Total	\$14,603.04

### Motion carried

### FINANCIAL REPORTS

Holbrook said the financial report printout for February 28, 2011 is wrong. It is showing that there is a total fund balance of \$22,041.32. It is roughly \$100,000.00 off.

CTV11-010 Motion by Holck, second by Yakaites to receive and place on file the before-closing financial report for the period of January 1, 2010 through December 31, 2010; the post-closing financial report for the period of January 1, 2010 through December 31, 2010; the financial report for the period of January 1, 2011 through January 31, 2011 and the financial report for the period of February 1, 2011 through February 28, 2011 pending clarification from Keith Strey on the February financial report.

**Motion carried** 

## RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Update on installation of outlet for Council Chambers LED light
- Clarification on the February Financial Report

Next meeting is scheduled for April 25, 2011 at 5:00 p.m.

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

**Motion carried** 

Lori A. Panzer Deputy City Clerk