CABLE TV COMMITTEE MEETING MINUTES
AUGUST 22, 2011

The meeting was called to order by Chairperson Wagner at 5:01 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

PRESENT: Ed Gerl, George Holck, Dean Markwardt, Don Patterson, Shawn Warren and Alderperson Wagner
ALSO PRESENT: Public Access Coordinator Dan Kummer, Public Access Representative Jay Holbrook and Deputy Clerk Panzer
EXCUSED: Brian Sauer

Chairperson Wagner introduced Dean Markwardt, newly appointed Cable TV Committee member.

PUBLIC COMMENTS
None.

APPROVAL OF MEETING MINUTES
CTV11-030 Motion by Gerl, second by Holck to approve the minutes of the June 27, 2011 meeting as submitted.
Motion carried

CORRESPONDENCE
Quarterly franchise fee payment in the amount of $50,945.48 was received.

DISCUSS BUDGET REQUEST
The 2012 budget request was reviewed and discussed in detail.

CTV11-031 Motion by Patterson, second by Warren to submit a budget resolution in the amount of $13,200 for two Mac Tower Editing Workstations with Monitors, Mac Book Pro Laptop and licensed software for three computers to update editing capabilities at MCTV. Nay (Gerl, Holck and Wagner) Aye (Markwardt, Patterson and Warren)
Motion failed

CTV11-032 Motion by Patterson, second by Markwardt to include the request for two Mac Tower Editing Workstations with Monitors, Mac Book Pro Laptop and licensed software for three computers at an amount of $13,200 in the 2012 budget to update editing capabilities at MCTV.
Motion carried

CTV11-033 Motion by Patterson, second by Holck to limit the Channel 98 staffing in the 2012 budget to a 2% increase from the 2011 budget. Nay (Markwardt)
Motion carried

CTV11-034 Motion by Patterson, second by Markwardt to accept the 2012 budget as amended to include the following:

1) Request for two Mac Tower Editing Workstations with Monitors, Mac Book Pro Laptop and licensed software for three computers at an amount of $13,200 to update editing capabilities at MCTV.
2) Change the amount for Channel 98 staffing in the 2012 budget to a 2% increase from the 2011 budget.

Motion carried

PUBLIC ACCESS COORDINATOR'S REPORTS
Holbrook and Kummer presented the Public Access Coordinator's Report for July and August 2011. (See attached reports.)

CTV11-035 Motion by Patterson, second by Gerl to receive and place on file the Public Access Coordinator's Reports.
Motion carried

INCREASE PUBLIC ACCESS COORDINATOR'S WAGES PER CONTRACTUAL AGREEMENT
CTV11-036 Motion by Patterson, second by Holck to increase Dan Kummer's wages per contractual agreement in line with the Consumer Price Index effective September 15, 2011.
Motion carried

REPORT OF ALL THE COMMUNITY PRODUCERS
Committee reviewed Kummer's report.

Gerl distributed a spreadsheet of what he would like to see. His suggested spreadsheet would show who is volunteering, who is getting paid, who is using the editing systems and how many hours of programming we are getting from the volunteers. This would be a running tally every month to show who is using the equipment, etc.

Chairperson Wagner said he would also like to see a log of who is using the edit suites.

CTV11-037 Motion by Gerl, second by Patterson to direct Dan Kummer to work with Ed Gerl to come up with a monthly report of community producers.
Motion carried

BILLS
The bills were reviewed.

CTV11-038 Motion by Patterson, second by Gerl to authorize payment of the following bills as presented:

Veolia Environmental Services (Invoices M10000609409 & M10000615800)	$ 63.70
We Energies (June 2, 2011 - August 2, 2011)	28.30
B & H (Invoices 51430193 & 52248707)	597.68
ClickInks.com LLC	31.30
Soundworks Systems, Inc.	262.55
Charter Business (July 1, 2011 - August 31, 2011)	317.03

Charter Business (June 26, 2011 - August 25, 2011)	10.51
Best Buy (Invoices 585827, 585849)	1,246.40
Telephone (City Hall)	5.96
United Rentals	127.50
The Tape Company (Invoices 506892, 766963, 767059 & 770274)	768.91
Quill	122.98
Granicus	600.00
Lynda.com (Invoices 5078916 & 5078956)	750.00
Spring Green Floral (Invoices 104909, 105181 & 105205)	12.49
Daniel Ferch (Reimbursement)	48.65
Craig Hietpas-Wilson (Reimbursement)	36.90
Vidcom, LLC (Invoices 1717, 1719, 1722 & 1725)	7,288.75
Total	**$12,319.61**

Motion carried

FINANCIAL REPORTS

CTV11-039 Motion by Gerl, second by Warren to receive and place on file the financial report for the period of January 1, 2011 through June 30, 2011 and the financial report for the period of January 1, 2011 through July 31, 2011.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Discuss the Cable TV Franchise Ordinance
- Log of who is using edit suites
- Community Producers Report

Next meeting is scheduled for September 26, 2011 at 5:00 p.m.

Motion by Holck, second by Patterson to adjourn at 6:35 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk