CABLE TV COMMITTEE MEETING MINUTES NOVEMBER 28, 2011

The meeting was called to order by Vice Chairperson Holck at 5:00 p.m. in Suite 1 of the Community Plaza II building, 101 W. McMillan Street.

PRESENT: George Holck, Dean Markwardt, Don Patterson, Shawn Warren, Alderperson Wagner and Ed Gerl (arrived at 5:20 p.m.)

ALSO PRESENT: Public Access Coordinator Dan Kummer, Public Access Representative Jay

Holbrook and Deputy Clerk Panzer

ABSENT: Brian Sauer

PUBLIC COMMENTS

None.

APPROVAL OF MEETING MINUTES

<u>CTV11-051</u> Motion by Wagner, second by Patterson to approve the minutes of the October 24, 2011 meeting as submitted.

Motion carried

CORRESPONDENCE

A letter was received from Charter Communications in regards to the use of Music Choice service on Public, Education, and Government (hereafter "PEG") channels.

Alderperson Wagner said that the City Administrator budgeted money for an ASCAP license for the City this year and the City has been buying an ASCAP license since about 2006. He is working with City staff to locate the current ASCAP license that the City has.

Patterson believes that we need two different licenses; ASCAP and BMI. We would also need synchronization rights. He suggested Dan Kummer and Jay Holbrook look into what the cost of a synchronization license would be.

Quarterly franchise fee payment in the amount of \$50,911.56 was received.

An email was received from Chairperson Ed Wagner resigning his chairmanship of the Cable TV Committee effective November 8, 2011.

The Cable TV Committee members thanked Alderperson Wagner for his time serving as Chairperson.

ELECTION OF CHAIRPERSON

Nominations were held for Chairperson.

Ed Wagner nominated George Holck.

Don Patterson nominated Dean Markwardt.

<u>CTV11-052</u> Motion by Wagner, second by Patterson to close nominations for Chairperson. **Motion carried**

Cable TV Committee members voted by ballot for Chairperson.

Results: George Holck received 3 votes; Dean Markwardt received 2 votes.

George Holck was elected Chairperson.

Holck continued running the meeting as Chairperson.

ELECTION OF VICE CHAIRPERSON

Nominations were held for Vice Chairperson.

Don Patterson nominated Dean Markwardt.

There being no further nominations:

<u>CTV11-053</u> Motion by Patterson, second by Wagner to close nominations and cast a unanimous ballot for Dean Markwardt for Vice Chairperson.

Motion carried

PUBLIC ACCESS COORDINATOR'S REPORT

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

Kummer distributed some information on the CAP Act and explained the CAP Act in detail.

Ed Gerl arrived at 5:30 p.m.

Kummer also distributed a sample resolution that could be used to support H.R. 1746, The Community Access Preservation Act (The CAP Act).

Deputy Clerk Panzer will type up the resolution and forward it to the Common Council for approval.

Kummer included a DVD on low powered radio with the agenda packet. A lot of work needs to be done just to see if a low powered radio station would be feasible to Marshfield. The filing window could open as early as June. It is a two week window, but once you file it could take several years to get a license.

Kummer suggested forming a subcommittee to explore what needs to be done in order to move forward and get the information. He believes the license is free.

Chairperson Holck suggested initiating a feasibility study.

Alderperson Wagner reported that there are seven licenses available.

Alderperson Wagner said the licensing process will take some engineering. He spoke with Jeff Cannon from WDLB and he is willing to help us with the engineering.

<u>CTV11-054</u> Motion by Patterson, second by Markwardt to form a subcommittee to look into the feasibility of a low powered radio station.

Motion carried

Ed Gerl, Shawn Warren and George Holck offered to serve on the subcommittee.

<u>CTV11-055</u> Motion by Patterson, second by Gerl to amend the Public Access Coordinator's Report to include John Beck's Immanuel Lutheran Programs.

Motion carried

EDIT SUITES LOG UPDATE

Kummer and Gerl are still trying to get together to finalize a new system of tracking.

DISCUSSION ON CAP ACT

This item was discussed earlier in the meeting under the Public Access Coordinator's Report.

REVIEW AND RECOMMEND APPROVAL OF RESOLUTION TO THE COMMON COUNCIL TO SUPPORT THE CAP ACT

This item was discussed earlier as part of the Public Access Coordinator's Report.

<u>CTV11-056</u> Motion by Patterson, second by Warren to send the resolution to the Common Council for approval.

Motion carried

Deputy Clerk Panzer will type up the resolution and forward it to the Common Council for approval.

DISCUSSION ON LOW POWERED RADIO

This item was also discussed earlier in the meeting under the Public Access Coordinator's Report.

CABLE TV FRANCHISE ORDINANCE

Alderperson Wagner reported that Attorney Harold Wolfgram is working on the ordinance and we should have it by the end of the year.

BILLS

The bills were reviewed.

A credit was received from Tape Resources in the amount of \$148.00.

An estimate for camera repair was received from Sony Electronics Inc. in the amount of \$659.38.

A purchase order in the amount of \$738.95 to purchase keying software was submitted.

<u>CTV11-057</u> Motion by Gerl, second by Patterson to authorize payment of the following bills as presented:

Dan Kummer (Reimbursement)	\$ 9.56
Media Distributors & The Tape Company	609.51
(Invoices 25472, 25653 & 27681)	
B & H	52.60
Charter Business	155.61
Charter Business (October & November)	12.18
Team Distributing	120.00
Telephone (City Hall)	.14
Veolia Environmental Services	31.85
Granicus	600.00
We Energies	8.99

Clickinks.com	38.27	
Quill Corporation	46.33	
Marshfield Book & Stationery, Inc.	45.08	
PC Doctors	60.00	
Sony Electronics Inc.	195.50	
Spring Green Floral	105.86	
(Invoices 106484, 106598, 106614, 106615, 106667 & 106702)		
Vidcom, LLC (Invoices 1739 & 1741)	4,517.50	

Total \$6,608.98

Motion carried

FINANCIAL REPORT

<u>CTV11-058</u> Motion by Patterson, second by Wagner to receive and place on file the financial report for the period of January 1, 2011 through October 31, 2011.

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 19th at 5:00 p.m.

RECOMMENDED ITEMS FOR FUTURE AGENDAS

• Cable TV Franchise Ordinance

Next meeting is scheduled for December 19, 2011 at 5:00 p.m.

Motion by Warren, second by Gerl to adjourn at 6:21 p.m.

Motion carried

Lori A. Panzer Deputy City Clerk