

**CABLE TV COMMITTEE MEETING MINUTES
MARCH 24, 2014**

The meeting was called to order by Chairperson Holck at 5:05 p.m. in Room 108 of the City Hall Plaza.

PRESENT: Jim Daniels, Ed Gerl, George Holck, Dean Markwardt, Senen Siasoco and Alderperson Earll

ALSO PRESENT: City Administrator Steve Barg and Deputy Clerk Panzer

ABSENT: Shawn Warren (excused)

PUBLIC COMMENTS

None.

APPROVAL OF MEETING MINUTES

CTV14-014 Motion by Markwardt, second by Earll to approve the minutes of the February 24, 2014 meeting as submitted.

Motion carried

CORRESPONDENCE

Breanna Speth received a thank you note from Lori Belongia, Library Director for sharing her time and talent to edit the Timeless Tales video.

REVIEW AND APPROVAL OF AGREEMENT BETWEEN THE CITY OF MARSHFIELD AND VIDCOM LLC FOR CABLE PROGRAMMING SERVICES

City Administrator Barg pointed out the following main modifications that were made to the last agreement:

- The compensation amount at the bottom of page 1 was adjusted to the correct compensation amount that the Cable Access Coordinator is currently receiving, \$71,460.
- The list of city and public meetings that the Cable Access Coordinator is responsible to broadcast on page 5 was revised to include selected meetings of the Marshfield Utilities Commission and the Fire and Police Commission.
- The phrase, “however, under no circumstances shall the contractor derive any personal profit from the use of City equipment or other resources.” was added under VII. Relationship of Parties, on pages 8 and 9 to make it clear that if the contractor uses city equipment to do something and if there are any proceeds or profit from that it needs to go back to the City of Marshfield.
- The insurance requirements were verified and are still accurate.
- A paragraph in regards to arbitration was removed.
- The (10) days advance notice under B.2.; in the middle of page 6 was changed to (3) days advance notice.

The agreement is a 3-year agreement with up to two additional 2-year extensions. Extensions require approval by both bodies, the City of Marshfield and Dan Kummer.

Discussion followed in reviewing the agreement.

Markwardt pointed out several InfoChannel, message board and CATV 10 references throughout the agreement. It was suggested to use the same terminology throughout the agreement.

Consensus of the Cable TV Committee was to make the following changes:

- Replace the word “Info-channel” in item #7 on page 3 with the words “electronic community message service”.
- Replace the words “a message board” in item #10 on page 4 with the words “an electronic community message service”.
- Remove the words “or, as necessary, CATV 10 produced information forums” at the end of item #2 on page 6.
- Replace the words “Cable Channel 10 InfoChannel system at no cost” in item #3 on page 7 with the words “electronic community message service.”

CTV14-015 Motion by Siasoco, second by Earll to approve the Cable Access Coordinator’s Agreement with the changes suggested by the Cable TV Committee as mentioned above.

Motion carried

UPDATE ON PROCESS TO AUDIT CHARTER COMMUNICATIONS

Alderperson Earll read an email that he received from Finance Director Strey. He asked the auditors to put together a quote for us to audit Charter Communications and he is waiting for that quote.

Alderperson Earll will report back with the quote that Finance Director Strey receives at the next regular meeting.

PUBLIC ACCESS COORDINATOR'S REPORT

The Public Access Coordinator's Report for March 2014 was reviewed. (See attached report.)

Markwardt suggested that Dan Kummer start using the 900 series channel numbers in his report from now on since channels 96, 98 and 99 will no longer exist in the near future.

CTV14-016 Motion by Gerl, second by Siasoco to receive and place on file the Public Access Coordinator's Report.

Motion carried

REQUEST TO TRANSFER FUNDS ORIGINALLY BUDGETED FOR THE 2ND INTERN IN ORDER TO INCREASE THE AMOUNT OF FUNDING FOR THE PRODUCTION ASSISTANT POSITION REQUESTED BY DAN KUMMER, CABLE COORDINATOR

CTV14-017 Motion by Daniels, second by Siasoco to approve the request from Dan Kummer to transfer funds originally budgeted for the 2nd Intern in order to increase the amount of funding for the Production Assistant position.

Motion carried

BILLS

The bill query report was reviewed.

CTV14-018 Motion by Earll, second by Siasoco to authorize payment of the following bills as presented:

Gannett Wisconsin Media	192.02
Charter Business	259.20
Charter Business	15.20
Granicus, Inc.	600.00
Marshfield Book & Stationery, Inc.	14.64
Wepak-n-Ship	26.97
Advanced Disposal	50.79
KC Enterprises Ltd./Digital Arts	15.00
Quill Corporation	17.98
Telephone (City Hall)	2.08
We Energies	67.39
Markertek Video Supply	50.38
VIDCOM, LLC (Invoices 263 & 265)	<u>6,102.25</u>

Total **\$7,413.90**

Motion carried

FINANCIAL REPORTS

The January, 2014 and February, 2014 balance sheets are not available until April, 2014.

CTV14-019 Motion by Gerl, second by Siasoco to receive and place on file the post-closing financial report for the period of January 1, 2013 through December 31, 2013, the financial report for the period of January 1, 2014 through January 31, 2014 and the financial report for the period of January 1, 2014 through February 28, 2014.

Motion carried

RECOMMENDED ITEMS FOR FUTURE AGENDAS

- Follow up on auditing Charter Communications with a quote from city auditors, Schenck SC

SET MEETING LOCATION FOR APRIL 28, 2014 MEETING

It was decided to meet at City Hall in April and to continue with the strategic planning process at this meeting.

Next meeting is scheduled for April 28, 2014 at 5:00 p.m. in **Room 108** of the **City Hall Plaza**.

Motion by Gerl, second by Daniels to adjourn at 6:05 p.m.

Motion carried

Lori A. Panzer
Deputy City Clerk

Public Access Coordinator's Report
Cable TV Committee Meeting 3/24/13

New Shows March 2014 (Since 2/15/2014): for MCTV 98

- Library Corner: March 2014 Events
- Questions for Candidates: Tom Binder (Wood County Board)
- Questions for Candidates: Jerry Nelson (Wood County Board)
- Questions for Candidates: Dorothy Schnitzler (Mayor)
- Questions for Candidates: Chris Meyer (Mayor)
- Questions for Candidates: Dorothy Chaney (School Board)
- Questions for Candidates: Mark Konrardy (School Board)
- Questions for Candidates: Jason Angell (School Board)
- Questions for Candidates: Dennis Juncer (School Board)
- Insight: Ask the Mayor - 3/7/14 with Chief Jepsen & Tom Turchi
- Dr. Duke Pesta presents on "Common Core State Standards"
- Meeting Badger Rescue Animal Transport Services (BRATS)
- New Visions Gallery: An Overview with the Director
- Insight: Wood County Sheriff (& Guests, Mayor Chris Meyer, Alderman Gordy Earll)
- Central Chamber Chorale Concert Preview
- FOMPL's Timeless Tales: Mystery, Murder, & Mayhem
- Empty Bowls Fundraiser for Soup or Socks
- A Slice of Heaven with Ruth Elderbrook (Cooking Show): Episode 21
- A Slice of Heaven with Ruth Elderbrook (Cooking Show): Episode 22
- Pickleball at Oak Avenue Community Center
- A Slice of Heaven with Ruth Elderbrook (Cooking Show): Episode 23
- A Slice of Heaven with Ruth Elderbrook (Cooking Show): Episode 24
- MACCI "Friend of Agriculture Award" Presentation
- Giving Hope A Home: Episode 2 (Jim Daniels Edited)
- Friends of the Marshfield Public Library (FOMPL) Week Proclamation
- Sister Cities Program: Argentine Visitors 2014
- Donate to Polar Plunge 2014! PSA Video
- Common Core With Mary Carney & Jim Scott.

Channel 96 Meetings

- Common Council Preview
- Common Council
- Public Works
- Finance, Budget, Personnel
- City Plan Commission
- Parks, Recreation, & Forestry Committee
- Marshfield Utilities Commission
- Judiciary & License Commission
- Police & Fire Commission

Breanna Speth

- Furry Feature (formerly "Pet of the Week") (every week)

~~Dan Kummer/Jared Coffren~~

- ~~Marshfield Tiger Football 2013 - Game 1 Wausau West vs Marshfield~~
- ~~Tiger Football Game 2 2013 Wausau East 1st Half~~
- ~~Marshfield Tiger Football vs Fen du Lac - 1st Half~~

Dana Speth

- New Visions Gallery: Emerging Talents Exhibit (Breanna edited)

John Beck

- Immanuel Lutheran Worship Service (weekly)
- Immanuel Lutheran Lentend Worship Service (weekly beginning Ash Wednesday)
- Immanuel Lutheran "Emmanuel Concert"

River Cities Community Access

- MSTC Board of Directors February 2014
- Wood County Board of Supervisors Meeting

Other

- LaCrosse Catholic Diocese Mass
- Eckankar
- House of Yahweh
- Conversations from St. Norberts
- Music & the Spoken Word

- 1) Our Current H.S. inter has requested not to continue his internship for the remainder of this school year due to school obligations with the hope of returning this fall.9 9NO intern expenses until fall unless the channel is moved back to the High School10
- 2) Mike Yakaites our production assistant is no longer with us due to personal reasons may become a volunteer in the near future
- 3) I have hired Brett Buttler to fill this position Brett comes highly recommended and has already begun his training and is progressing very well
- 4) I held a Community Producer Class last week and had 4 people, 3 from the fire Dept.
- 5) We had eliminated the 2nd intern in the original 2014 budget. The Cable TV Committee in a special budget meeting, added another intern back into the budget along with partial funding for some studio help as needed. I have requested that the intern money be used to supplement the studio help and make it a production assistant position for studiocamera help and any other help around channel 98. I plan to also use him at Channel 96 but he will be paid for those services out of the Cable Coordinators Contract for any of those services
- 6) at this time I do not have any information from any other municipalities who may have had their Cable Franchisee audited.