

**Agenda**  
**Columbus Cable Commission**  
Wednesday, October 3, 2018  
**6:00 p.m.** – Council Chambers, City Hall

1. Call to Order
2. Roll Call - Determination of Quorum
3. Notice of Public Meeting
4. Approval of Minutes for September 5, 2018
5. Approve Agenda
6. Comments of Citizens Present
7. Old Business
  - a. Adding Internet Access to the Pavilion
  - b. ADA Compliance of Channel 980 and 981
  - c. Review 2018 Budget and Consider 2019 Budget
8. New Business
  - a. Fall Workshop
  - b. Television Release Form
  - c. Staff Reports & Updates
  - d. Cable Programming, Issues and Plans
9. Establish Next Meeting Date – November 7, 2018
10. Adjournment

## **COLUMBUS CABLE COMMISSION MEETING**

COLUMBUS CITY HALL

September 5, 2018, 6:00 p.m. Council Chambers, City Hall

President Kaland called the meeting to order at 6:01 p.m.

Members present: Chet Bembenek, Brian Dell, Peter Kaland, Michael Thom and Andrew Traxler.

Absent: Lisa Wolf (excused).

Also in attendance: Patrick Vander Sanden, Jesse Wilson and JT Cestkowski.

It was reported that the City Clerk's office, as required by appropriate Wisconsin Statutes, had given proper public notice of the meeting.

Motion by Traxler, second by Bembenek to approve minutes of Aug. 14. Motion carried.

Motion by Traxler, second by Thom to approve the agenda. Motion Carried.

No citizens were present to make comment.

### **OLD BUSINESS**

- 1. Adding Internet Access to the Pavilion:** Bembenek reported he was making no progress with contacting Spectrum. He asked the Commission what they felt the next steps should be. Kaland felt the usefulness of having internet access at the Pavilion in emergency situations merited another attempt at contacting a Spectrum representative. Traxler asked Vander Sanden to reach out to Spectrum.
- 2. ADA Compliance of Channel 980 and 981:** Vander Sanden reported no new updates.
- 3. Policy Review:** Cestkowski presented the Commission with a fifth draft policy for their review and critique.

Kaland said he would like to see the Television Release Form mentioned in the policy developed in concert with the policy drafts.

Wilson wanted to know if existing recurring programming such as church services would be subject to the same submission process outlined under "Programming Submissions." Kaland felt they should go through the process at least once, and then be allowed to continue submitting similar programming outside of the submission process as "recurring programming," a classification to be specified on the Television Release Form. Bembenek asked Wilson to contact recurring submitters to ask if they would be okay filling out a form. Thom asked "Preapproved Recurring Programs" be added under "Programming Priorities.

Commissioners debated if the policy should address commenting on online live streams. Kaland said he had reservations about live streaming in general, and questioned if the practice should continue. Bembenek reported that he has heard from people that expect

meetings to be streamed on Facebook for convenience. Thom felt posting links to Facebook of the recorded cablecast on Vimeo would allow for the same value presented in a more moderated forum. Thom acknowledged this approach lacked the timely convenience of watching a live broadcast. Dell asked if the Vimeo videos could be posted to Facebook. Thom said this was standard practice prior to Facebook live streams.

Wilson said commenting could not be disabled on Facebook streams, but commenting could be disabled on Vimeo streams. Thom asked Wilson if a Vimeo stream could be posted to Facebook. Wilson said a link to the stream could be shared where ever necessary, and that the Commission already paid for Vimeo's live streaming service. The Commission asked Wilson to research alternative streaming platforms. Thom asked "in compliance with the City's Social Media Policy" be added under "Online Policy" to govern how the Commission conducted itself on social media.

Motion by Dell, seconded by Traxler, to approve the policies and procedures as amended with the inclusion of a Television Release Form to be developed at the next meeting. Motion carried.

- 4. Review and Reconsider the Approval Process for 980 Programming:** Kaland raised concerns with the process agreed to at the previous meeting violating open meetings laws. He felt the process should be changed.

Vander Sanden suggested the Commission appoint one or two designees to review 980 News. Kaland agreed that it should be the responsibility of only one or two individuals and suggested a subcommittee could be formed. Traxler agreed.

Wilson asked if he could still send the draft to all commissioners. The Commission was supportive of the idea.

Traxler asked if the process needed to be changed because it was only a review and not an official approval. Kaland felt the line between "review" and "approval" was nearly indistinguishable. Kaland said he was more comfortable with the review being conducted by a non-quorum amount of appointed commissioners. Thom felt it was up to the president to conduct the review or name a designee.

Motion by Dell, second by Traxler, to allow the President or their designee to be the sole reviewer of 980 News. Motion carried.

- 5. Review 2018 Budget and Consider 2019 Budget:** Vander Sanden distributed a budget worksheet with some preliminary numbers already filled in for the Commission's consideration.

Kaland expressed confusion regarding the quarterly franchise fee payments. The Commission said they would like clarification from the Treasurer.

Vander Sanden walked the commissioners through the worksheet, noting that most of the

estimates for 2019 were based on 2018's estimates and the budget to date.

Traxler suggested increasing the budget for programming to reflect 2018's expected end of year cost. Vander Sanden acknowledged that the number was likely low, but he hoped efficiencies could be found. Thom asked that the programming line item be broken out into multiple categories to show what the money was spent on in greater detail. Wilson said he was okay with separating the line item into multiple parts.

Thom said he would like the City to consider how the Cable Commission's part-time wages are budgeted.

Kaland and Traxler said they felt the Commission should no longer contribute to economic development, but also indicated they were open to hearing a persuasive argument to the contrary.

Traxler questioned the amount budgeted for capital equipment purchases. Dell asked if there was an estimate for 2019 equipment purchases. Wilson said he expected new council room A/V equipment to cost between \$12,000 and \$15,000. He also noted there could be other miscellaneous smaller purchases.

Vander Sanden said he would use the Commission's notes to revise the worksheet for a future meeting.

## **NEW BUSINESS**

1. **980 News:** Wilson and Cestkowski presented the Commission with a list of new topics to be approved.

Kaland asked about "General election stuff." Wilson said it was a catch-all to cover something Columbus residents would be voting on in November. Thom felt references to specific candidates be removed. Thom asked that "chamber of horrors" be removed. Kaland suggested "Oddtoberfest" be added.

Motion by Traxler, second by Thom, to approve the provided list as amended. Motion carried.

2. **Columbus Community Hospital:** Wilson reported that the hospital had withdrawn their initial request, and no longer needed to host videos on their site.

Bembenek said the Commission should continue to prepare for the eventuality that a private party asks for regular provision of Commission videos. Thom asked Vander Sanden to contact the City Attorney to determine if the Commission can hand over videos, and how they would do so.

3. **Staff Reports & Updates:** Staff had no reports or updates.

- 4. Cable Programming, Issues & Plans:** There were no program issues or plans beyond what had been discussed earlier in the meeting.

**Next scheduled meeting – Oct. 3, 6:00 p.m. at City Hall.**

**Adjournment:** Motion by Thom, second by Traxler to adjourn at 8:02 p.m.

Respectfully Submitted,

JT Cestkowski, Secretary

# TELEVISION RELEASE FORM

## Columbus Cable Commission

### I hereby affirm my voluntary participation in the video program entitled

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submitted to the Columbus Cable Television Commission for airing on 980 or 981 television channels in Columbus, Wisconsin.

I authorize the Columbus Cable Television Commission to use this program including my name, likeness, and performance, and to use and to authorize others to use these recordings for broadcast anywhere, closed-circuit or otherwise, for as long or as often as is deemed necessary. My name, likeness, and biography may be used for publicizing and promoting such broadcasts and other uses of the program.

I hereby release the Columbus Cable Television Commission and the City of Columbus and any other non-commercial organization to broadcast or otherwise show or distribute the above named program or portions thereof from any claim by me for damage to my person, property, or reputation, or for invasion of privacy.

I affirm that to the best of my knowledge all materials furnished and used by me on this program are original material which I have full authority to use for such purposes.

I further affirm that the Columbus Cable Television Commission is owner of all rights in and to said program and that no further monetary consideration is due and owing myself.

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Signature

Date

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Additional Signature of Parent or Guardian (if above named individual is a Minor)

Please print name and address of applicant (and Parent or Guardian) below:

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