

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

COLUMBUS CABLE CHANNELS 980 & 981

Policies and Procedures Manual

MISSION STATEMENT

The mission of Channels 980 & 981 resources is to provide video programming that shall be informational in nature. Channel 980 is a platform for all municipal government content, as well as miscellaneous Columbus-related programming. Channel 981 is for cablecasting all programming related to the Columbus, Wisconsin School District.

OVERVIEW

The Columbus Cable Television Commission (also referred to as “the Commission”) has adopted the following policies and procedures as guidelines for the effective and efficient operation and management of Cable Channels 980 & 981. Said channels are not funded by general fund tax dollars but are funded by a cable franchise fee. Cable subscribers pay a franchise fee to Charter Communications, the City cable provider at a rate consistent with state statutes.

The six-member Cable Television Commission is appointed by the Mayor and approved by the Common Council. The Commission has been formed under Section 26-1 of the City Ordinances and is charged with carrying out the continuing functions of the city as set forth in said Section of ordinances.

USAGE OF CHANNELS 980 & 981

- 1) The intended use of channel 980 & 981 resources, including the members of its staff, equipment and facilities are limited and restricted to the production and cablecast of the following programming:
 - a. Regular and special meetings of the Common Council.
 - b. Public meetings of or programs sponsored by municipal commissions, boards departments, or committees.
 - c. Interactive bulletin board messages (Announcement Center).
 - d. Programs produced by Channels 980 & 981 resources on behalf of local non-profit organizations.
 - e. Programs produced by local church organizations.
 - f. Programs deemed by the Cable Television Commission to be of general public interest.
 - g. Those wishing to use Commission equipment should refer to programming priorities.
- 2) Channels 980 & 981 resources shall be available to church organizations, only for scheduling and cablecast of programs produced by them, limited to the showing of their respective church services.

- 3) The Cable Coordinator is authorized, when scheduling permits, to cablecast programs produced by the Public Broadcasting System and Wisconsin Community Media which are provided through them for usage by local public access channels.
- 4) Any individual or organization aggrieved by the above limitations for the usage of channels 980 & 981 resources may appeal to the Columbus Cable Television Commission.

PROGRAMMING PRIORITIES

- 1) Channel 980 & 981 will adhere to the following priorities in the scheduling of programming:
 - a. Programs authorized by the Cable Television Commission to be cablecast.
 - b. Live municipal meetings.
 - c. Pre-recorded municipal meetings.
 - d. Preapproved recurring programs
 - e. Programs of local non-profits organizations.
 - f. Programs of local church organizations.
 - g. Programs produced by the Public Broadcasting System (PBS) or Wisconsin Community Media.
 - h. Announcement Center messages.
- 2) Preference will be given to local programs produced by those persons living within the cablecast range of channel 980 and 981. Local programming is defined as the following:
 - a. Content which features, either through setting or subject, a Columbus resident, initiative, object or location within the city limits.
 - b. Content produced with significant contributions from a current Columbus resident.

PROGRAMMING SUBMISSIONS

- 1) Submissions of original programming for broadcast on channel 980 and 981 must provide a copy of said work along with contact information to the Cable Commission President. The program review process is as follows:
 - a. The owner of the program signs the Television Release Form.
 - b. The President reviews the program and reports to the Commission.
 - c. The Commission determines if it is compliant with the prohibited programming policy, and the usage policy.
 - d. The President gives the work over to the Cable Coordinator for technical review and broadcast.

PROHIBITED PROGRAMMING

- 1) Any program requested to be cablecast may be rejected if, in the opinion of the Cable Commission, it is of poor technical quality or represents content including but not limited to:
 - a. Advocating or advertising gambling.

- b. Advertising materials designed to promote the sale of for-profit products or services.
 - c. Solicitation of funds, except where the program is soliciting on behalf of a charitable cause.
 - d. Material soliciting or promoting unlawful conduct.
 - e. Sexually explicit material.
 - f. Statements, pictures, or sound which violate city, state, or federal laws, including those related to obscenity, defamation, slander, and libel.
 - g. Violation of the policies or rules set forth by the City of Columbus for use of its cable channel.
- 2) In any instance where a program is put on the air that violates the above-prohibited programming policy, the submitter of said program will lose submission privileges for an amount of time to be determined by the Cable Television Commission.

POLITICAL SPEECH

- 1) Political commentary and speech are allowed on channels 980 and 981 only in the cases of candidate forums, debates and when the time has been equally offered to all sides.
- 2) All candidate forums that use the City of Columbus Council Chambers and equipment maintained by the Cable Commission, for cablecast or recording, must obtain prior approval from the Commission for the use of the A/V equipment. Once the Cable Commission has approved the use, the requesting entity must pay a \$50.00 fee to help offset staffing, time and labor. The Commission reserves the right to waive the aforementioned fee for any reason.
- 3) No charges shall be imposed upon any local non-profit organization, nor upon any local church organization for their use of channel 980 cablecast services, except in the case of candidate forums or debates.

CABLECASTING

- 1) The following programs shall be cablecast live on channels 980 & 981:
 - a. All regular and special meetings of the Common Council and the Committee of the Whole.
 - b. Public meetings of municipal commissions, boards, departments and committees may be streamed live if resources are available.
 - c. The Cable Coordinator shall program at least one cablecast of such meetings within 72 hours following the live cablecast.

PUBLIC MEETINGS

- 1) All public meetings of the Common Council or Municipal Commissions, Boards, Departments or Committees whether live or replays shall be cablecast in their entirety from gavel to gavel without any editing of their content, subject to only the following exceptions:
 - a. When such meetings are in closed executive session or standing at recess.

- b. When the orderly procedure of the meeting is interrupted by some unexpected event or incident.
 - c. When language is used or behavior is displayed during any meeting that does not meet the ordinary standard for decency or decorum.
 - d. When technical failures of video equipment or the cablecast system prevent coverage.
 - e. When a situation necessitates interrupting the program to cablecast emergency information.
- 2) Nothing hereinabove shall prevent the addition of title and credit pages to the coverage of public meetings.
 - 3) After recording, copies of public meetings shall be maintained on Cable Commission equipment for 12 months.

ONLINE POLICY

- 1) The Cable Coordinator will maintain a twelve-month archive of meeting broadcasts on an online video streaming service for access by the general public.
- 2) The Cable Commission will maintain a social media presence on relevant networks in compliance with the City's Social Media Policy.
- 3) When appropriate, live content will be streamed on relevant online video streaming platforms.

EQUIPMENT REVIEW

- 1) Beginning the year after adoption of these policies, and then every other year thereafter the Cable Commission shall conduct a complete review of all of its assets to identify any deficiencies. The Cable Coordinator may then recommend improvements.
- 2) Assets belonging to Cable Commission are defined as follows:
 - a. All equipment and software necessary for the live and recorded cablecast of City meetings.
 - b. All equipment and software necessary for the consistent cablecast of cable channel programming.
 - c. All equipment and software necessary for the production and editing of Channel 980 programming.
- 3) Purchasing and disposal of equipment will follow the City's Purchasing Policies and Procedures and Asset Disposal Policy.

OTHER SERVICES

- 1) Copies of Channel 980 and 981 programming may be provided for a \$10.00 fee.
- 2) Use of Cable Commission resources for facilitating programming submission will incur a cost determined by the Commission when appropriate.