

## **COLUMBUS CABLE COMMISSION MEETING**

COLUMBUS CITY HALL

October 3, 2018, 6:00 p.m. Council Chambers, City Hall

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

Members present: Lisa Wolf, Peter Kaland, Michael Thom and Andrew Traxler.

Absent: Chet Bembenek (excused), Brian Dell (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 Wolf, second by Traxler to approve minutes of Sept. 5 with the new approved policy attached. 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:** Cestkowski said he had followed up with contact Vander Sanden had made with a Spectrum representative. Cestkowski said the Commission could choose to run either coaxial cable or a fiber connection to the Pavilion. Coax would be cheaper, but fiber would provide a better connection. Cestkowski presented very rough monthly cost estimates and then asked which option he should ask for a site survey.

Traxler felt coax was the way to go, but acknowledged Bembenek might feel different as it is a strategic meeting point for the school. Kaland said he thought coax would be sufficient. Thom agreed but felt there were still unanswered questions about how the city would maintain the network. Vander Sanden said the Wi-Fi service could justify higher rental fees which could offset the cost of maintenance.

Kaland felt that having to maintain the network Wi-Fi for events could force the city into awkward positions of needing to have a technician available at nearly all times. Kaland and Traxler both felt the connection should not be guaranteed to renters.

Kaland asked if the cable providers still gave free service to city buildings. Vander Sanden said those laws changed several years ago.

The Commission asked Cestkowski to get site surveys for both fiber and coax connections so long as there was no cost to doing so.

2. **ADA Compliance of Channel 980 and 981:** Vander Sanden received a report from the lawyer conducting the review of the channel. He read the summary of the report which stated ADA compliance would put undue burden on the Commission's resources. Vander Sanden asked for more time to review the full report. The Commission agreed.
3. **Review 2018 Budget and Consider 2019 Budget:** Vander Sanden presented Commissioners with an updated budget worksheet. He walked commissioners through the changes including splitting up the "programming" line-item, clarifying expected franchise fees and leaving capital equipment purchases blank.

Kaland felt there should be a note indicating the commission intended to make capital equipment purchases even if a specific number could not be settled on.

Kaland was supportive of phasing out contributions to Economic Development to allow for that department to adjust where its funding came from over a period of years, rather than ending the contributions all at once.

Traxler suggested covering part-time wages and fringe benefits with a single contribution to another city budget rather than continuing to split those costs across multiple accounts. Thom asked if the Programming line-item funded Cestkowski's position. Vander Sanden said that item compensated Wilson.

Vander Sanden reported that he said the "contracted programming" and "contracted meetings" line-items increased due to more programming and meeting recording needs dictated by the Commission. Traxler pointed out the "contracted meetings" amount was not reflected in the "General Expenses" total. Vander Sanden said he would rework the spreadsheet and bring an updated version to the next meeting.

## **NEW BUSINESS**

1. **Fall Workshop:** Wilson reported that the fall Wisconsin Community Media conference was on Oct. 17, and the cost for a single attendee was \$35.00. Kaland felt it would be valuable for Wilson to attend. Thom and Kaland were supportive of Cestkowski attending as well.
2. **Television Release Form:** Cestkowski brought a draft release form for the Commission to consider. Commissioners felt that while the draft was a standard release, and could be useful for getting releases from interviews, it did not meet the needs of the recently adopted policy. The Commission directed Cestkowski to try again on developing a form.

Motion by Wolf, second by Traxler, to approve the use of the presented release form when appropriate.

3. **Staff Reports & Updates:** Wilson reported that the churches were willing to go through the programming approval process, but other organizations like the Wisconsin Community Media and Saint Norbert's College were less receptive.

The Commission felt that the programming submission guidelines laid out in policy were geared more toward regulating local content producers. Kaland suggested he and Cestkowski could rework the policy to identify a proper approach to help policy reflect intention.

Wilson presented the Commission with several different options for live streaming services. Kaland was supportive of using Vimeo. Wilson said most cities use an integrated video player that does not have a comment feature. Traxler said he wanted made between streams of events and those of meetings. Thom pointed out that YouTube was a platform already popular with younger audiences.

Commissioners acknowledged that this would likely be addressed by the city's Social Media Policy currently being considered for revisions by the City Council.

Motion by Kaland, second by Wolf, to support the concept of opposing commenting on live streams of city meetings. Motion carried.

- 4. Cable Programming, Issues & Plans:** Kaland acknowledged there was a technical glitch which prevented the recording of a recent Council meeting. Wilson walked the Commission through the mechanics of how meetings were recorded and the problem which occurred. Traxler suggested setting up a separate log-in to the computer to avoid the problem in the future. Wilson said he would look into it.

Wilson asked the Commission not to hesitate to weigh in with programming ideas when they came up. Kaland suggested a veterans program be produced for broadcast in November.

Thom asked that a live stream of example be produced to demonstrate the capabilities of the format. Wilson said a private link to a stream could be sent to commissioners but it would require some logistical work from staff.

**Next scheduled meeting – Nov. 7, 6:00 p.m. at City Hall.**

**Adjournment:** Motion by Thom, second by Traxler to adjourn at 7:59 p.m.

Respectfully Submitted,

JT Cestkowski, Secretary