

Village of Mount Horeb

138 E Main St

Mount Horeb, WI 53572

Phone (608) 437-6884/Fax (608) 437-3190

Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

CABLE TV COMMITTEE MONDAY, JANUARY 10, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll Call
- 2) Consider December 13, 2010 minutes.
- 3) Cable Coordinator Report.
- 4) Part-time cable assistant position.
- 5) Consider capital budget purchases for 2011.
- 6) Charter Cable Fee letter.
- 7) Cable customer discount.
- 8) Village fee schedule.
- 9) Review programming schedule.
- 10) Programming goals for 2011.
- 11) Set next meeting date.
- 12) Agenda items for next meeting.
- 13) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

CABLE TV COMMITTEE

January 10, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:31pm with members Jim Wendt, Steve Sopcak, and Cyril Rach present. Cable Coordinator Nicole Podgorski was also present.

MINUTES: Wendt moved and Rach seconded to approve the December 13, 2010 meeting minutes.

CABLE COORDINATOR REPORT: Cable Coordinator Podgorski presented a written report for the Committee to review. The new video server has been delivered and will be installed after this month's meetings so as not to interfere with them.

Wendt stated that he would like to see candidate debates at least once per week. Podgorski received a call from the Chamber of Commerce president that they plan to do one in February. We will also look into the rotary club and other community groups to see if they'd like to host an event.

Sopcak has been taking pictures around town in order to update the community slideshow. He will drop off a CD at the village offices to be used with the new equipment.

PART-TIME CABLE ASSISTANT: Podgorski received two applications. She will follow up with them and schedule interviews with the candidates. She will also check with the Interim administrator to discuss proper procedures.

CAPITAL EQUIPMENT: The Village Board decided to allow the Cable TV Committee to carry over \$7,000 from 2010 into 2011. This will give us a total of \$13,000 in the capital equipment budget for 2011.

Wendt moved and Sopcak seconded to request that the Cable Coordinator get bids on a new video switcher and a UPS system. Motion Carried.

CABLE CUSTOMER DISCOUNT: Charter collects two fees from its customers: PEG Access fees and Franchise Fees. Under the new cable law, they no longer have to collect PEG Access fees, but will still collect Franchise Fees. The majority of the money spent comes from the Franchise Fee, which is 5% of a customer's total cable bill.

Wendt brought up the idea of offering a discount to seniors in the community by foregoing these franchise fees or reducing the percentage. The main problem with this plan is that we cannot calculate the impact of this because we do not know who/how many senior subscribe to Charter's services, and we do not know how much money we would lose in the process.

The suggestion was to provide an information seminar to customers regarding rates. We could bring in vendors and show a slideshow that would inform the community of their cable options. Sopcak moved and Wendt seconded to discuss this topic at a future meeting.

VILLAGE FEE SCHEDULE: Rach moved and Sopcak seconded to table this item to the next meeting.

REVIEW PROGRAMMING SCHEDULE: Podgorski will post the schedule to the Village Website and the Cable Channel. The Committee would also like to ask that the Mount Horeb Mail publish the schedule as well. Possible changes to the schedule include posting “Community Calendar” in the white spaces and to incorporate more programming beyond meetings.

PROGRAMMING GOALS FOR 2011: Outdoor Cameras, Sesquicentennial events, Village Departments, Village Organizations Spotlights, Debates, Parades, and Wednesday Night Live concerts.

NEXT MEETING DATE: The next meeting is scheduled for February 15th, 2011 at 5:30pm.

ADJOURNMENT: Rach moved, and Wendt seconded to adjourn. Motion carried at 6:35pm.

Minutes submitted by Nicole Podgorski, Cable Coordinator



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CABLE TV COMMITTEE

FEBRUARY 15, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll Call
- 2) Consider January 10, 2011 minutes
- 3) Spring election candidate forums
- 4) Cable Coordinator vacancy
- 5) Part-time cable assistant position
- 6) Cable Coordinator report
- 7) Capital budget purchases for 2011
- 8) Cable customer discount
- 9) Village fee schedule
- 10) Programming goals for 2011
- 11) Set next meeting date
- 12) Agenda items for next meeting
- 13) Adjourn

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CABLE TV COMMITTEE

February 15, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:34pm with members Jim Wendt, Steve Sopcak, and Cyril Rach present. Cable Coordinator Nicole Podgorski and Interim Administrator Kathy Hagen were also present.

MINUTES: Sopcak moved and Rach seconded to approve the January 10, 2011 meeting minutes.

SPRING CANDIDATE FORUMS: There is a Chamber of Commerce forum being held on March 22, 2011, and the Rotary Club is working on hosting one as well. Wendt brought up concerns over bipartisanship and the rules for all candidates getting the same opportunities to speak. The Committee felt that this is a community event that we are airing as is, and should not get involved with the exception of letting the clubs know our concerns. Chair Brosamle will speak to the Chamber and Rotary clubs about these concerns so that they are aware.

CABLE COORDINATOR VACANCY: Podgorski has announced that she will be pursuing other opportunities and is leaving the Village of Mount Horeb. She suggested that the Committee look for someone to replace her that has strong technical abilities and is flexible with their time. The goals the Committee has set are good to have, and they should continue to make those clear to the new Coordinator. She will get everything in place so that things will hopefully run smoothly in the interim.

The Committee also looked at updating the Cable Coordinator job description. The only changes made were to change the contact information and the deadline should be March 18th and will run for three weeks in the local papers as well as be posted on the website.

Rach moved, and Wendt seconded to approve the job description as amended.

PART-TIME CABLE ASSISTANT: Brosamle received a letter with a suggestion to contact Bart Leibfried at the high school to see if students would like to assist in the Cable Department to get some hands on experience. It will be taken into consideration.

CABLE COORDINATOR REPORT: Podgorski has nothing new to report.

CAPITAL EQUIPMENT: Podgorski should be receiving quotes regarding a new video switcher. She will forward the information on to Brosamle.

CABLE CUSTOMER DISCOUNT: Tabled until next meeting

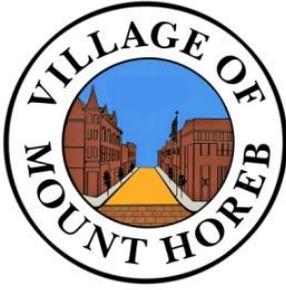
VILLAGE FEE SCHEDULE: Tabled until next meeting

PROGRAMMING GOALS FOR 2011: Tabled until next meeting

NEXT MEETING DATE: The next meeting is scheduled for March 23rd, 2011 at 5:30pm.

ADJOURNMENT: Sopcak moved, and Rach seconded to adjourn. Motion carried at 6:25pm.

Minutes submitted by Nicole Podgorski, Cable Coordinator



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CABLE TV COMMITTEE WEDNESDAY, MARCH 23, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order – Roll call.
- 2) Consider February 15, 2011 minutes.
- 3) Cable Coordinator vacancy.
- 4) Part-time Cable Assistant position.
- 5) Spring election candidate forums.
- 6) Review payments of legal fees for MHTC agreement.
- 7) Capital budget purchases for 2011.
- 8) Programming goals for 2011.
- 9) Cable customer discount.
- 10) Village fee schedule.
- 11) Set next meeting date.
- 12) Agenda items for next meeting.
- 13) Adjourn.

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CABLETV COMMITTEE

March 23, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30 pm with members Hap Rach, Angie Steinhauer, and Steve Sopcak present.

MINUTES: Sopcak moved and Rach seconded to approve the February 15, 2011 meeting minutes.

SPRING ELECTION CANDIDATE FORUMS: The Mt. Horeb Rotary Club plans to host a candidate forum for village president and trustees on Tuesday, March 29. Resident Charles Steinhauer reported audio problems with the candidate forum sponsored by the Chamber of Commerce on March 22. Sopcak suggested publishing the replay schedule in the Mt. Horeb Mail for residents who want to watch the forums.

REVIEW PAYMENTS OF LEGAL FEES FOR MHTC AGREEMENT: Sopcak questioned whether the village used all of the revenue received from MHTC in 2010 for legal fees, pointing to a budget printout from the village clerk that listed **less than the amount for lawyer's bills**. Sopcak asked whether the balance could be added to the cable TV budget. The chair will talk with the village administrator and report back.

CAPITAL BUDGET PURCHASES FOR 2011: Sopcak stressed the need for power and data backup for the cable operation. Before recommending an equipment purchase, he will check on the feasibility of piggy-backing on backup equipment used by the village office. Steinhauer will work on correcting audio board problems. Rach moved and Sopcak seconded to authorize up to \$500 for fixing the audio trouble. The motion passed on a voice vote.

PROGRAMMING GOALS FOR 2011: Sopcak suggested soliciting program content from village residents, developing an editing policy and a plan to seek paid sponsorships, and airing a video about how to navigate the village roundabouts.

Resident Charles Steinhauer urged the cable operation to cover sesquicentennial events and a cross-country bike ride event in August by firefighters in honor of September 11. Mr. Steinhauer also suggested asking the public to share videos, promoting viewership with a Mount Horeb dollar giveaway and placing the Mount Horeb logo and recording date on all programs that are replayed. He also asked the cable operation to cover more village committee meetings such as the Revolving Loan Fund Committee and the Youth Activity Committee. And, Mr.

Steinhauer asked that the cable operation air Madison City Council meetings.

Committee member Steinhauer reported that the cable operation can now air Dane County Board meetings. Sopcak suggested publishing the programming schedule on the village website, the cable slide show, and the Mt. Horeb Mail. Sopcak is working on new photos for the cable slide show.

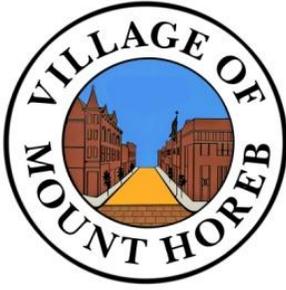
CABLE CUSTOMER DISCOUNT: No further discussion took place on this matter since the committee decided at an earlier meeting the discount is not feasible.

VILLAGE FEE SCHEDULE: Steinhauer will follow up with the village clerk to see what the cable operation needs to do to comply with the village fee schedule and public record retention.

CABLE COORDINATOR VACANCY: The cable committee will interview four candidates for the Cable Coordinator position on Thursday, April 7.

PART-TIME CABLE ASSISTANT POSITION: Two applicants are not qualified for the position and will be notified they are not being considered. The Chair suggested holding off on seeking more applicants until the Cable Coordinator is hired.

ADJOURN: Sopcak moved and Rach seconded to adjourn. Motion carried.



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AMENDED

CABLE TV COMMITTEE

APRIL 7, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at **5:15pm** in the Conference Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll call
- 2) Appoint pro-tem Chairperson for April 7 meeting.
- 2) Adjourn to closed session pursuant to Wis. Stats. Sec 19.85(1)(c) to interview Communications Coordinator candidates.
- 3) Reconvene to open session for any action regarding closed session.
- 4) Adjourn.

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CABLETV COMMITTEE

April 7, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Interim Village Administrator Duane Gau called the meeting to order at 5:30pm with members Angie Steinhauer and Jim Wendt present in person. Bryan Brosamle attended via conference call.

APPOINT TEMPORARY CHAIR: With Chair Brosamle unable to attend in person, Steinhauer moved and Wendt seconded to appoint Sopcak as Temporary Chair. Motion passed by voice vote.

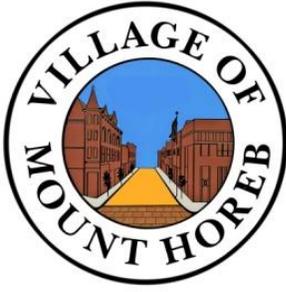
ADJOURN TO CLOSED SESSION: Pursuant to Wis. Stats. Sec 19.85(1)(c), Steinhauer moved and Wendt seconded to adjourn into closed session to interview Cable Coordinator candidates. Steinhauer, Sopcak, and Wendt voted yes by roll call.

RECONVENE TO OPEN SESSION: Steinhauer moved and Sopcak seconded to reconvene to open session for any action regarding closed session. Steinhauer, Sopcak, and Wendt voted yes by roll call.

Sopcak moved and Wendt seconded to report that the committee plans to offer the Cable Coordinator position to one of the candidates interviewed. Sopcak and Wendt voted yes by roll call. Steinhauer abstained.

ADJOURN: Steinhauer moved and Wendt seconded to adjourn at 7:54pm. Motion carried.

Minutes submitted by Bryan Brosamle, Cabletv chairman



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CABLE TV COMMITTEE WEDNESDAY, MAY 4, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider March 23, 2011 and April 7, 2011 minutes.
- 3) Cable Coordinator position.
- 4) Cable operation update.
- 5) Programming goals for 2011.
- 6) Capital budget purchases for 2011.
- 7) **Chair's report on MHTC agreement legal fee payments.**
- 8) Village fee schedule.
- 9) Set next meeting date.
- 10) Agenda items for next meeting.
- 11) Adjourn to closed session pursuant to Wis. Stats. Sec 19.85(1)(c) to discuss part-time Cable Operator position.
- 12) Reconvene to open session for any action regarding closed session.
- 13) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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CABLETV COMMITTEE

May 4, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Village Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Present were Bryan Brosamle, Hap Rach, Steve Sopcak, and Jim Wendt.

CONSIDER MARCH 23, 2011 AND APRIL 7, 2011 MINUTES: Rach moved to approve, seconded by Sopcak. Motion approved by voice vote.

CABLE COORDINATOR POSITION: Chair Brosamle reported that the Cable Coordinator position had been offered to the committee's selected candidate. The candidate has until Friday, May 6, to accept the position.

CABLE OPERATION UPDATE: Tim Steinhauer continues to work as interim cable operator and will help train the new coordinator.

PROGRAMMING GOALS FOR 2011: The committee set the following goals for the new cable coordinator. Establish the following procedures - equipment check out, CD copy cost, program content, program sponsorship and cable operation steps.

CAPITAL BUDGET PURCHASES FOR 2011: Rach moved and Sopcak seconded to authorize up to \$1,000 for the purchase of a new audio board. The cost to repair the old audio board was estimated at \$500. Motion carried by voice vote.

MHTC AGREEMENT LEGAL FEE PAYMENTS AND VILLAGE FEE SCHEDULE: Sopcak moved to table these two items. Wendt seconded. Motion carried on a voice vote.

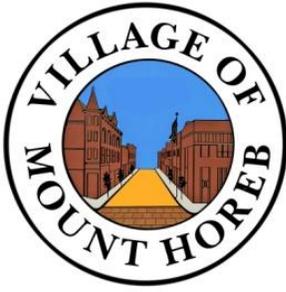
NEXT MEETING DATE: Monday, June 6, 5:30 pm.

ADJOURN TO CLOSED SESSION: Rach moved and Sopcak seconded to adjourn to closed session pursuant to Wis. Stats. Sec 19.85(1)c) to discuss the part-time cable operation position. Motion carried on a roll call vote. Brosamle, Rach, Sopcak and Wendt voted yes.

RECONVENE TO OPEN SESSION: Sopcak moved and Wendt seconded to reconvene to open session for any action regarding closed session. Brosamle, Rach, Sopcak and Wendt voted yes by roll call.

Sopcak moved and Wendt seconded to report that the committee plans to offer the part-time cable operator position to one of the candidates interviewed for the cable coordinator position. Brosamle, Rach, Sopcak and Wendt voted yes by roll call.

ADJOURN: Sopcak moved and Wendt seconded to adjourn at 6:30 pm. Motion carried.



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CABLE TV COMMITTEE Monday, June 6, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30 pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Introductions of Communications Coordinator Diane Stojanovich, and newly appointed Cable TV Committee member David Lightfoot.
- 3) Consider May 4, 2011 minutes.
- 4) Cable Coordinator position.
- 5) Cable operation update.
- 6) Programming goals for 2011
- 7) Capital budget purchases for 2011.
- 8) MHTC agreement legal fee payments.
- 9) Village fee schedule.
- 10) Set next meeting date.
- 11) Agenda items for next meeting.
- 12) Adjourn to closed session pursuant to Wis. Stats. Sec 19.85(1)c) to discuss part-time cable operator position.
- 13) Reconvene to open session for any action regarding closed session.
- 14) Adjourn.

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CABLETV COMMITTEE

June 6, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:33 p.m. with members Cyril Rach, Jim Wendt, Angie Steinhauer, David Lightfoot, and Cable Coordinator Diane Stojanovich present.

INTRODUCTIONS OF COMMUNICATIONS COORDINATOR DIANE STOJANOVICH, AND NEWLY APPOINTED CABLE TV COMMITTEE MEMBER DAVID LIGHTFOOT:

Brosamle introduced Diane Stojanovich as the new communications coordinator, and David Lightfoot, new CableTV Committee member. Stojanovich has shadowed with Tim Steinhauer for a few Village meetings, and will continue that transition for the next couple of weeks. Lightfoot was welcomed to the Committee and the CableTV Committee charge was reviewed, i.e. policy setting, and sounding board for cable coordinator, etc. Lightfoot resides in Mt. Horeb and owns a video production business. He has expertise in non-linear editing. In the transition of Committee members, Angie Steinhauer will continue to serve on the Committee until fall 2011.

MINUTES: Wendt moved and Rach seconded to approve the May 4, 2011 meeting minutes.

CABLE COORDINATOR POSITION:

Stojanovich has had two training sessions with Tim Steinhauer and may handle the Utility Commission meeting on Tuesday, June 14 by herself. Brosamle shared that he taped the Mt. Horeb Frolic parade on Sunday, June 5. He noted for future, perhaps a village truck be in the parade and the videographer shoot from the vehicle. In addition, creating a banner to display on the vehicle noting details about the taping and directing individuals to check their local cable channel, would provide an opportunity to raise awareness about the cable channel. Committee members thought a good idea and worth noting for 2012.

CABLE OPERATION UPDATE:

Steinhauer reported the purchase of a new dubbing machine. The stand-alone machine will allow staff to create dubs while doing other video work. A new sound board was also purchased. Lastly, a paper copy of the Panasonic camera operator's manual was printed and will be left in the cable office for reference.

PROGRAMMING GOALS FOR 2011:

Committee members discussed the upcoming sesquicentennial activities, dates, and footage ideas. The dates are Friday-Sunday, July 15-17, 2011. The focal

point of the activities will be an ice cream social on Saturday, July 16. It will be held on the lot adjacent to the historical building on S. 2nd Street. Additional details on the ice cream social, demonstrations, etc. are needed. Stojanovich will check the Historical Society web site. Lightfoot has been contracted by the Mt. Horeb Chamber of Commerce to shoot video of the art fair. Lightfoot offered to shoot video of the sesquicentennial activities as well and provide the video for use on the cable channel. Lightfoot will follow-up with Melissa Theisen, Mt. Horeb Chamber, regarding the idea and report back to the Committee.

The sesquicentennial activities can be added to the cable television bulletin board schedule. The Committee discussed a tie-in with pre-publicity for the event(s). There was further discussion regarding have t-shirts, etc. that identify the cable videographer and direct people to watch cable channel 98.

The Committee discussed the 2011 goals for the cable coordinator and prioritized as follows:

- 1) Cover required Village meetings including: Village Board, Plan Commission, Utility Commission, Committee of the Whole (Public Safety, Personnel, and Finance), Fire District, and Fire District.
- 2) Mt. Horeb Sesquicentennial activities
- 3) Music in the Park (every Wednesday in July at Grundahl Park) (Note: wind during recording has been an issue in the past).
- 4) Standard Operating Procedures for Village Cable (set-up from A to Z)
- 5) Village President monthly interview
- 6) Village Department Heads interviews
- 7) Village Board members interviews (topics to be determined by current issues)

Steinhauer noted that the priority is the Village meetings and that with prep time, each meeting should take 3.5 hours. Stojanovich will check with Kathy Hagen on status of Committee of the Whole meetings.

CAPITAL BUDGET PURCHASES FOR 2011:

Steinhauer submitted an invoice from Full Compass for \$808.60 for the purchase of the sound board. An additional invoice of \$25 to cover the diagnostic test of the old sound board is still outstanding. The video dubbing machine was purchased for approximately \$100. Steinhauer will submit the invoice for payment.

The Committee discussed the need to continue to explore a power back-up for the Scala system. Stojanovich will research the options for a back-up system and report back to the Committee. Brosamle reported there is \$10-12 thousand remaining in the capital budget. The Committee discussed other possible equipment needs or purchases prior to the end of the year. There was discussion regarding the Leightronix Ultra Nexus video server equipment and training

recommendations for Stojanovich. Steinhauer will forward the name of the Sun Prairie individual who has experience with this equipment. Lightfoot reported that he uses Sony Vegas, a PC-based editing software and recommended it for ease of use. If/when the Committee is ready to explore purchase, Lightfoot is willing to provide input.

MHTC AGREEMENT LEGAL FEE PAYMENTS:

Steve Sopcak brought this agenda item. With his absence and no information, the item was deferred to the next meeting.

VILLAGE FEE SCHEDULE:

The Committee discussed the price for dubs (copies) of cable programming. Lightfoot moved and Wendt seconded a motion to establish a \$10 fee for standard dubs. Further noting, the Village will sell only content produced by Village Cable. For other content, individuals will be instructed to contact the producer. The motion passed on a voice vote.

SET NEXT MEETING DATE:

The Committee discussed re-establishing a set day for the meetings and decided on the 2nd Monday of the month for July and August. The day will be revisited for the fall meetings. The next meeting will be Monday, July 11, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

MHTC Agreement Legal Fee Payments. Cable Coordinator report, Budget report.

ADJOURN TO CLOSED SESSION: Pursuant to Wis. Stats. Sec 19.85(1)(c), Steinhauer moved and Wendt seconded to adjourn into closed session to discuss part-time cable position. Steinhauer, Rach, Wendt, Lightfoot, and Brosamle voted yes by roll call.

RECONVENE TO OPEN SESSION: Wendt moved and Lightfoot seconded to reconvene to open session for any action regarding closed session. Steinhauer, Rach, and Brosamle voted yes by roll call. Brosamle moved that the Committee offer the part-time cable operator position to one of the candidates interviewed for the cable coordinator position. Brosamle will follow-up with Kathy Hagen regarding details and wage. Stojanovich will contact the candidate to schedule and introductory meeting. Steinhauer, Rach, Wendt, Lightfoot, and Brosamle voted yes by roll call.

ADJOURN: Wendt moved and Lightfoot seconded to adjourn at 6:51 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



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CABLE TV COMMITTEE

Monday, July 11, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30 pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider June 6, 2011 minutes.
- 3) Coverage of village committee meetings.
- 4) Cable Coordinator report.
- 5) Part-time Cable Operator update.
- 6) Cable budget statement.
- 7) Capital budget purchases for 2011.
- 8) MHTC agreement legal fee payments.
- 9) Programming goals for 2011.
- 10) Set next meeting date.
- 11) Agenda items for next meeting.
- 12) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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CABLETV COMMITTEE

July 11, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30 p.m. with members Steve Sopcak, Jim Wendt, David Lightfoot, and Cable Coordinator Diane Stojanovich present. Cyril Rach was absent.

CALL TO ORDER – ROLL CALL:

Brosamle called meeting to order at 5:30 p.m., did roll call, and a quorum was present.

MINUTES: Sopcak moved and Wendt seconded to approve the June 6, 2011 meeting minutes.

COVERAGE OF VILLAGE COMMITTEE MEETINGS:

Brosamle provided background on the topic. In late June, Brosamle talked with the Village office and learned that with the dissolution of the Committee of the Whole (COW), there will be individual meetings held, i.e. parks, public safety, finance, etc. Brosamle inquired about the next scheduled (first week of July) finance committee and videotaping, and was informed that it was preferred that cable operations not cover the meetings. Brosamle and Wendt attended the Village Board meeting on Wednesday, July 6, 2011, and spoke during the public comment section requesting that CableTV operations cover the meetings. Brosamle understands that the topic will be on the August 3, 2011 Village Board agenda for discussion and consideration. Brosamle and Wendt shared that the topic would be on the agenda for the July 11, 2011, CableTV Committee, and invited the Village Board trustees to attend. Dave Becker, Village President, is out of town, and Mary Anderson, Village Board Trustee, was in attendance on July 11, 2011.

Committee members discussed the mission of the CableTV operation, providing the information to the public; committee meetings are open to the public. Sopcak, Wendt, and Lightfoot expressed support in broadcasting all meetings. Lightfoot expressed the responsibility, commitment and requirement by the cable companies to set aside public channel(s) for content. Further discussion specified that Committee chairs and the Village Board president were not in favor of videotaping the meetings.

Anderson inquired about the videotaping/broadcast capabilities from the small conference room behind the large Village Board conference room. Brosamle explained that presently we can videotape in that conference room, but not broadcast live. He further explained that a line item to cover wiring was in the

capital budget. The wiring would allow live broadcasting from the adjoining conference room. Consensus of the Committee was that they were willing to explore set-up options, room logistics, cameras, tables, microphones, etc. to accommodate live broadcast from either conference room. Charlie Steinhauer, Mt. Horeb resident, was in attendance and wanted to go on record in support of videotaping committee meetings.

Anderson clarified that while the item will be on the Wed., August 3, 2011, **Village Board agenda, it's not yet been determined what will be on the agenda,** i.e. discussion, decision on the topic, etc. Consensus of the Committee was to have representation at the August 3, 2011 Village Board meeting. Sopcak, Wendt, and Lightfoot will attend.

Brosamle moved and Sopcak seconded a motion to create a resolution that the Mt. Horeb CableTV Operation go on record as recommending to the Mount Horeb Village Board that the CableTV Operation continue to cover all open committee meetings. The resolution was approved on a voice vote. Brosamle will follow-up with the Village Board and Mt. Horeb administration.

CABLE COORDINATOR REPORT:

Brosamle initiated the discussion by stating that Stojanovich was dealing with a host of technical and equipment issues over the past month. Stojanovich distributed her prepared report. Committee members reviewed the report and accepted it as received.

Committee members discussed the back-up/restore of cable operations content covered the existence of a disaster recovery plan. Can the cable operations content be backed-up with the existing Village system? Stojanovich will follow-up with Kathy Hagen, Assistant Village Administrator. Given discussions regarding equipment and back-up systems, Committee members requested whether the existing infrastructure can grow with the growth of the Cable TV operations. This will be an ongoing topic of discussion and be taken into consideration when purchasing additional equipment and/or dovetailing into existing Village systems.

PART-TIME CABLE OPERATOR POSITION:

Brosamle provided an update to the Committee that the Village Board approved an increase in the base wage for the part-time cable operator position at the June 2011 Village Board meeting. Further, Brosamle and Stojanovich would meet with the candidate yet that evening, at 7:00 p.m., to offer the part-time cable operator position.

CABLE BUDGET STATEMENT:

Brosamle reviewed the cable operations budget statement, specifically year-to-date figures for expenses at \$4900, and balance of \$36,000. He noted that as of

May 2011 capital item expenses totaled \$1000. That expense included the new audio board which is working well. Stojanovich shared that there is a \$300 expense for the IT consultant for computer equipment assistance. If needed, dollars could be shifted between categories, as long as the overall budget is not exceeded.

CAPITAL BUDGET PURCHASES FOR 2011:

Stojanovich distributed information on Uninterruptible Power Supply (UPS), or battery back-up systems. Sopcak offered to assess the AV needs of existing equipment to determine the capability necessary. Sopcak moved and Lightfoot seconded a motion to authorize \$600 to purchase UPS equipment. The motion was approved on a voice vote. Sopcak moved and Lightfoot seconded a motion to authorize \$1200 to purchase a back-up system, if we are unable to piggyback on the existing Village system. The motion was approved on a voice vote.

MHTC AGREEMENT LEGAL FEE PAYMENTS:

Brosamle provided background on the topic. The original agreement with Charter and MHTC, allows the cable operation to request a contribution of \$20,000 for operating funds. Given timing of the request, a legal dispute with MHTC ensued. During the legal dispute, a new State cable law passed, and MHTC stated they were not required to honor the prior agreement. A settlement agreement was determined in late 2010 with a settlement payment of \$10,000 to the Village of Mt. Horeb. The money went into the Mt. Horeb general fund. The Village Board determined that they should be fully reimbursed for legal fees from the \$10,000. Following reimbursement of legal fees, the remainder balance is \$3,184.23. Wendt moved and Sopcak seconded a motion to request the Village Board allocate the remaining \$3,184.23 to cable operation. The motion was approved on a voice vote. Brosamle will follow-up with the Village Board and Mt. Horeb administration.

PROGRAMMING GOALS FOR 2011:

Committee members reviewed the items and events noted in Stojanovich's monthly report. Stojanovich noted that Leightronix does have additional features, i.e. for slides, etc. that we could use in the future. Committee members discussed the need for consent/release forms, especially when filming includes private companies. Consensus of the committee was the forms were not necessary for public events or venues. Lightfoot will film during the sesquicentennial weekend activities on Sun., July 17, 2011. Sopcak shared several projects that could be used for future programming, including Halloween video with the Historical Society, Sons of Norway film, making of the skate park, and a movie from through the eyes of the Trollway trolls.

SET NEXT MEETING DATE:

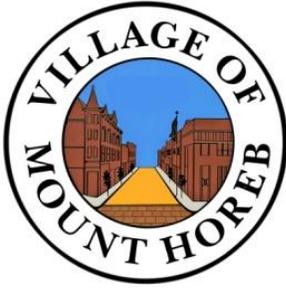
The next meeting will be Monday, August 15, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

Village Board meeting follow-up. Committee meeting. **Cable Coordinator's report.** Programming line item. One year plan (help with budget planning). Capital Budget Update. MHTC agreement. Franchise fee is paid to the Village, more than cable operation is allocated. Timing of funding from the State, Charter and MHTC.

ADJOURN: Sopcak moved and Lightfoot seconded a motion to adjourn at 6:56 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



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AMENDED

CABLE TV COMMITTEE

Monday, August 15, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider July 11, 2011 minutes.
- 3) **Recognize Angie Steinhauer's cable committee service.**
- 4) Coverage of village committee meetings.
- 5) Cable Coordinator report.
- 6) Part-time Cable Operator update.
- 7) MHTC agreement legal fee payments.
- 8) Capital budget purchases for 2011.
- 9) Budget for 2012.
- 10) Programming goals for 2011.
- 11) Set next meeting date.
- 12) Agenda items for next meeting.
- 13) Adjourn.

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CABLETV COMMITTEE

August 15, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30 p.m. with members Steve Sopcak, Jim Wendt, and Cable Coordinator Diane Stojanovich present. Cyril Rach and David Lightfoot were absent.

CALL TO ORDER – ROLL CALL:

Brosamle called meeting to order at 5:30 p.m. Stojanovich did roll call, and a quorum was present.

MINUTES: Sopcak moved and Wendt seconded to approve the July 11, 2011 meeting minutes.

RECOGNIZE ANGIE STEINHAUER'S CABLE COMMITTEE SERVICE:

Brosamle requested consent to move item 3 further down on the agenda to allow for guest to arrive at meeting. Committee members agreed by voice vote.

When Steinhauer arrived, Brosamle stated on behalf of the Cable Committee he wanted to formally recognize her service on the Mt. Horeb Cable Committee. Brosamle noted Steinhauer was very creative, supportive, and the Villagecable operation was dependent on her input and dedication. Brosamle thanked her for her service and wished her the best, saying "it has been a pleasure working with her." Sopcak and Wendt extended their appreciation as well.

COVERAGE OF VILLAGE COMMITTEE MEETINGS:

Brosamle shared with the Committee that he watched the playback of the August 3, 2011 Village Board meeting. He noted it was excellent representation from the Cable Committee and thorough coverage of the issue. Specifically, Sopcak defined and outlined the PEG channel responsibilities; Hap Rach provided a history of building the Villagecable program. Wendt contributed to both of those areas and added the importance of the transparency of allowing meetings to be recorded. Stojanovich presented the budget impact summary that the Village Board requested, and had a good quote in the Mt. Horeb Mail newspaper, "An informed public, is a great public to have." **Brosamle stated, "It was a terrific job of summing it up."** The Village Board approved coverage of committee meetings and now the Committee needs to determine next steps. The next steps will involve equipment and training.

Sopcak and Wendt shared some of the discussion from the Village Board meeting. Committees prefer to use the small conference room. It's a better "work space" and not as intimidating as the large board room. Currently it is not possible to do live

CableTV Committee Minutes

August 15, 2011

programming from the small conference room. To begin immediate coverage of committee meetings, Stojanovich will review options for set-up of one camera, one audio to the backroom, and check-in with building staff to determine cable options, i.e. duct work, etc. After equipment is set-up a training/in-service for committee members will be planned.

Brosamle distributed a current list of all Committees. Committee members discussed the list, frequency and high priority committees to start with. Currently the cable operation videotapes Village Board, Plan Commission, Utility Commission, Fire District, and Cable Committee meetings. Moving forward a variety of feedback mechanisms and available budget hours could help in determining which committee meetings to cover. In the short term, the Committee agreed that coverage of high priority meetings could begin as soon they can be worked into the schedule. Committee consensus of high priority meetings were Finance/Personnel and Public Safety.

CABLE COORDINATOR REPORT:

Stojanovich distributed her prepared written report and reviewed completed and pending projects. Committee members reviewed the report and accepted it as received.

Committee members discussed that the new administrator will be starting in late August. It would be an opportunity to videotape an interview with the new administrator and Village President. The interview could cover current events and top goals for the position.

Committee members discussed additional ways to raise awareness about Villagecable and gather feedback. Sopcak mentioned a conversation with Gary Schuetz, editor, Mt. Horeb Mail, regarding publishing the Villagecable schedule in the newspaper. In addition an email for Villagecable exists and can be posted on the Village web site. Stojanovich will follow-up with Schuetz.

PART-TIME CABLE OPERATOR UPDATE:

Chad Reuter began employment in late July. He videotaped the last Wednesday Night Live, and has trained through a couple of committee meetings.

MHTC AGREEMENT LEGAL FEE PAYMENTS.

Brosamle shared that the Village Board approved allocation of the reimbursement of legal fees totaling \$3,184.23 to the cable operation. An email from Cheryl Sutter confirmed that the funds had already been transferred to the cable operation account.

CAPITAL BUDGET PURCHASES FOR 2011:

Brosamle shared the current capital equipment balance of \$16,184. Committee members discussed the priorities and purchases to make prior to year end. Stojanovich shared an estimate for a Tightrope system. Committee members discussed the Leightronix/Nexus system. Since the Leightronix/Nexus system is fairly new, consensus

of the Committee was to determine full capabilities, compatibility with other systems, etc. A suggested resource was the Sun Prairie Cable TV as they use the system. Committee members identified the priority is getting the conference room equipped for live programming. Stojanovich will contact Full Compass to obtain an estimate. In addition, work with the building facilities person. Committee members identified the following priorities for capital budget purchases yet in 2011:

- camera(s) for small conference room
- additional microphones
- cabling, etc. for small conference room
- back-up infrastructure (UPS, Firewall, etc.)
- field camera (higher quality)
- field audio board
- office equipment (chairs, file cabinets, etc.)

Sopcak reminded the Committee of the importance of reviewing the current equipment, software, and back-up needs. Sopcak is willing to meet with Stojanovich to assess equipment and make recommendations. Sopcak and Stojanovich will try to meet prior to the September Cable Committee meeting.

BUDGET FOR 2012:

Brosamle distributed 2012 budget guidelines and summarized for Committee members. Attached to the budget guidelines was the schedule that each department has been asked to complete. Department heads will meet with the Village Administrator to review. Brosamle offered to accompany Stojanovich to that meeting. Committee members discussed that the current budget reflects wages/hours of approx. \$25k for cable coordinator and \$12k for part-time operator. The Committee thought it important to reflect an increase of wages/hours in the proposed 2012 budget with the expansion of the cable operation coverage. Brosamle reviewed the CableTV budget worksheet by line item and the Committee identified the following for the 2012 budget:

REGULAR WAGES	27,000
OVERTIME	0
HEALTH	0
DENTAL	0
LIFE	0
ICI	0
RETIREMENT	1,593
FICA	2,065
CONTRACTUAL SERVICES-CATV	600
UTILITIES	200
OFFICE SUPPLIES	200
FEES & DUES	200

PROGRAM DEVELOPMENT	100
TRAINING	1000
OPERATING SUPPLIES	500
MISCELLANEOUS EXPENDITURES	500
CAPITAL EQUIPMENT	15,000
2012 PROPOSED BUDGET	48,958

Brosamle reviewed the franchise fee that Mt. Horeb receives from the cable providers. The dollars are placed in the Village of Mt. Horeb general fund. In addition to providing funding for the cable operation, the dollars help offset Village expenses such as access to easements, regulating the channel access, etc. The Committee wanted to be prudent in identifying a budget that fell within the range of the franchise fee.

Further discussion of the capital equipment needs for the cable operation resulted in a preliminary list of equipment and rough price estimates as follows:

- UPS - \$3000 for 3
- Back-up system - \$1500
- Software upgrades - \$750
- Anti-virus - \$300
- Mic/audio – small conference room - \$5000
- 6 additional microphones - \$1500
- 12 port box for mics- \$300
- Rack equipment - \$600
- 24" flat screen monitor- \$600
- Work station- \$1500
- Chairs- \$800
- Field camera- \$3000
- Field audio- \$1000
- Camera on the roof- \$2000
- VPN hook-up- \$300
- Firewall - \$900*
- Gear bags- \$300
- Headsets- \$300
- Lights- \$1500
- \$ 25,150 (estimated)

Committee members discussed the above items to prioritize what could yet be purchased in 2011 and what could be placed in the 2012 budget. Brosamle shared the total of the approved 2011 budget, \$31,150, noting that figure was increased with the additional franchise fee contributions to a total of \$44,334. The Committee discussed the importance of presenting goals along with the 2012 proposed budget, and that the expenses of the cable operation are well below the amount obtained from the cable franchise fees. Wendt moved and Sopcak seconded a motion recommending a draft

budget of \$48,958 for 2012 for the Cable department. The motion was approved on a voice vote.

PROGRAMMING GOALS FOR 2011:

Deferred to next meeting.

SET NEXT MEETING DATE:

The next meeting will be Wednesday, September 21, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

Programming Goals for 2011

2012 Budget

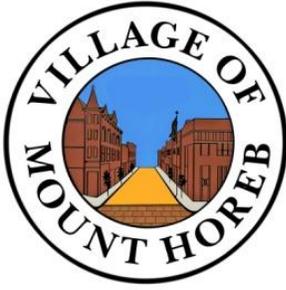
Capital items

Cable Coordinator report

ADJOURN: Wendt moved and Sopcak seconded a motion to adjourn at 7:25 p.m.

Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



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CABLE TV COMMITTEE

Wednesday, September 21, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30 pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider August 15, 2011 minutes.
- 3) Cable Coordinator report.
- 4) Capital budget purchases for 2011.
- 5) Budget for 2012.
- 6) Programming goals for 2011.
- 7) Set next meeting date.
- 8) Agenda items for next meeting.
- 9) Adjourn.

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CABLETV COMMITTEE

September 21, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:35 p.m. with members Cyril Rach, Jim Wendt, and Cable Coordinator Diane Stojanovich present. Steve Sopcak and David Lightfoot were absent. Chad Reuter, part-time cable operator was also in attendance.

CALL TO ORDER – ROLL CALL:

Brosamle called meeting to order at 5:35 p.m. Stojanovich did roll call, and a quorum was present.

MINUTES: Wendt moved and Rach seconded a motion to approve the August 15, 2011 meeting minutes as received. The motion was approved on a voice vote.

CABLE COORDINATOR REPORT:

Stojanovich distributed her prepared written report and reviewed completed and pending projects. Stojanovich noted that she will continuously review meeting minutes and follow-up items for the “pending” and “complete” areas of the report. Committee members discussed the following report items, in no priority order:

- Members requested clarification on the request to videotape the municipal trial. Was the intent to have the trial to be broadcast live on Villagecable? Secondly, was there interest in having Villagecable cover the monthly court session? Stojanovich will follow-up with the Court Clerk.
- Members requested feedback on how the Committee (Public Safety and Finance/Personnel) meetings coverage went. Consensus of both Stojanovich and Reuter was that Committee chairs and members were cooperative and open to the process.
- Stojanovich noted she was working with Leightronix on training options for the UltraNexus system.
- Members discussed the upgrade of equipment over the past couple of years and whether there were indicators of life expectancy for the equipment. While equipment life expectancy can be based on several factors, the consensus of the discussion was an investment in infrastructure to support the new equipment and future upgrades. For example, updating the outdated computer that houses the Scala (Character Generator) software.
- In an effort to better track staffing for the Villagecable operation, Stojanovich **summarized both Reuter’s and her work hours based on time sheets.**

Committee members reviewed the report, noting they liked the format, and accepted it as received. In addition, Committee members thanked Stojanovich for her progress thus far with the cable operation.

CAPITAL BUDGET PURCHASES FOR 2011:

Per discussion and approval at the August meeting, Stojanovich shared the following regarding equipment:

- Both GL-1 cameras were submitted for cleaning, and repair as needed. One camera needed repair to the monitor screen.
- Equipment purchased: 4 additional desktop microphones and cables, 1 omni-directional desktop microphone and stand, one XLR adapter for GL-1 camera to allow auxiliary audio with the camera (without the adapter the only audio available is what is built into the camera); miscellaneous equipment (mini-DV tapes, gaffers tape).
- Brosamle and Stojanovich met with a Full Compass representative re: equipment needs for the small conference room videotaping and/or live broadcast, and Villagecable equipment upgrades for 2011 and 2012. The Committee requested if the quote reflected a government discount. Stojanovich will follow-up with the sales rep. Stojanovich reviewed the equipment quote and the following items were identified as 2011 purchase priorities:
 - equipment for small conf. room
 - replacing Scala software and hardware
 - cameras and accessories
 - other software needs
 - back-up infrastructure (UPS, Firewall, etc. for Scala and other)
 - video field switcher
 - 2012 equipment

BUDGET FOR 2012:

Brosamle distributed the 2012 budget summary that he and Stojanovich presented to Dave Ross, Mt. Horeb Village Administrator. Ross accepted the budget as received and would pass it along to the Finance Committee for the budget discussions. Ross is familiar with the funding model that designates cable operation revenue to the municipality general fund. Brosamle noted the CableTV Committee has long standing members and invited Ross to attend a future CableTV Committee meeting to meet Committee members and learn more about the history of Villagecable, the philosophy and goals. Ross accepted and thought that some time in early 2012 would work best in his schedule.

PROGRAMMING GOALS FOR 2011:

- Continue to address equipment needs and issues.
- Clarify the request for coverage of the municipal trial.
- Identify when budget deliberations are scheduled to see if Villagecable can cover.
- Initial interviews with Village Administrator, trustees, etc.

SET NEXT MEETING DATE:

The next meeting will be Wednesday, Oct. 19, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

2012 Budget

Capital items

Cable Coordinator report

ADJOURN: Wendt moved and Rach seconded a motion to adjourn at 6:38 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



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CABLE TV COMMITTEE
Wednesday, October 19, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider Sept. 21, 2011 minutes.
- 3) Cable Coordinator report.
- 4) Capital budget purchases for 2011.
- 5) Budget for 2012.
- 6) Programming goals for 2011.
- 7) Set next meeting date.
- 8) Agenda items for next meeting.
- 9) Adjourn.

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CABLETV COMMITTEE

October 19, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:34 p.m. with members Cyril Rach, Jim Wendt, David Lightfoot, and Cable Coordinator Diane Stojanovich present. Steve Sopcak was absent. Chad Reuter, part-time cable operator was also in attendance for a portion of the meeting.

CALL TO ORDER – ROLL CALL:

Brosamle called meeting to order at 5:34 p.m. Stojanovich did roll call, and a quorum was present.

MINUTES:

Rach moved and Wendt seconded a motion to approve the September 21, 2011 meeting minutes as received. The motion was approved on a voice vote.

CABLE COORDINATOR REPORT:

Stojanovich distributed her prepared written report and reviewed completed and pending projects. Committee members discussed the following report items, in no priority order:

- The incorporation of the **Leightronix "Total Info." service** (news, weather, sports, etc.) has been a content enhancement. It's automated information that airs between current programming.
- Leightronix on-site training. The Committee requested that we identify the number of people that can participate/attend the training. An additional question, Can the cost be shared with other cable operations in the State that use the same software? Stojanovich will follow-up.
- With the completion of new equipment and pending installation of camera/audio equipment in the small conference room, Stojanovich shared a proposal from a broadcast engineer for clean-up of existing equipment/cabling and installation of the new equipment. The estimated time frame was 15-20 hours. Chad Reuter would assist Hugill to offset the number of hours needed. Stojanovich will be the lead person with the contractor, liaison with Laurel Grindle, Mt. Horeb Public Works, and be available throughout the process. The contractor would also be asked to provide documentation of installation and equipment. Rach moved and Wendt seconded a motion to authorize the work contracted by Don Hugill to clean-up existing equipment/cabling and installation of new equipment for the Mt. Horeb Villagecable operation not to exceed 20 hours without authorization of the Committee Chair at a rate of \$35/hr. Motion carried. The Committee recommended a notice on Villagecable in advance of the work notifying customers that the channel will be "under maintenance."
- Re: exploring the partnership opportunities with Mt. Horeb School District. Stojanovich clarified that she was interested in pursuing opportunities for shared content, resources, interns, etc. Lightfoot shared the contact person for the high school cable channel is Bart Leibfried. Lightfoot provided a brief summary of his experience with videotaping sporting events and the potential public interest in covering basketball and wrestling. Stojanovich will follow-up with Leibfried.
- Re: Interviews with Village Administrator and other staff. Stojanovich shared that she had a conversation with Gary Scheutz, Mt. Horeb Mail editor, regarding his interest in serving as

interviewer. The Committee discussed that there may be several different individuals who could serve as the interviewer including Brosamle or Stojanovich. The initial interviews would be a "Meet the staff" or "Here's what my dept. does?" angle. Subsequent interviews could be based on questions from the public, and or a Town Hall meeting format. Stojanovich will begin preliminary contacts with Village staff.

Committee members reviewed and accepted the report as received.

CAPITAL BUDGET PURCHASES FOR 2011:

Stojanovich updated the Committee on purchase of additional 2011 Capital Budget items including:

- microphones and cameras for small conf. room
- field cameras and accessories
- additional microphones
- cabling needed for large and small conf. rooms

Items yet to be purchased before the end of the year include any additional field equipment, UPS (back-up) system, computer hardware/software as needed, and update of Scala (character generator) software. In addition the on-site training will also be completed before the end of the year.

BUDGET FOR 2012:

Brosamle confirmed that a public hearing for the 2012 Budget will be held Wednesday, November 16. He further added that per conversation with Cheryl Sutter there have been no changes to the Cable Operation Budget as submitted at \$48, 958.

PROGRAMMING GOALS FOR 2011:

Discussion of this agenda item was covered under Coordinator's Report.

SET NEXT MEETING DATE:

The next meeting will be Thursday, November 17, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

Cable Coordinator report
2011 Capital Budget

ADJOURN: Wendt moved and Lightfoot seconded a motion to adjourn at 6:30 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



Village of Mount Horeb

138 E Main St

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CABLE TV COMMITTEE Thursday, November 17, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30 pm in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call
- 2) Consider Oct. 19, 2011 minutes
- 3) Cable Coordinator report
- 4) Capital budget purchases for 2011
- 5) Budget for 2012
- 6) Programming goals for 2011
- 7) Set next meeting date
- 8) Agenda items for next meeting
- 9) Adjourn

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

PLEASE NOTE THAT, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT CHERYL SUTTER, CLERK, AT 138 E MAIN STREET, MOUNT HOREB, WI (608) 437-6884.

CABLETV COMMITTEE

November 17, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle (via telephone) requested an interim chairperson for the meeting. Cyril Rach agreed to serve as chairperson and called the meeting to order at 5:34 p.m. with members Bryan Brosamle (via telephone), Jim Wendt, David Lightfoot, Steve Sopcak, and Cable Coordinator Diane Stojanovich present.

CALL TO ORDER – ROLL CALL:

Rach called the meeting to order at 5:34 p.m. Stojanovich did roll call, and a quorum was present.

MINUTES: Sopcak moved and Wendt seconded a motion to approve the October 19, 2011 meeting minutes as received. The motion was approved on a voice vote.

CABLE COORDINATOR REPORT:

Stojanovich distributed her prepared written report and reviewed completed and pending projects. Committee members discussed the following report items, in no priority order:

- Monitor status of cabling work with Laurel Grindle, Public Works, and Don Hugill, broadcast engineer contractor.
- Confirmed and scheduled Leightronix training for Saturday, Nov. 19, 2011.
- Completed contact to several resources for public domain programming. Added a couple of classic TV programs to schedule line-up.
- Completed contact and preliminary meeting with Bart Leibfried, MHASD, re: partnership opportunities with Mt. Horeb School District. The consensus of the Committee is that there is the potential for much additional content, i.e. sporting events, etc.
- Completed troubleshooting, identification and purchase of computer software to convert video from the new camera.

Committee members reviewed and accepted the report as received.

CAPITAL BUDGET PURCHASES FOR 2011:

Stojanovich updated the Committee on the 2011 Capital Budget items including:

- No new purchases since October meeting.
- Sopcak distributed documentation on UPS and wattage of current Villagecable equipment and purchase recommendations. Sopcak moved and Lightfoot seconded a motion to purchase the UPS and the 11 outlet port surge protector to not exceed \$2200. Motion carried.

The Committee prioritized the remaining 2011 budget item purchases as follows:

- Leightronix on-site training.

- Installation of camera and audio equipment and cabling, and contractor fees for small conference room.
- UPS system recommendations as presented by Sopcak at this meeting.
- Computer hardware/software upgrades that need to be made for existing equipment functionality.

The Committee discussed whether Village Board approval is needed to use unspent wages for Capital item purchases. Stojanovich will follow up with Dave Ross, Village Administrator. As budget allows, editing software; and upgrading computer hardware/software will also be purchased in 2011.

The Committee discussed the request by Dave Becker, Village President, and approval by Dave Ross for installation of a TV and/or Smart Board in the Village Board room to enhance meetings and allow greater functionality with documents, etc. The Committee requested clarification on which budget should cover the expense—cable department vs. village administration. Stojanovich has requested a proposal and when received will follow-up with Ross regarding cost and clarification on department budget.

BUDGET FOR 2012:

At the November 16, 2011 Village Board meeting the 2012 cable department budget was approved as received.

PROGRAMMING GOALS FOR 2011:

Sopcak distributed draft brochure on the Villagecable. Stojanovich noted that the brochure was a good idea and that promotional materials would be included in an overall Villagecable strategic plan. In addition, Sopcak noted that the Chamber of Commerce web site (www.trollway.com) had outdated information. Stojanovich will follow-up with correct information.

Additional programming goals were discussed with the Coordinator's Report. The consensus of the Committee is to continue to explore opportunities to add content.

SET NEXT MEETING DATE:

The next meeting will be Wednesday, December 14, 2011 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

Cable Coordinator report
2011 Capital Budget
2012 Capital Budget
Villagecable Pamphlet

ADJOURN: Sopcak moved and Wendt seconded a motion to adjourn at 6:32 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator



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CABLE TV COMMITTEE
Wednesday, Dec. 14, 2011

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30 pm in the Village Board Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to order - Roll Call.
- 2) Consider November 17, 2011 minutes.
- 3) Cable Coordinator report.
- 4) Cable budget update and capital budget purchases for 2011.
- 5) Capitol budget purchase plan for 2012.
- 6) Programming goals for 2011.
- 7) Village cable pamphlet.
- 8) Set next meeting date.
- 9) Agenda items for next meeting.
- 10) Adjourn.

A QUORUM OF THE VILLAGE BOARD/VILLAGE COMMITTEE MEMBERS MAY BE PRESENT AT THIS MEETING. ONLY NOTICED AGENDA ITEMS WILL BE ACTED ON BY THE GOVERNMENTAL BODY SPECIFIED ABOVE.

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CABLETV COMMITTEE

December 14, 2011

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Municipal Building, 138 E. Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30 p.m. with members Jim Wendt, Steve Sopcak, and Cable Coordinator Diane Stojanovich present. Cyril Rach and David Lightfoot were absent.

CALL TO ORDER – ROLL CALL:

Brosamle called meeting to order at 5:30 p.m. Stojanovich did roll call, and a quorum was present.

MINUTES: Sopcak moved and Wendt seconded a motion to approve the November 17, 2011 meeting minutes as received. The motion was approved on a voice vote.

CABLE COORDINATOR REPORT:

Stojanovich distributed her prepared written report and reviewed completed and pending projects. Committee members discussed the report with highlights in no priority order:

- Completion of Leightronix training for cable operation staff.
- Progress on video/audio for small conference room and identification of control room cabling and equipment.
- Programming upgrades to include public domain programming.
- Progress on additional content by way of meetings with Mount Horeb Areas School District, Middleton Cross Plains School District, and a Memorandum of Agreement with the Wisconsin Educational Communications Board.
- Channel enhancement with creation of slides for the Info Channel rotation.
- Raising awareness about the Villagecable through community networking with MHASD staff, Mt. Horeb Chamber Exec. Dir., etc.

The Committee requested the following items be added to the “pending items” portion of a future report:

- Temperature control for control room
- Equipment hardware and software audit
- UPS purchase

Committee members reviewed and accepted the report as received. In addition, **the Committee commended Stojanovich and Reuter for the progress they’ve** made with the cable operation. They have noticed the enhancements with the inclusion of slides to the Info Channel, public domain programming in the schedule, and audio quality.

CABLE BUDGET UPDATE AND CAPITAL BUDGET PURCHASES FOR 2011:

Stojanovich reported she followed up with Dave Ross, Village Administrator and received approval to move forward with capital budget purchases utilizing 2011 unspent wages. The following 2011 Capital Budget item purchases were completed since the November 17, 2011 meeting:

- Leightronix on-site training.
- Installation of camera and audio equipment and cabling, and contractor fees for small conference room. (will be completed by 12/31/11).
- Tricaster video switcher and software.
- Monitor for control room.

Given the equipment upgrades underway, additional items that were discussed included audio monitor equipment, humidifier, editing software, and the UPS system. Based on preliminary review of the December budget and remaining 2011 dollars, the Committee approved moving forward with the purchase of the UPS system, and other remaining items that will allow us to remain within the 2011 budget amount.

CAPITAL BUDGET PURCHASE PLAN FOR 2012:

The Committee discussed items to include in the 2012 Capital Budget as follows:

- Computer hardware/software upgrades that need to be made for existing equipment functionality.
- Video on Demand/Streaming service and equipment.
- Continuation of the annual subscription for the Leightronix Info Channel.
- Phase II of cable operation sub-contract work to finish clean-up and connectivity of control room equipment, and schematic drawing outlining equipment. Stojanovich will request proposal from Don Hugill, broadcast engineer.
- Temperature control for cable operation office.

PROGRAMMING GOALS FOR 2011:

The Committee discussed a variety of programming ideas including:

- Possibility of a communitywide presentation of the heroin presentation that was done at the November Public Safety Committee Meeting. Stojanovich will follow-up with Chief Veloff.
- A variety of community interest and/or events to videotape such as Blue Mound Ski Club donation from Sons of Norway to start the local ski club; upcoming winter festival, Mt. Horeb sesquicentennial video, high school sporting events, and community-based local programs.

The Committee discussed a variety of ideas to raise awareness about the cable operation changes including: notifying the Mt. Horeb Mail newspaper regarding a story and publicizing the current program schedule; a local video contest,

creating printed materials for distribution in utility billing statement or elsewhere, etc.

Stojanovich noted that another program goal is a strategic plan and that much of the programming goals would be outlined in that document. In addition key areas of the cable operation, such as a disaster recovery plan, revenue streams, etc. could also be addressed. Stojanovich plans to present a draft strategic plan at the January 2012 meeting.

Brosamle shared that Dave Ross, Village Administrator, and Dave Becker, Village President, will attend the January CableTV Committee meeting to learn more about the Villagecable operation, mission and vision and share their philosophy about cable access television. The strategic plan discussion would provide a solid framework for the Villagecable conversation.

VILLAGE CABLE PAMPHLET:

The consensus of the Committee was the pamphlet would be one part of the strategic plan. Given the discussion regarding a draft strategic plan document for the January meeting, that document would be the priority. If time permits and a draft of a flier or brochure would be completed by then, it could be shared with Dave Ross and Dave Becker.

SET NEXT MEETING DATE:

The next meeting will be Wednesday, January 11, 2012 at 5:30 p.m.

AGENDA ITEMS FOR NEXT MEETING:

Cable Coordinators Report
Strategic Plan
Capital Budget 2012
Programming Goals
Conversation with Dave Ross and Dave Becker

ADJOURN: Sopcak moved and Wendt seconded a motion to adjourn at 6:30 p.m. Motion carried.

Minutes submitted by Diane Stojanovich, Cable Coordinator