

Village of Mount Horeb

138 E Main St/Mount Horeb, WI 53572/(608) 437-6884/Fax (608) 437-3190/vilmth@mhtc.net
Website: www.mounthorebwi.info

CABLE TV COMMITTEE
THURSDAY, JANUARY 22, 2009

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:30pm in the Meeting Room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Agenda as follows:

- 1) Call to Order - Roll Call.
- 2) Review minutes of the November 19, 2008 meeting.
- 3) The Board may meet in closed session: 1) pursuant to Wis. Stat. sec. 19.85(1)(e), to discuss negotiation strategy relating to negotiating an **agreement between the Village and MHTC regarding MHTC's \$20,000 capital contribution to the Village Cable Department.**
- 4) Discuss and consider the state franchise and the Village's capital request with John Dunbar of MHTC.
- 5) Consider Cable Coordinator duties for interim period.
- 6) Consider the job description for the Cable Coordinator position.
- 7) Consider advertising for the Cable Coordinator position.
- 8) Consider Programming Plan.
- 9) Update on 2009 Cable Department Budget.
- 10) Next meeting date.
- 11) 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 22, 2009

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:32 pm with members Angie Steinhauer, Steve Sopcak, Jim Sauter, and Cyril Rach present. Also present John Dunbar from MHTC. Village Administrator Larry Bierke was also present.

MINUTES: Sopcak moved, Sauter seconded to table the approval of the minutes for November 19, 2008 meeting as none were available. Motion carried.

CLOSED SESSION: Sopcak moved, Sauter seconded to go into closed session pursuant to Wis. Stat. Sec 19.85(1)(e) to discuss negotiation strategy relating to negotiating an agreement between the Village and MHTC. Motion carried at 5:32pm.

OPEN SESSION: Sauter moved, Rach seconded to return to open session. Motion carried at 6:19 PM.

PRESENTATION FROM MHTC: John Dunbar of MHTC went over a proposal for the Cable Committee to consider instead of the \$20,000 grant.

NEXT MEETING DATE: The Committee will next meet on Monday, February 2, 2009 at 6:00pm. On the agenda will be consideration of MHTC's proposal, the Cable Coordinator job description, Cable Coordinator employment options, and approval of minutes from October 2008.

ADJOURNMENT: Sauter moved. Motion failed to receive a second.

Sopcak moved to investigate the possibility of using existing employees to manage the cable channel. Motion failed to receive a second.

ADJOURNMENT: Steinhauer moved, Sopcak seconded to adjourn. Motion carried at 7:33 PM.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE
MONDAY, FEBRUARY 2, 2009

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 6:00pm 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 minutes of the October 15, 2008 and January 22, 2009 meeting.
- 3) Consider MHTC proposal.
- 4) Consider Cable Coordinator's job description.
- 5) Consider Cable Coordinator's employment option.
- 6) Next meeting date.
- 7) Adjourn.

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CABLE TV COMMITTEE
FEBRUARY 2, 2009

There was no quorum present at the meeting.

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CABLE TV COMMITTEE WEDNESDAY, FEBRUARY 25, 2009

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 minutes of the October 15, 2008, November 19, 2008, and January 22, 2009 meetings.
- 3) Consider MHTC proposal.
- 4) Consider Cable Coordinator's job description.
- 5) Consider Cable Coordinator's employment option.
- 6) Next meeting date.
- 7) 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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CABLE TV COMMITTEE

FEBRUARY 25, 2009

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Board Room of the Municipal Building, 138 E Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30pm with members Angie Steinhauer, Steve Sopcak, Jim Sauter (5:33), and Cyril Rach present. Village Administrator Larry Bierke was also present.

MINUTES: Rach moved, Sauter seconded to approve minutes from October 15, 2008, November 19, 2008, and January 22, 2009. Motion carried.

MHTC PROPOSAL: The Cable Committee discussed MHTC's proposal as an alternate to the \$20,000 payment being required. The committee noted that the cameras quoted did not qualify as exterior cameras, the proposed system is the type of system that the committee wanted (instead preferred "Tight Rope"), and that they felt that the new Cable Coordinator should be asked to help set things up for the Department. Rach moved, Sopcak seconded to continue with the request for \$20,000. Motion carried.

JOB DESCRIPTION: The Committee reviewed the existing job description from 2001 for the Cable Coordinator position. They made several changes and decided to take another look at it at the next meeting, after proposed revisions are made.

NEXT MEETING DATE: The next meeting was scheduled for Thursday, March 12, 2009 at 5:30pm. On the agenda will be the job description and the ad for position opening.

ADJOURNMENT: Rach moved, Sopcak seconded to adjourn. Motion carried at 6:59pm.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE THURSDAY, MARCH 12, 2009

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 minutes of the February 25, 2009 meeting.
- 3) Consider Cable Coordinator's job description.
- 4) Consider Cable Coordinator's employment option.
- 5) Next meeting date.
- 6) 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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CABLE TV COMMITTEE

MARCH 12, 2009

The Cable TV Committee of the Village of Mount Horeb met on the above date in the Conference Room of the Welcome Center, 300 E Main Street, Mount Horeb, WI. Chair Bryan Brosamle called the meeting to order at 5:30pm with members Angie Steinhauer, Steve Sopcak, and Cyril Rach present. Village Administrator Larry Bierke was also present.

MINUTES: Sopcak moved, Rach seconded to approve minutes from February 25, 2009 with changes. Motion carried.

JOB DESCRIPTION: The Committee reviewed the draft job description and made further changes. Sopcak moved, Rach seconded to approve the proposed job description. Motion carried.

EMPLOYMENT AD: The Committee reviewed the draft employment ad and made changes. Sopcak moved, Rach seconded to approve advertising for a Cable Coordinator with the employment ad as drafted. Motion carried.

The Committee discussed making improvements to the existing technology within the Cable Department. Rach moved, Sopcak seconded to authorize up to \$1,500 for Steinhauer to purchase additional equipment. Motion carried.

NEXT MEETING DATE: The next meeting was scheduled for Wednesday, April 22, 2009 at 5:30pm. On the agenda will be the consideration of system requirements, a review of job applicant resumes, and a report from the Acting Cable Coordinator.

ADJOURNMENT: Steinhauer moved, Sopcak seconded to adjourn. Motion carried at 6:36pm.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE
MONDAY, APRIL 20, 2009

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 minutes of the March 12, 2009 meeting.
- 3) Consider Cable Coordinator Job Applications.
- 4) The Personnel Committee will adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to review the Cable Coordinator Job applicants and the applicant's specific job qualifications.
- 5) Consider setting an interview schedule.
- 6) Discuss letter from MHTC regarding Franchise Agreement.
- 7) Consider Capital Projects purchases.
- 8) Acting Cable Coordinator's report.
- 9) Next meeting date.
- 10) Adjourn.

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CABLE TV COMMITTEE

APRIL 20, 2009

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 5:30pm with members Angie Steinhauer, Steve Sopcak, Jim Sauter, and Cyril Rach present. Village Administrator Larry Bierke was also present.

MINUTES: Sauter moved, Sopcak seconded to approve minutes from March 12, 2009. Motion carried.

JOB APPLICATIONS: Bierke announced to the Committee that an application was received after the due date and offered to hand out copies if the Committee wanted to accept a late application. After a brief discussion, the Committee decided it did not want to accept a late application. Sauter moved to adhere to the original job ad and only accept applications submitted prior to the deadline. Motion carried.

CLOSED SESSION: Steinhauer moved, Sauter seconded to go into closed session pursuant to State Statute 19.85(1)(c) to review the Cable Coordinator job applications and the applicant's specific job qualifications. Motion carried at 5:44pm.

Rach moved, Sopcak seconded to interview the top three candidates [Steinhauer, Podgorski, and Schilling]. Motion carried.

OPEN SESSION: Steinhauer moved, Sauter seconded to return to open session. Motion carried at 6:18pm.

The Committee discussed when it would meet to conduct interviews. It was decided that interviews would be set for May 5th at 6 pm, 6:30pm, and 7:00pm. Bierke will call the finalists and schedule the interviews. Sopcak, Brosamle, Bierke, and Rach will conduct the interviews.

FRANCHISE AGREEMENT: Bierke shared a letter he received from MHTC regarding the \$20,000 capital contribution. The Committee requested a legal opinion from Anita Gallucci.

CAPITAL PROJECTS and COORIDNATOR'S REPORT: The Committee discussed recent purchases for the Cable Department and received an update from Acting Coordinator Steinhauer. Rach moved, Sopcak seconded to approve the renewal of the Village's membership in the WAPC for \$190. Motion carried.

Rach moved, Sauter seconded to request and pay for the Acting Cable Coordinator to attend the WAPC Conference in Madison. Steinhauer abstained. Motion carried.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday, May 12, 2009 at 5:30pm. On the agenda will be the consideration of Charter bankruptcy, goals for the new Cable Coordinator, and legal advice from Anita Gallucci.

ADJOURNMENT: Sauter moved, Rach seconded to adjourn. Motion carried at 6:45pm.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE
TUESDAY, MAY 5, 2009

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 6:00pm 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) The Personnel Committee will adjourn to executive closed session as allowed by WI State Statute 19.85(1)(c) to interview applicants for the Cable Coordinator position.
- 3) Return to Open Session.
- 4) Consider recommendation to hire for Cable Coordinator position.
- 5) 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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CABLE TV COMMITTEE

MAY 5, 2009

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 6:00pm with members Bryan Brosamle, Steve Sopcak, and Cyril Rach present. Village Administrator Larry Bierke was also present.

CLOSED SESSION: Rach moved, Sopcak seconded to go into closed session pursuant to State Statute 19.85(1)(c) to interview the Cable Coordinator job applicants. Motion carried at 6:00pm.

OPEN SESSION: Rach moved, Sopcak seconded to return to open session. Motion carried at 7:47pm.

RECOMENDATION: Sopcak moved, Rach seconded to hire Nicole Podgorski for the Cable Communications position. Motion carried.

Sopcak moved, Rach seconded to set the salary at \$15 per hour with a possible 50 cent raise in six months after a successful job performance review. Motion carried.

ADJOURNMENT: Rach moved, Sopcak seconded to adjourn. Motion carried at 7:56pm.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE
TUESDAY, MAY 12, 2009

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) Introduction of Communications Coordinator, Nicole Podgorski.
- 3) Consider minutes of the April 20, 2009 and May 5, 2009 meeting.
- 4) The Personnel Committee will adjourn to executive closed session as allowed by WI State Statute 19.85(1)(g) to confer with legal council who either orally or in writing will advise on strategy to be adopted with respect to current or likely litigation.
- 5) Return to open session.
- 6) Consider letter from MHTC regarding Franchise Agreement.
- 7) Consider Charter Cable Bankruptcy.
- 8) Consider goals for Communications Coordinator.
- 9) Acting Communications Coordinator's report.
- 10) Next meeting date.
- 11) Adjourn.

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CABLE TV COMMITTEE

MAY 12, 2009

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 5:30pm with members Angie Steinhauer, and Steve Sopcak, present. Village Administrator Larry Bierke, Cable Coordinator Nicole Podgorski, and Attorney Anita Gallucci were also present.

Chair Brosamle introduced everyone at the meeting.

MINUTES: Sopcak moved, Steinhauer seconded to approve minutes from April 20, and May 5, 2009. Motion carried.

CLOSED SESSION: Sopcak moved, Steinhauer seconded to go into closed session pursuant to State Statute 19.85(1)(g) to receive advice from legal council. Motion carried at 5:40pm.

OPEN SESSION: Steinhauer moved, Sopcak seconded to return to open session. Motion carried at 6:17pm.

The Committee requested attorney Gallucci to write a letter explaining our position for delivery to MHTC.

CHARTER BANKRUPTCY: Gallucci went over what the bankruptcy would mean to Mount Horeb. Things should continue as normal with no interruptions in service.

COORDINATOR'S GOALS: The Committee felt that the immediate need was to shadow and learn the basics of our existing system. Additional specific goals will be created at the next meeting.

ACTING COORIDNATOR'S REPORT: Steinhauer reported that the meetings have been recorded and broadcasted as planned. Charlie Steinhauer helped out at the last meeting.

The WAPC Conference went well, with a presentation on webstreaming that was especially informative.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday, June 9, 2009 at 5:30pm.

ADJOURNMENT: Steinhauer moved, Sopcak seconded to adjourn. Motion carried at 6:40pm.

Respectfully submitted,
Lawrence F. Bierke, Village Administrator

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CABLE TV COMMITTEE
TUESDAY, JUNE 9, 2009

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 minutes of the May 12, 2009 meeting.
- 3) Consider update on MHTC Franchise Agreement funding request.
- 4) Consider goals for Communications Coordinator.
- 5) Consider Capital Equipment Needs.
- 6) Communications Coordinator's report.
- 7) Next meeting date.
- 8) Adjourn.

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CABLE TV COMMITTEE

JUNE 9, 2009

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 5:30pm with members Cyril Rach, Jim Wendt, and Angie Steinhauer present. Village Administrator Larry Bierke, and Cable Coordinator Nicole Podgorski, were also present.

Chair Brosamle introduced everyone at the meeting.

MINUTES: Steinhauer moved, Rach seconded to approve the minutes from May 12, 2009 as amended. Motion carried.

Steinhauer moved to amend an addition to the May 12 minutes to add that the committee requested that attorney Gallucci write a letter on the committee's behalf to be delivered to MHTC. Rach seconded, and the motion carried.

UPDATE ON MHTC FRANCHISE AGREEMENT: Reviewed requested letter sent by Gallucci to MHTC. No update from MHTC as of this date.

COORDINATOR'S GOALS: The committee decided on a list of goals they'd like to see the Cable Coordinator complete. Will set priorities and discuss further at the next meeting.

CAPITAL NEEDS: Podgorski explained the need to update equipment, specifically a new computer for video editing. Rach moved, Brosamle seconded to authorize the expenditure of up to \$3000 for the purchase of a laptop and software as long as it is compatible with Tightrope, Lexis-Nexis, and SCALA software. Motion failed at a 2-2 vote. Podgorski will submit further research regarding cost/benefit to various computers and software prior to next meeting.

CABLE COORDINATOR'S REPORT: Podgorski reported that she has become more comfortable with the equipment in the office, and meetings have been recorded and broadcasted as scheduled.

Podgorski also filmed parts of the annual summer Frolic, including the Frolic parade and plans to put both on air by next meeting.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday, July 14, 2009 at 5:30pm.

ADJOURNMENT: Rach moved, and Wendt seconded to adjourn. Motion carried at 6:54.

Respectfully Submitted,
Nicole Podgorski, Cable Coordinator

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CABLE TV COMMITTEE
TUESDAY, JULY 14, 2009

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 minutes of the June 9, 2009 meeting.
- 3) Consider Capital Equipment Purchases including a Mac Computer.
- 4) Consider 2010 Operating Budget.
- 5) Consider update on MHTC Franchise Agreement funding request.
- 6) Consider goals for Communications Coordinator.
- 7) Communications Coordinator's report.
- 8) Next meeting date.
- 9) Adjourn.

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CABLE TV COMMITTEE

JULY 14, 2009

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, and Steve Sopcak present. Village Administrator Larry Bierke, and Cable Coordinator Nicole Podgorski were also present. Committee member Angie Steinhauer arrived at 5:34pm.

MINUTES: Sopcak moved, Wendt seconded to approve the minutes from June 9, 2009. Motion carried.

CAPITAL EQUIPMENT PURCHASES: Further discussion was had in the steps to gain a new computer for the Cable Department.

Steinhauer moved to authorize the purchase of a 15" MacBook Pro with specifications presented by Podgorski and no additional software. Motion died for lack of second.

Sopcak moved, Brosamle seconded to authorize the purchase of a 15" MacBook Pro with specifications presented by Podgorski with Final Cut Studio 2 software, and a Dell Tower with a minimum of 1 Terabyte hard drive, 4GB of RAM, and all other specifications presented by Podgorski not to exceed \$7000, with the inclusion of money set aside for a Windows 7 upgrade and at government pricing. Motion failed at a 2-2 vote.

Steinhauer moved, Sopcak seconded to authorize the purchase of a desktop computer with at least 1-2 Terabytes hard drive, and Podgorski's already agreed upon specifications or better with a maximum price of \$2500. Motion passed.

2010 OPERATING BUDGET: A final copy of the proposed 2010 Cable TV Committee operating budget is due to Larry Bierke by August 25, 2009. The Committee requested verification of current expenses as well as utilities paid for by the Cable Department.

UPDATE ON MHTC FRANCHISE AGREEMENT: MHTC has said that they have not received the letter from their attorney that Attorney Gallucci sent to them.

COORDINATOR'S GOALS: In addition to previously agreed upon goals, the Committee would also like the Cable Coordinator to find software discs and create a software list of what software the Committee has and which computer it is located on. They would also like to have forms created for releases of photographs and videos that people request to have put on air.

CABLE COORDINATOR'S REPORT: Podgorski reported that she has been spending a lot of time filming meetings, as well as filming and editing Wednesday Night Live concerts. She also updated the slideshow to reflect the current municipal and television schedules. She will have a written report put in with next month's agenda packets that will include what goals she's accomplished in the past month, what she's worked on, how much time she has spent at meetings, events, editing, etc. as well as issues, concerns, or proposals she has for the Committee.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday August 4th at 5:30pm.

ADJOURNMENT: Sopcak moved and Wendt seconded to adjourn. Motion carried at 7:24pm.

Respectfully Submitted,
Nicole Podgorski, Cable Coordinator

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CABLE TV COMMITTEE TUESDAY, AUGUST 4, 2009

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 minutes of the July 14, 2009 meeting.
- 3) Consider 2010 Operating Budget.
- 4) Consider Capital Equipment purchases.
- 5) Consider update on MHTC Franchise Agreement funding request.
- 6) Communications Coordinator's report.
- 7) Next meeting date.
- 8) 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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CABLE TV COMMITTEE

AUGUST 4, 2009

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 5:35pm with members Jim Wendt and Angie Steinhauer present. Village Administrator Larry Bierke and Cable Coordinator Nicole Podgorski were also present.

MINUTES: Wendt moved, Steinhauer seconded to approve the minutes from July 14, 2009. Motion carried.

2010 OPERATING BUDGET: Clarifications on the current budget included the utility fees which are for telephone usage, and the revenue source which is in the form of the Cable Franchise Fee applied to cable subscribers. The committee discussed the current operating budget and came up with one for 2010 that is about 14% higher than last year's cable budget. The new estimate was for \$51,450 in expenses and \$75,000 in revenue. Steinhauer moved, Brosamle seconded to approve the 2010 operating budget as stated. Motion carried.

A final copy of the proposed 2010 Operating Budget is due to Larry Bierke by August 25, 2009. Bierke requested the Committee attend the special Committee of the Whole meeting regarding the budget on September 9, 2009.

CAPITAL EQUIPMENT: Podgorski purchased a new computer for the department. \$1,700 out of the total \$7,000 budget was used. She will research rough costs of items to spend the rest of the year's budget on. Items requested include: a laptop, microphones, lighting, live field switcher, and a way of putting up packets and documents so the audience can see what the board sees.

UPDATE ON MHTC FRANCHISE AGREEMENT: No update from MHTC.

CABLE COORDINATOR REPORT: Podgorski brought forth a written report as requested that met the Committee's needs. In answer to a question posed regarding priorities of what goes on air, the Committee decided that Dane County Board Meetings, Village President Report, Village Department Reports, and part time help are all high priority items. The Committee would also like to find Access Points throughout the Village to broadcast live on location when the Board meets at the Community Center.

NEXT MEETING DATE: The next meeting was scheduled for Tuesday September 1st at 5:30pm.

ADJOURNMENT: Steinhauer moved, Wendt seconded to adjourn. Motion carried at 6:54pm.

Village of Mount Horeb

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Website: www.mounthorebwi.info

CABLE TV COMMITTEE
TUESDAY, SEPTEMBER 1, 2009

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 minutes of the August 4, 2009 meeting.
- 3) Update on MHTC Franchise Agreement funding request.
- 4) Consider Capital Expenses.
- 5) Communications Coordinator's report.
- 6) Next meeting date.
- 7) 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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CABLE TV COMMITTEE

SEPTEMBER 1, 2009

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 5:30pm with members Steve Sopcak and Angie Steinhauer present. Cable Coordinator Nicole Podgorski was also present. Cyril Rach arrived at 5:35pm.

MINUTES: Steinhauer moved, Sopcak seconded to approve the minutes from August 4, 2009. Motion carried.

UPDATE ON MHTC FRANCHISE AGREEMENT: Podgorski informed the Committee that there was an update, but was unsure of what it was. Brosamle agreed to email Village Administrator Larry Bierke as to what the result was.

CAPITAL EQUIPMENT: Podgorski reported on several capital equipment suggestions as well as their estimated cost. Sopcak stressed his desire that the Committee prioritize what to purchase based on infrastructure and add-ons. Priority should be given to infrastructure concerns. Priority Infrastructure concerns at this point are: board microphones, Scala/slideshow software, a laptop, VPN, a backup/recovery system, and an Elmo machine. It was determined that there was not enough information about microphones or a laptop and software to make a decision at this time. Podgorski will bring more details to the Board next meeting.

Sopcak moved, Steinhauer seconded to approve the purchase of Scala or similar software for \$300 as long as everything can be updated within a couple of weeks. Motion carried.

Rach moved, Steinhauer seconded to approve the purchase Elmo equipment or similar for no more than \$700 before our next meeting. Motion carried.

CABLE COORDINATOR REPORT: Podgorski brought forth a written report as requested that met the Committee's needs. Issues brought forth to the committee included having hard copies of software in case one of the old computers shuts down. These issues were addressed in the discussion regarding capital equipment.

NEXT MEETING DATE: The next meeting was scheduled for Wednesday, October 7th at 5:30pm.

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

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CABLE TV COMMITTEE WEDNESDAY, OCTOBER 7, 2009

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 minutes of the September 1, 2009 meeting.
- 3) Update on MHTC Franchise Agreement funding request.
- 4) Consider capital equipment purchases.
- 5) Communications Coordinator's report.
- 6) Next meeting date.
- 7) 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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CABLE TV COMMITTEE

OCTOBER 7, 2009

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 Steve Sopcak, and Jim Wendt present. Cable Coordinator Nicole Podgorski was also present. Cyril Rach arrived at 5:34pm.

MINUTES: Sopcak moved, Wendt seconded to approve the minutes from September 1, 2009. Motion carried.

UPDATE ON MHTC FRANCHISE AGREEMENT: MHTC's most recent letter from their attorney states that they do not need to pay the cable department the \$20,000 franchise fee. A memo went to the Committee of the Whole regarding the MHTC franchise agreement. It is on the agenda for the October 14, 2009 meeting to be held at 4:00pm. Our attorney, Anita Gallucci will be there. The Cable Committee will meet with her at 5:00pm, following her presentation to the Committee of the Whole.

CAPITAL EQUIPMENT: The Committee reviewed the funds for the remainder of the year. There is about \$4500 left to spend. The priorities of the Committee were determined to be as follows: an Elmo, Scala software or similar, Board microphones, editing software, laptop, and a back-up system.

Podgorski offered a recommendation for a laptop, either a Mac or a PC. The Mac was the more expensive computer, but had cheaper software; the PC was less expensive, but with higher priced software. It was determined that the laptop was not a priority at this time.

Last meeting's purchases were not made due to questions from the Cable Coordinator. Podgorski stated that she was unsure of what Elmo machine to purchase as there were not enough sources in the current switcher. She also said that she had not found a Scala software that would be within the price range.

Sopcak moved to approve the purchase of 6 microphones with an on/off button and no more than \$1000 towards back-up software, Rach seconded. Motion carried.

CABLE COORDINATOR REPORT: Podgorski brought forth a written report as requested that met the Committee's needs. Sopcak offered documents from other cable access stations for use in video submitting to the channel. Podgorski will look these over and create something similar for the Cable Department.

NEXT MEETING DATE: The next meeting was scheduled for November 3rd at 5:30pm, with the request that policies regarding equipment check-out and community announcements be on the agenda.

ADJOURNMENT: Sopcak moved, and Wendt seconded to adjourn. Motion carried at 6:44pm.

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CABLE TV COMMITTEE
THURSDAY, OCTOBER 15, 2009

The Cable TV Committee of the Village of Mount Horeb will meet on the above date at 5:00pm 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) Update on MHTC Franchise Agreement funding request.
- 3) Consider capital equipment purchases.
- 4) Next meeting date.
- 5) 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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CABLE TV COMMITTEE

OCTOBER 15, 2009

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 4:56pm with members Steve Sopcak, and Cyril Rach present. Cable Coordinator Nicole Podgorski was also present.

UPDATE ON MHTC FRANCHISE AGREEMENT: Attorney, Anita Gallucci presented an update to the Committee of the Whole regarding the franchise agreement along with her recommendation of what should be done. The board agreed with the Committee that they should continue to pursue the funding request. Gallucci requested that the Committee come up with a list of equipment we would want to use the funding for. The list included (in order): networking equipment, Tightrope automation software, multi-port video switcher, a laptop, an exterior controllable camera, and another meeting room camera and two microphones. Sopcak moved that this list be the current major capital budget list, and Rach seconded. Motion carried.

CAPITAL EQUIPMENT: Podgorski suggested the possibility that the microphones themselves may not be the problem with bad sound in the board room. It may be the room itself, and she suggested the use of sound diffusers and absorbers to be put in the board room instead of buying new microphones. Sopcak suggested the use of directional mics and to discuss with the village administrator the option of sound diffusers.

CABLE COORDINATOR REPORT: Podgorski brought forth a written report as requested that met the Committee's needs. Sopcak offered documents from other cable access stations for use in video submitting to the channel. Podgorski will look these over and create something similar for the Cable Department.

NEXT MEETING DATE: The next meeting is scheduled for November 3rd at 5:30pm.

ADJOURNMENT: Rach moved, and Sopcak seconded to adjourn. Motion carried at 5:43pm.

Village of Mount Horeb

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CABLE TV COMMITTEE
TUESDAY, NOVEMBER 3, 2009

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 October 7 and October 15, 2009 meeting minutes.
- 3) Consider capital equipment purchases.
- 4) Consider policy creation for community calendar submissions.
- 5) Consider policy creation for equipment checkout.
- 6) Cable Coordinator's Report.
- 7) 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.

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CABLE TV COMMITTEE

November 3, 2009

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 5:33pm with members Jim Wendt, and Cyril Rach present. Cable Coordinator Nicole Podgorski was also present.

MINUTES: Rach moved, Wendt seconded to approve the October 7, 2009 minutes. Wendt moved, Rach seconded to approve the October 15, 2009 minutes as amended.

CAPITAL EQUIPMENT: The committee decided to go with new microphones instead of using sound diffusing panels. The Committee suggested to make sure of a return policy in case the new mics don't solve the problems. Podgorski introduced the Major Capital Equipment list that included recommendations of specific equipment and prices of the agreed upon items to give to our attorney for the MHTC franchise agreement. Podgorski also stated that she was uncomfortable purchasing an Elmo machine at this time due to lack of a proper switcher. Things may change as well since the Village Board will be receiving their packets electronically.

COMMUNITY CALENDAR SUBMISSION: The Committee decided that there would be a submission form for submissions to the community calendar that airs on the channel. It will follow the same guidelines as video tape submissions.

EQUIPMENT CHECK-OUT: The Committee settled on a 10-day time limit on checking out equipment from the Cable Department. If no one has requested it after those 10 days, you may request to have it extended for another 10 days. The Village does reserve the right to recall the equipment based on its needs.

CABLE COORDINATOR REPORT: Podgorski brought forth a written report as requested that met the Committee's needs. There was nothing new to report.

NEXT MEETING DATE: The next meeting is scheduled for January 12 at 5:30pm.

FUTURE AGENDA ITEMS: Capital equipment purchases, submission and equipment check-out forms, MHTC update, and a coordinator report.

ADJOURNMENT: Rach moved, and Wendt seconded to adjourn. Motion carried at 6:16pm.