

Waverly Cable and Telecommunications Commission
Wednesday, August 30, 2006
City of Waverly Conference Room (Administration Office)
12 P.M.

Commission Members Present: Paul Wright (term expires Feb. 1, 2008), Linda Schrage (term expires Feb. 1, 2010), Brent Matthias (term expires Feb. 1, 2011), Tara Harn (term expires Feb. 1, 2011), and Gary Grace (City Council Liaison).

Commission Members Not Present: Donna Kay Oberheu (term expires Feb. 1, 2007)

City of Waverly Staff Present: Dick Crayne, Jo Raap, Tab Ray and Intern Josh Zisoff.

Minutes: Commission members reviewed the minutes.

Moved By: Matthias

Seconded By: Schrage

Yes: 4

No: 0

Absent: 1

New Business:

A. **Review proposals and approve bid for audio/visual broadcasting equipment for the Council Chambers and Civic Center:**

Ray explained that Brad Biermann, Jim Ohmstede (Wartburg College), and he met with vendors for bids on a plan including un-manned cameras, a new presentation system, new control room down the hall, wiring of the other large meeting rooms in the Civic Center for live broadcasts, etc. The budget that was set for this project out of the Cable Franchise Fees was \$72,500 (\$69,000 for the project listed above, and \$3500 for an electronic voting system. Estimates received from the vendors ranged from \$60,000 to \$120,000. Ray said that the project will be reviewed and then information will be distributed to prospective vendors again. A recommendation will be made at an upcoming meeting.

B. **Proposed language change in the Cable/Telecommunication Commission Ordinance regarding expenditures from the Cable Franchise Fees:**

Harn recommended that all expenditures over \$1500 not approved by the City Council during the FY Budget Process be submitted to the Cable/Telecommunication Commission for review, approval and submission to the City Council for final approval and payment. Raap will take the recommendation to Council.

Moved By: Harn

Seconded By: Schrage

Yes: 4

No: 0

Absent: 1

C. **Discussion of other city cable franchise agreements and City public forum on said franchise:**

Commission members reviewed and discussed the franchise information from other communities. Waverly residents pay \$42.95/mo. for Basic Expanded; monthly rates from other communities range from \$34.50 (Cedar Falls Utilities) to \$47.50 (Davenport). Crayne also noted that the franchise fees vary in all communities reviewed. The Commission determined that the

Public Forum would be held Tuesday, October 17, 7 p.m. in the City Hall Council Chambers. The public will be invited to the Public Forum to ask questions or share concerns. A representative from Mediacom will be available to answer questions. City staff agreed to research the following opportunities as a way to market the Public Forum: information in the newspaper (Crayne will talk with the Waverly Newspapers about an article), information on the local access channels, notice in the utility billings, and a notice in the Mediacom bill (Crayne will contact Mediacom).

- D. **Wartburg/City Agreement regarding administration of Waverly Local Origination Cable Television Channels:** Commission members reviewed the Wartburg/City Agreement and discussed that the proposed contract is almost identical except for a \$300 increase for the Wartburg staff member who directs the program.

Communications:

- A. Mediacom Letter
- B. Communication on the Communications, Promotion and Enhancement Act

Next Meeting Date: Wednesday, October 11, 2006, 12 P.M. at Waverly City Hall.

Adjournment: Matthias moved adjournment and Schrage seconded. Approval: unanimous.

Respectfully Submitted,
Tara Harn