## Waverly Cable and Telecommunications Commission June 28, 2006 City of Waverly Conference Room (Administration Office) 12 P.M.

<u>Committee Members Present:</u> Paul Wright (term expires Feb. 1, 2008), Linda Schrage (term expires Feb. 1, 2010), Donna Kay Oberheu (term expires Feb. 1, 2007), Brent Matthias (term expires Feb. 1, 2011), Tara Harn (term expires Feb. 1, 2011), and Gary Grace (City Council Liaison).

<u>City of Waverly Staff Present:</u> Dick Crayne, Jo Raap, Tab Ray and Brad Biermann.

## **New Business:**

A. <u>Appointment of Chair, Vice Chair and Secretary:</u> Commission members nominated the following members to serve in the listed positions: Wright (Chair), Matthias (Vice Chair), and Harn (Secretary).

Moved By: Schrage Seconded By: Oberheu

Yes: 5 No: 0 Absent: 0

B. <u>Approve Purchases for Council Telecasts:</u> Commission members reviewed the purchases of \$1627.56 that needs to be paid from the Cable Franchise Fees and moved to allocate funds to make the total payment.

Moved By: Oberheu Seconded By: Matthias

Yes: 5 No: 0 Absent: 0

- C. Review Renovation Project and Use of Cable Franchise Funds: City of Waverly staff Ray and Biermann reviewed ideas regarding the improvement of council meeting broadcasts including equipment and set-up such as a control room, robotic cameras, integrated audio/visual system and electronic voting system. Although staff is not ready to request a bid, they would like to begin planning for a prospective project. Crayne said that the projected balance of the cable franchise fees at the end of FY06-07 is approximately \$85,000. Inquiries were also made about the fees paid to Wartburg for producing the meetings. The commission will continue to discuss the prospective renovation project.
- D. Discussion of Revision of the Telecommunication Commission Ordinance:

  The ordinance states that the commission must approve all expenditures and forward to the Waverly City Council for final approval and payment. The commission would like to amend the ordinance so that only expenditures over a specified amount need to be approved by the commission and recommended to the Waverly City Council. Crayne will review the ordinance and share recommendations at the next meeting.
- E. <u>Waverly Cable Franchise Contract Discussion:</u> Crayne explained that the Mediacom Franchise Agreement with the City of Waverly ends in 2007. The

commission will be responsible for reviewing the franchise and making recommendations to the Waverly City Council. The commission agreed that there must be public input before any decisions are made. Crayne will contact other communities for franchise information so that the commission can review and compare services and prices in other communities. Crayne will also review the agreement and share recommendations with the commission at the next meeting. It was suggested that a survey and/or notice be send to citizens requesting comments about cable service.

**Next Meeting Date:** The next meeting date was set for Wednesday, August 30, 2006, 12 P.M. at Waverly City Hall.

**<u>Adjournment:</u>** Oberheu moved adjournment and Matthias seconded. Approval: unanimous.

Respectfully Submitted, Tara Harn