

Minutes
Waverly Cable/Telecommunications Commission
February 27, 2008
City of Waverly Conference Room (Administration Office)
12 P.M.

Commission Members Present: Donna Kay Oberheu (term expires Feb. 1, 2012), Ael Suhr (term expires Feb. 1, 2013), Gene Lieb (City Council Liaison), and Tara Harn (term expires Feb. 1, 2011).

Wartburg Staff Present: Jim Olmstede and Cliff Brockman.

City of Waverly Staff Present: Jo Raap and Tab Ray.

Agenda: Commission members approved the agenda.

Moved By: Harn	Seconded By: Oberheu	
Yes: 3	No: 0	Absent: 2

Minutes: Commission members approved the minutes.

Moved By: Oberheu	Seconded By: Suhr	
Yes: 3	No: 0	Absent: 2

New Business:

- A. **Review and Recommendation of Civic Center AV Upgrades:** The equipment to broadcast both Public Access Channels 8 and 10 are analog tape systems. The equipment on Channel 8 was installed in 1999 with the channel 10 equipment soon after. Each channel has its own equipment. Wartburg College Communication Arts and Waverly Civic Center is requesting to upgrade each channels' current equipment to digital. It is advantageous to upgrade at the same time to save on installation costs. The digital upgrade will improve quality and sound.

The commission was presented with two upgrade options—basic system and full system. The difference in the systems is that the full system would allow web based updates to change the community information announcements. Another advantage of the full system would be the potential to provide streaming video of broadcasts on the website. The basic system is upgradeable to the full system at a later date.

The plan is to relocate Channel 10 broadcasting equipment to the Civic Center production room. It is also the plan by Wartburg to discontinue the updates of Channel 10 community announcements at the end of this agreement period (approximately September 1, 2008). After that date, the City of Waverly will be paying someone approximately \$1000 per year to update the announcements. The FY 08-09 City of Waverly budget includes \$20,000 in the Cable TV Franchise Fund for digital equipment.

The full system bid for the Civic Center is \$30,757; the basic system is estimated at \$19,284. There is approximately \$25,000 remaining for FY 08-09 in the Cable Franchise fees. Therefore, Wartburg's request to upgrade Educational Community Access Channel 8 could also be funded by the Cable Franchise Fees in FY 08-09. While there is currently not enough money in the Cable Franchise Fees Fund to upgrade both systems to the full system, there would be sufficient funds for basic system upgrades to Channel 8 and 10 (approximately \$40,000).

Following review, Suhr motioned a recommendation to the Waverly City Council to approve the purchase of the basic systems for Channels 8 and 10 for \$38,568 with funds from the Cable Franchise Fees. Suhr also recommended that the Waverly City Council consider upgrading to the full system in FY 09-10. Oberheue seconded the motion. Approval: unanimous.

The Commission also discussed the importance of researching streaming options that will be an opportunity with the full system. City of Waverly staff will contact the City's website provider to discuss the streaming capabilities of the current www.waverlyia.com site.

Communications: No correspondence to review.

Set Next Meeting Date: To be announced.

Adjournment: Suhr motioned adjournment.

Respectfully submitted,
Tara Harn