

**Minutes**  
**Waverly Cable/Telecommunications Commission**  
**November 10, 2010**  
**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), Bruce Bahlmann (term expires on Feb. 1, 2011).

**City of Waverly Staff Present:** Jo Raap and Tab Ray and Mayor Bob Brunkhorst.

**Mediacom Representatives Present:** Lee Grassley, Greg Nank

**Wartburg Representatives Present:** Jeff Stein and Jim Olmstede

**Agenda:** Commission members approved the agenda.

Moved By: Suhr

Yes: 3

No: 0

Absent: 2

**Minutes:** Commission members approved the minutes of September 28, 2010.

Moved By: Oberheu

Yes: 3

No: 0

Absent: 2

**Public Comments:**

Wayne Mc Farland of Eisenach Village Development voiced concern with Mediacom providing service to the new condos at Eisenach Village. Mr. McFarland informed the Council that Eisenach Village has paid \$10,000.00 to Mediacom to run service out to the development. Waverly Light and Power installed all the conduits but Mediacom has not installed the service to the two new quads and people are moving in within the week. Mediacom's termination blocks are installed. Mediacom provides phones service to the development also. Mr. Nank will be in touch with Mr. Mc Farland.

**New Business:**

Mediacom transition to digital:

Lee Grassley of Mediacom informed the Commission that technical issues have been addressed with Wartburg College. Mediacom will provide Wartburg students on campus with Channel 8 on Channel 8. Channel 8 for Waverly residents will be on Channel 81 and Channel 10 to Channel 82. Mediacom will remap Channel 81 back to Channel 8 so it will be in two places. Dr. Jeff Stein informed the Commission that due to Wartburg's size and complexity Mediacom provides them with a special feed. The Wartburg Channel 8 serves four communities and gets put back in the basic tier.

Mr. Grassley has also requested that Mediacom send out to all customers in Waverly transition information. Dr. Stein will initiate the transition infomercial on Wartburg Channel 8.

Mr. Grassley stated that he has sent out draft flyers and the Commission can make changes to said flyers and he is also working on a newspaper ad. Mayor Brunkhorst would like the utility bill insert to alert residents of the Mediacom digital change and also inform them of streaming video of Council meetings. Mr. Grassley also stated that there will be a notification on the customer's Mediacom bill.

Essentially Waverly and Wartburg people can call to have a DTA installed or delivered (mailed) to their residence. An alternative speed option would be to drive down to Cedar Falls to pick up one at the retail store.

The City plans to market Channel 10 moving to channel 82. Mediacom has notified surrounding cities of the digital change. Mediacom, Wartburg College and the City would begin their marketing of the digital changeover of Channels 8 and 10 in January. Mediacom's target mailings would start in the middle of January and notify customers when the town meeting would take place. In the January utility bills the City would have a flyer to notify residents of the City's TV channel change from channel 10 to 82 and also information on streaming video of the City Council Meetings on its website. Commissioner Bahlmann will work out a marketing schedule and Jeff Stein will work on the infomercial video for the Wartburg College and City channels.

Discussion followed on whether the City should be looking at other sources of content on the City access channel perhaps from WSR Schools or City events.

**Moved By: Bahlmann**

The Commission assigns the Chair to investigate other sources of content and costs in a formal proposal for the Commission's approval.

**Yes: 3**

**No: 0**

**Absent: 2**

Jim Olmstede of Wartburg College informed the Commission that the character generator for the video access channel has failed. The manufacturer does not support graphic generator any more. Presently there are no graphics of the meeting. A graphic card is approximately \$5,000.00. Additional software will be around \$500.00. The manufacturer is checking on whether they have a replacement for said equipment. The Commission discussed whether there should be a budget for equipment replacement and maintenance of the video equipment. The Commission requested that Wartburg TV provide an equipment update report.

The Commission will meet December 1<sup>st</sup> if there are equipment costs to fix the character generator for the video access channel.

**Moved By: Suhr**

To add Public Comments to the agenda is hereby approved.

**Yes: 3**

**No: 0**

**Absent: 2**

**Set Next Meeting Date:** Tentative December 1<sup>st</sup>.

**Adjournment:** Suhr motioned adjournment.

Respectfully submitted,  
Jo Raap, City Clerk