

**Minutes**  
**Waverly Cable/Telecommunications Commission**  
**March 24, 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), Linda Schrage (term expires on Feb. 1, 2015,).

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

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

Moved By: Schrage

Yes: 3

No: 0

Absent: 2

**Minutes:** Minutes were not completed from the last meeting.

**New Business:**

A. **Review and Recommendation of Civic Center AV Upgrades:**

Leisure Services Director Ray informed Commissioners that citizens who have Dish Network, Direct TV, etc. will be able to view the City Council Meetings on their computers. Cast Net software would go through an Equipment Room encoder to an offsite server and through the public link on the City Website. The City checked with 4 or 5 providers to host the streaming.

Cost Live Streaming

Encoder/Amps \$4,886.80

Cabling Ethernet line (est.) 350.00

Hosting Stream 200.00

Total Quotes \$5,436.80

Monthly Cable Fee \$60.00

Monthly Streaming Fee \$175.00

Total \$235.00

After year 1, there is \$250 annual support for the encoder.

In year two, there would be \$3,070 annual costs, the monthly costs plus the annual support.

The Commission discussed bandwidth. The City would have enough bandwidth storage for 100 people to view the Council meeting at the same time. There would be a time delay of 8 seconds.

If viewers keep the picture (pixels) smaller on their computer screens, the picture will be clearer and if they increase the pane size then the picture will become fuzzier.

After discussion, the Commission agreed that staff should get estimates for not only streaming but also for archiving to be viewed “on demand.” The Commission felt it was important for citizens to be able to go back and review possibly two months of past Council Meetings in case they miss some. Also with archiving, viewers can fast forward to the portion of the meeting they would like to view.

Staff will get estimates on archiving and find out how fast archiving will take after the broadcast.

**Recommendation to Council:** The Commission recommended to Council that the City move forward with streaming and archiving of City Council Meetings on the Website.

**Set Next Meeting Date:** To be announced.

**Adjournment:** Suhr motioned adjournment.

Respectfully submitted,  
Jo Raap, City Clerk