

Citizens Cable Advisory Committee
Minutes of Meeting
WRAC-8 Studio
Willmar, Minnesota

July 8, 2015

The Willmar Citizens Cable Advisory Committee was called to order by Chairman Ron Christianson. Members present were Ron Christianson, Susan Mattson, Jodi Wambeke, and Larry Fujan. Members excused were Denis Anderson and Linda Mathiasen. Others in attendance were Kevin Halliday, City Clerk-Treasurer, Rudy Vigil, Local Access Coordinator, and Ross Smeby, Information Systems Coordinator.

Mr. Smeby informed the Committee that Agenda Item No. 4 Discussing the WRAC Reserve Fund Change has been pulled from the agenda.

Item No. 1 New WRAC Policy

Mr. Smeby noted that Cable Franchise Attorney Brian Grogan had advised the City to update its WRAC policy in preparation for the cable franchise renewal. Mr. Vigil noted some of the changes from the old policy. A motion was made by Mr. Fujan to approve the new policy. Ms. Mattson seconded the motion which carried.

Item No. 2 Building Maintenance Quotes

A discussion to reallocate \$16,000 from the Information Systems Thin Client Capital Improvement Project for building maintenance and projects for the WRAC Studio. The following projects were discussed, moving the Charter Fiber Rack, TV Switcher, studio set sign, roof repair, new bulletin board server and server maintenance. Mr. Smeby and Mr. Vigil explained the various projects to the committee.

Council Member Christianson asked if second quotes had been received for the window treatments and was informed that we had not received a second quote. The recommendation by staff was to approve the \$16,000 for the specified projects and to receive a second window treatment quote. A motion was made by Ms. Wambeke to approve staff's recommendation. Ms. Mattson seconded the motion which carried.

Item No. 3 Other Business

The Committee discussed the engagement agreement between the City and the Law Firm of Moss and Barnett. Mr. Halliday pointed out that Moss and Barnett also represent Windstream. However, the agreement states that the City will allow Moss and Barnett to represent them on matters involving Windstream. The cost of the franchise renewal was discussed and Mr. Smeby stated that after discussions with Moss and Barnett he had budgeted \$12,000 for cable attorney fees for 2016. It was noted that Moss and Barnett had been used for the last franchise renewal. A motion was made by Mr. Fujan to approve the engagement agreement. Ms. Wambeke seconded the motion which carried.

Item No. 4 Other Business

Mr. Smeby noted that a request by Windstream has been made to close their local office. Staff's recommendation was to modify Ordinance 1152 to allow Windstream to close the office. This was based on the low number of customer visits to the office. Windstream will provide an alternative bill drop, access to technical support, and pay the City \$12,000 to close the local office. Mr. Vigil noted that Windstream is no longer providing video services to new customers. A motion was made by Mr. Fujan to accept the Windstream offer and to direct staff to modify Ordinance 1152. Ms. Wambeke seconded the motion which carried.

Item No. 4 Other Business

The Committee would like a review of the franchise fees collected from Windstream and Charter for 2015 to be brought to the next meeting. The Committee will continue to meet on an as need basis.

There being no further business to come before the committee the meeting was adjourned at 5:30 p.m.

Respectfully Submitted,

Ross Smeby
Information Systems Coordinator