

**CABLE COMMITTEE
CITY HALL CONFERENCE ROOM
APRIL 1, 2015
6:00 P. M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. Election of Officers (page 3)
 - B. Meeting Schedule (page 4)
 - C. City Web Site Policy (page 5)
- IV. OLD BUSINESS
 - A. Equipment Report
 - 1. City Hall Council Chambers Remodel Project
 - B. Social Media Specialist Report
- V. INFORMATIONAL
- VI. ADJOURN

*****Please contact Renee Eckerly if you can't attend the meeting at
renee@paynesvillemn.com.*****

Voting Members: Harry Thielen, Bev Mueller, Donovan Mayer, Marv Niedan, and Brett Bungum. Advisory Members: Renee Eckerly and Jolyn Lindquist.

This agenda has been prepared to provide information regarding an upcoming meeting of the Paynesville Cable Commission. This document does not claim to be complete and is subject to change.

BARRIER FREE: All Paynesville Cable Commission meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Cable Committee

Committee/Council Meeting Date: April 1, 2015

Agenda Section: Consent

Originating Department: Administration

Item Number: II - B

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the attached minutes of the April 2, 2014 Cable Committee meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to approve the minutes of the April 2, 2014 Cable Committee meeting.

**MINUTES
CABLE & TECHNOLOGY COMMISSION**

APRIL 2, 2014

Vice Chairperson Brett Bungum called the meeting to order at 6:00 p.m. Members present were Marv Niedan, Harry Thielen, Renee Eckerly, City Administrator; and Donovan Mayer. Bev Mueller, Jolyn Lindquist, Social Media Specialist; and Harry Thielen were absent. Rudy Vigil was also in attendance.

Eckerly announced the new Social Media Specialist being Jolyn Lindquist.

Motion was made by Niedan to approve the minutes from the October 2, 2014 meeting. Seconded by Bungum and unanimously carried.

ELECTION OF OFFICERS

Motion was made by Niedan to elect Mueller as Chairperson, Bungum as Vice Chairperson, and Eckerly as Secretary. Seconded by Mayer and unanimously carried.

MEETING SCHEDULE

Motion was made by Niedan to keep the Cable Committee meeting schedule the same. Seconded by Mayer and unanimously carried.

EQUIPMENT REPORT

Eckerly reported on the equipment that has been purchased to upgrade the cable equipment. Vigil showed the Commission examples of the cameras, mixer, and other equipment that Willmar has from pictures. The estimated cost is \$14,000.00 for a mixer, 4 cameras, all cables, and amplifiers. The video server is \$8,882.00 which includes support and shipping. The Commission discussed that the server would replace the VHS decks and the DVD drive. Churches would email the files that they want played. City staff would need to make sure that the churches have the right software to make the file, if the churches don't the City can download the software for them. The Committee discussed live streaming on the website and You Tube. The City's website would need work to make sure the band width is fast enough so the streaming doesn't pause. Staff would work with Gov. Office on this. Vigil is going to help the City set up the You Tube to put the Council meetings out on the internet. The City of Willmar uses Ustream.

Motion was made by Niedan to purchase the video server for \$8,882.00 from AV Solutions from the proposal dated January 8, 2014 and recommend such to the City Council. Seconded by Bungum and unanimously carried.

There being no further business, the meeting was adjourned at 6:30 p.m.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Cable Committee

Committee/Council Meeting Date: April 1, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - A

ITEM DESCRIPTION: Election of Officers

Prepared by: Staff

COMMENTS:

Nominations for Chairperson.

Nominations for Vice Chairperson.

Nominations for Secretary.

ADMINISTRATOR COMMENTS:

Current Officers:

Chair – Bev Mueller

Vice Chair – Brett Bungum

Secretary – Renee Eckerly

COMMITTEE/COUNCIL ACTION:

A motion to elect _____ as Chairperson.

A motion to elect _____ as Vice Chairperson.

A motion to elect _____ as Secretary.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: Cable Committee

Committee/Council Meeting Date: April 1, 2015

Agenda Section: New Business

Originating Department: Administration

Item Number: III - B

ITEM DESCRIPTION: Meeting Schedule

Prepared by: Staff

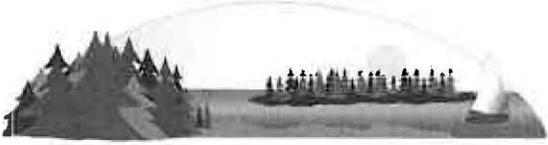
COMMENTS:

Every year at this time each Committee sets their yearly meeting schedule. The Committee meets bi-annually in April and October- the first Wednesday at 6:00 p.m.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

A motion to set the Cable Committee meetings for _____.



TO: Paynesville Cable Committee
FROM: City Administration
SUBJECT: City Web Site Policy
DATE: December 5th, 2014

City of Paynesville's Web Page Policy

As a service to the residents of the City of Paynesville, the City has a "Community Information" section on the City's web page. That information includes, but is not necessarily limited to Community Services (churches, youth activities, senior services, library, etc.), DMV information, Dog & Cat licensing information, Recycling information, Utilities information (electric, water, telephone, television, etc.) and yard waste. It also includes area maps, community services, a local business directory, area history, voter information, links to other web sites of local interest as well as City services.

The amount of space available on the City's web site is limited and the City does not want to overwhelm visitors to the City web site with superfluous information. Accordingly and pursuant to Subdivision 6 of Minnesota Statute 10.60, the City's policy for listing a business, organization or other entity on the City of Paynesville's web site includes the following criteria:

The business, organization or entity shall:

1. Have a physical presence within the City of Paynesville of the immediate area, and/or
2. Already provide a service to a significant portion of the Paynesville area, and/or
3. Be licensed or franchised by the City of Paynesville, and/or
4. Be a service organization with a significant number of Paynesville area residents as members, and/or
5. Be a governmental or quasi-governmental entity that serves Paynesville or the greater Paynesville area.

The City reserves the right to make exceptions to the five criteria noted above and also reserves the right to remove a listing from the City's web site for any or no reason.