

PROCEEDINGS OF THE CITY OF NEW BERLIN  
COMMUNICATIONS COMMITTEE  
Wednesday, June 15, 2005  
5:00 PM  
Council Chambers

***Please note: Minutes are unofficial until approved by the Communications Committee at the next regularly scheduled meeting.***

Members Present: Alderman Harenda, Alderman Hopkins and member Dave Broker  
Others Present: Mark Blum, City Attorney; Marilyn Gauger, City Clerk and Bob Schulpius,  
Director of Facilities

Alderman Harenda called the meeting to order at 5:02 PM.

**New Business**

**Approval of Minutes from the May 18, 2005 meeting**

Motion by Dave Broker to approve the minutes as printed. Seconded by Alderman Harenda and carried unanimously.

**Old Business**

**Discussion of review/requirement of a City Public Access Channel**

No action taken.

**Update from Professional Audio Designs, Inc., on their previously submitted proposal of Audio / Visual Equipment for programming and a voting board. Review of all previous action to date**

Bob Schulpius reported that the voting board was ordered last week. The "Electrovote" board should be delivered in about 2 weeks. The \$5,475 board (up \$300) is much like what we have now. It is a 10-section board with 2" LED lights. We will have a second board and both will be installed in-house.

The Council audio/sound system has been ordered with a delivery date between 15 to 30 days. The sound system cost is \$22,362.11. The video/power point system cost is \$5,143.75. Bob will check to see whether the advanced program scheduler will be available. If need be this can be installed later. The cost is \$10,226.19. Bob reported a total cost of \$43,267.80. The Council approved a cost of \$56,691.66 for a savings of \$13,483.86. Questions were raised in the meeting about the cost of the original quote for speakers. Bob will get back to the vendor about this but in any event the total cost will be below budget.

Alderman Harenda asked if there would be any down time in the Council Chambers. Bob said that he hoped not but would not know until the work started.

**Discussion on the renewal of the Time Warner Cable Contract – Expires 4/25/07**

No action taken.

**Networking of City Structures – Fiber Optics – Time Warner Contract**

No action taken.

**Review / Discussion of Previous Committee Actions**

No action taken.

**Responsibilities of the Communications Committee/Structure/By-Laws**

No action taken.

**Review City of New Berlin policies for allowing public usage of Council Chambers for meetings, this includes use of AV equipment and broadcasting capability.**

City Clerk Marilyn Gauger provided the Committee members with copies of usage policies of other cities for their City Hall meeting spaces.

New Berlin's Use of City Hall Facilities Policy was approved by Council on June 27, 1989. A memo from the City Attorney dated May 23, 2005 was handed out.

Alderman Harenda indicated that he had questions about the memo. He wondered if there should be a period in the last sentence of the 1<sup>st</sup> paragraph after "candidate or elected official"?

Dave Broker asked if we should consider having a fee for the use of the Council Chambers? Aldermen Harenda and Hopkins felt that they did not want to set a fee for the use of the Council Chamber.

Further discussion was held regarding the wording of "in sole discretion of the City official". The City Attorney indicated that we need a standard to work from. Alderman Hopkins wondered if the City Clerk could have the final say but Alderman Harenda pointed out that the Common Council should have final say about the usage of the Council Chambers and Alderman Hopkins agreed.

Aldermen Hopkins and Harenda indicated that we need specific language to cover Voter Forums.

Alderman Harenda asked the City Attorney if he could put together recommended changes using a red line to point out changes. He said he would do so for the next meeting.

Alderman Harenda asked the City Clerk if she could prepare an application for the use of the Council Chambers. Marilyn said she would.

An eligibility list will also be prepared. Dave Broker said he liked Rice Lake's list and also Minocqua's. All agreed that the list would be kept simple and short.

Governmental Access Channel (Cable) Policy was approved by Council on October 12, 1999.

A discussion ensued on the use of the government access channel. We need to amend the language to cover the Voter Forums. The City Attorney asked if we intended to cover live or delayed broadcasts and Alderman Harenda asked him to add in language to cover delayed broadcasts.

The Committee discussed the control of the Access channel. Dave Broker said he thought one person should be in control. Alderman Harenda said that the City clerk should have the control. If the City Clerk denies usage, appeals can go to the Mayor and Common Council.

The City Clerk was asked if there was a log of the use of the access channel? She said no, that there was no log. The City Clerk and staff put in the tapes.

Dave Broker asked if there was a form to cover use of the channel. City Clerk said there was none. She will put one together. Things such as the Christmas parade, July 4<sup>th</sup> parade, the Voters Form and the Water Symposium are broadcast on the channel as well as the new "Mission Possible" videos from the Police Department.

**Adjourn**

Motion by Dave Broker to adjourn at 6:00 PM. Seconded by Alderman Harenda and carried unanimously.

Respectfully submitted:

John Hopkins, Alderman  
City of New Berlin