

# MINUTES

Oshkosh Cable Television Advisory Commission

## REGULAR MEETING

March 5, 2003

The regular meeting of the Oshkosh Cable Television Advisory Commission was held at 4:00 p.m. on March 5, 2003 in Room 404 of City Hall.

The meeting was called to order by Chairman Witte and roll call was taken. Present were members Mr. Williams, Mrs. Sieber and Mr. Tower. Also present was Jon Urben, Executive Director of Oshkosh Community Access Television and Barb Pandolfo, Public Relations Director for Time Warner Cable.

Chairman Witte then asked for consideration of the minutes from the January 8, 2003 meeting. It was moved by Mrs. Sieber, seconded by Mr. Tower, that the minutes be approved as presented. Motion carried unanimously.

Being that there were no communications from cable subscribers or the general public, Chairman Witte moved to the Report of the Franchisee.

Mrs. Pandolfo from Time Warner Cable noted the following:

- Time Warner Cable experiences sun outages twice per year when sun passes in front of their satellites. The sun outages are expected to conclude by March 7.
- Time Warner Cable will be undergoing a major power upgrade on March 11 between 2-5 a.m. The entire cable system will be affected by this upgrade. Other power will be brought in during this time however for news channels like CNN, Fox News, etc. As part of the notifying process, T-W will be running cross-channel ads about the power upgrade, in addition to having information on their website. Field staff will also be distributing leaflets to customers about the upgrade.

Chairman Witte then asked for the Report of OCAT. Mr. Urben noted the following:

- The renovations of the OCAT facility were progressing well. At this point the station is expecting to be ready for the video vendor installation beginning April 1. All the video work is anticipated to be completed by May 1. Mr. Urben noted OCAT will be holding a OCAT Grand Opening Dedication Ceremony and Open House in early May, with details coming. Cable Commission members will be invited to attend this event.
- On May 1 Time Warner will re-align the PEG access channels to reflect the following: CATV 2 (community access television); CitiCable 10 (government access); and Channel 66 (educational access).
- Oshkosh is hosting the spring state conference of the WAPC (Wisconsin Association of PEG Access Channels) on May 2-3 at the Pioneer Resort. Mr. Urben noted he

would bring more information about the conference and the Friday night Video Festival Banquet (should any members wish to attend) for the next meeting. As part of the conference OCAT will be touring their new facility and robotic camera systems in City Hall.

Chairman Witte then asked for the Report of the Friends of OCAT. Mr. Urben had no report from the Friends of OCAT.

There being no unfinished business, Chairman Witte then asked for the only agenda item under New Business: Review first drafts of CATV 2 and CitiCable 10 policies and procedures manual. Mr. Urben noted that as OCAT will be offering separate government and community access channels beginning May 1, the station needed to distinguish the different policies governing the channels. He noted that he began the process by simply pulling all government access related policies from the current manual which would remain as the framework for the CATV 2 station. Mr. Urben then went through the drafts with the Commission. Mr. Urben noted he would update the first draft language to reflect the Commission's input and would have the second draft ready by the next meeting. It was agreed that Mr. Urben would attempt to have the City Attorney's office review the drafts and perhaps attend the next meeting to address any questions or concerns. As the next regular Commission meeting wouldn't be until May 7, it was agreed the Commission should meet in early April in hopes the manuals could be approved before OCAT re-opens in early May.

Chairman Witte then asked for the date of the next meeting. After some discussion it was agreed the commission would meet next on Wednesday, April 2 @ 4:00 p.m. in Room 404 of City Hall. Upon motion by Mr. Tower, seconded by Mr. Williams, the Commission adjourned at 5:03 p.m.

Respectfully submitted,

Jon G. Urben  
Cable Media Services Director, Oshkosh Community Access Television

cc: Mr. Richard Wollangk  
Mrs. Barb Pandolfo