



Whitewater Community TV  
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Whitewater, WI 53190  
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Telephone (262) 473-8564

CABLE TV COMMITTEE  
AGENDA  
City of Whitewater  
Monday, November 16, 2015  
**4:30 p.m.** At  
Whitewater Community TV  
402 W. Main St.  
Whitewater WI 53190

- I. Call to order.
- II. Roll Call.
- III. Nomination of Officers: Chair, Vice-Chair and Secretary.
- IV. Approval of Minutes from October 14, 2014.
- V. Manager's Report
  - a. Video Taping Calendar Review.
  - b. Seniors in the Park: Park Bench Show.
  - c. Wisconsin Community Media (WCM) updates.
  - d. Wisconsin Advocates for Music Education (WAME) update.
  - e. Digital Storytelling with UW-W partners.
  - f. Other City Related Media Manager Operations.
- VI. Franchise Fee review.
- VII. 2016 Budget and Goals Discussion and Action.
- VIII. Review and Action on changes to Whitewater Community TV Policies and Procedures related to paid advertising and underwriting of programs.
- IX. Approval of sale of retired equipment contingent on Common Council Approval.
- X. Schedule Future Meetings and Topics.
- XI. Adjournment.

Submitted by  
R. Alan Luckett  
Community TV/Media Services Manager  
Whitewater Community TV  
Digital 990



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**P.O. Box 178**  
**Whitewater, WI 53190**  
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## CABLE TV COMMITTEE - MINUTES

October 14, 2014

Whitewater Community TV

402 W. Main St.

Whitewater WI 53190

- I. **Call to order.** Called to order at 6:36 p.m.  
**Roll Call.** Board members present Kathy Ross, Wayne Williams, Ken Kienbaum, and Lynn Binnie. Staff present Alan Luckett and Zachary Popke. Tom Hopka arrived at 6:48 p.m.
- II. **Nomination of Officers: Chair, Vice-Chair and Secretary.** Wayne nominated Ken Kienbaum Chair, 2<sup>nd</sup> by Kathy Ross (all were in favor). Kathy Ross nominated Wayne Williams Vice-Chair, 2<sup>nd</sup> by Lynn Binnie (all were in favor).
- III. **Approval of Minutes from October 23, 2013.** Wayne Williams moved to approve the minutes, Lynn Binnie seconded (all were in favor).
- IV. **Manager Report**
  - a. **Video Taping Calendar Review.** Alan Luckett presented the calendar. He reported that there were less events recorded in the school district. The extra time has been spent on archiving videos. The videos are stored on DVD and hard drive. These hard drives have been backed up, with one copy in the studio and another stored at city hall. Lynn Binnie had asked if there was a way that chapter marks could be added to on-line video. Alan responded that the feature was not available through Vimeo (the current service used for on-line videos), He said it was possible through other, more expensive providers. A difference of \$10 for Vimeo or \$300 through PEG Central.  
*Tom Hopka arrived at 6:48 p.m.*
  - b. **Seniors in the Park: Park Bench Show.** Alan reported that there were fewer episodes recorded for the year. He said they are looking for more ideas for episodes that pertain to senior's interests. He acknowledged the good work of Deb Weberpal and volunteer host, Skip Grover.
  - c. **Wisconsin Community Media (WCM) update.** Alan reported that he is a board member, and recently nominated chairman, of the WCM. He has annually produced of video portion of the annual Spring Video Festival at the WCM Spring Conference. WWTV was presented with several awards at the Video Festival. Employee, Cameron Boydston had received an Award of Achievement for his production of the "Happy Holly Days Electric Parade" which was co-hosted with WWTV Cable Committee board member, Wayne Williams, and the Director for Rice Lake

Community TV and past employee of WWTV, Ryan VanLanduyt. Alan Lockett's public service announcement (PSA) "Leaves in the Streets? Noooo!!!" received an award of excellence. Alan reported on the summer meeting of the WCM, which had discussed program sharing through cloud storage services. He reported that he will be speaking on "How to Improve Video Production" at the WCM upcoming Fall Conference.

- d. **Wisconsin Advocates for Music Education (WAME) update.** Alan reported that he serves on the WAME board as a volunteer, since he was awarded "Community Service Award" by the organization. This board includes music teachers, students, music vendors, and Community Service Award recipients. The group discusses how to advocate music with elected officials at the state level.
- e. **Other City Related Media Manager Operations.** Alan reported that he would like to use Wisconsin Surplus for the sale of equipment. He felt he would get a better price through this group. Lynn asked if there was a way of tracking the viewership of programs. Alan indicated that internet based content could be tracked. He stated that several people contacted him regarding WWTV not be available through Charter. After inquiring with Charter, Alan had found that loose cable connections inside and outside of homes can cause the channel to be lost due to conflict with radio frequencies. Inclement weather can cause issues with these connections as well. Alan said that Charter has been trying to remedy this issue all over the city. Lynn Binnie said he has had to refresh his cable box to regain some channels. Lynn heard that Charter was charging people for home visits related to bad cable boxes. Alan shared contact information for complaints at the state level. He said that he has been working with the Charter government relations representative, trying to remedy issues while avoiding unwanted fees. Alan gave the history of the Statewide Cable Franchise Agreement and how it relates to customer service. He also mentioned the University of Wisconsin Whitewater's switch from Charter cable TV to satellite service. UWW felt that Charter was cost prohibitive. Kathy Ross was interested in Streaming of the channel on the internet. Alan said he would have to work with the IT manager to set up that service at city hall. Lynn was concerned that the TV channel would be "shooting ourselves in the foot" if they were streaming. Lynn said he has Charter at his home because of the WWTV channel. Wayne Williams said that smart TV technology will drive people away from Cable TV in the near future, and that WWTV should be concerned with loss of franchise fees. Alan commented on a bill Tammy Baldwin is supporting, called the "Cable Access Preservation Act" (CAP Act). The bill positively addresses funding for channels like WWTV.

*Employee, Peter Sobolewski arrived at 7:15 p.m.*

- V. **Franchise Agreement & Fee review.** 2013 Franchise Fees were \$97,872.04. Alan said that the Franchise Fees are based on Cable TV service and does not include phone and internet. The first two quarter Franchise Fees for 2014 were discussed. First quarter was \$25,811.99, and the second quarter was \$24,477.85. Alan reported that municipalities that are tied to the Statewide Franchise Agreement have no power of the termination or renewal of an existing cable service provider, that agreement is with the State of Wisconsin. Alan's revenue projection for Franchise Fees in 2014 was \$100,000.

- VI. 2015 Budget and Goals Discussion and Action.** Alan presented the proposed budget and future goals. He reported that the budget operates off of Franchise Fees and the difference is made up from fund balance. This fund balance is needed to offset the \$22,000 of the annual budget that is a transfer to the general fund (a fee that was created when the city was in a recession/deficit). Kathy Ross asked if that \$22,000 were a real amount. Alan said it offsets the rent, utilities, and managing payroll. Subscriptions and dues were increased for the proposed budget for Adobe Creative Cloud subscription which would allow WWTV to access all Adobe production programs. Capital was reviewed. Wayne Williams made a motion to approve the budget, 2<sup>nd</sup> was made by Kathy Ross. All were in favor.
- VII. Schedule Future Meetings and Topics.** Wayne Williams requested a future topic on promoting the channel. Promotion to include Facebook.
- VIII. Adjournment.** Lynn Binnie moved to adjourn at 8:35 pm, 2<sup>nd</sup> was made by Wayne Williams, all were in favor.

Submitted by  
R. Alan Lockett  
Community TV/Media Services Manager  
Whitewater Community TV  
Digital 990

## 2014 Schedule for WWTV98/990 Employees and/or Volunteers

Most Events require one employee with the Coordinator, Alan.

In Red we need at least two with Alan.

Prepared by R. Alan Luckett, Media Manager

Date & Setup Time	Event	Start Time	Location	Employee Sign-up	Classification	Done
Jan. 13, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Peter	Government	x
Jan. 14, 10 a.m.	Park Bench	10 a.m.	Studio	Peter & Alan	Government	x
Jan. 14, 1 p.m.	LINCS 5th Grade Band	2 p.m.	LINCS	Peter & Alan	School	x
Jan. 15, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
Jan. 15, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Cameron	Government	x
Jan. 15, 1 p.m.	Washington 5th Grade Band	2 p.m.	Washington	Jake & Alan	School	x
Jan. 16, 5:45 p.m.	Lakeview 5th Grade Band	7 p.m.	Lakeview	Jake & Alan	School	x
Jan. 16, 6:45 p.m.	LWV - Whitewater Natural Resources	7 p.m.	City Hall	Cameron	Public	x
Jan. 21, 6:00 p.m.	Alcohol License	6:10 p.m.	City Hall	Peter	Government	x
Jan. 21, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Jan. 22, 9:15 am	Court	9:30 AM	City Hall	Peter	Government	x
Jan. 22, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Cameron	Government	x
Jan. 22, 4:15 p.m.	CDA	5:00 p.m.	Innovation	Perry	Government	x
Jan. 29, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Peter	Government	x
Jan. 30, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Jan. 30, 5:30 p.m.	BZA	6 p.m.	City Hall	Cameron	Government	x
Jan. 31, 5:30 p.m.	PEP 2014	6 p.m.	WHS	Alan	School	x
Feb. 4, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Feb. 5, 3 p.m.	Court	3 p.m.	City Hall	Cameron	Government	x
Feb. 8, 11 a.m.	Pops Setup	11 a.m.	HS Gym	All Employees	School	x
Feb. 9, 11 a.m.	Pops Concert	1 p.m.	HS Gym	All Employees	School	x
Jan. 10, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Peter	Government	x
Feb. 12, 11 a.m.	Court	11 a.m.	City Hall	Peter	Government	x
Feb. 15, 9 a.m.	Freeze Fest	All Day	Cravath Lake	Cameron, Perry, Alan	School	x
Feb. 19, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
Feb. 20, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Cameron	Government	x
Feb. 24, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Feb. 25, 5:45 p.m.	Common Council/Plan	6:00 p.m.	City Hall	Peter	Government	x
Feb. 26, 1:30 p.m.	Court	1:30 p.m.	City Hall	Peter	Government	x
Feb. 26, 3:45 p.m.	CDA	4:00 p.m.	Innovation	Cameron	Government	x
Feb. 26, 4:45 p.m.	MS Band Concert	6 p.m.	MS Auditorium	Perry & Alan	School	x
March 4, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Cameron	Government	x
March 9, Noon	Wellfest	12-3pm	HS Gym	Perry & Alan	Government	x
March 10, 1 p.m.	Park Bench	2 p.m.	Studio	Cameron & Alan	Government	x
March 10, 5:45 p.m.	Plan Commission	6 p.m.		Perry	Government	x

2014 Video Calendar

March 11, 6 p.m.	Orchestra	6:30 p.m.	HS Auditorium	Peter and Perry	School	x
March 12, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
March 15, 10 a.m.	LWV - Candidate Forum	10 a.m.	City Hall	Cameron	Government	x
March 17, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
March 18, 6:15 p.m.	Common Council	6:30 p.m.	UWW	Peter/Alan (Lil' Cam)	Government	x
March 18, 4 p.m.	LINCS Fine Arts Night	5:45 p.m.	LINCS	Cameron & Perry	School	x
March 19, 3 p.m.	Court	3 p.m.	City Hall	Alan	Government	x
March 19, 5:30 p.m.	Science Night	6 p.m.	High School	Alan	School	x
March 21, 8:30am	Washington 4/5	10 a.m.	Washington	Alan and Cameron	School	x
March 26, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
March 26, 4:30 p.m.	CDA	5 p.m.	Innovation	Cameron	Government	x
March 27, 6:15 p.m.	LWV - Whitewater Natural Resources	7 p.m.	Cravath Lake	Cameron	Public	x
April 2, 1:30 p.m.	Court	1:30 p.m.	City Hall	Peter	Government	x
April 2, 6 p.m.	Police Commission	6:30 p.m.	2nd floor City Hall	Perry	Government	x
April 3, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
April 8, 12:30 p.m.	Training	12:30 p.m.	City Hall	Peter	Government	x
April 14, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Perry	Government	x
April 15, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Alex & Alan	Government	x
April 17, 6 p.m.	WHS Idol	7 p.m.	High School	Alex & Alan	School	x
April 18, 10 am	Way of the Cross	10am	MS	Alan	Public	x
April 19, 4:30 p.m.	Spring Dance Recital	6 p.m.	High School	Perry & Cameron	Government	x
April 23, 9:30 am	Wayne Williams	9:30 AM	Studio	Alan	Public	x
April 23, 3 p.m.	Court	3 p.m.	City Hall	Alan	Government	x
April 28, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
April 29, 6 p.m.	WMS Jazz/Show Choir	7:00 p.m.	Middle School	Alex & Alan	School	x
April 29, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Cameron	Government	x
April 30, 1 p.m.	School Board	1 p.m.	School Admin	Alan	Government	x
May 1, 12 p.m.	Eric Compass in Fort-Sr. Park Bench	1 p.m.	Fort	Alan	Government	x
May 1, 6 p.m.	Fire Department	6:00 PM	City Hall	Alex	Government	x
May 4, 2 p.m.	LINCS Drums at art show	2:00 PM	Arts Alliance	Alan	School	x
May 6, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Alex	Government	x
May 7, 3 p.m.	Court	3 p.m.	City Hall	Cameron	Government	x
May 9, 5:00p.m.	Orchestra	6:30 p.m.	HS Auditorium	Peter & Alex	School	x
May 12, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Peter	Government	x
May 13, 6 p.m.	5th Grade Band	7 p.m.	HS Auditorium	Perry & Alan	School	x
May 14, 10 ap.m.	Court	10 a.m.	City Hall	Peter	Government	x
May 14, 3p.m.	Police Day	4 p.m.	UWW	Cameron	Government	x
May 14, 7p.m.	WHS Band	7:30 p.m.	High School	Alex & Alan	School	x
May 15, 6:30p.m.	WMS Band	7:00 p.m.	High School	Alex & Alan	School	x

2014 Video Calendar

May 19, 6p.m.	Board of Zoning Appeals	6:30 p.m.	City Hall	Alex	Government	x
May 19, 6p.m.	WMS Choir	7:00 p.m.	High School	Alex & Alan	School	x
May 20, 12:30 p.m.	5th Grade Choir	1:30 p.m.	High School	Alan	School	x
May 21, 3 p.m.	Court	3 p.m.	City Hall	Alex	Government	x
May 21, 7p.m.	WHS Choir	7:30 p.m.	High School	Alan & Jake	School	x
May 26, 9:30 a.m.	Memorial Day Parade	10 a.m.	Main Street	Alan	Government	x
May 27, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
May 28, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government	x
May 28, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
May 29, 5:30 p.m.	Maker Space at the Library	6-8pm	Library	Perry	Government	x
June 1, Noon	WHS Jazz in the Park	2:00 p.m.	Cravath	Alex, Peter, Alan	School	x
June 3, 10 a.m.	Wayne Williams	10 a.m.	Studio	Alan	Government	x
June 3, 12 p.m.	Park Bench	1:00 PM	Studio	Alan	Government	x
June 3, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Alan	Government	x
June 4, 12:15 pm	Police Commission	12:15 PM	City Hall	Alan	Government	x
June 4, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
June 6, 12:30 p.m.	Capital Catalyst Fund	2 p.m.	Innovation	Alan	Government	x
June 8, 11:30am	HS Graduation	2:00 p.m.	HS Gym	All Employees	School	x
June 9, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Perry	Government	x
June 10, 11:00am	Bell Choir at Lakeview	Noon	Lakeview	Alan	School	x
June 11, 3 p.m.	Court	3 p.m.	City Hall	Alan & Perry	Government	x
June 17, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
June 18, 3 p.m.	Court	3 p.m.	City Hall	Jake	Government	x
June 19, 10:30 a.m.	Savory Sounds	11:30 AM	Upstairs/Outside	Jake & Perry	Public	x
June 23, 6:45p.m.	School Board	7:00 p.m.	School Admin	Peter	School	x
June 24, 1 p.m.	Election Training	1:30 p.m.	Cravath L Bldg	Alan	Government	x
June 24, 5:30 p.m.	Council Fiber Meeting	6 p.m.	City Hall	Alan	Government	x
June 25, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government	x
June 25, 4:30 p.m.	CDA	5 p.m.	Innovation	Peter	Government	x
June 26, 10:30 a.m.	Savory Sounds	11:30 AM	Upstairs/Outside	Perry & Alan	Public	x
June 26, 5 p.m.	Concert in the Park	7 p.m.	Cravath Lakefront	All Staff	Government	x
July 1, 5:30 p.m.	Council Retreat	6 p.m.	Innovation	Peter	Government	x
July 2, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
July 4, 8 a.m.	4th of July Parade	10 a.m.	Studio	All Staff	Government	x
July 5, 12:30 pm	Birge Fountain	1:00 PM	Studio	Perry with Alan	Public	x
July 9, 3 p.m.	Court	3 p.m.	City Hall	Jake	Government	x
July 10, 10:30 a.m.	Savory Sounds	11:30 AM	Upstairs/Outside	Jake and Peter	Public	x
July 10, 5 p.m.	Concert in the Park	7 p.m.	Cravath Lakefront	Jake and Peter and Alan	Government	x

2014 Video Calendar

July 14, 5:45 p.m.	Plan Commission	6 p.m.	City Hall	Peter	Government	x
July 15, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
July 16, 3 p.m.	Court	3 p.m.	City Hall	Jake	Government	x
July 16, 4 p.m.	CDA	4:30 p.m.	Innovation	Perry	Government	x
July 17, 10:30 a.m.	Savory Sounds	11:30 AM	Upstairs/Outside	Perry, Peter, and Jake	Public	x
July 23, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
July 24, 10:30 a.m.	Savory Sounds	11:30 AM	Upstairs/Outside	Abbie, Perry, Alan	Public	x
July 24, 5 p.m.	Family Fun: Dr. Noize!	7 p.m.	Cravath Lakefront	Alan	Government	x
July 28, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
July 30, 3 p.m.	Court	3 p.m.	City Hall		Government	x
July 31, 5 p.m.	Concert in the Park	7 p.m.	Cravath Lakefront	All Staff	Government	x
Aug. 5	Common Council	6 p.m.	City Hall	Alan	Government	x
Aug. 5	National Night Out	5-8 pm	City Hall	Abbie and Rachel	Government	x
Aug. 6, 10 & 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
Aug. 11, 6 p.m.	Plan Commission	6:00 PM	City Hall	Peter	Government	x
Aug. 12, 12 p.m.	Park Bench	1:00 PM	Studio	Alan	Government	x
Aug. 13, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government	x
Aug. 14, 6 p.m.	Police Commission	6:30 p.m.	City Hall	Alan	Government	x
Aug. 18, 5:45p.m.	School Board	6:00 PM	School Admin	Alan	School	x
Aug. 19, 5:45 p.m.	Alcohol Review	6 p.m.	City Hall	Peter	Government	x
Aug. 19, 6 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Aug. 20, 10:45 a.m.	Wage Class Study	11 a.m.	City Hall	Peter	Government	x
Aug. 20, 3 p.m.	Court	3 p.m.	City Hall	Jake	Government	x
Aug. 20, 4:30 p.m.	CDA	5 p.m.	Innovation	Peter	Government	x
Aug. 21, 5 p.m.	Concert in the Park	7 p.m.	Cravath Lakefront	All Staff	Government	x
Aug. 25, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Aug. 27, 3 p.m.	Court	3 p.m.	City Hall	Perry and Abbie	Government	x
Aug. 28, 10 a.m.	Wayne Williams	10 a.m.	Studio	Abbie and Alan	Government	x
Aug. 28, 5:45 p.m.	BZA	6 p.m.	City Hall	Perry	Government	x
Aug. 28, 5:45 p.m.	Pipeline Oil Sands	6 p.m.	Library	Abbie	Government	x
Aug. 29, 9 a.m.	Park Bench	9:30 a.m.	City Hall	Alan	Government	x
Sept. 2, 6 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Sept. 5, 10 a.m.	Award Event (top secret)	10:30 AM	Middle School	Alan	School	x
Sept. 8, 6:00 p.m.	Plan Commission	6:30 p.m.	City Hall	Perry	Public	x
Sept. 10, 4:30 p.m.	CDA	5 p.m.	Innovation	Peter	Government	x
Sept. 12, 1 p.m.	Star Spangled	1:30 p.m.	LINCS	Alan and Perry	Government	x
Sept. 15, 6:00 p.m.	Plan Commission	6:30 p.m.	City Hall	Peter	Public	x
Sept. 16, 5:450 p.m.	Alcohol License	6 p.m.	City Hall	Peter	Public	x

2014 Video Calendar

Sept. 16, 6:00 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Public	x
Sept. 17, 3 p.m.	Court	3 p.m.	City Hall	Perry & Alan	Government	x
Sept. 18, 6:00 p.m.	LWV	6:30 p.m.	City Hall	Peter & Abbie	Public	x
Sept. 21, 7:15 a.m.	Half Marathon	7:30 a.m.	High School	Alan	Government	x
Sept. 22, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Sept. 24, 5:45 p.m.	WHS Lip Sync	7 p.m.	High School	Peter & Alan	School	x
Sept. 25, 5:45 p.m.	Elements for Success	6 p.m.	Innovation	Alan	Government	x
Sept. 25, 5:45 p.m.	BZA	6 p.m.	City Hall	Peter	Government	x
Sept. 26, 5:45 p.m.	WHS Homecoming w/ Half-time	6 p.m.	WHS Football	Perry & Alan	School	x
Oct. 1, 12:30 p.m.	Court	1 p.m.	City Hall	Alan	Government	x
Oct. 1, 12:30 p.m.	Richard Haney	1 p.m.	Starin Park	Peter	Government	x
Oct. 1, 5:30 p.m.	Heroin Summit	6:30 p.m.	UW-Timmerman	Abbie abd Alan	Government	x
Oct. 3, Early & 2:30	WMS Elections	7 + 2:30	WMS	Alan	School	x
Oct. 4, 10 & 1	LWV - Candidates Forum	10 a.m.	City Hall	Abbie	Public	x
Oct. 4, 2:30 p.m.	Treyton Field Dedication	3 p.m.	Starin Park	Alan	Government	x
Oct. 6, 6:15p.m.	School Board	6:30 p.m.	School Admin	Alan	School	x
Oct. 7, 6 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Oct. 8, 12:30 p.m.	Richard Haney	1 p.m.	Starin Park	Peter	Government	x
Oct. 8, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government	x
Oct. 8, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government	x
Oct. 8, 5:30 p.m.	Moon Fest	6 p.m.	LINCS	Alan	School	x
Oct. 11, 8:30 a.m.	LWV 50th Anniv.	9 a.m.	Train Depot	Perry	Public	x
Oct. 13, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Abbie	Government	x
Oct. 14, 1 p.m.	LINCS Band	2 or 6:30p	LINCS	Peter	School	x
Oct. 15, 1 p.m.	Washington Band	2 or 7p	Washington	Alan	School	x
Oct. 15, 2 p.m.	Court	2 p.m.	City Hall	Perry	Government	x
Oct. 15, 12:30 p.m.	Richard Haney	1 p.m.	Starin Park	Peter	Government	x
Oct. 15, 6:00 p.m.	WHS Choir	7:30 p.m.	High School	Peter & Alan	School	x
Oct. 16, 1 p.m.	Lakeview Band	2 or 7p	Lakeview	Peter	School	x
Oct. 16, 6:30 p.m.	LWV Referendum	7 p.m.	City Hall	Abbie	Public	x
Oct. 18, ??	WHS State Marching Band	???	UWW Perkins	Alan	School	x
Oct. 21, 6 p.m.	Elements for Success	6 p.m.	Innovation	Peter	Government	x
Oct. 21, 6 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Oct. 22, 12:30 p.m.	Richard Haney	1 p.m.	Starin Park	Peter	Government	x
Oct. 22, 6:00 p.m.	WHS Band	7:30 p.m.	High School	Perry, Zach & Alan	School	x
Oct. 22, 6:00 p.m.	Candidates Debate	6:30 p.m.	City Hall	Abbie	School	x
Oct. 27, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Oct. 28, Noon	Park Bench	1 p.m.	Studio	Alan	Government	x

2014 Video Calendar

Oct. 28, 6 p.m.	Common Council	6:30 p.m.	City Hall	Zachary & Alan	Government	x
Nov. 5, 5 p.m.	CDA	5 p.m.	City Hall	Check out camera	Government	x
Nov. 5, 2 p.m.	Court	2 p.m.	City Hall	Perry	Government	x
Nov. 6, 6 p.m.	Common Council	6:30 p.m.	City Hall	Zachary & Alan	Government	x
Nov. 9, 12 p.m.	Historical Society	1 p.m.	Train Depot	Perry	Public	x
Nov. 10, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Peter & Zach	Government	x
Nov. 12, 3 p.m.	Court	3 p.m.	City Hall	Alan	Government	x
Nov. 12, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government	x
Nov. 13, 6 p.m.	Police Commission	6:30 p.m.	City Hall	Abbie & Zach	Government	x
Nov. 18, 6 p.m.	Common Council	6:30 p.m.	City Hall	Alan	Government	x
Nov. 20, 6:15 p.m.	LWV	7 p.m.	City Hall	Perry	Public	x
Nov. 24, 6:45p.m.	School Board	7:00 p.m.	School Admin	Alan	School	x
Dec. 2, 5 p.m.	Common Council & Plan (Joint)	6:00 p.m.	City Hall	Peter	Government	x
Dec. 2, 5 p.m.	Alcohol Review	6:00 p.m.	Upstairs/City Hall	Peter	Government	x
Dec. 3, 11a & 3p.m	Court	11&3	City Hall		Government	x
Dec. 4, Noon	Park Bench	1 p.m.	Studio	Alan & Abbie	Government	x
Dec. 5, 5 p.m.	Christmas Parade of Lights	6 p.m.	Studio	All Staff	Government	x
Dec. 10, 8 & 1	Comp Projects	8&1	LINCS	Alan	School	x
Dec. 10, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government	x
Dec. 10, 3p.m	Court	3 p.m.	City Hall	Peter	Government	x
Dec. 10, 6:00 p.m.	WHS Band	7:30 p.m.	High School	Alan & Zach	School	x
Dec. 11, 6:00 p.m.	WMS Band	7:00 p.m.	High School	Alan & Zach	School	x
Dec. 12, 12 p.m.	Washington Choir	1 p.m.	Washington	Perry & Alan	School	x
Dec. 13, Daytime.	Madrigal Dinner	6:00 p.m.	High School	Alan & Zach	School	x
Dec. 14, 6:15 p.m.	LWV Dinner	7 p.m.	Cold Spring	Perry	Public	x
Dec. 15, 6:45p.m.	School Board	7:00 p.m.	School Admin	Peter	School	x
Dec. 15, 6:00 p.m.	WMS Choir	7:00 p.m.	High School	Perry and Alan	School	x
Dec. 16, 6 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government	x
Dec. 16, 12:30 p.m.	5th Choir	Noon	High School	Alan	School	x
Dec. 17, 6:30 p.m.	WHS Choir	7:30 p.m.	High School	Zachary & Alan	School	x
Dec. 19, 1 p.m.	Lakeview K-1 Program	1:50 p.m.	Lakeview	Peter & Alan	School	x
Dec. 22, Noon	Lakeview Bell	1:00 p.m.	FAIRHAVEN	Peter	School	x
Dec. 30, 4:45 p.m.	Plan Commission	5:15 p.m.	City Hall	Zachary	Government	x

## 2015 Schedule for WWTV98/990 Employees and/or Volunteers

Most Events require one employee with the Coordinator, Alan.

In Red we need at least two with Alan.

Prepared by R. Alan Luckett, Media Manager

Date & Setup Time	Event	Start Time	Location	Employee Sign-up	Classification
Jan. 12, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Perry	Government
Jan. 13, 1p.m.	LINCS Band	2 or 6:30p	LINCS	Abbie	School
Jan. 14, 1 p.m.	Washington Band	2 or 7p	Washington	Alan	School
Jan. 14, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government
Jan. 15, 1 p.m.	Lakeview Band	2 or 7p	Lakeview	Alan	School
Jan. 17, 1 p.m.	Historical Society	2 p.m.	Depot Museum	Perry	Public
Jan. 20, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Zach	Government
Jan. 21, 10&3 p.m.	Court	10a & 3p	City Hall	Alan	Government
Jan. 22, 6:15 p.m.	LWV	7 p.m.	City Hall	Zach	Public
Jan. 26, 7 p.m.	School Board	7 p.m.	School Admin	Alan	School
Jan. 28, 4:30 p.m.	CDA	5 p.m.	Innovation	Peter	Government
Jan. 29, 5 p.m.	Orchestra Concert	6:30 p.m.	High School	Alan & Perry	School
Feb. 3, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
Feb. 4, 3 p.m.	Court	3:00 PM	City Hall	Peter	Government
Feb. 7, 1 p.m.	Pops Setup	1 p.m.	High School	All Employees	School
Feb. 8, 11 a.m.	Pops Concert	1 p.m.	High School	All Employees	School
Feb. 9, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Zachary	Government
Feb. 10, 5 p.m.	Park Board	5:30 p.m.	City Hall	Perry	Government
Feb. 11, Noon	Richard Haney	1 p.m.	Seniors Park	Abbie	Government
Feb. 11, 3 p.m.	Court	3:00 PM	City Hall	Zachary	Government
Feb. 14, 10-3	Polar Plung/Freeze Fest	10 to 3	Cravath Lakefront	Abbie & Zachary	Government
Feb. 17, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
Feb. 17,5:30 p.m.	Weberpal Bird Talk	6:30 p.m.	Library	Zachary	Government
Feb. 18, Noon	Richard Haney	1 p.m.	Seniors Park	Abbie	Government
Feb. 19, 6 p.m.	LWV	7 p.m.	Cravath Lakefront	Peter	Government
Feb. 19, 6 p.m.	Police and Fire Commission	6:30 p.m.	City Hall	Zach	Government
Feb. 23, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
<b>Feb. 24, 1:30 p.m.</b>	<b>Court Hearing</b>	<b>1:30 p.m.</b>	<b>City Hall</b>	Abbie	Government
<b>Feb. 25, 3 p.m.</b>	<b>Court</b>	<b>3 p.m.</b>	<b>City Hall</b>	Peter	Government
Feb. 25, Noon	Richard Haney	1 p.m.	Seniors Park	Abbie	Government
Feb. 25, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government
Feb. 25, 4:45 p.m.	MS Band Concert	6 p.m.	MS Auditorium	Zach and Alan	School
Feb. 26, 5 pm	Elements for Success Lecture	6 p.m.	Innovation	Perry	Government

2015 Video Calendar

Feb. 26, morning	Park Bench	Morning	Studio	Alan	Government
March 3, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Zachary	Government
March 4, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
March 4, Noon	Richard Haney	1 p.m.	Seniors Park	Abbie	Government
March 5, 6 p.m.	Landmarks	6:30 p.m.	City Hall	Perry	Government
March 7,9 a.m.	Candidates Forum LWV	10 a.m.	City Hall	Zachary	Government
March 7, 1-4 p.m.	Historical Society	1-4 p.m.	Cravath Lakefront	Abbie	Public
March 9, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Abbie	Government
March 12, 4:30 p.m.	Capital Catalyst Fund	5 p.m.	Innovation	Peter	School
March 13, 12:30 p.m.	Lakeview 2/3 concert	1:50 p.m.	Lakeview	Abbie and Alan	Government
March 14, 7 p.m.	Girls Bball Event	8 p.m.	High School	Perry	School
March 16, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
March 16, 7 p.m.	Disabled & State Budget	7 p.m.	City Hall	Zachary	School
March 17, 5:45 p.m.	Common Council	6:00 p.m.	City Hall	Zachary	Government
March 17, 4:30 p.m.	LINCS Fine Arts Night	5:45 p.m.	LINCS	Peter & Alan	School
March 18, 3 p.m.	Court	3 p.m.	City Hall	Abbie	Government
March 19, 6:30 p.m.	Candidates Forum LWV	7 p.m.	City Hall	Abbie	Government
March 20, 12:15 p.m.	Washington Spring Sing	1:30 p.m.	Washington	Abbie and Alan	School
March 25, 10a.m.	Court 10 a.m. , 11 a.m., and 3 p.m.	10 & 3 p.m.	City Hall	Zachary	Government
March 25, 4:30 p.m.	CDA	5 p.m.	Innovation	Pat Cannon	Government
March 26, 5 pm	Elements for Success Lecture	6 p.m.	Innovation	Perry	Government
April 1, morning	Park Bench	Morning	Studio	Alan	Government
April 1, 3 p.m.	Court	3 p.m.	City Hall	Alan	Government
April 3, 10 a.m.	Way of the Cross	10:30 a.m.	WMS	Abbie	Public
April 9, 5:45 p.m.	Alcohol	6:00 p.m.	City Hall	Perry	Government
April 9, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
April 13, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Perry	Government
April 15, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
April 16, 6:30 p.m.	LWV State Budget	7 p.m.	City Hall	Peter	Government
April 18,5:00 p.m.	Spring Dance Recital	6 p.m.	HS Auditorium	Zachary	Government
April 21, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Zachary	Government
April 22, 10 a.m.	Court	10 a.m.	City Hall	Peter	Government
April 22, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government
April 26, 1 p.m.	Senior Recital	2 p.m.	Fairhaven	Peter	School
April 27, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
April 28, 6 p.m.	WMS Jazz/Show Choir	7:00 p.m.	Middle School	Zachary, Peter, Alan	School
April 29, 5 p.m.	Innovation	5:30-6:30 p	Innovation	Peter	Government
May 4, 12:15 p.m.	Park Bench	1:15 p.m.	Studio	Alan	Government
<del>May 5, 6:00 p.m.</del>	<del>Alcohol License</del>	<del>6:15 p.m.</del>	<del>City Hall</del>	<del>Peter</del>	<del>Government</del>

2015 Video Calendar

May 5, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
May 8, 12 p.m.	Lakeview 4/5 Program	1:50 p.m.	Lakeview	Peter & Alan	School
May 8, 5:00p.m.	Orchestra	6:30 p.m.	HS Auditorium	Abbie & Zachary (Alan)	School
May 11, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Peter	Government
May 12, 1 p.m.	FMLA Training	1 p.m.	City Hall	Alan	Government
May 12, 6 p.m.	5th Grade Band	7 p.m.	HS Auditorium	Zachary & Alan	School
May 13, 7p.m.	WHS Band	7:30 p.m.	High School	Zachary & Alan	School
May 14, 6:30p.m.	WMS Band	7:00 p.m.	High School	Abbie & Alan	School
May 18, 6p.m.	WMS Choir	7:00 p.m.	High School	Zachary & Alan	School
May 19, 12:30 p.m.	5th Grade Choir	1:30 p.m.	High School	Alan & Perry	School
May 19, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
May 20, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
May 20, 6:30 p.m.	WHS Choir	7:30 p.m.	High School	Alan & Perry	School
May 21, 6:00 p.m.	Police and Fire Commission	6:30 p.m.	City Hall	Zachary	Government
May 25, 9:30 a.m.	Memorial Day Parade	10 a.m.	Main & VFW	Abbie	Government
May 26, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
May 27, 10 a.m.	Court	All Day	City Hall	Abbie	Government
May 28, 6:15 p.m.	Wastewater	6:30-8:30	City Hall	Zach	Government
May 31, Noon	WHS Jazz in the Park	2:00 p.m.	Cravath	All Employees	School
June 1, 6:15 p.m.	Board of Review	6:30 p.m.	City Hall	Peter	Government
June 2, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
June 3, 4:30 p.m.	CDA & Council	6 p.m.	Innovation	Alan & Peter	Government
June 3, 3 p.m.	Court	3 p.m.	City Hall	Abby	Government
June 7, 11:30am	HS Graduation	2:00 p.m.	HS Gym	All Employees (but Zac)	School
June 8, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Zachary	Government
June 9, 8:45 a.m.	Yacht Races	8:45 a.m.	Aquatic	Alan	School
June 10, 8:45 a.m.	WMS Talent Show	9 a.m.	WMS	Alan	School
June 10, 3p.m.	Court	3 p.m.	City Hall	Abbie	Government
June 16, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Abbie	Government
June 17, 1 p.m.	Park Bench	2 p.m.	Studio	Alan & Abbie	Government
June 17, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
June 18, 10:30 a.m.	Savory Sounds (by the fountain)	11:45 a.m.	Arts Alliance	Abbie, Zachary and Alan	Government
June 18, 6:30 p.m.	Family Fun Night	7 p.m.	Cravath	Abbie	Government
June 22, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
June 23, 4 p.m.	Common Council & Tour	4:30 p.m.	Wastewater Plant	Abbie and Alan	Government
June 24, 1:30	Court	1:30	City Hall	Peter	Government
June 24, 4:30 p.m.	CDA	5 p.m.	Innovation	Check out Camera 2 Pat	Government
June 25, 10:30 a.m.	Savory Sounds (by the fountain)	11:45 a.m.	Arts Alliance	Peter & Zachary	Government
June 25, 4:30 p.m.	Concert in the Park	7 p.m.	Cravath	All Employees	Government

2015 Video Calendar

July 1, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
July 4, 8 a.m.	4th of July Parade	10 a.m.	Studio	Abbie, Zachary, and Alan	Government
July 7, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Zachary	Government
July 8, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
July 9, 10:30 a.m.	Savory Sounds (by the fountain)	11:45 a.m.	Arts Alliance	Abbie, Peter and Alan	Government
July 9, 6:30 p.m.	Bird Talk at the Arts Alliance	7 p.m.	Arts Alliance	Abbie	Government
July 13, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Peter	Government
July 15, 3 p.m.	Court	3:30 p.m.	City Hall	Peter	Government
July 16, 10:30 a.m.	Savory Sounds (by the fountain)	11:45 a.m.	Arts Alliance	Abbie	Government
July 16, 4:30 p.m.	Concert in the Park	7 p.m.	Cravath	All Employees	Government
July 21, 5 p.m.	Common Council	6:30 p.m.	Innovation	Alan & ?	Government
July 21, 3 p.m.	Farmers Market	3-7 p.m.	Cravath	Perry	Government
July 22, 11a & 1:30p	Court	11 & 1:30.	City Hall	Peter	Government
July 22, 4:30 p.m.	CDA	5 p.m.	Innovation	Perry	Government
July 23, 10:30 a.m.	Savory Sounds (by the fountain)	11:45 a.m.	Arts Alliance	Abbie Alan & Peter	Government
July 27, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
July 28, 6:00 p.m.	Police Fire Commission	6:30 p.m.	City Hall	Zachary	Government
July 29, 3:30p	Court	3:30 PM	City Hall	Peter	Government
July 30, 4:00 p.m.	Concert in the Park	7 p.m.	Cravath	Zachary & Peter	Government
August 4, 6:00 p.m.	Alcohol License	6:20 p.m.	City Hall	Perry	Government
August 4, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
August 5, 1 p.m.	Court	1 p.m.	City Hall	Peter	Government
August 6, 6:30 p.m.	Family Fun Night	7 p.m.	Cravath	Zachary	Government
August 10, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Abbie	Government
August 12, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government
August 13, 4:30 p.m.	Concert in the Park	7 p.m.	Cravath	All Employees	Government
August 18, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
August 19, 10:30-3	Court	10:30-3	City Hall	Peter	Government
Aug. 20, 6:00 p.m.	Police Fire Commission	6:30 p.m.	City Hall	Abbie	Government
August 24, 7 p.m.	School Board	7 p.m.	School Admin	Peter	School
August 25, 9 a.m.	Wayne	9 a.m.	Studio	Alan	Public
August 25, 12:45p	Park Bench	1 p.m.	Studio	Alan & Zachary	Government
August 26, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government
August 26, 4:30 p.m.	CDA	5 p.m.	Innovation	Tom (CDA guy)	Government
Sept. 1, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
Sept. 9, 3 p.m.	Court	3 p.m.	City Hall	Alan and Zachary	Government
Sept. 12, 10:45 a.m.	Main Street Festival	11-3 p.m.	Main & Arts A.	Abbie & Perry (Zach?)	Public
Sept. 14, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Zachary	Government
Sept. 15, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government

2015 Video Calendar

Sept. 16, 10 a.m 1:30	Court	10 a.m.	City Hall	Perry	Government
Sept. 17, 6 p.m.	LWV	6:30 p.m.	City Hall	Perry	Government
Sept. 22, 7 p.m.	Police Fire Commission	7:30 p.m.	City Hall	Zachary	Government
Sept. 23, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
Sept. 24, 4:30 p.m.	CDA	5 p.m.	Innovation	Abbie	Government
Sept. 24, 5:30 p.m.	Board of Zoning Appeals	6 p.m.	City Hall	Perry	Government
Sept. 27, 12:30 p.m.	Historical Society	1 p.m.	Depot Museum	Zachary	Government
Sept. 28, 6:50 p.m.	School Board	7 p.m.	School Admin	Alan	Government
Sept. 30, 9:30 a.m	Court	9:30a - 3p	City Hall	Peter	Government
Oct. 2, 7:45 a.m.	WMS Elections	7:50 a.m.	WMS	Alan	School
Oct. 2, 6:45 p.m.	Football	7 p.m.	WHS	Perry	School
Oct. 6, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
Oct. 7, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Peter	Government
Oct. 7, 3 p.m.	Court	3 p.m.	City Hall	Perry	Government
Oct. 8, 9 a.m.	Wayne	9 a.m.	Studio	Alan	Public
Oct. 12, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Perry	Government
Oct. 13, 1p.m.	LINCS Band	2 or 6:30p	LINCS	Peter	School
Oct. 14, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Alan	Government
Oct. 14, 9:30a 1:30	Court	9:30a - 3p	City Hall	Peter	Government
Oct. 14, 1p.m.	Washington Band	2 or 7p	Washington	Perry	School
Oct. 14, 5:30p.m.	HS and 8th Grade Choir Concert	7p	HS Auditorium	Alan	School
Oct. 15, 1p.m.	Lakeview Band	2 or 7p	Lakeview	Abbie	School
Oct. 15, 6p.m.	LWV - Voter ID	7p	Hyland Hall, UWW	Peter	Public
Oct. 17, 5:45p.m.	WSMA Marching	6:15 p.m.	UWW Perkins	Perry	School
Oct. 20, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Peter	Government
Oct. 21, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Peter	Government
Oct. 21, 5:30p.m.	HS Band Concert	7p	HS Auditorium	Peter and Alan	School
Oct. 22, 4:30 p.m.	CDA	5 p.m.	Innovation	Abbie	Government
Oct. 26, 6:50 p.m.	School Board	7 p.m.	School Admin	Peter	Government
Oct. 27, 12:45 p.m.	Police and Fire Commission	1 p.m.	City Hall	Perry	Government
Oct. 27, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Abbie	Government
Oct. 28, 12:30 p.m.	Richard Haney	1 p.m.	Seniors Park	Peter	Government
Oct. 28, 3 p.m.	Court	3 p.m.	City Hall	Zachary	Government
Nov. 3, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
Nov. 4, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
Nov. 5, 11:45 a.m.	Food Pantry Picture	Noon	Armory	Alan	Government
Nov. 9, 6 p.m.	Plan Commission	6:30 p.m.	City Hall	Zachary	Government
Nov. 11, 9:30 a.m.	Court	All Day	City Hall	Perry	Government

2015 Video Calendar

Nov. 17, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Perry	Government
Nov. 18, 3 p.m.	Court	3 p.m.	City Hall	Peter	Government
Nov. 19, 4:30 p.m.	CDA	5 p.m.	Innovation	Peter	Government
Nov. 19, 6:00 p.m.	Police & Fire Commission	6:30 p.m.	2nd Floor City Hall	Perry	Government
Nov. 19, 6:30 p.m.	LWV	7 p.m.	City Hall	Abbie	Government
Nov. 23, 6:50 p.m.	School Board	7 p.m.	School Admin	Peter	Government
Dec. 1, 6:15 p.m.	Common Council	6:30 p.m.	City Hall	Zachary	Government
Dec. 2, 3 p.m.	Court	3 p.m.	City Hall		Government
Dec. 2, 6:45 p.m.	NHS Induction Ceremony	7 p.m.	HS Auditorium		School
Dec. 4, 4:30p.m.	Christmas Parade	6 p.m.	studio	All Staff	Public
Dec. 9, 3 p.m.	Court	3 p.m.	City Hall		Government
Dec. 10, 5 p.m.	MS Band Concert	7 p.m.	HS Auditorium		School
Dec. 11, ???	Washington Program	????	Washington		School
Dec. 11, 5 p.m.	Orchestra Concert	6:30 p.m.	HS Auditorium		School
Dec. 12, Day	Madrigal Dinner	6:00 p.m.	American Legion		School
Dec. 14, 6 p.m.	Plan Commission	6:30 p.m.	City Hall		Government
Dec. 14, 5 p.m.	MS Choir Concert	7 p.m.	HS Auditorium		School
Dec. 15, 6:30p.m.	5th Choir Concert	7 p.m.	HS Auditorium		School
Dec. 15, 6:15 p.m.	Common Council	6:30 p.m.	City Hall		Government
Dec. 16, 6:30p.m.	HS Choir & Band Winter Gala	7:30 p.m.	HS Auditorium		School
Dec. 16, 11:30 a.m.	Court	11:30 a.m.	City Hall		Government
Dec. 17, 4:30 p.m.	CDA	5 p.m.	Innovation		Government
Dec. 21, 6:50 p.m.	School Board	7 p.m.	School Admin	Peter	Government



## WHITEWATER COMMUNITY TELEVISION

402 W. Main St. Whitewater WI 53190  
(262) 473-8564 [aLockett@whitewater-wi.gov](mailto:aLockett@whitewater-wi.gov)

### RULES AND REGULATIONS

#### What is WHITEWATER COMMUNITY TV and what does it provide in the way of Public Access?

1. WHITEWATER COMMUNITY TV is a community public, education and government access (PEG) channel.
2. WHITEWATER COMMUNITY TV staff provides operational training in producing community programming.
3. WHITEWATER COMMUNITY TV provides the video production and editing equipment necessary for the production of local community programming which will come from the following sources:
  - Local residents and local organizations in the Whitewater Unified School District trained to use WHITEWATER COMMUNITY TV facilities and equipment.
  - Local residents and local organizations in the Whitewater Unified School District using volunteer production crews organized, coordinated, and trained by WHITEWATER COMMUNITY TV
  - WHITEWATER COMMUNITY TV in-house productions.
  - Locally produced community programming (pre-recorded tapes, i.e. city council, school board, concerts, church services, etc.).
  - Programming produced outside of the City of Whitewater area (pre-recorded tapes, i.e. Army Newswatch, Jefferson TV Political Forums, Vets Visits, etc.) that is approved by WHITEWATER COMMUNITY TV Media Services Manager.

#### Who is Eligible to use WHITEWATER COMMUNITY TV?

1. You are eligible to make use of training and equipment if you are one of the following:
  - You have a Whitewater residential mailing address or reside in the Whitewater Unified School District.
  - You are a Charter Cable subscriber in the City of Whitewater.
  - You are the staff member of a service or non-profit organization operating in the City of Whitewater.
  - You are a full time student at an educational institution in the Whitewater Unified School District.
2. In order to use WHITEWATER COMMUNITY TV training and equipment, you must be 18 years of age or older, (there are exceptions for minors in the case of an adult having gone through necessary training and taking responsibility on behalf of the minor).
3. A statement of compliance indicating understanding of and compliance with the policies and procedures of WHITEWATER COMMUNITY TV and verification of age and residency must be on file with WHITEWATER COMMUNITY TV for eligibility to use WHITEWATER COMMUNITY TV resources.
4. You must be trained by WHITEWATER COMMUNITY TV staff to use the equipment being requested from WHITEWATER COMMUNITY TV. Training from other cable systems or access facilities is not valid for WHITEWATER COMMUNITY TV eligibility.
5. All requests for equipment, facilities and channel time will be processed on an equitable, non-discriminatory basis to those who have been trained and who exhibit responsible and cooperative behaviors.

#### General Guidelines

1. Requests for WHITEWATER COMMUNITY TV personnel time to assist with questions, planning, etc., must be scheduled in advance.
2. Staff shall take all possible precautions to ensure producers' digital media and other cablecast materials are kept safe while at the facility; but assumes no responsibility for personal property left at the facility.
3. Eating, drinking, and smoking shall not be permitted in the studio, control rooms, or where production equipment exists; except eating and drinking in the studio when pertinent to a production or during special WHITEWATER COMMUNITY TV events.
4. No one under the influence of illegal drugs or alcohol shall be allowed to use the facilities.
5. Any person who misuses or abuses the equipment or facility; or engages in unauthorized tampering or attempted repair of said equipment, shall be assessed a fine and/or suspension of facility privileges. All fines will be assessed by the City of Whitewater.

6. Any dispute, complaint, or disagreement that arises from these guidelines or any decision made may be appealed first by speaking with the WHITEWATER COMMUNITY TV **Media Services Manager**. If a satisfactory conclusion is not reached, the next step would be to appeal to the Cable Committee. All appeals must be in writing within 30 days of said infraction; and all appeals must be acted on at the next scheduled meeting of the Cable Committee unless prior arrangements are made.
7. Use of DVD duplication or dubbing equipment is intended for WHITEWATER COMMUNITY TV programming ONLY.

### **Facilities and Equipment Use**

1. There shall be no unsupervised use of the facilities. Staff or a WHITEWATER COMMUNITY TV designated volunteer must be on duty when facilities are used.
2. Facilities and equipment may be booked up to 2 weeks in advance. If user cannot make the scheduled time, WHITEWATER COMMUNITY TV must be notified 24 hours in advance.
3. Portable equipment use (includes Canon and Sony HD Cameras, Microphones, Wireless Microphones, Tripods, Dolly and Portable Light Kit).
  - All equipment use must be within the Whitewater area with the exception of written consent by the WHITEWATER COMMUNITY TV **Media Services Manager**.
  - All equipment use must be for recording or preparing a program for cablecast on the WHITEWATER COMMUNITY TV.
4. Studio Equipment Use (includes editing equipment and studio cameras, sound production equipment).
  - All equipment use must be for recording or preparing a program for cablecast on the WHITEWATER COMMUNITY TV.
  - The use of WHITEWATER COMMUNITY TV facilities to produce a program requires that the premiere of the program to the public be on WHITEWATER COMMUNITY TV.
5. DVDs
  - All program rights belong to the producer.
  - All programs aired on WHITEWATER COMMUNITY TV will be kept in a digitally archived format forever.
  - Producers are entitled to one free copy of their final program DVD. Additional copies can be purchased. Producers do have the option to bring their own blank DVDs for duplication in the WHITEWATER COMMUNITY TV facilities.

### **Reserving and Checking Equipment**

1. Reservation Procedure
  - Reservation for portable equipment and editing equipment must be made at least one but not more than two weeks in advance.
  - Reservations can be made by phone, Email, or in person.
  - The maximum time allowed for a portable equipment reservation is 24 hours, except over a weekend.
  - Each reservation must specify the exact equipment and the number of SD Memory Cards needed as well as the project being worked on.
  - Cancellations of portable equipment and editing reservations should be done at least 24 hours in advance. This gives the coordinator sufficient time to make the reserved equipment available to another person.
  - If a late return of equipment is unavoidable, WHITEWATER COMMUNITY TV should be notified as soon as possible.
2. Check-out and Check-In Procedures
  - The scheduled equipment checkout is an appointment with a staff member and should be treated as such.
  - Equipment check-out and check-in is done on week days between the hours of 9:00 am to 4:30pm.
  - Equipment checkout takes approximately 10 minutes, which the producer should allow for.
  - The producer is required to set up the equipment and demonstrate its operability to the staff person supervising the checkout or the check-in.

All equipment must be signed out and in by a staff member and is not transferable.

### **Producer Responsibility with Regard to Equipment and Equipment**

- The producer is responsible for the safety, proper use, and care of equipment while it is signed out
- The producer is responsible for any damage to or theft of the equipment while it is in his/her possession (*financial responsibility extends only to damages and not to normal malfunctions which occur during proper handling of the equipment*).

### **Cable Programming Content**

#### 1. Length

- The maximum length is 2 hours per episode. Exceptions are allowable for special events and high interest programs.
- There is no minimum length for a program on WHITEWATER COMMUNITY TV.

#### 2. Program Content Restrictions

Programming cannot contain any:

- ~~commercial advertising (underwriting is permitted with consent from the stations Coordinator)~~
- promotional material for products or services, solicitations, infomercials
- obscene material
- lottery information
- ~~political endorsements~~
- libel or slander
- invasion of privacy or public rights
- violation of local, state, or federal laws
- copyright violations

### **Underwriting and Commercial Advertising**

- Commercial Advertising must be approved by the Media Services Manager
- Commercial Advertising hold the same restrictions as Cable Programming Content
- Payment for advertising must be made to **City of Whitewater – Cable TV**
- WHITEWATER COMMUNITY TV holds the right to pull down any advertisement from being broadcasted during special circumstances without warning.
- Local Election advertisements are allowed at a maximum of two Community Calendar slides (or PowerPoint slides) per candidate at any given time of broadcast.
- Commercial Advertising rates will be regulated impartially by the Media Services Manager.
- Program producers are permitted to secure advertising for funding their productions at the consent of the Media Services Manager.

### **Producer Responsibility with Regard to Content**

#### 1. The producer is responsible for:

- any and all content violations
- talent releases
- copyright clearances
- misrepresentations
- acknowledging any sponsorship or funding by an individual, business, or organization

2. WHITEWATER COMMUNITY TV will not be held responsible for programming content restriction violations as above.

# CABLE TV 2016

## DEPARTMENT/FUNCTION:

Whitewater Community TV 990 (Whitewater TV) is a Public, Education and Government Access (PEG) cable television station operating on Charter Communications' Digital Channel 990 in the City of Whitewater and surrounding communities. Whitewater TV broadcasts locally-produced, television programs 365 days per year. The Community TV/Media Services Manager, a City of Whitewater employee, develops programming, manages city TV broadcasting and media services, and monitors the cable television service provided within the City of Whitewater. Whitewater TV is fully funded by franchise fees paid by local cable television subscribers.

## 2015 ACCOMPLISHMENTS:

- 1 Have Bi-annually Digital Storytellers Workshops (a weekly club was initiated in 2013 with limited success, need to initiate).
- 2 Continue to populate the web-based interactive map of Whitewater linked to Public Information, Digital Storytelling projects, and historic places. (some work done)
- 3 Update Community Information Bulletins and Public Service Announcements as they relate to city services. (Ongoing, more activity with Facebook, have setup the Police with Facebook account)
- 4 Stream government meetings. (Did research, looked at rates and quality of service)
- 5 Maintain filmed community-wide events. (Ongoing)
- 6 Archive Old Tapes of Community Wide Events. (Ongoing)
- 7 Create Public Service Announcement (PSA) Videos for city departments. (Staff's developing garbage PSA)
- 8 Increase Volunteer Participation. (Need to initiate)
- 9 Conduct a comprehensive review of all department web pages and develop a strategy for regular department page maintenance. (Ongoing)
- 10 Our Channel Won Awards at the Wisconsin Community Media "Video Festival". Award of Achievement for the Video "Concerts in the Park: Funky Blue Reaction", and "Whitewater Main Street Festival".

## 2016 MAJOR OBJECTIVES:

- 1 Have Bi-annually Digital Storytellers Workshops.
- 2 Continue to populate the web-based interactive map of Whitewater linked to Public Information, Digital Storytelling projects, and historic places.
- 3 Update Community Information Bulletins and Public Service Announcements as they relate to city services.
- 4 Broadcast one channel on Charter Cable and stream another on the web on a 24/7 basis. The Broadcast channel would be the same as the current one. The Streamed channel would only have events that do not have copyright concerns. Generally speaking, this would omit church services, and concerts in the school district and community.
- 5 Maintain filmed community-wide events.
- 6 Archive Old Tapes of Community Wide Events.
- 7 Create Public Service Announcement (PSA) Videos for city departments.
- 8 Increase Volunteer Participation.
- 9 Conduct a comprehensive review of all department web pages and develop a strategy for regular department page maintenance. (Ongoing)
- 10 Auction off unused equipment through on-line services and annual city auction.
- 11 Explore change of policies and procedures related to underwriting and sponsorship of programs.

2016 Budget  
Cable TV Fund-200  
Revenues & Expenses

**REVENUES**

	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD-JUNE	2015 ACT-EST	2016 BUDGET
<b>LICENSES AND PERMITS</b>							
200-44900-55	Cable Franchise Fee	98,521	102,162	99,000	27,632		
	Total Intergovernmental	98,521	102,162	99,000	27,632	-	-
<b>PUBLIC CHARGES FOR SERVICES</b>							
200-46312-55	Misc Earnings	300	490	600	522		
	Total Charges for Services	300	490	600	522	-	-
<b>MISCELLANEOUS REVENUES</b>							
200-48100-55	Interest Income	204	171	350	54		
200-48600-55	Misc Rev-Sponsorship	-	-	-	-		
	Total Miscellaneous Rev	204	171	350	54	-	-
<b>OTHER FINANCING SOURCES</b>							
200-49300-55	Fund Balance Applied	-	-	18,748	-		
	Total Other Financing	-	-	18,748	-	-	-
	<b>200 - Cable TV</b>	<b>99,025</b>	<b>102,823</b>	<b>118,698</b>	<b>28,208</b>	<b>-</b>	<b>-</b>

**EXPENSES**

	DESCRIPTION	2013 ACTUAL	2014 ACTUAL	2015 BUDGET	2015 YTD-JUNE	2015 ACT-EST	2016 BUDGET	
200-55110-111	Wages & Salaries/Permanent	57,324	59,338	63,887	28,051		64,931	
200-55110-117	Longevity	1,000	1,000	1,000	500		1,000	
200-55110-150	Medicare Tax/City Share	899	936	1,010	481		1,026	
200-55110-151	Social Security/City Share	3,846	4,002	4,321	2,058		4,385	
200-55110-152	Retirement	3,469	3,720	3,617	1,808		3,579	
200-55110-153	Health Insurance	4,805	4,800	4,800	2,400		4,800	
200-55110-155	Worker's Compensation	2,523	2,396	2,544	1,159		3,183	
200-55110-156	Life Insurance	10	13	11	8		11	
200-55110-157	L-T Disability Insurance	-	-	-	-		-	
200-55110-211	Professional Development	345	261	500	180		500	
200-55110-212	Professional Services	77	79	500	83		500	
200-55110-225	DSL/Website Hosting/Comm.	3,074	3,064	4,000	2,007		5,500	Streaming
200-55110-310	Office Supplies	80	135	300	32		300	
200-55110-320	Subscriptions & Dues	230	491	1,400	240		1,400	
200-55110-324	Promotions/Ads	-	-	250	-		250	
200-55110-330	Travel Expenses	277	228	500	309		500	
200-55110-340	Operating Supplies	2,322	2,013	2,000	617		2,000	
200-55110-341	Operating Exp-Vehicle	416	442	1,200	116		500	Selling Van
200-55110-342	Printing	47	231	100	74		100	
200-55110-343	Postage	90	87	100	79		100	
200-55110-345	Volunteer Expenses	32	241	200	-		200	
200-55110-359	Repair/Maintenance Expense	393	373	300	-		300	
200-55110-362	Set Design	135	218	200	29		200	
200-55110-810	Capital Outlay	2,862	6,573	3,958	2,468		7,098	
200-55110-913	Transfer-General Fund	22,000	22,000	22,000	-	22,000	22,000	
	<b>Total Cable T.V. Fund</b>	<b>106,256</b>	<b>112,639</b>	<b>118,698</b>	<b>42,700</b>	<b>22,000</b>	<b>124,363</b>	

## Cable TV 2016

### Considered Future Upgrades

QTY	Description	Unit Cost	Extended	
1	Tricaster 40	\$5,000.00	\$5,000.00	Used for recording and streaming meetings in Community Room, Current Unit runs with XP and is failing
1	Blackmagic Design Intensity Shuttle Stream Device	\$200.00	\$200.00	Installed at our main office, HDMI and Analog Capture Device for USB 3.0 for Windows
1	Dedicated PC for Streaming	\$800.00	\$800.00	Installed at our main office/built by staff
2	Behringer B122 Powered Speaker	\$299.00	\$598.00	Portable Powered speakers for simple presentations. Less bulky than current.
1	Software Upgrades	\$500.00	\$500.00	
			\$7,098.00	

### Stream Service Quotes

Services for Streaming

<http://rushworks.tv/streamsource.php>

\$149/199 per month

Requires \$399 Setup hardware

<https://www.ustream.tv/platform/plans/pro-broadcasting>

\$99 per month

Works with StreamEez-Pro \$300 + Dedicated PC

[http://www.leightronix.com/products/viebit\\_packages.php](http://www.leightronix.com/products/viebit_packages.php)

\$2,388 per year

Requires \$3995 hardware