

MINUTES

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
FRIDAY, JANUARY 9, 2026, AT 8:00 AM

- 1. CALL MEETING TO ORDER:** Kris Breunig called the meeting to order at 8:00 a.m.
Members Present – Joy Graffin, David Drews, Dean Hollenbeck, and Paula Hollenbeck
Members Absent – None
Others Present – Kris Breunig, Village of Cambridge Administrator
- 2. VERIFICATIONS OF NOTICE:** Village of Cambridge - Upper and Lower levels of the Amundson Center, Cambridge Post Office, Badger Bank, Bank First, and the Village website. Town of Oakland – Hering's Lake Ripley Inn, Oakland Post Office, and Town website.
- 3. APPOINT CHAIRPERSON:** Paula Hollenbeck made a motion to appoint Joy Graffin as Chairperson. Motion was seconded by David Drews. Motion carried by unanimous voice vote.
- 4. REVIEW AVAILABLE MINUTES FROM LAST MEETING:** Motion by Paula Hollenbeck to approve Commission minutes from January 27, 2023, and October 31, 2025. Seconded by David Drews. Motion carried.
- 5. FINANCIAL REPORT:** Information provided by Kris Breunig reported 2025 Revenues as \$56,034 with 2025 Expenditures as \$64,331 and an available fund balance of \$171,659.
- 6. DISCUSSION:** Gary Zibell, Lead Operator, gave a report on Cable Commission successes such as completing updating of equipment, completed large media projects, and has hired Melissa to replace Gary as Lead Operator with his pending retirement. Commission has recorded 94 meetings in the last two years:
- 7. CLOSED SESSION:** Convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility over – Cambridge Cable 12 Employees
Motion by Paula Hollenbeck to enter into closed session. Seconded by David Drews. Motion carried on roll call vote as follows:
Yes – David Drews, Joy Graffin, Dean Hollenbeck, and Paula Hollenbeck.
No – None
Entered into Closed Session at 8:22 a.m.
- 8. RECONVENE TO OPEN SESSION:** Motion to reconvene into open session made by Paula Hollenbeck. Seconded by Chairperson Graffin. Motion carried.
- 9. ACTION TAKEN ON CLOSED SESSION ITEMS:**
 - A. Motion made by Paula Hollenbeck to designate Melissa Murack as Lead Operator of the Oakland-Cambridge Cable Commission at a pay rate of \$32.50/hour. Seconded by Chairperson Graffin.
 - Position has an expectation of 25-30 hours per week with a financial report expected every three months or upon request of the Cable Commission.
 - Gary Zibell will remain through December 31, 2026 at approximately 10-12 hours per week.
 - Performance evaluation of Lead Operator will occur in six months.
 - Monthly report to recap activities as well as special projects each month.
 - Provide quarterly budget updates as only franchise fees can support the Cable Commission operations.

Motion carried on roll call vote as follows:

Yes – David Drews, Joy Graffin, Dean Hollenbeck, and Paula Hollenbeck.

No – None

10.OTHER BUSINESS: Paula Hollenbeck suggested a future agenda item to review Cable Commission Ordinance. Gary Zibell suggested including a future agenda item to transfer the credit card from him to Melissa Murack.

11.ADJOURNMENT: Motion to adjourn made by Paula Hollenbeck. Seconded by David Drews. Motion carried.

Meeting adjourned at 9:13 a.m.

Respectfully submitted by Kris Breunig, Administrator, Village of Cambridge

Minutes were approved by the Cable Commission on February 17, 2026.