

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

Agenda for February 17, 2026, 4:00 P.M.

Amundson Community Center, Senior Room, 200 Spring St, Cambridge, WI 53523

- 1) Call meeting to order
- 2) Verifications of notice
- 3) Discussion and Possible Action on Minutes from January 9, 2026, meeting
- 4) Discussion and Possible Action on Financial Reports for January 1, 2025, through December 31, 2025
- 5) Discussion and Possible Action on 2025 Year End Reports and Attachments
- 6) Discussion and Possible Action on Town of Oakland failure to forward Quarterly Charter Communication Franchise Fees received from Charter to Village of Cambridge/Town of Oakland Cable Commission
- 7) Discussion and Possible Action on Lead Operator recording of which Board Meeting, that will be held by Village or Town on February 24, 2026. Due to Primary Election on February 17, Town of Oakland postponed their February meeting to February 24, which conflicts with the Village of Cambridge meeting
- 8) Any other business, updates, concerns regarding Cable Commission or any cable activities that may be requested for future Cable Commission agendas
- 9) Adjournment

Posted: 2/13/2026

It is possible that members of and a possible quorum of members of other governmental bodies may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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.
- 2. ROLL CALL:** Members Present – David Drews, Joy Graffin, Dean Hollenbeck, and Paula Hollenbeck
Members Absent – None
Others Present – Kris Breunig, Village of Cambridge Administrator
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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:
- 8. 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.
- 9. RECONVENE TO OPEN SESSION:** Motion to reconvene into open session made by Paula Hollenbeck. Seconded by Chairperson Graffin. Motion carried.
- 10. 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

11.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.

12.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 are not official until approved by the Cable Commission.

DRAFT

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

Cable Commission 2025 Year End Report, with January 2026 Report, Along with Attachments

The Village of Cambridge-Town of Oakland Cable Commission met on January 9, 2026. See attached Minutes. At the meeting Gary Zibell, Lead Operator, reported on the successes, such as updating of equipment. See also attached Minutes from Cable Commission Meeting of January 27, 2023, regarding equipment updates. Gary also reported on completing large media projects, and Melissa Murack was hired to replace Gary upon his pending retirement. See also below report by Gary Zibell and Melissa Murack.

The Commission voted to promote Melissa Murack to Lead Operator for the Cable Commission. It was estimated that Melissa would work 25 to 30 hours per week. Gary Zibell will remain with the Commission as an assistant, at approximately 10 to 12 hours per week through December 31, 2026. Both Melissa and Gary are employees of the Cable Commission. The attached Minutes provide from January 9, 2026, list further expectations of Melissa as Lead Operator, including monthly reports recapping activities, and quarterly budget reports. It was noted that only franchise fees support the operations of the Cable Commission. See attached Chapter 2.76 – Cable Television Advisory Commission submitted by the Village of Cambridge. This ordinance gives the Cable Commission authority to receive and disburse ANY and ALL moneys, including ANY FRANCHISE FEES.... The Commission will make a written report to the Village and Town including an account of Franchise Fees received and disbursed.... See attached Financial Statement.

Further, on October 31, 2025, the Village/Oakland Cable Commission met. A quorum was not present. See attached notes from that meeting. At that time it was noted that complaints had been made about sound at meetings. Gary and Melissa explained that the problem is with meetings that run two hours or more. Melissa advised that when recording, she will do a trial of starting a new recording after approximately 1 ½ hours to try to eliminate the problem. There may be a need to update equipment again in the near future. Melissa has also been working on archiving old recordings of events, not including Village and Town meetings.

Pursuant to questions received by Town of Oakland Chair Laura Payne, Joy Graffin, Chair of the Cable Commission later spoke with Gary Zibell. Joy was informed that 367 videos were digitalized. Gary advised that he and Melissa also maintain the Oakland/Cambridge Charter Cable Channel 987, and assist with the Cambridge Schools Charter Cable Channel 988. At this time, the Schools and School Board do their own recordings. Willerup and Grace Churches submit their recordings and their recordings are then uploaded by Melissa or Gary to Cable Channel 987. All the equipment belongs to the Cable Commission. There is an office at the Cambridge School that houses some equipment for use as well, as the majority of equipment in the

office at the Amundson Center. Besides the below report of recordings, Melissa or Gary will do other recordings for the community upon request.

2024 – 2025 YEAR END REPORT BY GARY ZIBELL AND MELISSA MURACK

This was the meeting log that Gary had back at the Cable Commission meeting (January 9, 2026) along with noting other meetings I (Melissa) had done. For the record, I (Melissa) started working in June 2024.

Each meeting type will list its respective meet days then a total will be at the bottom. Notes are added for meetings as needed if not recorded for any reason.

Oakland Board

- 2024: 12 out of 12 meetings were recorded.
 - Jan 16
 - Feb 6
 - Mar 19
 - Apr 16
 - May 21
 - June 18
 - July 16
 - Aug 20
 - Sept 17
 - 22024
 - Nov 19
 - Dec 17
- 2025: 10 out of 12 meetings were recorded.
 - Jan 21 was not recorded out of weather concerns at the time.
 - Feb 25 was not recorded due to it conflicting with Cambridge Board. (This was a rescheduled meeting.)
 - Mar 18
 - Apr 15
 - May 20
 - June 17
 - July 15
 - Aug 19
 - Sept 16
 - Oct 21
 - Nov 18
 - Dec 16

Oakland Plan

- 2024: 2 out of 7 meetings were recorded. While they're not present on YouTube, they are in our hard drive we use to store past meetings.
 - Sept 3
 - Dec 3
- 2025: 6 out of 7 meetings were recorded. This is going off of what's stored on the hard drive.
 - Jan 7
 - Feb 4
 - Mar 4
 - Apr 8 was not recorded due to conflicts with Cambridge Board.
 - May 6
 - Aug 5
 - Oct 7
- Note: These were only getting uploaded to YouTube on a consistent basis more recently. The oldest meeting I'm finding was Feb 2025.

LRMD (Lake Ripley)

- 2024: 2 meetings were recorded.
 - Oct 19
 - Dec 7
- 2025: 11 out of 11 meetings were recorded.
 - Jan 18
 - Feb 15
 - Mar 15
 - Apr 19
 - May 17
 - June 21
 - July 18
 - Aug 16
 - Sept 20
 - Oct 18
 - Dec 6
- Note: These also only started getting recorded consistently more recently, since Dec 2024. November has no meeting logged because LRMD typically has no meeting in November.

Cambridge Board

These meetings typically happen twice a month so two dates may be noted.

- 2024: 18 out of 23 meetings were recorded. Some of these meetings were likely not recorded due to what Gary mentioned on a previous helper not having priorities straight. I was not around or still training for some of these.
 - Jan 23 (Jan 9 meeting was cancelled according to their website.)

- Feb 13 + 27
- Mar 26 (Mar 12 not recorded.)
- Apr 9 + 23
- May 28 (May 14 not recorded.)
- June 11 (June 25 not recorded.)
- July 9 + 23
- Aug 27 (Aug 13 meeting was cancelled.)
- Sept 10 + 24
- Oct 8 + 22
- Nov 12 + 26
- Dec 10
- 2025: 22 out of 23 meetings were recorded.
 - Jan 14 + 28
 - Feb 11 + 25
 - Mar 11 + 25
 - Apr 8 + 22
 - May 13 + 27
 - June 10 + 24
 - July 8 + 22
 - Aug 12 + 26
 - Sept 9 + 23
 - Oct 14 + 28
 - Nov 11 + 19
 - Dec 16 was not recorded due to conflicts with Oakland Board. This was a rescheduled meeting.

Cambridge Plan

- 2024: 3 out of 8 meetings were recorded. From my end of things, I don't know why many of these were not recorded. This may have been due to Gary's previous helper as well, but I cannot say for absolute certain.
 - Apr 8
 - Sept 9
 - Dec 9
- 2025: 8 out of 10 meetings were recorded.
 - Feb 10
 - Mar 10 (If it was recorded, it's not archived.)
 - Apr 14
 - June 9
 - July 14
 - Aug 25
 - Sep 22 (If it was recorded, it's not archived.)
 - Oct 13
 - Nov 10
 - Dec 8

- Note for 2025: I have noted down that I was there on the dates where no meeting was archived. I do not know the reasoning why files for those meetings are not present.

Other Meetings

- Cambridge Audit-Finance had two meetings recorded in 2025: Sept 29 and Nov 17.
- Two update videos on the Enbridge Oil Spill were recorded at Oakland in 2025: Jan 8 and Mar 25.
- One Joint Meeting was recorded at Cambridge in 2025: Mar 6
- The Cambridge School Board Candidate Forum was recorded on Mar 13, 2025. 2024's Forum was also recorded sometime, but that one was not recorded by me.

Total Meeting Count (2024 - 2025)

- Oakland Board: 22 out of 24
- Oakland Plan: 8 out of 14
- LRMD: 13 total
- Cambridge Board: 40 out of 46
- Cambridge Plan: 11 out of 18
- Other: 7
- **Grand Total: 101 total meetings**

- Melissa Murack

MELISSA MURACK, LEAD OPERATOR MONTHLY REPORT FOR JANUARY 2026

Hello all.

The end of January is near, so it's time for the first monthly report as requested by the Cable Commission on January 9, 2026.

If there is anyone I have missed sending this report to, please let me know and I'll make a note for next month. Feel free to forward this email to them as well.

First, meeting recap.

- 6th: Oakland Plan
- 13th: Cambridge Board #1
- 17th: LRMD (Lake Ripley)
- 20th: Oakland Board
- 26th: Cambridge Plan

- 27th: Cambridge Board #2

All meetings were recorded and uploaded to YouTube. The Plan Commission and Board meetings were also uploaded to the local channel 987. The LRMD meeting typically only gets put on YouTube.

One other thing Melissa had to note: Around Thurs the 15th, it was reported both channels 987 and 988 were down and got swapped to Fitchburg channels. Last week, we had two different repairmen from Spectrum and Spectrum Enterprise respectively come out to check the servers at the Amundson Center and they determined our servers were fine. It was something higher up the chain that got accidentally swapped. As of Wed the 28th, both channels were restored and are airing normally.

That is all for January.
Melissa Murack, Lead Operator

SPREADSHEET OF YOU TUBE RECORDINGS AND VIEWS FOR 2024 AND 2025

Cable Commission Chair Joy Graffin was also asked by Town of Oakland Chair Laura Payne to submit a spreadsheet showing the number of views of recordings that had been uploaded to You Tube. That spreadsheet is attached. Note: The number of views on this spreadsheet does not count for the number of views from Charter Cable Channels 987 and 988. The franchise fees that are received by the Village and Town, which shall then be forwarded to the Cable Commission come from those that subscribe to Charter/Spectrum. Therefore those residents definitely have the right to benefit from viewing these channels that are maintained by Cable Commission employees.

MINUTES/NOTES FROM VILLAGE OF CAMBRIDGE/TOWN OF OAKLAND PAST MEETINGS

*Notes from October 31, 2025, mentioned above. No quorum present.

*Minutes from January 27, 2023, Meeting, mentioned above.

*Minutes from December 17, 2010, Meeting. Gary Zibell noted that the funding for Cable Commission will not change with new legislation.

***Minutes from January 31, 2001, Meeting, reference separate franchise checks now to be made payable to the Village of Cambridge and to the Town of Oakland. Town of Oakland Clerk is prepared to receive franchise fees and will account for these in the Oakland books, and in turn, will cause a check to be processed to Cable for Oakland's portion of the fees.**

***Minutes from November 29, 2000, Meeting. Legal counsel advised that two separate franchise fee checks be issued from the Cable Company to the two municipalities—Town of Oakland and Village of Cambridge. Charter has ability to divide the franchise fees according to cable subscribers in each municipality and issue two separate checks directly to each municipality. Legal counsel**

recommended this practice to meet auditing needs of both municipalities. Both municipalities, in turn, will deposit the checks and then cut checks back to the Cable Commission. Commission unanimously agreed that this is the procedure they will adopt.

QUARTERLY FRANCHISE FEE PAYMENT BEING HELD BY TOWN OF OAKLAND

Attached is the cover letter from Charter Communications, and copy of check Town of Oakland received, which is dated November 7, 2025. The amount of payment is \$6,678.82. Covers 3rd quarter of 2025.

July 31, 2025 \$2,278.16

August 31, 2025 \$2,178.18

September 30, 2025 \$2,222.48

Cable Commission Chair Joy Graffin contacted Town of Oakland Clerk Wendy Tanguay on Tuesday February 10, asking if the Town has received the 2025 4th quarter franchise fees from Charter. Clerk Tanguay advised that she has not received any additional checks.