

VILLAGE OF CAMBRIDGE AND TOWN OF OAKLAND CABLE COMMISSION

May 12, 2026 @ 4:30 PM

Amundson Community Center, 200 Spring St., Cambridge, WI 53523

AGENDA

- 1) Call meeting to order
- 2) Verification of notice
- 3) Public comment
- 4) Discussion and possible action to approve minutes of February 17, 2025 meeting
- 5) Discussion and possible action on 1st quarter financial report
- 6) Discussion and possible action on request from Lead Operator to have Spectrum Upgrade to a SD PEG channel implemented for an upfront cost of \$14,915, with no monthly charge.
- 7) Discussion and possible action on 2026 Cable Commission budget
- 8) Discussion and possible action on bylaws for Cable Commission and setting a date to meet with the Village and Town reference bylaws
- 9) Adjournment

Posted: _____

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 and agenda.

MINUTES

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523
TUESDAY, FEBRUARY 17, 2026, AT 4:00 PM

1. **CALL MEETING TO ORDER:** J. Graffin called the meeting to order at 4:00 p.m.
Members Present – Joy Graffin, Dean Hollenbeck, Tom Jensen, and Paula Hollenbeck
Members Absent – David Drews
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. **DISCUSSION AND POSSIBLE ACTION ON MINUTES FROM JANUARY 9, 2026, MEETING**
Motion by P. Hollenbeck to approve the minutes from January 9, 2026. Second by D. Hollenbeck. Motion carried by voice vote.
4. **DISCUSSION AND POSSIBLE ACTION ON FINANCIAL REPORTS FOR JANUARY 1, 2025, THROUGH DECEMBER 31, 2025**
Motion by P. Hollenbeck to approve the financial reports as provided. Second by T. Jensen. Motion carried by voice vote.
5. **DISCUSSION AND POSSIBLE ACTION ON 2025 YEAR END REPORTS AND ATTACHMENTS**
Motion by P. Hollenbeck to approve the 2025 year end reports. Second by J. Graffin. Motion carried by voice vote.
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**
Motion by P. Hollenbeck to table discussion. Second by T. Jensen. Motion carried by voice vote.
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**
Village agreed to allow the Town's meeting to be recorded.
8. **ANY OTHER BUSINESS, UPDATES, CONCERNS REGARDING CABLE COMMISSION OR ANY CABLE ACTIVITIES THAT MAY BE REQUESTED FOR FUTURE CABLE COMMISSION AGENDAS**
Joint meeting will be held in June or July to discuss possible by-law changes and other Intergovernmental Agreements.
9. **ADJOURNMENT:**
Motion by T. Jensen to adjourn. Second by J. Graffin. Motion carried by voice vote.
Meeting adjourned at 4:58 p.m.

Respectfully submitted by Brian Wilson, Clerk/Treasurer, Village of Cambridge.

Minutes are not official until approved by the Cable Commission.

SPECTRUM PEG UPDATE

I finally heard word today from my Spectrum Rep on the cost for the PEG transport. I'm pasting her exact words below from an email I received. This notes the exact cost. There is no monthly cost; just a one-time payment. This does benefit the Village as a whole; not just the cable part of operations.

"Like [Katie] mentioned, the upgrading to a SD PEG channel would be \$0 monthly for the village. The costs would be incurred upfront to upgrade the infrastructure. That cost is \$14,915. This would bring a plant upgrade & fiber line into the building. Currently the village uses a coax connection & Spectrum has found these lines are not strong enough to carry the PEG signal which is the reason for the upgrading of equipment. This upgrade would also allow the village to upgrade to fiber internet in the future."

I would need authorization from the Cable Commission to officially start this process. If this can be added to the agenda for May 12th, that would be great.

This process was officially started by Gary while in talks with Spectrum back in late Jan 2026, but he gave the Spectrum Reps my contact info to keep this process going. We've just now reached the point where Spectrum has the information they need to upgrade us. They just need the go-ahead from Cable Commission.

- Melissa Murack

5/08/2026 11:21 AM

Balance Sheet Detail Report

Page: 1
ACCT

Dated From: 1/01/2026
Thru: 3/31/2026

Fund: 920 - CAMBRIDGE/OAKLAND CABLE TV

Account Number		Debit	Credit
920-00-10001-000-000	VIL GENERAL FUND CHECKING	77,147.46	
920-00-10003-000-000	NEW POOLED CASH	6,772.17	
CHECKING		83,919.63	
920-00-11117-000-000	CD CABLE TV		
920-00-11260-000-000	CABLE TV CHECKING		
CSB 100 028 UTIL POOLED CAS			
920-00-13880-000-000	MISC ACCOUNTS RECEIVABLE	29,138.28	
LOSS ON SALE		29,138.28	
TOTAL ASSETS		113,057.91	
920-00-21100-000-000	VOUCHERS PAYABLE		2,163.45
920-00-21500-000-000	ACCRUED WAGES PAYABLE		2,163.45
ACCOUNTS PAYABLE			2,163.45
TOTAL LIABILITY			2,163.45
920-00-34100-000-000	RESTRICTED FUND BALANCE CABLE		104,482.67
FUND BALANCES			104,482.67
TOTAL FUND EQUITY			104,482.67
	2026 Revenues		16,782.08
	2026 Expenditures	10,370.29	
GRAND TOTALS		123,428.20	123,428.20

Fund: 920 - CAMBRIDGE/OAKLAND CABLE TV

Account Number		2025 Actual 12/31/2025	2026 Actual 03/31/2026	2026 Budget	Budget Status	% of Budget
920-00-43100-000-000	VIDEO SERVICE PROVIDER AID	4,571.22	0.00	4,882.00	-4,882.00	0.00
INTERGOVERNMENTAL REVENUES		4,571.22	0.00	4,882.00	-4,882.00	0.00
920-00-44100-000-000	CABLE TV FRANCHISE FEES	59,290.27	16,782.08	52,477.00	-35,694.92	31.98
LICENSES AND PERMITS		59,290.27	16,782.08	52,477.00	-35,694.92	31.98
920-00-46751-000-000	SALE OF CABLE TV CDS	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		0.00	0.00	0.00	0.00	0.00
920-00-48100-000-000	INTEREST ON TEMP. INVESTMENTS	0.00	0.00	0.00	0.00	0.00
CONTRIBUTED CAPITAL		0.00	0.00	0.00	0.00	0.00
Total Revenues		63,861.49	16,782.08	57,359.00	-40,576.92	29.26

Fund: 920 - CAMBRIDGE/OAKLAND CABLE TV

Account Number		2025 Actual 12/31/2025	2026 Actual 03/31/2026	2026 Budget	Budget Status	% of Budget
920-00-55190-100-000	CABLE TV WAGES AND FRINGES	0.00	0.00	0.00	0.00	0.00
920-00-55190-110-000	CABLE TV SALARY AND WAGES SALARIES	66,709.98	9,412.83	67,489.00	58,076.17	13.95
920-00-55190-130-000	CABLE TV DIRECT FRINGES FRINGES	5,103.34	720.09	5,163.00	4,442.91	13.95
920-00-55190-140-000	CABLE TV PER DIEMS	0.00	0.00	0.00	0.00	0.00
920-00-55190-311-000	CABLE TV POSTAGE	0.00	0.00	0.00	0.00	0.00
920-00-55190-320-000	CABLE TV SUBSCRIPTIONS & PRINTING	105.49	0.00	0.00	0.00	0.00
920-00-55190-360-000	CABLE TV TOOLS & EQUIPMENT	0.00	0.00	8,084.00	8,084.00	0.00
920-00-55190-390-000	CABLE TV SUPPLIES & EXPENSE	922.05	237.37	5,502.00	5,264.63	4.31
CULTURE, RECREATION AND EDU.		72,840.86	10,370.29	86,238.00	75,867.71	12.03
920-00-58200-000-000	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Total Expenses		72,840.86	10,370.29	86,238.00	75,867.71	12.03
Net Totals		-8,979.37	6,411.79	-28,879.00	-35,290.79	-22.20

Dated From: 1/01/2026

From Account: 920-00-10001-000-000

ACCT

Thru: 3/31/2026

Thru Account: 920-00-58200-000-000

Type of Account: Active

Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV

Debit Credit

920-00-10001-000-000 VIL GENERAL FUND CHECKING

Posting	Transaction				
Date	Type	Number	Date		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-10001-000-000	77,147.46
				Ending Balance:	77,147.46

920-00-10003-000-000 NEW POOLED CASH

Posting	Transaction				
Date	Type	Number	Date		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-10003-000-000	360.38
1/08/2026	CMP		1/08/2026	Checks Posted 01/08/2026	2,423.35
1/08/2026	JE	PAYROLL	1/08/2026	Payroll Transaction	185.39
1/13/2026	CMP		1/13/2026	Checks Posted 01/13/2026	117.95
1/22/2026	CMP		1/22/2026	Checks Posted 01/22/2026	2,105.36
1/22/2026	JE	PAYROLL	1/22/2026	Payroll Transaction	161.06
2/05/2026	CMP		2/05/2026	Checks Posted 02/05/2026	2,373.49
2/05/2026	JE	PAYROLL	2/05/2026	Payroll Transaction	181.57
2/17/2026	CMP		2/17/2026	Receipts Posted 02/17/2026	3,722.15
2/19/2026	CMP		2/19/2026	Checks Posted 02/19/2026	195.00
2/19/2026	JE	PAYROLL	2/19/2026	Payroll Transaction	14.92
2/24/2026	CMP		2/24/2026	Checks Posted 02/24/2026	1.47
3/05/2026	CMP		3/05/2026	Checks Posted 03/05/2026	1,308.13
3/05/2026	JE	PAYROLL	3/05/2026	Payroll Transaction	100.07
3/10/2026	CMP		3/10/2026	Checks Posted 03/10/2026	117.95
3/19/2026	CMP		3/19/2026	Checks Posted 03/19/2026	1,007.50
3/19/2026	JE	PAYROLL	3/19/2026	Payroll Transaction	77.08
3/23/2026	CMP		3/23/2026	Receipts Posted 03/23/2026	13,059.93
				Ending Balance:	6,772.17

920-00-13880-000-000 MISC ACCOUNTS RECEIVABLE

Posting	Transaction				
Date	Type	Number	Date		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-13880-000-000	29,138.28
				Ending Balance:	29,138.28

920-00-21500-000-000 ACCRUED WAGES PAYABLE

Posting	Transaction				
Date	Type	Number	Date		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-21500-000-000	2,163.45
				Ending Balance:	2,163.45

920-00-34100-000-000 RESTRICTED FUND BALANCE CABLE

Posting	Transaction				
Date	Type	Number	Date		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-34100-000-000	113,462.04
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-43100-000-000	4,571.22
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026 From Account 920-00-44100-000-000	59,290.27
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026	66,709.98

5/06/2026

8:03 AM

Transactions Detail Report - Full Description

Dated From: 1/01/2026

From Account: 920-00-10001-000-000

ACCT

Thru: 3/31/2026

Thru Account: 920-00-58200-000-000

Type of Account: Active

Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV

Debit Credit

920-00-34100-000-000 - RESTRICTED FUND BALANCE CABLE

Posting Date	Type	Number	Date	Description	Debit	Credit
				From Account 920-00-55190-110-000		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026	5,103.34	
				From Account 920-00-55190-130-000		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026	105.49	
				From Account 920-00-55190-320-000		
1/01/2026	BAL		4/16/2026	Beginning Balances Posted 04/16/2026	922.05	
				From Account 920-00-55190-390-000		
				Ending Balance:		104,482.67

920-00-44100-000-000 CABLE TV FRANCHISE FEES

Posting Date	Type	Number	Date	Description	Debit	Credit
2/17/2026	RCP	17934	2/17/2026	CHARTER COMMUNICATIONS - FRANCHISE FEE FRANCHISE FEES 4TH QTR 2025		3,722.15
3/23/2026	RCP	17998	3/23/2026	TOWN OF OAKLAND FRAN FEES-2025 QTR3 CABLE COMM-CK001998		6,678.82
3/23/2026	RCP	17998	3/23/2026	TOWN OF OAKLAND FRAN FEES-2025 QTR4 CABLE COMM-CK001998		6,381.11
				Ending Balance:		16,782.08

920-00-55190-110-000 CABLE TV SALARY AND WAGES SALARIES

Posting Date	Type	Number	Date	Description	Debit	Credit
1/08/2026	DIS	PAYROLL	1/08/2026	Payroll Transaction	2,423.35	
1/22/2026	DIS	PAYROLL	1/22/2026	Payroll Transaction	2,105.36	
2/05/2026	DIS	PAYROLL	2/05/2026	Payroll Transaction	2,373.49	
2/19/2026	DIS	PAYROLL	2/19/2026	Payroll Transaction	195.00	
3/05/2026	DIS	PAYROLL	3/05/2026	Payroll Transaction	1,308.13	
3/19/2026	DIS	PAYROLL	3/19/2026	Payroll Transaction	1,007.50	
				Ending Balance:	9,412.83	

920-00-55190-130-000 CABLE TV DIRECT FRINGES FRINGES

Posting Date	Type	Number	Date	Description	Debit	Credit
1/08/2026	JE	PAYROLL	1/08/2026	Payroll Transaction	185.39	
1/22/2026	JE	PAYROLL	1/22/2026	Payroll Transaction	161.06	
2/05/2026	JE	PAYROLL	2/05/2026	Payroll Transaction	181.57	
2/19/2026	JE	PAYROLL	2/19/2026	Payroll Transaction	14.92	
3/05/2026	JE	PAYROLL	3/05/2026	Payroll Transaction	100.07	
3/19/2026	JE	PAYROLL	3/19/2026	Payroll Transaction	77.08	
				Ending Balance:	720.09	

920-00-55190-390-000 CABLE TV SUPPLIES & EXPENSE

Posting Date	Type	Number	Date	Description	Debit	Credit
1/13/2026	DIS	27245	1/13/2026	BAER INSURANCE SERVICES 2026 1 OF 4 QTR FOR WORKER'S COMP CABLE 10202 1/6/2026	117.95	
2/24/2026	DIS	27458	2/24/2026	VISA MISC 1/30/2026	1.47	
3/10/2026	DIS	27496	3/10/2026	BAER INSURANCE SERVICES	117.95	

5/06/2026

8:03 AM

Transactions Detail Report - Full Description

Dated From: 1/01/2026

From Account: 920-00-10001-000-000

ACCT

Thru: 3/31/2026

Thru Account: 920-00-58200-000-000

Type of Account: Active

Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV

Debit

Credit

920-00-55190-390-000 - CABLE TV-SUPPLIES & EXPENSE

2026 2 OF 4 QTR FOR WORKER'S COMP CABLE

10203 2/23/2026

Ending Balance:

237.37

Fund Totals:

Beginning

0.00

0.00

206,639.35

206,639.35

Ending

123,428.20

123,428.20

Regarding 2026 Revenues

* Video Service Provider Aid for 2026 Budget
Should be \$4,571.22

* Franchise Fees Received

1-1-2026 to 3-31-2026 consists of

Village of Cambridge 2025 4th quarter \$3,722.15

Town of Oakland 2025 3rd quarter \$6,678.82

Town of Oakland 2025 4th quarter \$6,381.11

Total \$16,782.08

* Franchise Fees 2026 Budget

Projected Average \$10,000 per quarter?

Yearly \$40,000?

Possible Revenues 2026

\$40,000.00

+ \$4,571.22

\$44,571.22

Cable TV

* Wages + Fringes

Melissa - \$32.50 @ 25 hrs per wk = \$812.50 per wk
= \$42,250 per year

- \$32.50 @ 20 hrs per wk = \$650.00 per wk
= \$33,800 per year

Gary estimated his 2026 wages at \$12,900

Possible Total Wages	\$42,250
	\$12,900
	55,150

* Not sure what Cable TV Direct Fringes consists of
 Workhouse ~~2026~~ 2026 Budget estimated on
 2026 wages of \$67,489 -
 2026 Cable TV Direct Fringes would be \$5,163.06

2026 Budget Possible

* Cable TV Subscriptions ~~Printing~~ Printing
 Wis. Com. Dues for Membership for Melissa
\$150

* Cable TV Supplies + Expense

Gary estimated for Ink, Paper, misc. - \$350
 melissa estimated for Rechargeable Batteries - \$100

Total \$450

\$450.00
 471.80

921.80
TOTAL

On ~~the~~ the Transaction Detail Report
 Worker's Comp w/ Baer Insurance was included under
 ← misc + Expense - \$117.95 per quarter = \$471.80 Total

Summary

Possible 2026 Revenue Franchise Fees \$20,000.00
Video Service Provider Aid \$4,571.22

Total \$ 44,571.22

Possible Total Wages \$55,150.00
Fringes \$ 5,163.00
Subscriptions + Printing \$ 150.00
Supplies + Expense \$ 921.80

\$61,384.80

\$44,571.22
-\$61,384.80

-16,813.58

Sections:

2.76.010 - Purpose.

The village of Cambridge and the town of Oakland have determined cable television service to be desirable since access to television service for local programming would be beneficial to the general public. The village and the town have also determined it to be in the best interests of the residents of each municipality to provide uniform regulation of cable television services to reduce costs and duplication of efforts for each municipality.

(Prior code § 2-4-4(a))

2.76.020 - Composition—Terms—Organization.

- A. Composition. The cable television advisory commission shall consist of six members, three to be appointed by the village and three to be appointed by the town. Commissioners shall serve three-year terms and such terms shall be staggered so that one commissioner from the village and one commissioner from the town shall be appointed each year.
- B. Quorum. A quorum shall consist of a simple majority.
- C. Vacancies. A vacancy on the commission shall exist when a commissioner's term expires, he or she resigns or ceases to reside within the boundaries of the municipality from which appointed, or when a commissioner is removed upon reasonable cause by action of the municipality appointing such commissioner. All vacancies shall be filled within sixty (60) days of the occurrence of such vacancy by the municipality from which such commissioner's term has become vacant. Any commissioner so appointed shall serve the unexpired term of the commissioner he or she has replaced.
- D. Organization. On or before November 1st, the commission shall hold its organizational meeting and shall select a chairperson to serve at the pleasure of the commission. All meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

(Prior code § 2-4-4(b)—(e))

2.76.030 - Powers and duties.

In addition to any other powers and duties such commission may have by law, the regulatory commission shall:

- A. Set reasonable rules for the conduct of its meetings.

- B. Advise the village and town on matters which might constitute grounds for revocation of any franchise pursuant to the terms of any cable television ordinance.
- C. Act as mediator to resolve any disagreements between any subscriber and franchisee; the decision of the commission will not be binding on either the subscriber or franchisee, but shall be advisory only. The commission shall from time to time report to the village and town as to the nature of any mediation proceedings and the recommendation the commission made to resolve any dispute.
- D. Advise the village and the town as to rates, service problems and any and all other matters relative to the relationship between the franchisee and subscriber.
- E. Conduct public hearings at the request of the village and the town relative to service and any and all other matters relative to the cable television franchise as from time to time requested by the village and town. At the conclusion of any such public hearing the commission shall, in writing, report to the village and town as to those matters raised at the hearing and shall, if requested by the village and town, make recommendations.
- F. If requested by the village and town, review and audit records of the franchisee required to be kept pursuant to any cable television ordinance.
- G. Not less than annually, make a written report to the village and town including an account of franchise fees received and disbursed by it, summarizing the nature of and resolution of any complaint received by it by subscribers relative to the cost and operation of any franchisee, and report any and all other matters as requested by the village and town.
- H. Receive and disburse any and all moneys, including any franchise fees in accordance with the agreement and ordinances pertaining thereto.
- I. Create a joint program board.

(Prior code § 2-4-4(f))

2.76.040 - Compensation.

Commissioners shall receive such compensation as is determined by the village and the town. If the village and the town provide for different compensation amounts, the amounts shall be averaged and such average shall be the compensation. Compensation and expenses shall be derived from franchise fees. The village and town will assume no financial obligation for cable television operations.

(Prior code § 2-4-4(g))

2.76.050 - Revocation or amendment of chapter.

- A. This chapter shall remain in full force and effect until the area ceases to be served by a franchisee or the cable television ordinances of the municipalities provide for no regulatory control by the municipality.
- B. Amendments to this chapter shall be in writing. The village and town may grant to the commission more or less powers and duties as the village and town from time to time may agree.

(Prior code § 2-4-4(h))