

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

Notice and Agenda for July 27, 2026, 4:00 P.M.

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

- 1) Call meeting to order
- 2) Roll Call.
- 3) Verifications of posting.
- 4) Public Comment.
- 5) Discussion and Possible Action on Minutes from May 12, 2026, meeting.
- 6) Discussion and Possible Action on 2026 Budget and Financial Reports.
- 7) Discussion and Possible Action on development of Cable Commission By Laws per request by Town of Oakland.
- 8) Discussion and Possible Action on Town of Oakland failure to forward Quarterly Charter Communication Franchise Fees received from Charter, or any payment for services, to Village of Cambridge/Town of Oakland Cable Commission.
- 9) Discussion and possible action on appointing a new Chairperson.
- 10) Discussion and possible action on appointing a Secretary/Treasurer.
- 11) Report from Lead Operator Melissa Murack
- 12) Resignation of Operator Gary Zibell. Thank you Gary for the 20+ years of service to the Cable Commission.
- 13) 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-Oakland Cable Commission Employees.
- 14) Reconvene into open session.
- 15) Action taken on closed session items.
- 16) Correspondence.
- 17) Any other business, updates, concerns regarding Cable Commission or any cable activities that may be requested for future Cable Commission agendas.

18) 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.

MINUTES

VILLAGE OF CAMBRIDGE-TOWN OF OAKLAND CABLE COMMISSION

AMUNDSON COMMUNITY CENTER
200 SPRING ST., CAMBRIDGE, WI 53523

TUESDAY, MAY 12, 2026, AT 4:30 PM

1. **CALL MEETING TO ORDER:** J. Graffin called the meeting to order at 4:33 p.m.

Members Present – Joy Graffin, David Drews, Dean Hollenbeck, Paula Hollenbeck, Sharon Jacobson, and Tom Jensen (by telephone).

Members Absent – None

Others Present – Lead Operator Melissa Murack, Village of Cambridge Clerk/Treasurer Brian Wilson, and Village of Cambridge Administrator Kris Breunig

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, Town Hall, and Town website.

3. **PUBLIC COMMENT:** None

4. **DISCUSSION AND POSSIBLE ACTION ON MEETING MINUTES FROM FEBRUARY 17, 2026**

It was noted that the agenda incorrectly listed the year as 2025, but the minutes pertain to 2026.

A request was made to amend the minutes to show that Marsha Klemph was present and made public comments. She voiced her concerns about the cable channel not being available. Melissa Murack advised that the problem was resolved through Spectrum.

A clarification was also made to add Melissa Murack and Kris Breunig to the list of attendees for that meeting.

Motion by P. Hollenbeck to approve February 17, 2026, meeting minutes as amended. Second by D. Hollenbeck. Motion carried on voice vote.

5. **DISCUSSION AND POSSIBLE ACTION ON 1ST QUARTER FINANCIAL REPORT**

The financial report covers the period from January 1 to March 31, 2026. Revenue shown for 2026 includes payments for Q4 2025 from the Village of Cambridge (\$3,722.15) and Q3 2025 from the Town of Oakland (\$6,678), which were paid in 2026.

The Town of Oakland has not yet received its Q1 2026 franchise fees.

It was noted that payments are often in arrears, but this is consistent year-over-year and not considered an issue.

A question was raised about a \$29,000 entry under "miscellaneous accounts receivable" dated April 16, 2026.

A discussion arose about why cable commission funds are spread across multiple accounts: restricted fund, miscellaneous accounts receivable, pooled cash, and general fund checking. A request was made for staff to look into consolidating all cable commission funds into one single restricted fund. The rationale is that all commission revenue from franchise fees should be restricted solely for cable commission use, as per the ordinance. This would also clarify the financial statements.

A question was raised about whether the Cable Commission should have its own treasurer, similar to the Fire and EMS commissions. The current ordinance does not call for a commission treasurer. It was noted there is a difference between a committee and a commission, with a commission typically having a clerk and treasurer.

It was suggested that discussing changes to the commission's structure or ordinance should be a future agenda item.

Motion by P. Hollenbeck to approve the financial reports as provided. Second by J. Graffin. Motion carried by voice vote.

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

Lead Operator Melissa Murack explained this proposed upgrade:

- The upgrade would improve throughput and picture quality from the current analog/coax output to a standard definition (SD) signal, which is better suited for modern TVs.
- This would primarily benefit viewers watching on the Charter Spectrum cable channel, not YouTube, which already outputs in 1080p HD.
- All existing equipment refreshed in Cambridge and Oakland supports the higher resolution, so no new hardware is needed.
- The cost is a one-time fee of \$14,915 with no recurring subscription.
- The HD option was not chosen previously because it had a monthly fee.

Discussion followed where it was pointed out that the cost could be paid out of the Commission's fund balance to complete the update now rather than waiting for 2027 Budget.

Motion by P. Hollenbeck to approve the upgrade by Spectrum to a SD PEG Channel with a cost not to exceed \$14,915 with no monthly charges. Second by J. Graffin. Motion carried by roll call vote; 6-0.

Yes - Joy Graffin, David Drews, Dean Hollenbeck, Paula Hollenbeck, Sharon Jacobson, and Tom Jensen

No - None

7. DISCUSSION AND POSSIBLE ACTION ON 2026 CABLE COMMISSION BUDGET

The 2026 Budget was approved with a projected budget deficit of \$16,813. This was due to assuming that employees use the maximum amount of time allocated for the year.

Several options to balance the budget or reduce the deficit were discussed. These included using fund balance to cover the stated deficit or reducing employee hours. A final solution was to reduce the deficit to \$10,000 with the deficit to be covered by fund balance following changes in fringe benefit and salary calculation using an average weekly Lead Operator time of 20-25 hours for the calculation.

Motion by P. Hollenbeck to approve the 2026 Cable Commission Budget with a deficit of \$10,000 through the recommended changes. Second by S. Jacobson. Motion carried by roll call vote; 5-1.

Yes - Joy Graffin, Dean Hollenbeck, Paula Hollenbeck, Sharon Jacobson, and Tom Jensen

No - David Drews

8. DISCUSSION AND POSSIBLE ACTION ON BYLAWS FOR CABLE COMMISSION AND SETTING A DATE TO MEET WITH THE VILLAGE AND TOWN REFERENCE BYLAWS

The Town of Oakland requires a budget and bylaws to be in place for them to release their portion of the franchise fees.

The Village of Cambridge's position is that the ordinance passed in 2004, which names both Cambridge and the Town of Oakland, has been the governing bylaws for the commission for 22 years. The assumption has always been that Oakland had adopted the same ordinance when the commission was formed.

No separate bylaws have ever been drafted for the Cable Commission. It was discussed that rather than create new bylaws, the Town of Oakland should adopt an ordinance similar to Cambridge's as a starting point. The existing ordinance may need adjustments for modern cable services but provides a solid template. Adopting the existing ordinance would resolve the uncertainty for Oakland and provide a formal basis for moving forward.

Oakland representatives will ask the Town of Oakland to consider adopting the existing Cambridge ordinance.

9. ADJOURNMENT:

Motion by D. Drews to adjourn. Second by P. Hollenbeck. Motion carried by voice vote.

Meeting adjourned at 5:34 p.m.

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

Minutes are not official until approved by the Cable Commission.

DRAFT



MEMORANDUM

To: Village of Cambridge – Town of Oakland Cable Commission

From: Brian Wilson, Clerk/Treasurer, Village of Cambridge

Date: 7/24/2026

Re: 2nd Quarter 2026 Financial Statements and Executive Summary

On the following pages you will find the 2nd Quarter Transactions of the Cable Commission, a budget detail report through 6/30/2026, and a Fund Balance Report.

Executive Summary

Overall, the Cambridge-Oakland Cable Commission remains in a strong and stable financial position through the second quarter of 2026. The Commission continues to maintain healthy cash reserves, minimal liabilities, and a substantial restricted fund balance to support future operations.

Revenues totaled \$20,498.80, representing 51.25% of the annual budget, which is consistent with expectations at the midpoint of the fiscal year. Franchise fee revenues continue to be the Commission's primary funding source. In addition, the Commission received \$4,571.22 in Video Service Provider Aid, a State of Wisconsin revenue source. While this revenue was not included in the 2026 budget, it appears this was likely the result of a budgeting oversight or the revenue having been classified differently in prior years. This revenue source should be reviewed during preparation of future budgets to ensure it is properly reflected.

Expenditures totaled \$25,346.78, or 44.68% of the annual budget. Overall spending remains below the halfway point of the year, indicating expenditures are well controlled. Salary and fringe benefit costs are tracking closely with expectations. The Supplies and Expense account has utilized approximately 78% of its annual budget; however, the total dollar amount involved is relatively small and should simply be monitored during the remainder of the year.

At June 30, the Commission reported approximately \$72,660 in available cash, with total assets of \$101,798 and total liabilities of only \$2,163, reflecting a very strong financial position.

The Balance Sheet also reports \$29,138 in Accounts Receivable. This amount represents Video Service Provider payments owed to the Commission by the Villages of Cambridge and Oakland that are collected and

remitted in arrears. As such, this receivable is expected and does not represent delinquent accounts or collection concerns.

The Commission currently has a restricted fund balance of \$104,483, representing accumulated financial reserves that provide long-term stability and financial flexibility for future operations and equipment needs.

Overall Assessment

The Commission's finances remain healthy and well managed. Revenues and expenditures are generally tracking as expected through the second quarter, cash reserves remain strong, liabilities are minimal, and the Commission continues to maintain a substantial reserve fund. Staff recommends continued monitoring of the Supplies and Expense account and incorporating the State Video Service Provider Aid into future annual budgets to provide a more complete representation of anticipated revenues.

Explanation of Balance Sheet Detail Report

The Balance Sheet is a snapshot of the Cable Commission's financial health on June 30. It shows three things: what you own (assets), what you owe (liabilities), and what you have saved over the years (fund balance). At the end of the second quarter, the Commission had \$72,659.86 in cash available, another \$29,138.28 owed to the Commission, only \$2,163.45 in outstanding obligations for wages earned and not yet paid, and a restricted fund balance of approximately \$104,482.67 that represents the Commission's accumulated financial reserves as well as its net worth.

7/24/2026

7:55 AM

Transactions Detail Report - Full Description

Page: 1

Dated From: 4/01/2026

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

ACCT

Thru: 6/30/2026

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 Date	Type	Transaction Number	Date	Beginning Balance:	77,147.46
				Ending Balance:	77,147.46

920-00-10003-000-000

NEW POOLED CASH

Posting Date	Type	Transaction Number	Date	Beginning Balance:	6,772.17	
4/02/2026	CMP		4/02/2026	Checks Posted 04/02/2026		1,048.13
4/02/2026	JE	PAYROLL	4/02/2026	Payroll Transaction		80.18
4/14/2026	CMP		4/14/2026	Checks Posted 04/14/2026		66.97
4/16/2026	CMP		4/16/2026	Checks Posted 04/16/2026		1,980.75
4/16/2026	JE	PAYROLL	4/16/2026	Payroll Transaction		151.52
4/23/2026	CMP		4/23/2026	Checks Posted 04/23/2026		2,278.88
4/28/2026	CMP		4/28/2026	Checks Posted 04/28/2026		221.48
4/30/2026	JE	PAYROLL	4/30/2026	Payroll Transaction		174.33
5/12/2026	CMP		5/12/2026	Checks Posted 05/12/2026		76.70
5/14/2026	CMP		5/14/2026	Checks Posted 05/14/2026		1,976.25
5/14/2026	JE	PAYROLL	5/14/2026	Payroll Transaction		152.21
5/18/2026	CMP		5/18/2026	Receipts Posted 05/18/2026	3,716.72	
5/28/2026	CMP		5/28/2026	Checks Posted 05/28/2026		2,140.75
5/28/2026	JE	PAYROLL	5/28/2026	Payroll Transaction		163.76
6/09/2026	CMP		6/09/2026	Checks Posted 06/09/2026		117.95
6/11/2026	CMP		6/11/2026	Checks Posted 06/11/2026		1,799.50
6/11/2026	JE	PAYROLL	6/11/2026	Payroll Transaction		137.66
6/25/2026	CMP		6/25/2026	Checks Posted 06/25/2026		2,238.25
6/25/2026	JE	PAYROLL	6/25/2026	Payroll Transaction		171.22
				Ending Balance:		4,487.60

920-00-13880-000-000

MISC ACCOUNTS RECEIVABLE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	29,138.28
				Ending Balance:	29,138.28

920-00-21500-000-000

ACCRUED WAGES PAYABLE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	2,163.45
				Ending Balance:	2,163.45

920-00-34100-000-000

RESTRICTED FUND BALANCE CABLE

Posting Date	Type	Transaction Number	Date	Beginning Balance:	104,482.67
				Ending Balance:	104,482.67

920-00-44100-000-000

CABLE TV FRANCHISE FEES

Posting Date	Type	Transaction Number	Date	Beginning Balance:	16,782.08
5/18/2026	RCP	18083	5/18/2026	CHARTER COMMUNICATIONS - FRANCHISE FEE	3,716.72
				FRANCHISE FEES 1ST QTR 2026	
				Ending Balance:	20,498.80

920-00-55190-110-000

CABLE TV SALARY AND WAGES
SALARIES

Posting Date	Type	Transaction Number	Date	Beginning Balance:	9,412.83
4/02/2026	DIS	PAYROLL	4/02/2026	Payroll Transaction	1,048.13
4/16/2026	DIS	PAYROLL	4/16/2026	Payroll Transaction	1,980.75

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Transactions Detail Report - Full Description

Page: 2

Dated From: 4/01/2026

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

ACCT

Thru: 6/30/2026

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

Type of Account: Active

Fund # 920 - CAMBRIDGE/OAKLAND CABLE TV

Debit

Credit

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

4/23/2026	DIS	PAYROLL	4/30/2026	Payroll Transaction	2,278.88
5/14/2026	DIS	PAYROLL	5/14/2026	Payroll Transaction	1,976.25
5/28/2026	DIS	PAYROLL	5/28/2026	Payroll Transaction	2,140.75
6/11/2026	DIS	PAYROLL	6/11/2026	Payroll Transaction	1,799.50
6/25/2026	DIS	PAYROLL	6/25/2026	Payroll Transaction	2,238.25
				Ending Balance:	22,875.34

920-00-55190-130-000

CABLE TV DIRECT FRINGES

FRINGES

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	720.09
4/02/2026	JE	PAYROLL	4/02/2026	Payroll Transaction	80.18
4/16/2026	JE	PAYROLL	4/16/2026	Payroll Transaction	151.52
4/30/2026	JE	PAYROLL	4/30/2026	Payroll Transaction	174.33
5/14/2026	JE	PAYROLL	5/14/2026	Payroll Transaction	152.21
5/28/2026	JE	PAYROLL	5/28/2026	Payroll Transaction	163.76
6/11/2026	JE	PAYROLL	6/11/2026	Payroll Transaction	137.66
6/25/2026	JE	PAYROLL	6/25/2026	Payroll Transaction	171.22
				Ending Balance:	1,750.97

920-00-55190-390-000

CABLE TV

SUPPLIES & EXPENSE

Posting Date	Type	Transaction Number	Date		
				Beginning Balance:	237.37
4/14/2026	DIS	27592	4/14/2026	QUILL CORPORATION	66.97
				CABLE PROTECTOR COVER	
				48348017 3/28/2026	
4/28/2026	DIS	27702	4/28/2026	BAER INSURANCE SERVICES	221.48
				2026 AUDIT	
				10520 4/20/2026	
5/12/2026	DIS	27731	5/12/2026	VISA	76.70
				WALMART - PRINTER INK	
				4/29/2026	
6/09/2026	DIS	27811	6/09/2026	BAER INSURANCE SERVICES	117.95
				2026 3 OF 4 QTR FOR WORKER'S COMP CABLE	
				10204 5/26/2026	
				Ending Balance:	720.47

Fund Totals:

Beginning

123,428.20

123,428.20

18,693.21

18,693.21

Ending

131,632.52

131,632.52

Fund: 920 - CAMBRIDGE/OAKLAND CABLE TV

Account Number	2025 Actual 12/31/2025	2026 Actual 06/30/2026	2026 Budget	Budget Status	% of Budget
920-00-43100-000-000 VIDEO SERVICE PROVIDER AID	4,571.22	0.00	4,571.22	-4,571.22	0.00
INTERGOVERNMENTAL REVENUES	4,571.22	0.00	4,571.22	-4,571.22	0.00
920-00-44100-000-000 CABLE TV FRANCHISE FEES	59,290.27	20,498.80	40,000.00	-19,501.20	51.25
LICENSES AND PERMITS	59,290.27	20,498.80	40,000.00	-19,501.20	51.25
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	20,498.80	44,571.22	-24,072.42	45.99

Fund: 920 - CAMBRIDGE/OAKLAND CABLE TV

Account Number		2025 Actual 12/31/2025	2026 Actual 06/30/2026	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	66,709.98	22,875.34	50,925.00	28,049.66	44.92
920-00-55190-130-000	CABLE TV DIRECT FRINGES	5,103.34	1,750.97	3,895.76	2,144.79	44.95
920-00-55190-140-000	CABLE TV-PER DIEMS	0.00	0.00	840.00	840.00	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-DUES & SUBSCRIPTIONS	105.49	0.00	150.00	150.00	0.00
920-00-55190-360-000	CABLE TV-TOOLS&EQUIPMENT	0.00	0.00	0.00	0.00	0.00
920-00-55190-390-000	CABLE TV-SUPPLIES & EXPENSE	922.05	720.47	921.80	201.33	78.16
CULTURE, RECREATION AND EDU.		72,840.86	25,346.78	56,732.56	31,385.78	44.68
920-00-58200-000-000	CABLE TV 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	25,346.78	56,732.56	31,385.78	44.68
Net Totals		-8,979.37	-4,847.98	-12,161.34	-7,313.36	39.86

7/24/2026 7:57 AM

Balance Sheet Detail Report

Page: 1
ACCTDated From: 1/01/2026
Thru: 6/30/2026

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		4,487.60
CHECKING		72,659.86	
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		101,798.14	
920-00-21100-000-000	VOUCHERS PAYABLE		
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

20,498.80

2026 Expenditures

25,346.78

GRAND TOTALS

127,144.92

127,144.92

Joy,

The July expenditures were not included as this is only the 2nd Quarter financial report for April, May, and June. I have given my report to Kris so that he might be able to answer questions that come up Monday. I will be out of town to visit family in Missouri on Monday and Tuesday. I am trying to get it in before Kris is out for medical leave later next week.

Attached are the minutes for May 12. I noticed while reviewing the notes that there were questions raised regarding the financial reports for 1st Quarter that the Commission may still need answered. The report I attached answers most of them, but there was also the idea that staff consider consolidating all money for the Cable Commission into one account. That would not follow appropriate accounting principles which is why our accounting software presents the money the way it does.

Here is a cheat sheet that may assist you. I summarized this at the end of my memo, but this goes into even more detail:

Balance Sheet Item	Plain Language Explanation	What it Means on This Report
Village General Fund Checking	Cash available in the Commission's bank account. This is money that belongs to the Cable Commission but is held within the Village's banking system.	\$77,147.46 available for Commission operations.
New Pooled Cash	Cash that is temporarily moving through the Village's pooled cash account. Think of it as money in transit between deposits, payroll, and payments.	\$4,487.60. This balance changes frequently throughout the month.
Checking	Total cash available. This combines the Commission's cash accounts into one figure showing the money currently on hand.	Total cash available: \$72,659.86.
Miscellaneous Accounts Receivable	Money owed to the Cable Commission but not yet received. Similar to waiting for someone to pay you after you've sent them a bill.	\$29,138.28 is expected to be received in the future.
Total Assets	Everything the Commission owns or is entitled to receive. This includes cash plus money owed to the Commission.	Total assets equal \$101,798.14.
Vouchers Payable	Bills that have been approved but not yet paid.	None were outstanding as of June 30.
Accrued Wages Payable	Employee wages that have been earned but had not yet been paid by June 30. This is normal	\$2,163.45 owed for earned wages.

whenever a payroll period crosses the end of a month or quarter.

Total Liabilities	Everything the Commission owes. These are outstanding obligations that still need to be paid.	Total liabilities are only \$2,163.45.
Restricted Fund Balance	The Commission's accumulated savings. These are funds that have built up over many years and are reserved for Cable Commission purposes. They are not part of this year's revenue—they represent money already saved.	The Commission has \$104,482.67 in accumulated reserves.
Total Fund Equity	The Commission's net worth. This is the value of everything owned after subtracting what is owed.	The Commission's net worth is \$104,482.67.
2026 Revenues	Money earned so far this year. This includes franchise fees and any other revenue received during 2026.	\$20,498.80 received through June 30.
2026 Expenditures	Money spent so far this year. These are the Commission's operating expenses through June 30.	\$25,346.78 spent through June 30.

Brian Wilson
Clerk/Treasurer
Village of Cambridge

No payment made to Cable Commission for any 1st quarter
Services, Cable Commission is requesting Payment from Town of Oakland
Charter[®]
COMMUNICATIONS
Joy Grafflin
Cable Commission Chair
6-8-2026
May 5, 2026

WI0424
TOWN OF OAKLAND
TOWN OF OAKLAND
Clerk
N4450 Cty Hwy A
Cambridge, WI 53523

RE: Quarterly Franchise Fee Payment

Dear Sir or Madam:

Enclosed, please find our franchise fee remittance covering the period from January 1, 2026 to March 31, 2026, for Charter Communications ("Charter"). This franchise fee computation has been prepared in accordance with the terms and conditions of our local cable television franchise agreement, or if Charter is operating under a state issued franchise in your community, in accordance with the requirements of the state franchising law. This payment specifically complies with Charter's contractual and/or statutory duties, and includes the required percentage, flat rate, or per sub payment, and includes all required categories of revenue.

This payment was calculated as follows:

Franchise Fee Base	\$153,461.23
Franchise Fee (as defined in Agreement):	4.0%
Fee Adjustment (see detail)	\$0.00
Fee Due	\$6,138.45

We would also like to remind you of an alternative to US mail-delivered paper checks for franchise fee payments. You now have the option of signing up for an electronic direct payment process for franchise fees, assuring a more efficient and timely manner of receiving your funds. If you would like to pursue the electronic payment process, please contact your Government Relations representative for instructions. We believe this convenient method will be of significant value to you.

Charter Communications is proud to serve your community and our customers with cable television service. Please feel free to contact our office via email at svc_Corp_MM_franchise_fees@charter.com ** if any additional information is required.

Sincerely,



Steve Lottmann
Senior Director, Revenue Accounting
5283 - 1108WI - 6000543
**(Please note new email address)

Enclosure

**ATTACHMENT CONTAINS TRADE SECRET INFORMATION AND IS CONFIDENTIAL & PROPRIETARY
- NOT FOR PUBLIC DISCLOSURE**

314.288.3103
www.charter.com

12405 Powerscourt Drive
St. Louis, Missouri 63131-3764

Gary Zibell

Tue, Jul
21,
5:01 AM

to me

Hi Joy,

It is probably time for me to move on. I am increasingly busy with the non-profit Special Spaces Wisconsin and an extended Alaskan trip in August, so yes, it is time to go. I will be packing up and moving out over the next week or so. Thanks for all your work.

gz

CABLE TV JOINT ADVISORY COMMISSION MEETING MINUTES

Wednesday, November 29, 2000

A meeting of the Cambridge/Oakland Cable TV Joint Advisory Commission was called to order by Chairman Jon Sustarich, at 8:08 a.m. All members responded to roll call except Jeff Milsap.

A motion was made by Eileen Scott and seconded by Lynn Anderson to approve the minutes of the November 8, 2000 meeting as presented. Motion carried.

Winge presented the financial report for October reflecting a balance in the checking account of \$3,974.10. She noted that a quarterly franchise fee payment had been deposited in the account in November. Deducting bills that were paid in November the current balance is \$10,529.37.

Chairman Sustarich distributed the Oakland/Cambridge Cable Commission Equipment list that he and Jerry Foust had prepared. He noted the list includes only major equipment. It is on the data base so it can be updated easily. Eileen Scott recommended this equipment list be placed in the Cable TV procedures manual. Chairman Sustarich will provide the inventory list to Brian Winge on diskette so that he can load it on the computer in the Cable office and maintain it.

Chairman Sustarich reported that he had just received the legal opinion of the Village Attorney regarding whether two cable public access channels are required; one for the School District and one for the Communities. It is the opinion of the Village Attorney that it is not required. As a matter of fact, you could choose to have no public access channels. If you request two, the cable company is required by law to provide two. If the Commission would decide to go back to one channel, it can do so.

The Commission members reiterated their position from the last meeting. The equipment is already there, the channel is not costing anything to operate at this point and they wish to keep it operating to hopefully develop it into an educational tool for students. Eileen Scott stated that at some point the School District will need to help support it. The Commission agreed that a letter be sent to the School District inviting them to attend the December 13 Commission meeting to meet with the new Cable operators and the Commission members to discuss possibilities for the school cable channel. Also, the letter should invite them to provide the Cable operators with information they want running on their channel so the operators can update the channel on a weekly basis. The Commission directed Winge to prepare the letter.

Chairman Sustarich reported that it is also the legal opinion of the Village Attorney that two separate franchise fee checks be issued from the Cable Company to the two municipalities--Town of Oakland and Village of Cambridge. The Village Attorney reports that Charter has the ability to divide the franchise fees according to the cable subscribers in each municipality and

issue two separate checks directly to each municipality. It is the Attorney's recommendation that this practice be instituted to meet the auditing needs of both municipalities. Both municipalities, in turn, will deposit the checks and then cut checks back to the Cable Commission. The Commission unanimously agreed that this is the procedure they will adopt. The Commission directed Winge to draft a letter to each municipality from the Commission instructing them of this change. They directed Winge to work with the Village Attorney to get this procedure in place and when the new procedure is ready to be implemented, send the letter to the municipalities.

Eileen Scott reported that the Village will begin work on a needs assessment in January. A joint meeting of the Village Plan Commission and Village Board will be held on January 8. She wants Cable to be on the air by January 1 and prepared to broadcast this meeting on the 8th.

Chairman Sustarich announced that the Cable TV operators will be interviewed on Wednesday, December 6.

The Commission reviewed the Cable TV Operator Position Description as it had been revised from their last meeting and approved it as presented.

Motion to adjourn by Lynn seconded by Jerry. Motion carried. The meeting adjourned at 9:35 a.m.

The next meeting of the Cable TV Advisory Commission will be held on Wednesday, December 13 at 8:00 a.m.

Respectfully submitted,

Carol A. Winge

Carol A. Winge, Clerk

CABLE TV JOINT ADVISORY COMMISSION MEETING MINUTES

Wednesday, January 31, 2001

A meeting of the Cambridge/Oakland Cable TV Joint Advisory Commission was called to order by Chairman Jon Sustarich, at 8:06 a.m. Members present at roll call were: Neil Shively, Jeff Milsap and Jon Sustarich. Arriving at 8:30 a.m. was Eileen Scott. However, Jeff Milsap left at 8:30 a.m. A quorum was never present so no formal action was taken. Guests attending were School District Administrator Ron Dayton and Sandy Spahn. There was discussion as follows:

Brian Winge and Gary Zibell were introduced by Chairman Sustarich to the Committee. Brian and Gary are the new Cable staff.

Carol Winge presented the financial report for December reflecting a balance in the checking account of \$9,683.95. She stated that the fourth quarter franchise fee for the Village of Cambridge has been received and deposited in the Village bank account. She will be cutting a check to Cable for the Village Board to approve on February 13. She also noted that she has written to Charter to request separate franchise checks be made payable to the Village of Cambridge and to the Town of Oakland. She has talked with the Town of Oakland Clerk who 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. The check Carol received for the fourth quarter franchise fees does represent only the Village of Cambridge portion of these franchise fees.

There was discussion of a request from Sandy Spahn to broadcast WYOU on public access channel 4. Ms. Spahn was present and noted that it was her information that Cable 12 was blocking channel 4. Brian Winge noted that he had talked with the School District Business Administrator, Steve Summers. Summers had reported that WYOU used to run on Channel 4. John Ersland, former Cable 12 Director, was able to establish a second local cable access (Channel 4) for the school to use. When this happened, Channel 4 was no longer available to air the programming from WYOU. Committee members stated they do not want to completely replace Channel 4. It is their hope that this channel will be developed by the school and will offer educational opportunities for kids to learn the aspects of broadcasting, video equipment, etc. It is their hope that this channel can offer school programs such as athletic events, musical programs, award programs, graduations, and educational programs for kids.

Ron Dayton reported that it is his intent to provide a proposal to the School Board on having some type of program developed that would offer kids the opportunity to take a media course. However, it would require funding. He would submit it as a programming idea to be considered but not as one that is necessary to budget. Before a program can be established, a vision and a plan for what the intent of the program is must be developed. Then it would be up to the School Board to decide if it had merit. He further stated that if kids get involved in the cable operation the school would have to sanction it. The only way the school can sustain Cable

Wendy Tanguay

From: Laura Payne
Sent: Monday, July 13, 2026 7:04 PM
To: Joy Graffin
Cc: Wendy Tanguay; Jeff Scheel
Subject: Fw: Tree Incident
Attachments: jeff tree incident.xlsx

Joy,

I am forwarding the email below as you are the chair of the Advisory Cable Commission. Please provide me an emergency contact at Spectrum that will respond immediately when County Dispatch reports an emergency such as a tree on a spectrum line as Jeff describes below. It is important to convey that these situations are serious and need immediate attention regardless of the day or time. In addition to downed lines being a safety hazard, the roads must be cleared in a timely manner to allow residents and emergency vehicles to pass. The Town is not responsible for addressing these emergency situations. Our staff does not have the equipment or training to do so. We cannot take on that liability, nor risk injury or death to our staff.

As shown in the attached spreadsheet, the removal of the tree cost the town \$934.74. This is not a cost that the Town should have to incur. Is this an expense that Spectrum will reimburse? If not, is the Cable Commission going to reimburse this expense? Per State Statutes, franchise fees can be placed in the general fund. As Michael discussed in a recent meeting, franchise fees were established as payment for the private commercial use of the Towns' rights of way. Cable is cumbersome and difficult for public works departments to navigate around and costs Towns time and money. As shown in this situation, an emergency that is not addressed by Spectrum is very expensive and very dangerous for our employees.

This is not the first time that this situation has occurred. But, it must be the last time. Please let me know how you plan on rectifying this situation and ensuring that Spectrum will be responsive during future emergencies.

Thank you,

Laura Payne
Town Chair
Town of Oakland


From: Jeff Scheel <jeff.scheel@tn.oakland.jefferson.wi.gov>
Sent: Tuesday, June 30, 2026 6:32 AM
To: Laura Payne <Laura.Payne@tn.oakland.jefferson.wi.gov>; Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>
Subject: Tree Incident

Wendy Tanguay

From: Jeff Scheel
Sent: Tuesday, June 30, 2026 6:32 AM
To: Laura Payne; Wendy Tanguay
Subject: Tree Incident

Friday night at 11:35 pm I got a call from the Jefferson County Sheriff. A large tree had fallen at the end of east shore and place power lines had been taken down. When I arrived Alliant energy was already there investigating the situation. Power lines had been taken down, phone and cable lines were still up and holding up some of the weight of the tree. After talking with alliant they informed me that they would not be touching the phone and cable lines. I called dispatch at 12:14 am relaying what Alliant had said and asked them to contact Spectrum. They would make contact. I left the scene as nothing could be done till the lines had safely been moved. I came back at 5:30 am nothing had been done other than Alliant had put the power lines back up. I could no longer leave the tree in the road way, as it was blocking the only access to the houses on the end. I called in Tim to help me remove the tree. With 2 loaders and saws we were able to clear the line (which had been holding half the tree up) and the road. The tree was on private property before falling. This is not the first time, we have had to deal with tree branches that have needed to be cleared from the lower lines. But this incident has raised many concerns that I feel need to be addressed. Alliant took care of the power who takes care of the phone and cable lines which are on Alliant's poles? Alliant has the ability to handle trees when they fall into the lines, does the cable and phone? The Town does not have the equipment nor should we have the equipment to safely deal with this type of problem. Who covers the expense of having to do this, what happens if someone gets hurt?

Jeff Scheel
Public Works Supervisor
Town of Oakland
[REDACTED]

jeff.scheel@tn.oakland.jefferson.wi.gov

Tree Incident costs

June 27, 2026

East Shore Place

Labor

Jeff	4 hours Overtime	$38.83 * 1.5 =$	$58.245 * 4$	232.98
	Employer Retirement 7.2%			16.77
	Social Security 6.20%			14.44
	Medicare 1.45%			3.38
				267.58

Tim	4 hours Overtime	$32.14 * 1.5 =$	$48.21 * 4$	192.84
	Employer Retirement 7.2%			13.88
	Social Security 6.20%			11.96
	Medicare 1.45%			2.80
				221.48

Total Wages	489.05
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Equipment

Wheel loader	3.5 hours	56.82 per hour	198.87
Tractor loader	3.5 hours	36.24 per hour	126.84
Grapple Attachment	3.5 hours	17.98 per hour	62.93
Chain Saw	3.5 hours	16.3 per hour	57.05

Total Equipment	445.69
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Total costs for tree incident	934.74
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J G <joygraffin@gmail.com>

FYI Emergency Spectrum wire service

1 message

Joy Graffin <joy.graffin@tn.oakland.jefferson.wi.gov>

Fri, Jul 24, 2026 at 2:06 PM

To: Laura Payne <Laura.Payne@tn.oakland.jefferson.wi.gov>, Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>, Jeff Scheel <jeff.scheel@tn.oakland.jefferson.wi.gov>, J G <joygraffin@gmail.com>

I received 2 phone numbers to call:
Residential. 1 833 267 6094
Business 1 888 812 2591

I called each of those numbers. You need to go through a few prompts to say you are calling for emergency technical support for a downed wire, etc., and keep saying emergency technical support, I want to talk to a person, and address if you have one. It only took me a couple minutes to get to a person who would be able to have dispatch send someone. You must get a ticket number to refer to if needing to call again.

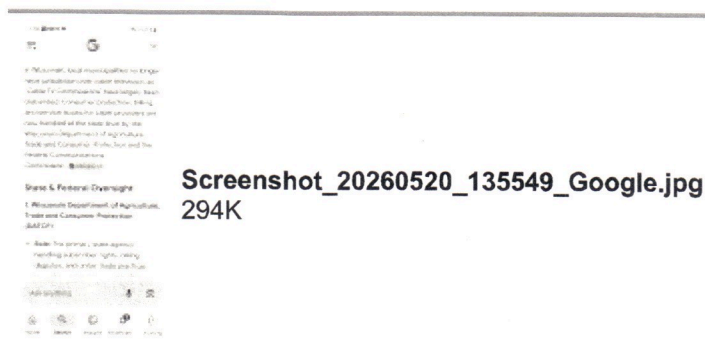
Spectrum told me they are only responsible for the wire itself. They do not do, nor are they responsible for, tree removal. If the tree belongs to landowner cost of tree removal would be their responsibility, or if the tree is on Township right of way etc, it would be Township responsibility.

Regarding the N4575 East Shoreplace incident, I spoke with Jefferson County Dispatch. They said on June 26, Alliant was on site at 11:39 PM. Alliant informed it was Spectrum wire, Spectrum was called and Dispatch advised Spectrum was on scene at 2:01 AM. I have been waiting for a report from Josh at Spectrum who responded but have not received that yet.

The bill for the tree removal would not be the Cable Commission's responsibility, as in Wisconsin consumer protection, billing, and service issues are now handled by the Department of Agriculture, Trade, and Consumer Protection, and the Federal Communications Commission.

Thank you,
Joy Graffin
Town of Oakland Board Supervisor

Sent from my U.S.Cellular© Smartphone
Get Outlook for Android



The low hanging wire was determined to be a
Frontier wire not Spectrum. Cable Commission
not involved.

Wendy Tanguay

From: Laura Payne
Sent: Monday, July 13, 2026 2:01 PM
To: Wendy Tanguay; Jeff Scheel; Joy Graffin
Subject: Re: 9134 Ripley Road

Joy,

I am forwarding this email chain to you as the Advisory Cable Commission Chair. Jeff is confident that the low hanging wire is a spectrum line. Could you please reach out to Spectrum and request that they raise the line early this week so that GFL can safely pick up garbage on Bluff Lane. In addition, fire trucks and other emergency vehicles would also not be able to access Bluff Lane at this time.

Thank you,

Laura Payne
Town Chair
Town of Oakland
[REDACTED]

From: Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>
Sent: Monday, July 13, 2026 12:38 PM
To: Jeff Scheel <jeff.scheel@tn.oakland.jefferson.wi.gov>; Laura Payne <Laura.Payne@tn.oakland.jefferson.wi.gov>
Subject: FW: 9134 Ripley Road

We will need to figure out who this low hanging wire belongs to and get it raised or contact the residents who are putting their stuff out on Bluff Road and get them to put it out on Ripley instead.

Wendy

From: Justin Montani <jmontani@gflenv.com>
Sent: Monday, July 13, 2026 12:31 PM
To: Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>
Subject: Re: 9134 Ripley Road

Hi Wendy,

Please see attached. We'll bring the wire down if we try to pass. All of the addresses have their materials out on Bluff, so we can't service them until the wire is raised or they place their materials out on Ripley.

Thank you,

On Mon, Jul 13, 2026 at 10:28 AM Justin Montani <jmontani@gflenv.com> wrote:

I'm asking the operations/dispatch teams to gather as much information as possible so we can resolve this and avoid future issues. I should receive an update later today once the driver returns to recover, so I'll be sure to let you know as soon as I hear more. Thanks again!

On Mon, Jul 13, 2026 at 10:23 AM Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov> wrote:

External (wendy.tanguay@tn.oakland.jefferson.wi.gov)

[Report This Email](#) [FAQ](#)

OK. Thank you.

I'm caught in the middle like I'm sure you are so it's good to learn what is going on in case I am contacted again.

Wendy

From: Justin Montani <jmontani@gflenv.com>
Sent: Monday, July 13, 2026 10:22 AM
To: Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>
Subject: Re: 9134 Ripley Road

Hi Wendy,

Just an FYI: We called this resident and left a message on 7/9 to advise about cart placement.

Thank you,

On Tue, Jul 7, 2026 at 10:30 AM Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov> wrote:

Thank you.

Wendy

From: Justin Montani <jmontani@gflenv.com>
Sent: Tuesday, July 7, 2026 10:27 AM
To: Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov>
Subject: Re: 9134 Ripley Road

Hi Wendy,

Our supervisor will meet with the drivers for more information on this one. We'll circle back as soon as we get more information from them.

Thank you,

On Tue, Jul 7, 2026 at 9:17 AM Wendy Tanguay <Wendy.Tanguay@tn.oakland.jefferson.wi.gov> wrote:

Could you please call Debra Harris at this address. She is having issues getting her garbage picked up. She said at one point a sticker was put on their can telling her to move it for easier pick up but she's not sure where she needs to move it to.



Thank you.

Wendy Tanguay
Clerk/Treasurer
Town of Oakland
N4450 County Road A
Cambridge, WI 53523
608-423-9635
Wendy.tanguay@tn.oakland.jefferson.wi.gov
www.oaklandtown.com

Population 3,230

--
Justin Montani | Government Contracts Manager

GFL Environmental

4220 N Newville Rd Janesville, WI 53545

T (773) 805-5339 | jmontani@gflenv.com | www.gflenv.com

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