

***Special Chatfield Cable Access Board Agenda
Wednesday, March 13, 2024, 6:00 p.m.
City Council Chambers, Thurber Building, 21 Second Street SE***

1. Special Chatfield Cable Access Board Meeting, March 13, 2024, at 6:00 p.m.
 - a. Approval of Agenda as presented
 - b. Approve Meeting Minutes, February 7, 2024
 - c. Funding Mechanisms
 - d. Fall Schedule Review
 - e. Spring Schedule Review
 - f. State Tournament Expense Reimbursement
 - g. Interview schedules
 - h. Next meeting, Wednesday, April 10th, 2024
2. Adjourn Meeting

Chatfield Cable Access Board (CCAB) Minutes
Wednesday, February 7, 2024

Call to order at 6:34 P.M. in the City Council Chamber at City Hall, Chatfield, MN, by Josh Broadwater

Members present: Council Rep. Josh Broadwater, Damon Lueck, and Andy O'Connor

Others: City Administrator Michele Peterson, Katie

Absent: Bryan Berg, Rich Irish, Lynda Karver, Student Rep. Adia Evans

- A. **Agenda:** Member O'Connor motioned to approve the agenda as presented. Member Lueck seconded the motion. Motion carried with all in favor.
- B. **Minutes:** Member Lueck motioned to approve the minutes as presented. Member O'Connor seconded the motion. Motion carried with all in favor.
- C. **Election of Chair and Vice-Chair:** Member Lueck motioned to appoint Andy O'Connor as the Chair for 2024. Member Broadwater seconded the motion. Motion carried with all in favor. Member O'Connor motioned to appoint Damon Lueck as the Vice-Chair for 2024. Member Broadwater seconded the motion. Motion carried with all in favor.
- D. **Consider establishment of a Programming Coordinator position:** Member O'Connor motioned to recommend creation of a Programming Coordinator position, with an annual salary of \$7,000 per year, with a review in June of this year to evaluate time spent and compensation. Member Lueck seconded the motion. Motion carried with all in favor.
- E. **Consider establishment of a Fine Arts Coordinator position:** Member O'Connor motioned to recommend creation of a Fine Arts Coordinator position, at a salary of \$1,612.00. Member Lueck seconded the motion. Position agreement should include events such as: Western Days Parade, Brass Band, Prom/Grand March, Plays, School concerts, as well as other events as directed by the board. Motion carried with all in favor.
- F. **Review additional Administrative Duties and Assignments:** Member Lueck motioned to recommend creation of a CCTV Liaison position, with an annual salary of \$5,000, with a review in June of time commitment and compensation. Member O'Connor seconded the motion. Duties will include Agenda Creation, Minutes recording, Initial point of contact person for CCTV, communications with board and public, coordination of individual coordinator positions. Additionally, the city will look into providing a forwarded phone number from City Hall, and the person will maintain the CCTV email account. Motion carried with all in favor.
- G. **Other:** There is still a board position open, all recommendations should be forwarded to the City Administrator for presentation to the Mayor.

Next meeting will be held on Wednesday, April 10, 2024, at 6:30 P.M.

Adjourn Meeting: Member O'Connor motioned to adjourn the meeting at 7:27 p.m. Member Lueck seconded. Motion carried with all in favor.

Respectfully Submitted,
Michele Peterson, MCMC
City Administrator

Andy O'Connor – *Chair*
Damon Lueck – *Vice-Chair*
– *Secretary*
Bryan Berg
Rick Irish
Lynda Karver
Josh Broadwater – *Council Representative*

Adia Evans – *Student Representative*