

# Village of Cottage Grove

## Notice of Public Meeting

### PUBLIC RELATIONS COMMITTEE

Thursday, May 27, 2021 @ 5:30 pm

#### Agenda

*Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/98960547925?pwd=NTRWY0IBY09LS3NmUGdhK0NHV1hwZz09>*

*You can also participate via phone by dialing 1-312-636-6799 and use Meeting ID: 989 6054 7925#. When asked for your Participant ID, just press #. When asked for the passcode press 221*

*You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: [lkalata@village.cottage-grove.wi.us](mailto:lkalata@village.cottage-grove.wi.us)*

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider The Minutes From The September 29, 2020 Meeting.

Documents:

[9-29-20 PUBLIC RELATIONS MEETING MINUTES .PDF](#)

5. Discuss And Consider Cable Staff Recommendations Regarding Upgrades To The Village's Cable System And Implementation Of Hybrid Public Meetings.

Documents:

[NDI SYSTEM.PDF](#)  
[COPY OF NDI SYSTEM PRICES.PDF](#)

6. Future Agenda Items.
7. Adjournment

Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at 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.



**Village of Cottage Grove**  
**PUBLIC RELATIONS COMMITTEE**  
**MEETING MINUTES**

Tuesday, September 29, 2020 @ 5:30 pm

Troy Allen Called the meeting To Order at 5:30 pm September 29, 2020.

Attendees: Jim Elmore, Troy Allen Derick Westby, Matt Giese, Katy Schweitz and Kevin Greene.

Troy Allen Stated we have Quorum and that the Agenda Was Properly Posted

No public apperances.

Discuss and Consider The Minutes From The December 18, 2019 Meeting.

No minutes available. Jim Elmore apologized

Discuss And Consider Public Relations/Cable Department 2021 Operating And Capital Budgets.

Derek Westby reviewed his budget requests. Four New Cameras for \$18,000 and Speakers for meeting room. Also he would like to add microphone stands. This would allow audience to hear speakers. The new system will be digital vs analog video.

Matt discussed how the purchases will be timed for in person meetings. The Village will not purchase until they can be used.

2021 budget Dereck will be requesting a encoder for TDS broadcasts. This would also allow for broadcasting any Village Meeting or function. The old system was purchased used from Stoughton WI and is antiquated.

Jim Elmore made a motion to approve no more than \$20,000 for Cameras, microphone stands and speakers for the Village Hall meeting room.

Katy Schweitz 2<sup>nd</sup> motion.

Matt Giese discussed the 2021 budget for Public Relations.

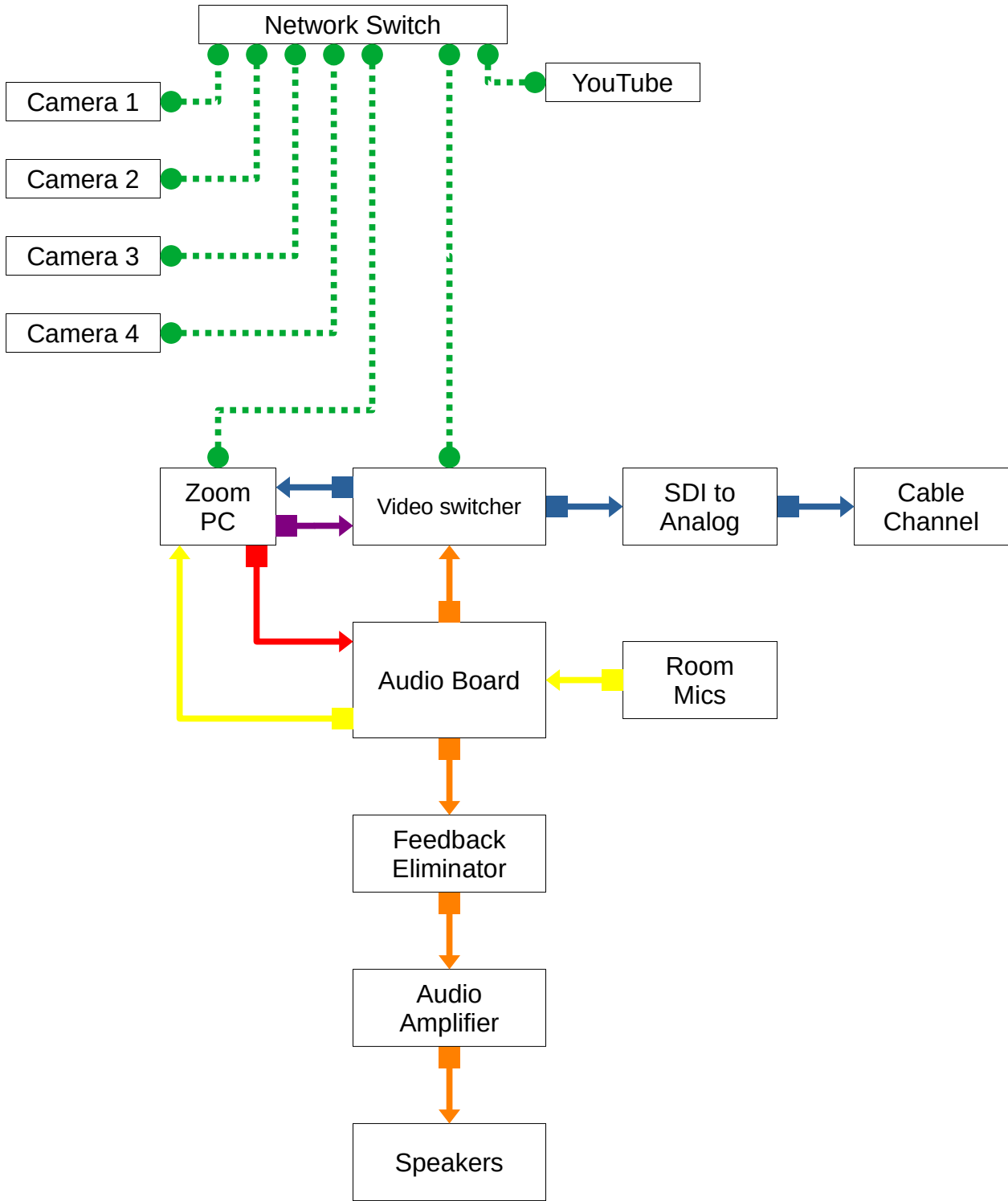
Jim Elmore made a motion to approve the \$12,000 operating budget for cable /.

Katy Schweitz 2<sup>nd</sup> motion

No Future Agenda Items were suggested.

Katy Schweitz made a motion for Adjournment

Jim Elmore 2<sup>nd</sup> motion



Item		Unit Price	Subtotals	Vendor
Panasonic Video Switch AV-HLC100P	1	\$8,900.00	\$8,900.00	Key Code Media
Panasonic PTZ Cameras AW-HE38W	4	\$1,750.00	\$7,000.00	Key Code Media
Netgreat Prosafe 8-port	1	59.99	\$59.99	<a href="#">Amazon</a>
CAT5e, 1000ft	1	54.95	\$54.95	<a href="#">Amazon</a>
24" Monitor	2	\$99.99	\$199.98	<a href="#">Amazon</a>
Blackmagic Design SDI to Analog Converter	1	195	\$195.00	<a href="#">Amazon</a>
6' SDI Cable	2	\$7.20	\$14.40	<a href="#">Full Compass</a>
35' SDI Cable	1	\$20.00	\$20.00	<a href="#">Full Compass</a>
6' HDMI Cable	2	10.4	\$20.80	<a href="#">Full Compass</a>
50' HDMI	1	\$56.00	\$56.00	<a href="#">Full Compass</a>
3.5mm to XLR	1	9.99	\$9.99	<a href="#">Amazon</a>
3.5mm to 1/4"	1	7.3	\$7.30	<a href="#">Amazon</a>
Asus ExpertCenter D500SA	1	\$599.99	\$599.99	<a href="#">Amazon</a>
Blackmagic Design Mini Recorder 4k	1	195	\$195.00	<a href="#">Amazon</a>
J-Hooks (50-pack)	2	\$49.85	\$99.70	<a href="#">Amazon</a>
Screws	1	\$9.72	\$9.72	<a href="#">Amazon</a>
Audio Amplifier	1	\$126.53	\$126.53	<a href="#">Amazon</a>
Ceiling Speakers	1	\$40.79	\$40.79	<a href="#">Amazon</a>
Feedback Eliminator	1	\$128.00	\$128.00	<a href="#">Amazon</a>
Speaker Wire	1	\$52.49	\$52.49	<a href="#">Amazon</a>
		Total:	\$17,790.63	