

**VILLAGE OF GERMANTOWN**  
N112 W17001 Mequon Road  
Germantown, WI 53022

Meeting:	Audio Visual Ad Hoc Committee
Date and Time:	Thursday, February 25, 2021 6:00 p.m.
Location:	VIRTUAL WEBEX MEETING

**NOTICE:** Members of the body and citizens may attend the meeting virtually through the WebEx platform, Meeting #: 182 864 7288 Password: 5mjFTVvnp62 which can be accessed by phone at 408-418-9388 or by logging on

<https://villageofgermantown.my.webex.com/villageofgermantown.my/j.php?MTID=m8aaa298f3719c5edd7f99a1025034ec9>

Citizens not wishing to attend the meeting personally or virtually may submit any public comments by sending an email to [comments@village.germantown.wi.us](mailto:comments@village.germantown.wi.us) by 4 p.m. on the day of the meeting so that it can be provided to the members of the body for their consideration.

**I. ROLL CALL:** Trustee Rick Miller, Trustee Jolene Pieper, John DeLain, Michelle Tucker, and Dan Hummel.

**II. NEW BUSINESS:**

A. Approval of February 3, 2021 Minutes.

B. Discussion with Possible Recommendation for the Audio Visual Equipment in the Village Board Room.

**III. SET THE NEXT MEETING DATE AND TIME:**

**IV. ADJOURNMENT:**

***PLEASE NOTE** that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 250-4740.*

*Notice is given that a majority of the Germantown Village Board may attend to gather information about an agenda item over which they have decision making responsibility. This may constitute a meeting of the Village Board per State ex. Rel. Badke v. Greendale Village Board even though the Village Board will not take formal action at this meeting.*

**VILLAGE OF GERMANTOWN**  
**AD HOC AUDIO VISUAL MEETING MINUTES**  
**February 03, 2021**

**CALL TO ORDER:** The meeting was called to order at 6:05 pm by Trustee Rick Miller.

**ROLL CALL:** Present: Trustee Miller, Chief Delain and Manager Tucker. Also present: Clerk Treasurer Braunschweig and Attorney Sajdak,

**NEW BUSINESS:**

A. Presentation of Audio Visual Proposals for the Village Board Room.

Manager Tucker introduced our first presenter: Camera Corner Connecting Point (CCCP) who was represented by Mike Mader and Brad Behling.

Mr. Mader walked through highlights of CCCP's proposal. It would be a two-camera system that will be fully automated; there would be touch panel controls for the sound. Each trustee would have a small audio monitor to help them hear each other, as well as a new microphone. Chief Delain asked questions about the control panel programming; Mr. Mader said most of what we might want can be programmed into the system. You can control one of the cameras from the touch panel. Each Trustee would also have a 23" monitor (one for every two trustees). The TVs would be reused but moved, with one on an articulating mount.

Mr. Mader said that they would be using Barco Clickshare which allows wireless presentations from anywhere in the room. The system would be agnostic in regard to video conference systems. They would install all new microphones; Trustee Miller asked if they had the ability to auto-mute (they do not). Attorney Sadjak asked questions about the camera presets. Mr. Mader finished his presentation by showing video from Manitowoc and Door County, where they had installed systems, to show us how the programming of the cameras looks.

Our second presenter was Heartland Business Systems, represented by Glen Allen, Jeff Seeger and Rod Reynolds. They began their presentation with a sketch of the Village Board Room and where new equipment would be placed. Their proposal includes 3 cameras, new projecting speakers that can aim sound down into the room, and new discussion microphones for each trustee. They also would install new recessed ceiling speakers, would move one of the TVs to make viewing by public easier, and would install an additional HDMI input for presenters. Mr. Reynolds explained the options that were included: an 86" screen, 22" monitors for the trustees, and an extension connection to Conference Room A.

There would be a control panel touchscreen that would allow for some controls by people in the meeting. The equipment would all be upgraded in the A/V room and would include a joystick camera control, as well as all new connections. They were asked about connecting to the cable system, and they said they would work with Spectrum to get our connection updated to newer equipment. The system would have the ability to be rebooted remotely, as well as have some technical work done remotely. Mr. Reynolds showed cut sheets of some of the equipment, while Mr. Seeger explained what they do. They also showed a clip of Franklin's meeting to show us what the sound and video look like.

The last presenter was Peter Kotsakis with Global Sight and Sound. Mr. Kotsakis walked through his quote. It includes an articulating arm for one tv and relocation of the other, new HDMI connections, 2 PTZ cameras, and 6 22" monitors for the trustees. In the control room, they would reuse the existing 7" preview monitors. There would be two control panels- one that is 15 inches in the room with limited functionality; the other would be in the control room. The cameras can be auto programmed to work with the microphones. He said programming would happen off site and that it

would take 2-3 weeks to order equipment, and about a week for the installation. There would be training the first year and a detailed instruction manual provide.

B. Discussion with Possible Recommendation for the Audio Visual Equipment in the Village Board Room

After Mr. Kotsakis' presentation, Trustee Miller, Chief Delain and Manager Tucker discussed the pros and cons of each. Chief Delain liked the equipment in HBS' proposal; the group asked Attorney Sadjak about his experience in Franklin and he said he did not like the discussion microphone system. Manager Tucker suggested that we ask for an alternate microphone option if we go with Heartland. Everyone agreed that the pricing and the services offered by Heartland (HBS) were the best. Clerk-Treasurer Braunschweig said she would like to know what Mr. Hummel's opinion is based on his experience running the equipment. Manager Tucker said that she could send the recording of the meeting to Mr. Hummel and Trustee Pieper to get their opinions. The group agreed that unless Mr. Hummel and Trustee Pieper were opposed to it, the committee would recommend Heartland Business Systems as the vendor to the Village Board on February 15, 2021.

**ADJOURNMENT.**

**ADJOURNMENT: There being no further business, the meeting adjourned at 8:03 p.m.**

Respectfully Submitted,

Michelle Tucker