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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
February 19, 2014
5:00 p.m.**

1. **Call to Order and Roll Call** Steve Battenberg called the meeting to order at 5:00 p.m. CATV board members present: Laura Cotting, Dale Van Holten, Shannon Koele, City Clerk Mo Hansen and CATV Director Jesus Burgos.
2. **Approval of Previously Unapproved Meeting Minutes**
Moved by Laura Cotting to approve the minutes from the past meeting, seconded by Steve Battenberg
Voice vote: Approved.
3. **Citizen Input**
None
4. **Unfinished business.**
 - a-**Website upgrade.** After a long discussion of the website upgrade, the CATV Board came to the conclusion of inviting a vendor to participate in walking us through the website process schedule created by Mo Hansen. Mo Hansen and Shannon Koele would work on an RFP and it would be sent by email to the board members for approval at our next meeting.
 - b-**Review of station facilities.**
Laura Cotting presented the usage history of utilities, cost of moving, rewiring and possibilities of a roof repair. Laura Cotting also mentioned Mr. Jason Baez who could help us out in the rewiring of the Warming House building located at 257 Mill St.
5. **Director's Report**
Jesus reported on having a full crew of videographers. He also touched on our advertising agreement with the Courier Newspaper. According to Jesus there had to be some points clarified with the sales manager about the agreement. Jesus also talked about the backup in editing that existed and one solution was to hire an editor and that Laura Cotting's son was available. Mo Hansen mentioned that we would have to create a new position and it would have to be presented to the Board. The board agreed upon maintaining the position as a videographer since Kiran Cotting would be available to work as a videographer on his free time and during weekends.
6. **New Business**
None
7. **Future Agenda Items and Announcements**
None
8. **Adjournment. Motion:** Moved by Laura Cotting seconded by Shannon Koele. **Voice vote:** Motion carried.

Jesus Burgos
WLOO Coordinator/Director