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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
May 25, 2016
4:30 p.m.**

1. **Call to Order and Roll Call.** Steve Battenberg called the meeting to order at 4:30 p.m. CATV board members present: Dale Van Holten, Shannon Koele, Laura Cotting, CATV Director Jesus Burgos and Mo Hansen; Clerk/Treasurer.
2. **Approval of Previously Unapproved Meeting Minutes**
Moved by Dale Van Holten to approve the minutes from April 20, 2016 with a change in the minutes mentioned by Laura Cotting to include in the minutes her presence at the April 20, 2016 meeting. Seconded by Laura Cotting. **Voice vote:** Approved.
3. **Citizen Input**
Linda Norton was present and mentioned that she wanted to come to the meeting to inform the CATV Director Jesus Burgos about the Cinco de Mayo celebration that was going to be held on July 28th at Firemen's Park. Laura Cotting mentioned that since no information was given to Jesus Burgos she suggested to Linda Norton to come to the meeting to inform Jesus Burgos so that he could make the arrangements of covering the activity during the following weekend. Jesus Burgos informed Linda Norton that he would find someone to cover the activity and if not he would cover it himself. Jesus Burgos asked Linda to please stay until the meeting was over so that he could get all the needed information.
4. **Director's Report**
Jesus Burgos reported that he was once again in communication with Charter Cable. They mentioned that upgrading a peg station to HD Digital was new to them and that is the reason why they were not able to give an estimate of cost for upgrading and they were still meeting and consulting with their engineers.
5. **Unfinished Business**
 - A. Waterloo Regional Trail Head and CATV Station Synergy.
Jesus Burgos mentioned that he was working along with Mo Hansen on solving a problem with the internet speed and that this was taking up most of the time needed to work on the CATV Station Synergy. Mo Hansen mentioned that they have replaced some of the equipment on the municipal side of the modem. We upgraded to a higher speed and when Democracy Now was being downloaded it was kicking everyone else off the internet, including the Police Department. Once this problem with the internet is solved Mo and Jesus will continue working on a new rate sheet for the CATV Station Synergy and searching for a possible candidate for the sales position.
 - B. CATV Upgrade from analog to Digital was covered during the director's report.
 - C. Directors scheduled work hours.
Jesus Burgos gave the board a rundown of the hours he worked which included 3 hours from Monday to Thursday. Two hours were dedicated to downloading, programming, transferring the downloaded programming to the Premier Pro editing software to convert the downloaded mpg files to the specific Leightronix mp4 files. These downloads include Democracy Now, Hoy Wisconsin Today, PSA's and any new programming that may be posted on pegmedia.org and Media Fire. The third hour was dedicated to checking emails, scheduling recordings such as City Council and School Board meetings, press release and any other special events with the videographers. Maintenance of equipment is also included. Jesus Burgos

mentioned that on Sunday and Monday he would work six hours on the weekly programming of the channels 991 and 992 along with downloading programming, adding and deleting slides, checking emails and maintenance. Jesus Burgos asked the City Clerk Mo Hansen if there was an existing limit of hours that a part time employee was allowed to work. Mo replied that 40 hours a week would be full time and once a certain amount of part time hours were met per calendar year it could trigger full time benefits and that amount was roughly 50% of full time. Steve Battenberg added that it came down to two ways to go, either they pay Jesus Burgos for the hours he worked or Jesus would have to cut back on what he is doing. For Future reference Laura Cotting asked to have a copy of a chart or back sheet of how this works. Mo Hansen mentioned that this was all in the employee handbook and that he could email it to the board members. Steve Battenberg suggested that Jesus Burgos should write down all his worked hours on his time sheet and when he reached at least 70% of the work year he should cut back on his work hours. Once the board has looked over the employee handbook they can make a better decision on how to resolve this issue. Dale Van Holten mentioned that he believed by tracking the hours and cutting back at the end of the year would be the key to maintaining the necessary hours without going over. Steve Battenberg asked if Jesus could delegate some of the work and Shannon Koele mentioned that the social media had not been changed since December 2015 and that could be one of the areas to delegate along with the website. Shannon also mentioned that the Facebook page should be deleted since it only had 3 followers. Shannon Koele also suggested that we should also look into uploading videos through WhoFish and they would do the uploading across the board to social media such as Facebook etc. In conclusion the board suggested that Jesus Burgos should continue keeping track of all hours including Fridays and they would take a look at it at the next meeting.

6. New Business

CATV Scholarship

Jesus Mentioned that he spoke with Carmen Follmer about the Scholarship application and she mentioned that none of the students had applied since the application mentioned that you had to be interested in the field of communications. Laura Cotting added that she also spoke to Carmen and from what she understood was that the wording in the paragraph that referred to the qualifications had to be changed because the students were getting the impression that they already had to be graduated or they had to be pursuing a degree only in broadcast journalism. In her opinion, the section in qualifications had to be rewritten to be crystal clear, that it is not limited to those who are pursuing a career in the media arts and other possibilities should be listed such as gaming, design, website etc. Laura also mentioned that we should clarify that you do not have to be a high school graduate and it should say or a high school senior. Steve Battenberg mentioned that he would take a look at the document and make the necessary changes and present it at the next meeting for approval.

7. Future agenda items for meeting on August 17, 2016 at 5:00 pm.

- A. CATV Budget
- B. CATV Scholarship
- C. Directors scheduled work hours.

8. Adjournment

Motion: Moved by Dale Van Holten seconded by Laura Cotting to adjourn. **Voice vote:** Motion carried.

Jesus Burgos
WLOO Coordinator/Director