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**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
August 17, 2016
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: Dale Van Holten, Shannon Koele, Laura Cotting, CATV Director Jesus Burgos and Mo Hansen Clerk/Treasurer.

2. Approval of Previously Unapproved Meeting Minutes from May 25, 2016.
Moved by Laura Cotting along with a change on the date of the Cinco de Mayo celebration from July to May. Seconded by Dale Van Holten. **Voice vote:** Approved.

3. Citizen Input
None

4. Director's Report

Jesus Burgos reported that both stations have been off the air since the power supply of the main server had burned out. He sent the server out to Leightronix for repair and it would take about a week for the stations to be up and running. The repairs would be free of charge since the server was under warranty. Jesus also reported on the upgrade from analog to HD by Charter Cable. He mentioned that Charter informed him that the station needed to send a double fiber optic signal and all we are sending is a single. Mo Hansen added that we would have to do some non-fiber work to transfer the fiber optic across the hall to connect with the station. Mo Hansen also mentioned that it could be an increase of about \$3,000 a year and that we still have not received an exact amount for transferring the fiber optic connection. So we are looking at about \$5,400.00 a year for the HD service. Laura Cotting mentioned that if it was an upgrade for the entire building every department would benefit. Mo Hansen clarified that the transfer of the fiber optic probably would be a Municipal expense. As far as the increase in bandwidth none of the other departments really need it but hopefully they would also benefit in some fashion. Steve Battenberg asked to be reminded on what this upgrade would do for us. Jesus Burgos explained that we would be upgrading from an analog signal to an HD. This would give us a picture that can compare to the independent channels such as CBS and NBC. Laura Cotting added that the benefit would be that if we wanted to generate advertising and sales revenue we need to improve the quality of our signal. Laura Cotting also asked Jesus Burgos if he really believed that it would be realistic that we could earn the \$5,400 in return in one or two years. Jesus Burgos responded that the only way it could be possible is if we created the Trailhead synergy along with the participation of the Waterloo School Districts sports, school plays or talent shows, possible game shows and High School graduations. Steve Battenberg mentioned that he really did not know if it was possible or not, but if we did not do it, it would not be possible at all. So we should at least try. Laura Cotting felt that we should do it also and Dale Van Holten mentioned that it was a good investment for the future of the stations.

5. Unfinished Business

- A.** The School District Scholarship was rescheduled for the next meeting since the copy with the changes was not available.
- B.** Directors work hours. Steve Battenberg wanted to know the amount of hours the director is supposed to Work. Mo Hansen explained that they track the hours on an annual bases and according to Laura Cotting's calculations, it came out to 21.79 hours a week. Steve Battenberg mentioned that according to the time card copies that Jesus Burgos presented to the board, it showed that he was going over the maximum amount of hours at the current rate of pay. Jesus Burgos mentioned that he was aware of that and that he was

going to keep track of the hours and cut back on the amount of hours during the final months of the year. Laura Cotting suggested that the board should decide on a month where they would tabulate all the hours worked to date and come up with a revision of how many hours the director will put in between that month and the end of the year. Jesus Burgos agreed and Steve Battenburg suggested that during each meeting Jesus Burgos should present his time cards or the amount of hours worked so that the board could figure out what to do if needed.

6. New Business

CATV Budget

Jesus presented the CATV Budget to the board and Laura Cotting commented on the 2016 budget. It showed the salary of the coordinator at 17.3 hrs a week so the entry of \$17,000 is more realistic and addresses what Jesus Burgos is having to do. However the 2016 number is a problem.

Steve Battenburg questioned the 95% column. Mo Hansen clarified that it was there because of the Mayors request to all department heads to submit a budget at 5% less. Dale Van Holten mentioned that we could not go by that since we are planning on improving the quality of the station. Jesus Burgos added that with the \$30,000 cost of upgrading to HD already puts us way over. Mo Hansen asked the board to take a look at the notes on the other side of the Budget Sheet that indicated the upgrade of Leightronix due to capital needs. Steve Battenburg ran through the rest of the columns with Laura Cotting and Dale Van-Holtent and came to the conclusion of budgeting a revenue of 48.5. Laura Cotting felt that the budget was ample, liberal and we were still coming out ahead at \$4,825 under expenditure. **Motion:** Moved by Laura Cotting, seconded by Dale Van-Holten to approve the CATV budget.

Roll Call Vote: Approved.

7. Future Agenda Items and Announcements.

- A. Scholarship Program Form.
- B. Directors Hours Follow-up.

8. Adjournment

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