



136 N. MONROE STREET, WATERLOO, WI 53594  
PHONE (920) 478-3025  
EMAIL [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
FAX (920) 478-2021

**CATV REGULATORY BOARD  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
136 N. MONROE STREET  
November 16, 2017  
5:00 p.m.**

**1. Call to Order and Roll Call**

Laura Cotting called the meeting to order at 5:00 p.m. CATV board members present: Dale Van Holten, Bobbi Foutch-Reynolds and Laura Cotting. CATV Director Jesus Burgos and City Clerk Mo Hansen were also present.

**2. Approval of Previously Unapproved Meeting Minutes**

Bobbi Foutch-Reynolds suggested that we should correct the date of the minutes from October 18, 2017 to October 18, 2016. Moved by Dale Van Holten, seconded by Bobbi Foutch-Reynolds to approve October 18, 2016 minutes with the correction to be made. **Voice vote:** Approved.

**3. Citizen Input**

None

**4. Director's Report**

Jesus Burgos reported that both stations, 991 and 992, have been running normally ever since the repair to 991 by Charter Cable. The station director also informed the board of two new programs that are airing on channel 992. One of the programs is called Sidewalks, a variety show that interviews stars from TV, movie industry as well as the music industry. The other program is called Travel TV a program that started airing in 2007 after the Hurricane Katrina. The idea of the show is to interview volunteers that help people recuperate after they have been victims of a natural disaster. Jesus Burgos also mentioned, that as the board may recall, he had announced in the last meeting he had with District Administrator Brian Henning and the Principal Brad Donner, the recording of the High School senior class graduation was approved but it did not happen because when he tried to communicate with the Principal Brad Donner his emails and voice mails were ignored. Jesus Burgos also mentioned that he was not giving up and that he was going to give it another try this year. Dale Van Holten mentioned that there was a program out of Watertown Cable called Ask At Ant An that was available for downloading. Jesus Burgos mentioned that he was going to look into it to see if we could start airing it.

**5. New Business**

**A- Proposed rental space amount at City Hall for CATV/WLOO.**

Dale Van Holten asked City Clerk Mo Hansen if this item was on the City Council's agenda to be held at 7:00 pm after the CATV Board meeting. Mo Hansen answered yes, but wanted to clarify that this was really a transfer from one fund to another and that there were 5 or 6 other increases in the City Council Budget. The concept is a facility charge for space and utility charges at the amount of \$600.00 a month that adds up to \$7,200 per year in looking to make revenue available for general fund activities including the cost of the building. The finance committee looked at Jesus Burgos' Budget proposal and added the amount on a separate proposal sheet. Laura Cotting asked the CATV Board to allow her to read a list of comments. The first comment was a question. 1- What are the Fire Department, Police Department, Parks and Building Inspector getting charged? Mo Hansen replied no, they were not being charged. 2- CATV paid seven years in advance when the City appropriated \$56,000 in 2013. 3- Does the City have a Lease written up? Is there going to be any legal agreement protecting CATV from any arbitrating rent increases or even stipulating where the station will be? The physical location. 4- We should ask the Director to look for cheaper quarters. 5- Since costs are going up we need to consider raising our prices. The City is the larger consumer of our services, notably the website. The station has put up the entire bill for revamping it twice. The station pays all the cost for maintaining

the website and the other services the station provides is the videography for the city such as board meetings. After Laura finished her list of comments she asked if any of the board members could attend the City Council meeting and Dale Van Holten mentioned that he would be there.

Dale Van Holten asked about the amount that was paid for revamping the website. Mo Hansen said it would be on the Budget sheet. Laura Cotting went back to the budget of 2012 and found the amount for \$8,482 and 2013 for technical consult in the amount of \$17,000. Dale Van Holten mentioned that we should be charging the city a monthly fee for the use of the website since we are going to be charged a monthly fee for its use of the facilities. Dale Van Holten also mentioned that he was bothered because the only way we found out about this rental charge was through the Courier and they did not have the common courtesy to discuss it with the CATV Board. Laura Cotting agreed with Dale Van Holten because one of the main reasons why we try our best to save money is for the need of upgrading our equipment in order to keep up with the times when the old equipment becomes obsolete. Dale Van Holten was also worried about the need to upgrade next year and Jesus Burgos commented that included in the budget was minus \$30,000 for next year's possible upgrade to HD. Bobbi Foutch-Reynolds concurred with Dale and Laura that the amount of rent was a fair amount of rent and that the Director should start searching for different facilities as well as charging for the services that we are providing. Mo Hansen touched on that the CATV fund 200 was part of the governmental funds. Dale Van Holten reiterated that the Cable Board did not agree to a budget item like that. Mo Hansen mentioned that the governing body was the City Council. Dale Van Holten replied that CATV stands alone but the fact of the matter was if we are paying rent we have to have it in our budget and it did not go through the proper channels to begin with. Dale Van Holten asked if we have to include the rental payment in our budget for submittal. Mo Hansen replied that the director submitted the budget at his request so that in a timely manner we could consider the budget in multiple public meetings of the finance committee. Bobbi Foutch-Reynolds asked Jesus Burgos when he learned about this and Jesus responded last week. Bobbi Foutch-Reynolds reiterated that the person in charge knew about this last week. Mo Hansen clarified, that was roughly the time that the finance committee inserted it in their last public meeting. Bobbi Foutch-Reynolds questioned how could we possibly have had a meeting with this type of timely information. Mo Hansen replied commonly the Cable Board has met in a period prior to where we are in the calendar. Dale Van Holten replied that the board did not know. He called the meeting because he read it on the Courier. Bobbi Foutch-Reynolds commented that she did not see how the board could possibly approve the budget, we did not have notice ahead of time, our chair is not present, Laura Cotting is sitting in as chair but it would be helpful as contentious as this seems to be. Laura Cotting Added that in her opinion the board had the right to approve the director's original submittal. Mo Hansen asked Laura Cotting since in the past she served on the Common Council, that the standard process of the governing body making the final determination as to what fund 200 is; is a common practice. That's my understanding. Is that yours? Laura Cotting replied: At that time I was on the finance committee and the appropriation was my idea to save someone's job. I did have the courtesy to let the board know that this was in the pike. As the City Council, could they go ahead and appropriate it, Yes. It was not easy for me to come to this decision to save someone's job, This arrangement is not saving someone's job, its cynically milking the board for money just because we have it. Yes the city can appropriate. In my mind that is not the issue. In my mind the issue is that our station is being singled out for a different treatment than the Fire Department, Police Department, Parks, and Building Inspector. My other objection is its being described as rental fees, we are not being presented with a lease, we are not being presented with anything in writing guarantying this amount of rent will be stable, we are not being presented with what facilities we will be renting. I don't think that anyone should be treated like that.

#### **B- CATV Budget Approval**

After a discussion of the CATV budget the board decided on approving the 2018 budged submitted by the station director without including the rental fee. **VOICE VOTE:** Approved.

#### **6. Future agendas and announcements**

Bobbi Foutch-Reynolds recommended we schedule a meeting to deal with this process ASAP. After further discussion the board decided on meeting on Thursday, November 30th at 5:00 pm

#### **7. Adjournment**

**Motion:** Moved by Dale Van Holten, seconded by Bobbi Foutch-Reynolds. **Voice vote:** Motion carried.

Jesus Burgos  
CATV Director