



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

**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
September 6, 2018
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, Bobbi Foutch-Reynolds and Steve Battenberg. CATV Director Jesus Burgos and Mo Hansen were also present.
- 2. Approval of Previously Unapproved Meeting Minutes from June 14, 2018**
Motion: Moved by Bobbi Foutch-Reynolds to approve June 14, 2018 minutes.
Seconded by Steve Battenberg. **Voice vote:** Approved.
- 3. Citizen Input**
None
- 4. Director's Report**
Jesus Burgos reported that the stations were running fine. Jesus also informed the board about losing one of our employees, Megan Smith who started her studies in the communications field. We are down to two employees. Laura Cotting asked about the names of the two employees and Jesus mentioned William Scheer and Chris Weihert. Jesus also mentioned that he was in communication with the churches to see if any of their video recording volunteers would be interested in working for us.
- 5. Unfinished Business**
HD Upgrade
Jesus Burgos informed the board that Spectrum had finally communicated with him about the amount it would cost to upgrade to HD. Jesus mentioned that he figured that it would be around three to four thousand to wire our side but Spectrum wanted us to pay close to twenty eight thousand to wire our side and their end that included from Waterloo to Lake Mills. Jesus mentioned that he was working with Mo Hansen to see how we could work around this situation. Mo Hansen said that he has reached out to Wisconsin Economic Development Corporation and their industry contacts to see if they could assess Spectrums cost. Steve Battenberg asked why it was so expensive and Jesus explained that Spectrum had to rewire with fiber optic from Waterloo to Lake Mills, but that he understood that since Charter, in the past, paid for their part from the modulator conversion to Lake Mills. Spectrum was going to continue with that norm. Steve Battenburg mentioned that it looked like we have kind of run into a wall and that we had to keep on plugging away to see if Spectrum somehow would bring the cost down. Jesus Burgos added that he did not spend the amount agreed upon for the HD equipment because he was waiting for Spectrums final decision on the cost to upgrade.
- 6 New Business**
A- 2019 Budget Approval.
The Board discussed the budget and touched on areas such as the rent for office space, employee's raises and the \$30,000.00 for the HD upgrade. Steve Battenburg questioned the pay for Utilities and Mo Hansen pointed out that it was a transfer from the general fund of \$7,200.00. Laura Cotting said that there was a matter of calculating the square footage of what the station uses in comparison to the square footage of the rest of the building. Mo Hansen mentioned that the calculations made were not included in this budget. Bobbi Foutch-Reynolds added that the calculations came out to \$281.00 a month just for electricity. Steve Battenberg asked what was supposed to be included in the \$600.00 a month in addition. Mo Hansen responded water, sewer, cable charge, and space. Laura Cotting mentioned that the number was pulled out of thin air because there was

a hole in the budget that needed to be filled and we made the electrical measurement and the calculations for space, sewer, water and cable charge could also be made so that we could come out with our fair share. Mo Hansen mentioned that he would have to take it to the City Council board and they would make the calculations and add it on to the budget. **Motion:** Moved by Laura Cotting to go into closed session to discuss Directors pay raise. Seconded by Bobbi Foutch-Reynolds. **Voice Vote:** approved.

B- Directors Pay Raise Closed session.

After a discussion by the board for a pay raise for the Director without the presence of Jesus Burgos, the board decided on a \$10.00 an hour raise for the director. **Motion:** Moved by Laura Cotting to raise Jesus Burgos hourly base wage to \$25.00. Seconded by Bobbi Foutch-Reynolds. **Voice vote:** approved. **Motion:** Moved by Bobbi Foutch-Reynolds to approve the Budget with changes to be made by Mo Hansen with modifications. Seconded by Laura Cotting. **Voice vote:** approved.

7. Adjournment

Motion: Moved by Laura Cotting, seconded by Bobbi Foutch-Reynolds to adjourn. **Voice vote:** Motion carried.

Jesus Burgos
WLOO Coordinator/Director