

AGENDA for April 9th 2026 CATV Board Meeting at 5:00 pm  
Second Floor Lounge, The Solarium, 575 West Madison Street Waterloo

1. Call to Order and Roll Call.
2. Approval of Previously Unapproved Meeting Minutes: **March 12, 2026 regular meeting minutes**. Note that March 12, 2026 Closed Session minutes were approved online via a procedure approved by the City Clerk and turned in to her on 3-26-26.
3. Citizen Input.
4. Manager's report: In Packet
5. **New Business.**
  - A. Setting 2026 Performance Goals for Station Manager (Action)
  - B. Drone Training and Licensing (Informational)
  - C. ACM Community Media Conference (note registration fee reduction) (Action)
  - D. Mayoral Request to work with WLOO to get a conference call capability to YouTube broadcast system working and patched into the existing audio system.
  - E. Charter/Spectrum Request to Decommission Channels 991/992 (Informational)
  - F. Upcoming WLOO CATV Events: Easter Egg Hunt (April 4), Cinco de Mayo, & WHS Graduation

**6. Future Agenda Items and Announcements.**

Welcome Michelle Nighthoak, WLOO CATV Station Manager!

Next Meeting, Thursday May 14, 2026 at 5:00 pm. Reschedule?

**8. Adjournment Motion:**

Laura Cotting, CATV Regulatory Board Chair

Minutes for March 12th CATV Board Meeting at 5:00 pm. 2nd Floor Lounge, The Solarium, 575 West Madison St.

1. Call to Order and Roll Call. Cotting called the meeting to order at 5:06 pm. Cotting, Kovacs, McKay present. Director Sparks, Senior Videographer Landino, and Incoming Manager M. Nighthoak present.

2. Approval of Previously Unapproved Meeting Minutes: February 12, 2026.

**Motion: Approve the meeting minutes from the February 12th meeting including the correction for the Alliance for Community Media Annual Conference.** Kovacs/McKay. Unanimous.

3. Citizen Input.

Sparks reported a request from Mayor Quimby to work with WLOO to get a conference call system working and patched into the existing audio system. Landino provided input on possible technological limitations and issues. Sparks will set up a meeting to discuss the previous set-up used at City Hall during the COVID pandemic. This will be a future agenda item.

4. Manager's report: In Packet

The February Treasurer's report was not received by the meeting so the Board was unable to review and discuss it.

5. **New Business.**

**Motion: Move 5A (Performance Review) and 5B (Budget) to after 5C through 5F.** Cotting/Kovacs. Unanimous.

C. WCM Conference in April (Action) **No action taken.** Request to attend conference withdrawn.

D. February 26<sup>th</sup> issue of the Leader Independent (Informational)

Cotting, Kovacs, McKay, and Sparks reported on Mayoral and WAHS requests for drone footage of the Water Tower before and during demolition. No date, maybe May. Costs, FAA training needed, and testing of WLOO drone discussed.

E. Project Reverb Progress Report (informational)

Landino's update included delays due to elections and carpet cleaning at City Hall. The primary set-up is operational. All videographers have basic training on different aspects of the system. Some engineering, problem solving, and purchase and installation of some minor hardware remain to be done. Final report expected near the end of April.

F. Administrative Transitions and Board Member Term expiration (informational)

Cotting and Kovacs' terms expire in April, per City Clerk Ritter. M. Nighthoak becomes WLOO Manager April 6th. Nighthoak said transitioning from videographer to Manager in the middle of a pay period might cause payroll issues at City Hall.

**Motion: Move to Closed Session for items 5A and 5B.** Cotting/Kovacs. Unanimous. **6:16pm.**

[NOTE: The Cable Television Regulatory Board may meet in closed session per Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Board will reconvene in open session.]

**Motion: Reconvene in Open Session.** Cotting/McKay. Unanimous. **8:49 pm.**

6. **Future Agenda Items and Announcements.**

- A. Setting 2026 Performance Goals for Station Manager
- B. Drone Training and Licensing
- C. ACM Community Media Conference
- D. Upcoming WLOO CATV Events: No Kings, Easter Egg Hunt, WHS Graduation, and More
- E. Mayor's Request to work with WLOO to get a conference call capability to YouTube broadcast system working and patched into the existing audio system.

Next Meeting, Thursday April 9, 2026 at 5:00 pm.

**8. Adjournment Motion:** Cotting/Kovacs. Unanimous. **Meeting Adjourned at 8:51 pm.**

Minutes respectfully submitted on 04-03-2026 by Laura Cotting, Acting Station Manager.

WLOO CATV Monthly Manager's Report  
for the month of March 2026

The City Treasurer's Monthly Report for March was not available. According to the report for February, WLOO spent \$108 on a brief Vimeo membership to retrieve many years' worth of videos; it is anticipated this will be reimbursed after cancellation. \$39.98 was spent on batteries and back-ups for the portable radios used during municipal meetings.

The City of Waterloo began the changeover to a new payroll system called MiPay. Acting Manager Cotting provided WLOO Staff email addresses at the City Treasurer's request to be used for MiPay login and reporting work hours. The training for staff will occur at a later date TBD.

The regular March WLOO CATV Regulatory Board meeting was held with all appointed Board members present. The Station Director's annual review was completed.

Senior Videographer Autumnrain (Landino) reported that Phase 2 of Project Reverb (updating and optimizing the equipment in WLOO's alcove at City Hall) is still in progress. Completed tasks include the ordering and installation of a new monitor arm and testing of the cables while filming the polling equipment testing. Remaining tasks include clean-up and some reverse engineering. She reported REVERB will be completed by the end of April.

She will be providing updates on the project for the WLOO Board to review at its April meeting.

Incoming Manager Nightoak has successfully set up and begun implementing a project management and workflow solution (Trello), a Customer Relationship Management (CRM) solution (Zoho) for tracking contacts and interactions with others, and a calendar solution (Outlook) for tracking regular weekly, monthly, and annual tasks and bills. A draft Station Manager's Guide to Operations was completed and will be continually updated and revised.

Board Chair Cotting had several conversations with WAHS member Dale Van Holten regarding collaboration between WAHS and WLOO on projects of mutual interest. Cotting will attend WAHS's April 11 meeting.

Multiple events were successfully filmed and used as additional training for staff. This includes the No Kings protest, filmed by Director Sparks and Senior Videographer Autumnrain (Landino); it was a success with no complications during the archival process.

Videographers Weihert and Autumnrain (Landino) filmed the polling equipment test at City Hall. Director Sparks then edited it down to approximately 15 minutes and posted it on the WLOO YouTube channel along with general information about where and when to vote.

At the end of March, Katy Prange of Charter/Spectrum emailed a request to WLOO, the Mayor, and City Clerk for a sign-off to decommission Waterloo PEG channels 991/992. No details were given as to how this would be accomplished. Board Chair Cotting sent a personal email to the Mayor and City Clerk recommending the request be respectfully declined. The Mayor followed up with an email to Ms. Prange and declined Charter/Spectrum's request. This matter will be discussed at the WLOO CATV Regulatory Board's April meeting but no further action is needed at this point.

# CITY OF WATERLOO

BALANCE SHEET  
FEBRUARY 28, 2026

## 200-CATV/WLOO FUND

### ASSETS

200-11100	TREASURER'S CASH	( 139,574.25)	
200-11510	CATV/WLOO INVESTMENT ACCT	196,525.96	
200-13100	ACCOUNTS RECEIVABLE	540.32	
	TOTAL ASSETS		<u>57,492.03</u>

### LIABILITIES AND EQUITY

#### FUND EQUITY

200-32600	FUND BALANCE	63,775.87	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 6,283.84)	
	TOTAL FUND EQUITY		<u>57,492.03</u>
	TOTAL LIABILITIES AND EQUITY		<u>57,492.03</u>

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2026

**FUND 200 - CATV/WLOO FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER(UNDER)</u>	<u>% OF</u>
<u>INTERGOVERNMENTAL REVENUE</u>					
200-43-4363-000 VIDEO SERVICE AID	.00	.00	8,066.00	( 8,066.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	8,066.00	( 8,066.00)	.0
<u>LICENSES &amp; PERMITS</u>					
200-44-4450-000 CABLE TV FRANCHISE FEES	.00	.00	32,568.00	( 32,568.00)	.0
TOTAL LICENSES & PERMITS	.00	.00	32,568.00	( 32,568.00)	.0
<u>MISCELLANEOUS REVENUES</u>					
200-48-4810-000 INT ON TEMP INVESTMENTS	556.43	1,172.25	8,689.00	( 7,516.75)	13.5
TOTAL MISCELLANEOUS REVENUES	556.43	1,172.25	8,689.00	( 7,516.75)	13.5
TOTAL FUND REVENUE	556.43	1,172.25	49,323.00	( 48,150.75)	2.4

**CITY OF WATERLOO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2026**

**FUND 200 - CATV/WLOO FUND**

			<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
<u>CATV</u>							
200-55-5560-110	CATV WLOO	SALARY COORDINATO	1,716.00	1,716.00	24,200.00	22,484.00	7.1
200-55-5560-120	CATV WLOO	WAGES VIDEO/ASSIS	626.03	1,739.30	7,000.00	5,260.70	24.9
200-55-5560-151	CATV WLOO	SOC SEC	179.19	264.58	2,647.00	2,382.42	10.0
200-55-5560-320	CATV WLOO	VIDEO TAPE/PROG	.00	139.50	1,810.00	1,670.50	7.7
200-55-5560-321	CATV WLOO	DUES & MEMBERSHIP	108.00	2,146.00	2,246.00	100.00	95.6
200-55-5560-340	CATV RENT		.00	.00	5,370.00	5,370.00	.0
200-55-5560-354	CATV WLOO	REP & MAINT EQUIP	.00	.00	742.00	742.00	.0
200-55-5560-360	CATV WLOO	MOBILE PHONE	29.62	29.62	348.00	318.38	8.5
200-55-5560-380	CATV WLOO	COMPUTER SUPPLIES	188.00	1,299.11	250.00	( 1,049.11)	519.6
200-55-5560-510	PROPERTY INSURANCE		.00	.00	50.00	50.00	.0
200-55-5560-512	LIABILITY INSURANCE		.00	.00	11.00	11.00	.0
200-55-5560-521	CYBER INSURANCE		.00	.00	356.00	356.00	.0
200-55-5560-810	CATV WLOO	OUTLAY	39.98	121.98	2,250.00	2,128.02	5.4
<b>TOTAL CATV</b>			<b>2,886.82</b>	<b>7,456.09</b>	<b>47,280.00</b>	<b>39,823.91</b>	<b>15.8</b>
<b>TOTAL FUND EXPENDITURES</b>			<b>2,886.82</b>	<b>7,456.09</b>	<b>47,280.00</b>	<b>39,823.91</b>	<b>15.8</b>
<b>NET REVENUE OVER(UNDER) EXPENDITURES</b>			<b>( 2,330.39)</b>	<b>( 6,283.84)</b>	<b>2,043.00</b>		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-11100 TREASURER'S CASH</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	143,577.36-
CA-CDA	3	CDA2 Fund Allocation - Created: 02/02/26 11		69.75-	
CA-CDA	10	CDA2 Fund Allocation - Created: 02/06/26 11		29.62-	
CA-CDA	40	CDA2 Fund Allocation - Created: 02/24/26 9:		227.98-	
CA-CDA	55	CDA2 Fund Allocation - Created: 03/12/26 11		108.00-	
CA-CR	23	CR Fund Allocation - Created: 03/11/26 11:1	6,959.68		
CA-PB	2	PB Fund Allocation - Created: 02/02/26 2:25		74.17-	
CA-PB	7	PB Fund Allocation - Created: 02/17/26 3:48		105.02-	
CA-PC	2	PC Fund Allocation - Created: 02/02/26 2:24		969.41-	
CA-PC	7	PC Fund Allocation - Created: 02/17/26 3:48		1,372.62-	
		02/28/2026 (02/26) Period Totals and Balan	6,959.68 *	2,956.57- *	139,574.25-
<b>200-11510 CATV/WLOO INVESTMENT ACCT</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	195,969.53
JE	4	LGIP #3/CATV	556.43		
		02/28/2026 (02/26) Period Totals and Balan	556.43 *	.00 *	196,525.96
<b>200-11512 CATV WLOO C.D</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-11514 CATV WLOO #2 C.D.</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-13100 ACCOUNTS RECEIVABLE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	7,500.00
CR	8593	CATV/2025 FRANCHISE FEE/ACCTS RECE		6,959.68-	
		02/28/2026 (02/26) Period Totals and Balan	.00 *	6,959.68- *	540.32
<b>200-13101 ACCOUNTS RECEIVABLE PRIOR YEAR</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-13300 ACCRUED INTEREST</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-21100 VOUCHERS PAYABLE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	69.75-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-21100 VOUCHERS PAYABLE (continued)</b>					
AP	71	Summary Transactions from AP System		29.62-	
AP	225	Summary Transactions from AP System		227.98-	
AP	294	Summary Transactions from AP System		108.00-	
CDA2	59939	SPECTRUM BUSINESS	69.75		
CDA2	59970	T-MOBILE	29.62		
CDA2	60020	HELLENBRAND'S HARDWARE	39.98		
CDA2	60023	TAYLOR COMPUTER SERVICES INC	188.00		
CDA2	228	LAKE RIDGE BANK	108.00		
		02/28/2026 (02/26) Period Totals and Balan	435.35 *	365.60- *	.00
<b>200-21102 WAGES PAYABLE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-21511 SOC SEC PAY</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-21512 FED W/H PAY</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-21513 STATE W/H PAY</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-25100 DUE TO/FROM GENERAL FUND</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-26300 DEFERRED REVENUE CD INVEST</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
<b>200-32600 FUND BALANCE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	63,775.87-
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	63,775.87-
<b>200-32609 CATV WLOO CARRYOVER</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-32609 CATV WLOO CARRYOVER (continued)</b>					
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
<b>200-32612 CATV WLOO CD FUND BALANCE</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
<b>200-43-4363-000 VIDEO SERVICE AID</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	8,066.00-	Unearned	8,066.00
<b>200-44-4450-000 CABLE TV FRANCHISE FEES</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	32,568.00-	Unearned	32,568.00
<b>200-46-4612-000 SALES OF MAT &amp; SUPPLIES</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>200-46-4620-000 WEB-SITE MEMBERSHIP FEE</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>200-46-4625-000 CATV - MISC REVENUE</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00
	02/28/2026 (02/26)	Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
<b>200-46-4636-000 CATV ADVERTISING FEE</b>					
	01/31/2026 (01/26)	Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-46-4636-000 CATV ADVERTISING FEE (continued)</b>					
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
<b>200-48-4810-000 INT ON TEMP INVESTMENTS</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	615.82-
JE		4 LGIP #3/CATV		556.43-	
		02/28/2026 (02/26) Period Totals and Balan	.00 *	556.43- *	1,172.25-
YTD Encumbrance	.00	YTD Actual 1,172.25- Total	1,172.25-	YTD Budget 8,689.00-	Unearned 7,516.75
<b>200-48-4850-000 DONATIONS - PUBLIC</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
<b>200-48-4851-000 GRANTS - PRIVATE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
<b>200-49-4920-000 TRANSFER FROM GENERAL FUND</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
<b>200-49-4930-000 TRANSFER-FUND BALANCE APPLIED</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unearned .00
<b>200-51-5130-211 ATTORNEY ATTORNEY FEES</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-51-5130-211 ATTORNEY ATTORNEY FEES (continued)</b>					
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>200-55-5560-110 CATV WLOO SALARY COORDINATO</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
JE	1	CABLE/PAYROLL CORRECTION/J SPARK	1,716.00		
		02/28/2026 (02/26) Period Totals and Balan	1,716.00 *	.00 *	1,716.00
YTD Encumbrance	.00	YTD Actual 1,716.00 Total	1,716.00	YTD Budget 24,200.00	Unexpended 22,484.00
<b>200-55-5560-111 CATV WLOO TECHNICAL CONSULT</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>200-55-5560-113 CATV WLOO SUPPLEMENTAL COMP</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>200-55-5560-120 CATV WLOO WAGES VIDEO/ASSIS</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	1,113.27
JE	1	CABLE/PAYROLL CORRECTION/J SPARK		1,716.00-	
PC	16	PAYROLL TRANS FOR 1/31/2026 PAY PER	969.41		
PC	53	PAYROLL TRANS FOR 2/14/2026 PAY PER	1,372.62		
		02/28/2026 (02/26) Period Totals and Balan	2,342.03 *	1,716.00- *	1,739.30
YTD Encumbrance	.00	YTD Actual 1,739.30 Total	1,739.30	YTD Budget 7,000.00	Unexpended 5,260.70
<b>200-55-5560-122 CATV WLOO WAGES ANNOUNCER</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
<b>200-55-5560-151 CATV WLOO SOC SEC</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	85.39

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-55-5560-151 CATV WLOO SOC SEC (continued)</b>					
PB	9	PAYROLL TRANS FOR 1/31/2026 PAY PER	74.17		
PB	36	PAYROLL TRANS FOR 2/14/2026 PAY PER	105.02		
		02/28/2026 (02/26) Period Totals and Balan	179.19 *	.00 *	264.58
YTD Encumbrance	.00	YTD Actual	264.58	Total	264.58
			YTD Budget	2,647.00	Unexpended
					2,382.42
<b>200-55-5560-152 CATV WLOO RETIREMENT</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-153 CATV WLOO HEALTH INS</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-154 CATV WLOO INCOME &amp; LIFE INS</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-298 CATV WLOO WEB HOSTING</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-320 CATV WLOO VIDEO TAPE/PROG</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	139.50
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	139.50
YTD Encumbrance	.00	YTD Actual	139.50	Total	139.50
			YTD Budget	1,810.00	Unexpended
					1,670.50
<b>200-55-5560-321 CATV WLOO DUES &amp; MEMBERSHIP</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	2,038.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
<b>200-55-5560-321 CATV WLOO DUES &amp; MEMBERSHIP (continued)</b>						
AP	280	LAKE RIDGE BANK	108.00			
		**VendorNo: 500552 **Inv. No: 21000484 01/26 **Desc: CATV/DUES & MEMBERSHIP/VIMEO **Inv. Date: 02/02/26 **Remit Name: LAKE RIDGE BANK **Merchant Vendor No: 500552 **Merchant Vendor Name: LAKE RIDGE BANK **Invoice Created By: AP Workflow				
		02/28/2026 (02/26) Period Totals and Balan	108.00 *	.00 *	2,146.00	
YTD Encumbrance	.00	YTD Actual	2,146.00 Total	2,146.00 YTD Budget	2,246.00 Unexpended	100.00
<b>200-55-5560-340 CATV RENT</b>						
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00	
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	5,370.00 Unexpended	5,370.00
<b>200-55-5560-350 CATV WLOO SUPPLIES</b>						
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00	
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00
<b>200-55-5560-354 CATV WLOO REP &amp; MAINT EQUIP</b>						
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00	
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	742.00 Unexpended	742.00
<b>200-55-5560-360 CATV WLOO MOBILE PHONE</b>						
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00	
AP	31	T-MOBILE	29.62			
		**VendorNo: 500418 **Inv. No: 996487261 01-26 **Desc: CABLE/MOBILE PHONE/01-26 **Inv. Date: 01/21/26 **Remit Name: T-MOBILE **Merchant Vendor No: 500418 **Merchant Vendor Name: T-MOBILE **Invoice Created By: AP Workflow				
		02/28/2026 (02/26) Period Totals and Balan	29.62 *	.00 *	29.62	
YTD Encumbrance	.00	YTD Actual	29.62 Total	29.62 YTD Budget	348.00 Unexpended	318.38
<b>200-55-5560-380 CATV WLOO COMPUTER SUPPLIES</b>						
		01/31/2026 (01/26) Balance	.00 *	.00 *	1,111.11	
AP	166	TAYLOR COMPUTER SERVICES INC	14.00			
		**VendorNo: 11548 **Inv. No: 29001 **Desc: CATV/WLOO/COMP SUPPLIES/EDR (1) **Inv. Date: 01/31/26 **Remit Name: TAYLOR COMPUTER SERVICES INC **Merchant Vendor No: 11548 **Merchant Vendor Name: TAYLOR COMPUTER SERVICES INC **Invoice Created By: AP Workflow				
AP	174	TAYLOR COMPUTER SERVICES INC	150.00			
		**VendorNo: 11548 **Inv. No: 29001 **Desc: CATV/WLOO/COMP SUPPLIES/STANDARD 365 (1) **Inv. Date: 01/31/26 **Remit Name: TAYLOR COMPUTER SERVICES INC **Merchant Vendor No: 11548 **Merchant Vendor Name: TAYLOR COMPUTER SERVICES INC **Invoice Created By: AP Workflow				
AP	186	TAYLOR COMPUTER SERVICES INC	24.00			

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>200-55-5560-380 CATV WLOO COMPUTER SUPPLIES (continued)</b>					
**VendorNo: 11548 **Inv. No: 29001 **Desc: CATV/WLOO/COMP SUPPLIES/DEFENDER 365 (1) **Inv. Date: 01/31/26 **Remit Name: TAYLOR COMPUTER SERVICES INC **Merchant Vendor No: 11548 **Merchant Vendor Name: TAYLOR COMPUTER SERVICES INC					
**Invoice Created By: AP Workflow					
		02/28/2026 (02/26) Period Totals and Balan	188.00 *	.00 *	1,299.11
YTD Encumbrance	.00	YTD Actual	1,299.11	Total	1,299.11
			YTD Budget	250.00	Unexpended
					1,049.11-
<b>200-55-5560-399 CATV WLOO MISC</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-510 PROPERTY INSURANCE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	50.00	Unexpended
					50.00
<b>200-55-5560-511 WORKER'S COMPENSATION</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	.00	Unexpended
					.00
<b>200-55-5560-512 LIABILITY INSURANCE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	11.00	Unexpended
					11.00
<b>200-55-5560-521 CYBER INSURANCE</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
			YTD Budget	356.00	Unexpended
					356.00
<b>200-55-5560-730 CATV WLOO SCHOLARSHIP</b>					
		01/31/2026 (01/26) Balance	.00 *	.00 *	.00
		02/28/2026 (02/26) Period Totals and Balan	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
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**200-55-5560-730 CATV WLOO SCHOLARSHIP (continued)**

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00
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**200-55-5560-732 CATV WLOO INTERNSHIP**

01/31/2026 (01/26) Balance			.00	*		.00	*		.00
02/28/2026 (02/26) Period Totals and Balan			.00	*		.00	*		.00

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00
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**200-55-5560-810 CATV WLOO OUTLAY**

01/31/2026 (01/26) Balance			.00	*		.00	*		82.00
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AP	216	HELLENBRAND'S HARDWARE	39.98						
**VendorNo: 5320 **Inv. No: 167438 **Desc: CATV/WLOO/OUTLAY/AA & AAA BATTERIES **Inv. Date: 02/12/26 **Remit Name: HELLENBRAND'S HARDWARE **Merchant Vendor No: 5320 **Merchant Vendor Name: HELLENBRAND'S HARDWARE **Invoice Created By: AP Workflow									
		02/28/2026 (02/26) Period Totals and Balan	39.98	*		.00	*		121.98

YTD Encumbrance	.00	YTD Actual	121.98	Total	121.98	YTD Budget	2,250.00	Unexpended	2,128.02
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**200-59-5936-001 TRANSFER TO GENERAL FUND**

01/31/2026 (01/26) Balance			.00	*		.00	*		.00
02/28/2026 (02/26) Period Totals and Balan			.00	*		.00	*		.00

YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended	.00
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Number of transactions: 32    Number of accounts: 55

	Debit	Credit	Proof
Grand Totals:	12,554.28	12,554.28-	.00



Laura Cotting &lt;cottingel@gmail.com&gt;

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**Fw: Decommission Unused Channels**

3 messages

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**WLOO CATV** <wloocatv@waterloowi.us>  
To: Laura Cotting <cottingel@gmail.com>

Tue, Mar 31, 2026 at 1:50 PM

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**From:** Prange, Katy M <Katy.Prange@charter.com>**Sent:** Tuesday, March 31, 2026 11:37 AM**To:** WLOO CATV <wloocatv@waterloowi.us>; Jeanne Ritter <clerk@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>**Subject:** Decommission Unused Channels

Mayor Quimby, Jeanne and Laura –

I am with the Charter Spectrum Government Affairs team. One of our roles is to work with local governments to manage PEG channels.

It is my understanding that our Sales team was working with you in 2025 to explore moving your channels to new services because the life of the equipment was nearing its end. However, I also understand that the funds to do this were not approved by the City Council. Further I found your very comprehensive YouTube Channel and recognize that you probably no longer need the cable channels.

As such, our ISP team checked and saw that the two channels we currently have for Waterloo – 991 and 992 – on the Spectrum line-up have been dark for quite some time.

May we decommission channels 991 and 992?

We need your community's sign-off to take this action.

Please let me know if you have any questions.

Thank you!

Katy Prange



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**Katy Prange** | Director, State Government Affairs | 608.288.6816

22 E Mifflin | Madison, WI 53703

[https://waterloowi.us/documents/689/2025-02-20CityCouncil\\_Packet.pdf#:~:text=Gerry%20Wergin%20is%20the%20new,expected%20to%20be%20much%20lower](https://waterloowi.us/documents/689/2025-02-20CityCouncil_Packet.pdf#:~:text=Gerry%20Wergin%20is%20the%20new,expected%20to%20be%20much%20lower)

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**Laura Cotting** <cottingel@gmail.com>

Tue, Mar 31, 2026 at 3:18 PM

To: WLOO CATV <wloocatv@waterloowi.us>, "Waterloo City Hall, Mayor" <mayor@waterloowi.us>, Jeanne Ritter <jritter@waterloowi.us>

Cc: Michelle N <mnightoak@protonmail.com>

Hello Mayor Quimby and Jeanne Ritter,

I am contacting you about the email we received today from Charter. It is copy/pasted below my email. When I asked the City Council last year about channels 991/992, explaining that although WLOO could afford to upgrade one channel because Charter/Spectrum came way down in their pricing, we had no way of knowing if anyone would watch it, at least not enough to justify the upgrade cost and ongoing HD subscription expenses. I said WLOO intended to let the channels go dark unless you or any of the Alders had an objection. Alder Thomas and others asked if we would sell the equipment, I explained the plan was just to mothball it and hang on to the frequencies 991/992. They made approving comments. You asked if WLOO would still receive the Franchise Fee money, I said I was assured by Charter/Spectrum's Gerry Wergin that we would. And we have.

Now Charter/Spectrum is asking to "decommission" channels 991/992. I assume that means WLOO won't have them as an option anymore. I do not recommend giving the frequencies up just yet. As I understand it, once they're gone, they're gone. Kind of like liquor licenses. Consequently, I recommend respectfully declining Charter/Spectrum's request.

I'm glad Ms. Prange approves of WLOO's YouTube channel.

Email copy pasted below:

[Quoted text hidden]

[Quoted text hidden]

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**Jeni Quimby** <mayor@waterloowi.us>

Sun, Apr 5, 2026 at 2:34 PM

To: "Katy Prange@charter.com" <Katy.Prange@charter.com>

Cc: Eric and Laura Cotting <cottingel@gmail.com>, Jeanne Ritter <clerk@waterloowi.us>

Hi Katy, per the request of our Cable Board below, we are requesting these channels to stay active at this time. Please let us know if you have any questions or concerns. Thank you for reaching out.

**Jenifer Quimby**

**City of Waterloo, Mayor 2019**

**920-478-3025 Cell 920-941-8200**

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**From:** Laura Cotting <cottingel@gmail.com>

**Sent:** Tuesday, March 31, 2026 3:18 PM

**To:** WLOO CATV <wloocatv@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>; Jeanne Ritter <clerk@waterloowi.us>

**Cc:** Michelle N <mnightoak@protonmail.com>

**Subject:** Re: Fw: Decommission Unused Channels

Hello Mayor Quimby and Jeanne Ritter,

I am contacting you about the email we received today from Charter. It is copy/pasted below my email. When I asked the City Council last year about channels 991/992, explaining that although WLOO could afford to upgrade one channel because Charter/Spectrum came way down in their pricing, we had no way of knowing if anyone would watch it, at least not enough to justify the upgrade cost and ongoing HD subscription expenses. I said WLOO intended to let the channels go dark unless you or any of the Alders had an objection. Alder Thomas and others asked if we would sell the equipment, I explained the plan was just to mothball it and hang on to the frequencies 991/992. They made approving comments. You asked if WLOO would still receive the Franchise Fee money, I said I was assured by Charter/Spectrum's Gerry Wergin that we would. And we have.

Now Charter/Spectrum is asking to "decommission" channels 991/992. I assume that means WLOO won't have them as an option anymore. **I do not recommend giving the frequencies up just yet. As I understand it, once they're gone, they're gone.** Kind of like liquor licenses.

Consequently, I recommend respectfully declining Charter/Spectrum's request. I'm glad Ms. Prange approves of WLOO's YouTube channel.

### **Some Possible Station Manager Goals for 2026**

- SOPs and Guides created for School Board, City Council, basic special event, Manager, and Director.
- Programs used consistently; Trello actively being used for workflows and internal calendar (events/employee time off, meeting recording, etc.), Zoho for contacts, Outlook calendar for official admin tasks/deadlines Yes
- Community outreach and building bridges; meetings completed with other City department heads for projects and coordination/support, WL Bus Assoc active member
- Researching grant and collaborative project opportunities, and, if appropriate, writing a grant application or a collaborative project agreement.