

Agenda for December 3rd 2025 CATV Board Meeting, 5:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Roll Call and Call to Order

2. Approval of Previously Unapproved Meeting Minutes: All caught up.

3. Citizen Input:

4. Acting Manager's report. (Cotting)

By the end of October, WLOO spent 45% of its budget. In November there was continued uncertainty about whether or not WLOO would be forced to find new quarters immediately due to Fire code violations. Cotting and Nighthoak attended the Utilities Commission meeting, during which Commission approval was given for Barry Sorenson to draft a rental agreement between WLOO CATV and Waterloo Utilities. However, The Solarium management installed an appropriate, functioning fire alarm system by the November 25th deadline, which means WLOO will not be forced to vacate immediately. The elevator is also back in working order. School Board, Common Council, and Standing Committee meetings were recorded, uploaded, and tagged. Landino and Sparks disconnected the cable station equipment and dismantled the storage rack. 991/992 is now dark. Landino reengineered the visual effects rack and board in the City Hall alcove. Improvements included streamlining the setup, making it so each city council member has their own channel of sound, allowing WLOO to implement real-time visual effects during City Council Meetings, and cable managing and cleaning out the layout of the streaming closet at City Hall. Sparks and Landino made significant improvements to the wiring in the Council chambers, including giving it a cleaner look and removing the potential tripping hazards. Their ultimate goal is a renovated set-up that's uncomplicated, produces a quality signal, is ergonomic, and relatively easy for a beginner to learn how to operate. Documentation of the re-engineered layout is underway. Landino's technical talents have saved WLOO significant consultant billable hours. November ended with filming an episode of Chris Classic Cinema that features Gene Wilder, a heavy snowstorm (and an unplowed parking lot), Microsoft issues, and greatly slowed Internet speeds.

5. New Business

- a. Station Relocation
- b. Year End Fiscal Review
- c. End of Year Employee Recognition, including Promotion of Videographer Michelle Nighthoak to Station Manager

[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.]

6. Unfinished Business.

7. Future Agenda Items and Announcements.

Next Meeting: **TBD**

8. Adjournment Motion

Laura Cotting WLOO CATV Regulatory Board Chair

License AGREEMENT: ETAC - WLOO CATV

Business / Licensor: ETAC, Inc.

Business / License Address: 575 W. Madison St., Waterloo, WI 53594

Licensor Contact Information: Joshua Wurzbarger, 275 W. 96th St., Suite 10R, New York, NY 10025; phone: (608) 600-0400; cell: (917) 370-3095; email: crctodo@gmail.com

Licensee: WLOO CATV

Licensee Address: 136 North Monroe St., Waterloo, WI 53594

Licensee Contact Information (email address and phone number): The City of Waterloo, phone: (920) 478-3025; email: cityhall@waterloowi.us

License Space: Space shown on attached floor plan on Second Floor, but *not* comprising the entire Second Floor. The space is located in the southeast corner of the building, measures approximately 30'x20', and is to the west of and immediately adjacent to the 30' x 20' office that has the door opening onto the deck.

Parking: Outdoor parking provided at no charge. Indoor parking is not guaranteed unless parking space is licensed.

License Commencement Date: March 1st, 2023

License Term: Five (5) years

License Fee: \$900/month

I. **Non-profit Discount:** 45% initially. Non-profit discount shall apply through January 1st, 2025, at which time its application may be reevaluated.

II. **Net License Fee Rate:** \$495.00/month under non-profit discount

Security Deposit: Shall be equal to one (1) month's License Fee.

Inflationary Increase: There will be an annual inflationary increase in the License Fee based upon the 12-month period ending on September 1st of each year. This increase will be based on the CPI Bureau of Labor Statistics Midwest Index.

Additional Charges: Additional charges will be billed to Licensee when there are additional expenses necessitated by Licensee using the space in nonstandard uses. These charges are often a result of using specialized equipment for a long period of time or frequent need for supplemental heating or air conditioning after regular business hours. An occasional use

general does not trigger these charges. Licensor will provide 30 days' notice intent to levy additional charges. Licensee will allow electrical monitoring equipment at the request of Licensor if Licensor deems it necessary. It should be noted that in Licensor's buildings it has never had to levy this charge without knowing the broadcast equipment that is planned in the hours of operation we need to apprise them of such a possibility.

Maintenance Charges: It is understood that Licensee will be responsible for the cost of any extra expense associated with the use of any public facilities, which would include cleaning up and maintenance help. Should the Licensee leave the space clean and without damage, there will be no charge.

Kitchen: There will be no additional charge for use of the second floor kitchen. However, Licensee will be responsible for maintaining the cleanliness of the kitchen and restoring it to a clean position after it is used.

Artwork: Licensee has the right to post artwork in public spaces at The Solarium. There will be no additional charge for posting artwork at the facility in approved areas. Licensor has the right to limit the amount of artwork at the facility for any reason.

Expenses: Licensor will pay for ordinary utilities. In the event that Licensee uses an extraordinary amount of electricity, Licensor may assess incremental charges.

Wi-Fi Access: Licensee will have access to Wi-Fi at no extra charge. It shall be Licensee's responsibility to obtain wired from an internet service provider and to have dealings directly with the internet provider.

Signage: Licensee will have the right to set up reasonable signage on the property, with Licensor's consent.

Security: Licensee will cooperate with reasonable requests to ensure the safety and security of all Licensees. Guests shall not be permitted to roam around without supervision or in areas that are designated as secure areas.

Remittance for Damages: Licensee shall be responsible for any damage caused to the building, other than normal wear and tear.

Right to Relocate: Licensor reserves the right to relocate once the Premises to space elsewhere in the Building and with at least the same square footage, as long as Licensor provides a payment equal to four (4) months of License Fees paid upon the relocation to Licensee, upon three (3) months advanced notice. Such payment shall be in lieu of moving expenses.

Early Termination: Licensor reserves the right to terminate the Premises without cause (i.e., in the absence of Licensee's breach of the agreement), as long as Licensor provides payment as set forth in the table below upon termination without cause. In the table's top row, in the phrase "Termination date is during ___ year of license term", the "Termination date" refers to the date of termination (rather than the earlier date of advanced notice). Such payment shall be in lieu of moving expenses. If termination is with cause (e.g., for a breach of the license agreement), then no payment shall be made, and only ten (10) days advanced notice is required.

For Licensor's termination without cause	Termination date is during 1st year of license term	Termination date is during 2nd year of license term	Termination date is during 3rd year of license term	Termination date is during 4th year of license term	Termination date is during 5th year of license term
At least three (3) months advanced notice	Licensor pays five thousand dollars (\$5,000)	Licensor pays four thousand dollars (\$4,000)	Licensor pays three thousand dollars (\$3,000)	Licensor pays two thousand dollars (\$2,000)	Licensor pays one thousand dollars (\$1,000)
Between than one (1) and three (3) months advanced notice	Licensor pays seven thousand and five hundred thousand dollars (\$7,500)	Licensor pays six thousand dollars (\$6,000)	Licensor pays four thousand and five hundred dollars (\$4,500)	Licensor pays three thousand dollars (\$3,000)	Licensor pays one thousand and five hundred dollars (\$1,500)

Possession Date: March 1st, 2023

Premises Condition: Licensor will deliver the premises in its As-Is condition.

Permitted Use: Non-profit use by city.

Miscellaneous: This Agreement constitutes the entire understanding between Licensor and Licensee and supersedes any prior understandings, representations or agreements, written or oral, between the Parties. This Agreement may be executed in any number of counterparts and by the parties on different counterparts, and all of such counterparts, taken together, shall constitute one and the same instrument. Each party has had time to review this Agreement. In interpreting this Agreement, there shall be no presumption based on the party who drafted it or any of its provisions.

LICENSOR:
ETAC INC.

Date:

By: _____
Name: Joshua Wurzbarger
Title: President
Email: crctodo@gmail.com
Phone: (608) 600-0400

LICENSEE:
WLOO CATV

Date:

By: _____
Name: Jenifer Quimby
Title: Mayor
Email: mayor@waterloowi.us
Phone: (920) 478-3025

Date:

By: _____
Name: Jeanne Ritter
Title: City Clerk
Email: mayor@waterloowi.us
Phone: (920) 478-3025

Amendment to License Agreement for the Use of Shared Office Space

This Amendment to the Licensing Agreement ("Amendment") is entered into as of **March 1st, 2023** by and between **ETAC Inc. DBA The Solarium** ("Licensor") and **WLOO CATV** ("Licensee").

WHEREAS, Licensor and Licensee entered into a Licensee Agreement dated **March 1st, 2023** (the "License") for the premises located at **575 W Madison St. Waterloo, Wisconsin** (the "Premises"); and

WHEREAS, the parties wish to amend certain terms of the License as specified below while maintaining all other terms and conditions of the License.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, the parties agree to amend the License as follows:

Amendments

Relocation to Space 2-E2

1. Effective January 1, 2025, the licensee shall relocate to Suite 2-E2, comprising approximately 288 square feet of space.
2. The relocation shall be counted as a Licensee request and not a Licensor request. As such, it shall preserve the existing clause in the Lease Agreement regarding the relocations initiated by the Licensor.

Rental Charges

Base Rent: The licensee shall pay \$3 per square foot monthly for the occupied space.

1. Total monthly rent for 288 square feet: \$864 monthly.
2. Nonprofit Discount: A 49.65% nonprofit discount shall be applied to the total rent charges through December 31, 2025.
3. Total Rent after discount: \$435

Maintenance of Lease Terms

1. All other terms and conditions of the original License Agreement, including but not limited to clauses regarding Licensor requests for relocation, shall remain in full force and effect.
2. This Amendment does not waive any rights or obligations under the original Lease Agreement unless specifically modified herein.

Acknowledgment

The parties hereby acknowledge and agree to the modifications stated in this Amendment. All other provisions of the Lease Agreement not expressly amended herein remain unchained and in full force and effect. This Amendment shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. This Amendment may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

Licensor

By: _____

Name: _____

Title: _____

Date: _____

Licensee

By: _____

Name: _____

Date: _____

COMMERCIAL LEASE AGREEMENT

THIS COMMERCIAL LEASE AGREEMENT (hereinafter "Agreement") is executed this _____ day of _____, _____, by and between _____ (hereinafter "Lessor") and _____ (hereinafter "Tenant"). The parties, in consideration of the covenants and promises of the other, agree as follows:

1. **Leased Premises.** Lessor leases to Tenant and Tenant leases from Lessor, _____

("Premises").

2. **Term.** The term of this Agreement shall begin effective _____, _____ at 12:00 a.m. and end effective _____, _____ at 11:59 p.m.

3. **Occupancy.** Tenant shall be entitled to occupy the entire Premises for the entire term of this Agreement.

4. **Use.** Tenant agrees that it will use Premises for the purpose of _____ and other purposes ancillary thereto. Tenant will not use or occupy the Premises for any unlawful purpose and will obey all present and future, laws, ordinances, regulations, and orders of the applicable city, applicable county and the State of Wisconsin which relate to the Premises. No part of the Premises shall be used for any purpose which will unreasonably increase the insurance risk or prevent the obtaining of insurance against loss of the property.

5. **Monthly Rental Payment.** Tenant shall pay Lessor in advance of the first day of each calendar month during the term of the Agreement, commencing on _____, _____, a monthly rental payment of _____ and 00/100 Dollars (\$_____.00). Said payments shall be made at _____ or at such other place as Lessor may from time to time designate by written notice to Tenant. If Tenant fails to pay rent within five (5) calendar days after the due date, a late charge of Five Percent (5%) of the overdue amount shall be assessed, which shall be considered additional rent. Interest shall also accrue on the overdue balance at the rate of 1.5% per month (18% annually) until paid in full.

6. **Security Deposit.** On or before _____, _____, Tenant shall pay the sum of _____ and 00/100 Dollars (\$_____.00) to Lessor, which Lessor shall hold as a security deposit for performance of the terms of this Agreement and for no other purpose. The deposit, less any amounts legally withheld, will be returned to Tenant at the address indicated in Section 26 of this Agreement within twenty-one (21) days after any event set forth in Wis. Stat. § 704.28(4).

7. **Real Estate Taxes, Special Assessments, and Personal Property Taxes.** Tenant shall reimburse Lessor directly for all real estate taxes and special assessments levied against the Premises during the term of this Agreement. Accordingly, Lessor, upon receipt of written notice of

the amount of real estate taxes and special assessments shall deliver a written demand to Tenant indicating the total amount due from Tenant for real estate taxes and special assessments. Within ten (10) days of receipt of Lessor's written notice, Tenant shall deliver payment in an amount equal to the total amount due from Tenant for real estate taxes and special assessments as indicated in Lessor's written notice delivered to Tenant. In addition, Tenant shall be directly responsible for paying all personal property taxes with respect to Tenant's personal property at the Premises.

If the Premises are part of a multi-tenant property, Tenant shall be responsible for its pro-rata share of real estate taxes and special assessments based on the rentable square footage of the Premises relative to the total rentable square footage of the property.

8. Property Insurance. Lessor shall procure and maintain during the term and any extension or renewal term, a policy or policies of fire and extended coverage insurance on the Premises insuring the Premises for not less than eighty percent (80%) of its insurable value. Tenant shall be solely responsible for insuring its inventory, equipment, and any improvements made to the Premises against fire and extended coverage risks in an amount that Tenant considers appropriate.

Tenant shall name Lessor as an additional insured on all general liability insurance policies and shall provide Lessor with certificates of insurance evidencing such coverage. Each policy shall contain a waiver of subrogation in favor of the Lessor.

9. Utilities. Tenant shall pay for all utilities furnished to the Premises including, but not limited to, electricity, gas, heat, air conditioning, water, sewer, and telephone. In the event that any utility or service provided to the Premises is not separately metered, Lessor shall invoice Tenant for the amount due and Tenant shall make payment within ten (10) days of receipt of said invoice.

10. Lessor's Work. Tenant is leasing the Premises in its existing condition, recognizing that Tenant may be required to make substantial alterations and improvements to conduct its business in the Premises. Lessor shall not be responsible for making any alterations or improvements to the Premises.

11. Tenant's Work. Tenant may choose to make alterations and improvements to the Premises during the term. Tenant shall be entitled to make all such alteration and leasehold improvements without Lessor's consent provided they are done in a workmanlike manner and utilizing good quality materials, except for the removal of walls or other structural components. In such case, Tenant shall first obtain Lessor's written consent, which written consent shall not be unreasonably withheld. All alterations and improvements shall become Lessor's property and may not be removed by Tenant at the termination of the Agreement; provided, however, that this limitation shall not apply to alterations which can be readily removed in a manner which will not damage the Premises. Any such alteration or improvement shall be at Tenant's sole expense.

Tenant shall ensure all alterations comply with applicable building codes and shall obtain all necessary permits before commencing any work. Tenant shall deliver copies of such permits to Lessor upon request.

12. Repair and Maintenance. Lessor shall keep and maintain the structural portions of the building located on the Premises in good repair at Lessor's sole expense. Tenant shall keep and maintain the Premises, including the interior and exterior of the building on the Premises, walls, floors, ceilings, glass, the exterior grounds of the Premises, and all other parts of the Premises in good repair and condition at Tenant's sole expense. Tenant shall maintain in good working order all mechanical, electrical, plumbing, and HVAC systems serving the Premises and shall provide evidence of HVAC servicing at least twice annually. At the termination of this Agreement, Tenant shall leave the Premises in as good condition as at the beginning of the term, except for ordinary wear and tear and damage by the elements.

13. Sublease and Assignment. Tenant shall have the right without Lessor's consent, to assign this Agreement to an organization or entity with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any organization or entity under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Property, or assign this Agreement in whole or in part without Lessor's consent, although such consent shall not be unreasonably withheld or delayed.

14. Lessor's Right of Entry. Lessor may, at reasonable times, enter the Premises for inspection thereof, and within ninety (90) days of the end of the term, or extension thereof, may place notices on the property advertising the same for sale or for rent. Lessor's entry shall not unreasonably interfere with Tenant's business operations.

15. Waiver of Liability. Lessor shall not be liable for loss or damage to Tenant's property unless caused by Lessor's gross negligence or intentional misconduct.

16. Public Liability Insurance. Tenant agrees to indemnify and hold Lessor harmless against any and all claims, damages, and costs arising from Tenant's use and occupancy of the Premises. Lessor shall not be liable, and Tenant waives all claims, for damage to persons or their Premises sustained by Tenant, its employees, or invitees, resulting from the condition of the Premises, or any equipment or machinery. Tenant agrees to carry and pay the premiums for public liability insurance, insuring itself and Lessor against injury to property, person, or loss of life, arising out of the use and occupancy of the property, with limits of at least \$1,000,000.00 for any one person and \$2,000,000.00 for any number of persons injured or killed in any one accident. Tenant shall furnish Lessor with a certificate of such insurance upon request.

17. Damage and Destruction. If the building on the Premises is damaged or destroyed in whole or in part by fire or other casualty during the term, to the extent of less than one-third (1/3) of the cost of replacement above foundation, the building shall be repaired as quickly as possible, by and at the expense of Lessor. In that event, rent shall abate entirely in case the entire Premises is untenantable, or pro rata for the portion rendered untenantable, until the Premises is restored to tenantable condition. If the building located on the Premises is damaged or destroyed to the extent of more than one-third (1/3) of the cost of replacement above foundation, Lessor may, at Lessor's option, cancel this Agreement and shall be under no obligation or duty to rebuild. If this Agreement is cancelled, rent shall be calculated up to the date the Premises was damaged. If Lessor undertakes restoration and repair of the building, Lessor shall do so as quickly as possible, in a manner consistent with sound construction principles, but Lessor shall not be liable for any delays or interruptions

occasioned by strikes, casualties, government regulations, or any other causes beyond Lessor's control. Following restoration and repair of the Premises, possession and occupancy shall be tendered to Tenant, and rent shall recommence as of that date. Notwithstanding the above, if the Premises or any other part of the building located on the Premises is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, customers, employees, or invitees, rent shall not be diminished or abated while such damages are under repair and Tenant shall be responsible for the costs of repair not covered by insurance.

If restoration is not substantially completed within one hundred twenty (120) days after the date of damage, Tenant may terminate this Lease upon thirty (30) days' written notice.

18. Subordination. At Lessor's option, this Agreement shall be subordinated to any mortgage placed against the Premises from time to time, including any extension or renewal; provided, however, that every such mortgage shall recognize the validity of this Agreement. In the event of the foreclosure of Lessor's interest in the property, Tenant shall execute any documents required by Lessor's lender to effect such subordination.

19. Condemnation. If any legally, constituted authority condemns the Premises or such part thereof which shall make the Premises unsuitable for leasing, this Agreement shall cease when the public authority takes possession, and Lessor and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

20. Insolvency of Tenant. If a receiver or trustee in voluntary or involuntary insolvency or bankruptcy proceedings is appointed for Tenant, and such appointment is not vacated within twenty (20) days thereafter, or if Tenant petitions for corporate reorganization, or otherwise seeks an arrangement with creditors under any insolvency or bankruptcy law, or if any execution or attachment against Tenant is unsatisfied or unsecured by an adequate corporate surety bond for more than twenty (20) days, Lessor may, at its option, in any of such events, terminate this Lease, re-enter, and resume possession of the Premises.

21. Default. If either party defaults under any provision of this Agreement, and such default shall continue after receipt by the defaulting party of fifteen (15) days written notice, this Agreement may be declared terminated by provision to the defaulting party of written notice of such intention. If Tenant is the defaulting party, Lessor shall be entitled to retake possession of the Premises. If Lessor is the defaulting party, Tenant may terminate this Agreement and surrender possession of the Premises to Lessor. Termination of this Agreement due to any default shall be without prejudice to the right of recovering damages against the defaulting party for breach.

Upon Tenant's default and failure to cure, Lessor may re-enter and relet the Premises on such terms as it deems reasonable, applying the proceeds to past-due rent and any related expenses, with Tenant remaining liable for any deficiency.

22. Environmental Considerations. Lessor warrants and represents that Lessor has not used or allowed to be used upon the Premises, any hazardous or toxic substances, or any substances

which are regulated by any municipal, state, or federal law. Lessor is not aware of the presence of any such material on this Premises. Tenant represents and warrants that Tenant will not use or permit the use by any other person, knowingly or unknowingly, any hazardous or toxic substance, or any substance now regulated by local state or federal law, on the Premises during the term. Tenant's representation shall specifically extend to and include any sub-lessee or assignee of Tenant. Tenant further agrees that Tenant shall not release or emit any unreasonable amount of dust, dirt, fumes, or odors into the atmosphere, the ground, or the water, in violation of any municipal, state, or federal law. Each party agrees to indemnify and save the other harmless from any and all claims, damages, or expenses arising from the violating party's failure to comply with any provision of this section.

Lessor shall have the right to conduct environmental testing of the Premises if it reasonably suspects contamination, at Tenant's expense if such contamination is confirmed.

23. Notice of Disposition of Personalty. If Tenant removes from the Premises for any reason and leaves personal property, Landlord shall presume that, in the absence of a separate written agreement between Landlord and Tenant to the contrary, that Tenant has abandoned the personal property. Accordingly, Landlord may then dispose of the abandoned personal property, excluding any prescription medication or medical equipment, in any manner that Lessor, in its sole discretion, determines is appropriate. Landlord shall hold any prescription medication and medical equipment left by Tenant for seven (7) days before disposing of said property in whatever manner Lessor determines is appropriate.

24. Quiet Possession. Lessor covenants and warrants that upon performance by Tenant of its obligations hereunder, Lessor will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Premises during the term of this Agreement.

25. Cumulative Remedies. All rights and remedies of the parties enumerated in this Agreement shall be cumulative and none shall exclude any other right or remedies allowed by law.

26. Common Area Maintenance. Tenant shall pay its proportionate share of the Common Area Maintenance (CAM) expenses, which may include snow removal, landscaping, exterior lighting, parking lot maintenance, and similar costs.

27. Estoppel Certificate Requirement. Tenant shall, within ten (10) days of Lessor's request, execute and deliver an estoppel certificate confirming the Lease's status, including the rent amount, term, and any known defaults.

28. Rules and Regulations. Lessor may adopt reasonable rules and regulations for the use and maintenance of the building or property. Tenant shall comply with all such rules after receiving written notice.

29. Notice. Whenever this Agreement requires or permits that notice be given by either party to the other, such notice shall be forwarded to the other party by U.S. mail, certified with return receipt requested, addressed to the parties at the following addresses, or at such other place as either party shall subsequently designate in writing:

If to Lessor:

If to Tenant:

30. No Waiver of Default. No waiver of any default of Lessor or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Lessor or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

31. Attorneys' Fees. In the event either party sues the other for any reason arising out of the terms of this Agreement, the prevailing party shall be entitled to the reimbursement by the losing party of its reasonable attorneys' fees.

32. Compliance with Law. Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Premises. Lessor shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Premises.

33. Time is of the Essence. "Time is of the Essence" as to all dates and deadlines in this Agreement.

34. Governing Law. This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Wisconsin.

35. Amendment or Revocation of Agreement. This Agreement may be amended or revoked only by a written agreement signed by both parties.

36. Tenant's Acknowledgment. Tenant acknowledges that Tenant fully understands the content of this Agreement. Tenant further states that Tenant has not been misled or coerced in any way into entering this Agreement and has instead done so under Tenant's own free will.

37. Entire Agreement. This Agreement represents the parties' entire understanding regarding the Agreement's subject matter. All express or implied, oral or written agreements, covenants, representations, and warranties of the parties regarding the subject matter of this

Agreement are contained in this Agreement. No other express or implied, oral or written agreements, covenants, representations, or warranties have been made by either party to the other regarding the subject matter of this Agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants, and warranties regarding this Agreement's subject matter are waived, merged in, and superseded by this Agreement.

38. Construction of Agreement. The parties assume joint responsibility for the form and composition of this Agreement. No provision of this Agreement shall be construed for or against either party because that party or that party's lawyer drafted this Agreement.

39. Paragraph Headings. Paragraph headings have been inserted for convenience of reference only, are not necessarily completely descriptive, and are not a substantive part of this Agreement.

40. Severability. If any of this Agreement's provisions are deemed to be invalid, inequitable, or unconscionable, those provisions shall be severed from this Agreement and shall not affect the enforceability of the remainder of this Agreement. If a provision shall be deemed invalid, inequitable, or unconscionable because of its scope or breadth, the provision shall be deemed valid to the extent of the scope or breadth permitted by law.

41. Authority. The undersigned executing this Agreement on behalf of an organization warrant and represent that they are duly authorized and have the legal authority to bind the respective party for which signature is made.

THIS AGREEMENT is executed by the Lessor and Tenant this _____ day of _____, _____.

LESSOR

*

*

TENANT

*

*

*

*

GUARANTEE

In consideration of Lessor's agreement to lease the Premises, the undersigned additional party(ies) guarantee payment of all amounts due under this Agreement and performance of all covenants of Tenant. This Guarantee shall survive any sublease or assignment of this Agreement and may only be modified as mutually agreed in writing between Lessor and the undersigned.

*

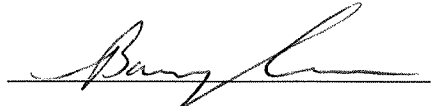
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This agreement is between the Waterloo Water and Light Commission (landlord) and WLOO CATV (tenant).

Waterloo Water & Light Commission agrees to rent the back two office spaces to WLOO CATV for a monthly rental amount of \$435. This agreement starting January 1, 2026. This agreement can be terminated by Waterloo Water and Light Commission at any time without cause providing a 60 day notice of termination.


A handwritten signature in black ink, appearing to read "Barry Sorenson", is written over a horizontal line.

Barry Sorenson, Utility Superintendent

WLOO CATV Representative

Waterloo Water & Light Commission (WWL)

Gate and rekeying of a few doors – WWL has sensitive data that has to be secure, WLOO will only have access to the back hallway, bathrooms, office break room and two offices. Fire proof room and server room will be unavailable to them for security issues. No conference room access will be available.

Internet connection and any interior wiring would be at the cost of WLOO.

WWL would have to make two parking stalls at the rear entrance off the drive thru driveway.

Handling of keys – with high turnover?

Common areas to remain clean.

CITY OF WATERLOO

BALANCE SHEET
OCTOBER 31, 2025

200-CATV/WLOO FUND

ASSETS

200-11100	TREASURER'S CASH	(140,106.36)	
200-11510	CATV/WLOO INVESTMENT ACCT	194,075.86	
TOTAL ASSETS			53,969.50

LIABILITIES AND EQUITY

FUND EQUITY

200-32600	FUND BALANCE	42,709.73	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	11,259.77	
TOTAL FUND EQUITY			53,969.50
TOTAL LIABILITIES AND EQUITY			53,969.50

CITY OF WATERLOO
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

FUND 200 - CATV/WLOO FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
	<u>INTERGOVERNMENTAL REVENUE</u>					
200-43-4363-000	VIDEO SERVICE AID	.00	8,065.67	8,065.00	.67	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	8,065.67	8,065.00	.67	100.0
	<u>LICENSES & PERMITS</u>					
200-44-4450-000	CABLE TV FRANCHISE FEES	.00	15,909.58	32,567.88	(16,658.30)	48.9
	TOTAL LICENSES & PERMITS	.00	15,909.58	32,567.88	(16,658.30)	48.9
	<u>MISCELLANEOUS REVENUES</u>					
200-48-4810-000	INT ON TEMP INVESTMENTS	694.33	6,923.35	8,700.00	(1,776.65)	79.6
	TOTAL MISCELLANEOUS REVENUES	694.33	6,923.35	8,700.00	(1,776.65)	79.6
	TOTAL FUND REVENUE	694.33	30,898.60	49,332.88	(18,434.28)	62.6

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

FUND 200 - CATV/WLOO FUND

			PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>CATV</u>							
200-55-5560-110	CATV WLOO	SALARY COORDINATO	.00	.00	9,000.00	9,000.00	.0
200-55-5560-120	CATV WLOO	WAGES VIDEO/ASSIS	2,171.94	8,301.81	12,000.00	3,698.19	69.2
200-55-5560-151	CATV WLOO	SOC SEC	166.15	644.39	2,700.00	2,055.61	23.9
200-55-5560-152	CATV WLOO	RETIREMENT	.00	.00	1,875.00	1,875.00	.0
200-55-5560-153	CATV WLOO	HEALTH INS	.00	.00	3,825.00	3,825.00	.0
200-55-5560-320	CATV WLOO	VIDEO TAPE/PROG	209.25	1,663.23	1,084.77	(578.46)	153.3
200-55-5560-321	CATV WLOO	DUES & MEMBERSHIP	.00	1,907.99	3,541.00	1,633.01	53.9
200-55-5560-340	CATV RENT		435.00	4,785.00	5,220.00	435.00	91.7
200-55-5560-354	CATV WLOO	REP & MAINT EQUIP	.00	323.14	490.00	166.86	66.0
200-55-5560-360	CATV WLOO	MOBILE PHONE	.00	.00	348.36	348.36	.0
200-55-5560-380	CATV WLOO	COMPUTER SUPPLIES	21.00	351.00	502.00	151.00	69.9
200-55-5560-510	PROPERTY INSURANCE		.00	.00	50.00	50.00	.0
200-55-5560-511	WORKER'S COMPENSATION		.00	(21.46)	.00	21.46	.0
200-55-5560-512	LIABILITY INSURANCE		.00	(.29)	11.00	11.29	(2.6)
200-55-5560-521	CYBER INSURANCE		.00	296.00	700.00	404.00	42.3
200-55-5560-810	CATV WLOO	OUTLAY	72.18	1,388.02	2,250.00	861.98	61.7
TOTAL CATV			3,075.52	19,638.83	43,597.13	23,958.30	45.1
TOTAL FUND EXPENDITURES			3,075.52	19,638.83	43,597.13	23,958.30	45.1
NET REVENUE OVER(UNDER) EXPENDITURES			(2,381.19)	11,259.77	5,735.75		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-11100 TREASURER'S CASH					
		09/30/2025 (09/25) Balance	.00 *	.00 *	137,220.33-
CA-CDA	5	CDA2 Fund Allocation - Created: 10/09/25 4:2	117.31		
CA-CDA	20	CDA2 Fund Allocation - Created: 10/21/25 11:		90.75-	
CA-CDA	40	CDA2 Fund Allocation - Created: 10/29/25 10:		574.50-	
CA-PB	2	PB Fund Allocation - Created: 09/29/25 3:00		44.66-	
CA-PB	7	PB Fund Allocation - Created: 10/14/25 12:52		35.67-	
CA-PB	12	PB Fund Allocation - Created: 10/27/25 4:13		85.82-	
CA-PC	2	PC Fund Allocation - Created: 09/29/25 2:59		583.81-	
CA-PC	7	PC Fund Allocation - Created: 10/14/25 12:51		466.20-	
CA-PC	12	PC Fund Allocation - Created: 10/27/25 4:12		1,121.93-	
		10/31/2025 (10/25) Period Totals and Balan	117.31 *	3,003.34- *	140,106.36-
200-11510 CATV/WLOO INVESTMENT ACCT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	193,381.53
JE	6	LGIP #3/CATV	694.33		
		10/31/2025 (10/25) Period Totals and Balan	694.33 *	.00 *	194,075.86
200-11512 CATV WLOO C.D					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-11514 CATV WLOO #2 C.D.					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-13100 ACCOUNTS RECEIVABLE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-13101 ACCOUNTS RECEIVABLE PRIOR YEAR					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-13300 ACCRUED INTEREST					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-21100 VOUCHERS PAYABLE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	189.49
AP	57	Summary Transactions from AP System		29.61-	
AP	128	Summary Transactions from AP System		42.57-	
AP	251	Summary Transactions from AP System		90.75-	
AP	343	Summary Transactions from AP System		574.50-	
CDA2	59543	SPECTRUM BUSINESS		189.49-	
CDA2	59581	HELLENBRAND'S HARDWARE	42.57		
CDA2	59612	T-MOBILE	29.61		
CDA2	59620	SPECTRUM BUSINESS	69.75		
CDA2	59626	TAYLOR COMPUTER SERVICES INC	21.00		
CDA2	59655	SPECTRUM BUSINESS	139.50		
CDA2	59664	ETAC	435.00		
		10/31/2025 (10/25) Period Totals and Balan	737.43 *	926.92- *	.00
200-21102 WAGES PAYABLE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-21511 SOC SEC PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-21512 FED W/H PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-21513 STATE W/H PAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-25100 DUE TO/FROM GENERAL FUND					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-26300 DEFERRED REVENUE CD INVEST					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-32600 FUND BALANCE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	42,709.73-

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-32600 FUND BALANCE (continued)					
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	42,709.73-
200-32609 CATV WLOO CARRYOVER					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-32612 CATV WLOO CD FUND BALANCE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
200-43-4363-000 VIDEO SERVICE AID					
		09/30/2025 (09/25) Balance	.00 *	.00 *	8,065.67-
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	8,065.67-
YTD Encumbrance	.00	YTD Actual	8,065.67- Total	8,065.67- YTD Budget	8,065.00- Unearned .67-
200-44-4450-000 CABLE TV FRANCHISE FEES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	15,909.58-
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	15,909.58-
YTD Encumbrance	.00	YTD Actual	15,909.58- Total	15,909.58- YTD Budget	32,567.88- Unearned 16,658.30
200-46-4612-000 SALES OF MAT & SUPPLIES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
200-46-4620-000 WEB-SITE MEMBERSHIP FEE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
200-46-4625-000 CATV - MISC REVENUE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
200-46-4636-000 CATV ADVERTISING FEE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-46-4636-000 CATV ADVERTISING FEE (continued)					
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
200-48-4810-000 INT ON TEMP INVESTMENTS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	6,229.02-
JE		6 LGIP #3/CATV		694.33-	
		10/31/2025 (10/25) Period Totals and Balan	.00 *	694.33- *	6,923.35-
YTD Encumbrance	.00	YTD Actual 6,923.35- Total	6,923.35-	YTD Budget 8,700.00- Unearned	1,776.65
200-48-4850-000 DONATIONS - PUBLIC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
200-48-4851-000 GRANTS - PRIVATE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
200-49-4920-000 TRANSFER FROM GENERAL FUND					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
200-49-4930-000 TRANSFER-FUND BALANCE APPLIED					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unearned	.00
200-51-5130-211 ATTORNEY ATTORNEY FEES					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-51-5130-211 ATTORNEY ATTORNEY FEES (continued)					
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-110 CATV WLOO SALARY COORDINATO					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 9,000.00 Unexpended	9,000.00
200-55-5560-111 CATV WLOO TECHNICAL CONSULT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-113 CATV WLOO SUPPLEMENTAL COMP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-120 CATV WLOO WAGES VIDEO/ASSIS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	6,129.87
PC	15	PAYROLL TRANS FOR 9/27/2025 PAY PERI	583.81		
PC	55	PAYROLL TRANS FOR 10/11/2025 PAY PE	466.20		
PC	90	PAYROLL TRANS FOR 10/25/2025 PAY PE	1,121.93		
		10/31/2025 (10/25) Period Totals and Balan	2,171.94 *	.00 *	8,301.81
YTD Encumbrance	.00	YTD Actual 8,301.81 Total	8,301.81	YTD Budget 12,000.00 Unexpended	3,698.19
200-55-5560-122 CATV WLOO WAGES ANNOUNCER					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-151 CATV WLOO SOC SEC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	478.24

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-55-5560-151 CATV WLOO SOC SEC (continued)					
PB	9	PAYROLL TRANS FOR 9/27/2025 PAY PERI	44.66		
PB	36	PAYROLL TRANS FOR 10/11/2025 PAY PE	35.67		
PB	53	PAYROLL TRANS FOR 10/25/2025 PAY PE	85.82		
		10/31/2025 (10/25) Period Totals and Balan	166.15 *	.00 *	644.39
YTD Encumbrance	.00	YTD Actual	644.39	Total	644.39
		YTD Budget	2,700.00	Unexpended	2,055.61
200-55-5560-152 CATV WLOO RETIREMENT					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,875.00	Unexpended	1,875.00
200-55-5560-153 CATV WLOO HEALTH INS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	3,825.00	Unexpended	3,825.00
200-55-5560-154 CATV WLOO INCOME & LIFE INS					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
200-55-5560-298 CATV WLOO WEB HOSTING					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
200-55-5560-320 CATV WLOO VIDEO TAPE/PROG					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,453.98
AP	312	SPECTRUM BUSINESS	69.75		
		**VendorNo: 2050 **Inv. No: 170961301062125 **Desc: CATV/CABLE/PROG/06.25 **Inv. Date: 06/21/25 **Remit Name: SPECTRUM BUSINESS **Merchant Vendor No: 2050 **Merchant Vendor Name: SPECTRUM BUSINESS **Invoice Created By: sdavison			
AP	188	SPECTRUM BUSINESS	69.75		
		**VendorNo: 2050 **Inv. No: 170961301 09.25-10.24.2025 **Desc: CATV/CABLE/PROG/ **Inv. Date: 09/21/25 **Remit Name: SPECTRUM BUSINESS **Merchant Vendor No: 2050 **Merchant Vendor Name: SPECTRUM BUSINESS **Invoice Created By: sdavison			
AP	317	SPECTRUM BUSINESS	69.75		

Journal	Reference Number	Payee or Description			Debit Amount	Credit Amount		Balance
200-55-5560-320 CATV WLOO VIDEO TAPE/PROG (continued)								
**VendorNo: 2050 **Inv. No: 170961301102125 **Desc: CATV/CABLE/PROG/10.25-11.24.2025 **Inv. Date: 10/21/25 **Remit Name: SPECTRUM BUSINESS **Merchant Vendor No: 2050 **Merchant Vendor Name: SPECTRUM BUSINESS **Invoice Created By: sdavison								
		10/31/2025 (10/25) Period Totals and Balan			209.25 *	.00 *		1,663.23
YTD Encumbrance	.00	YTD Actual	1,663.23	Total	1,663.23	YTD Budget	1,084.77	Unexpended 578.46-
200-55-5560-321 CATV WLOO DUES & MEMBERSHIP								
		09/30/2025 (09/25) Balance			.00 *	.00 *		1,907.99
		10/31/2025 (10/25) Period Totals and Balan			.00 *	.00 *		1,907.99
YTD Encumbrance	.00	YTD Actual	1,907.99	Total	1,907.99	YTD Budget	3,541.00	Unexpended 1,633.01
200-55-5560-340 CATV RENT								
		09/30/2025 (09/25) Balance			.00 *	.00 *		4,350.00
AP	329	ETAC			435.00			
**VendorNo: 500537 **Inv. No: 000463 **Desc: CATV/RENT/NOVEMBER 2025 **Inv. Date: 10/23/25 **Remit Name: ETAC **Merchant Vendor No: 500537 **Merchant Vendor Name: ETAC **Invoice Created By: sdavison								
		10/31/2025 (10/25) Period Totals and Balan			435.00 *	.00 *		4,785.00
YTD Encumbrance	.00	YTD Actual	4,785.00	Total	4,785.00	YTD Budget	5,220.00	Unexpended 435.00
200-55-5560-350 CATV WLOO SUPPLIES								
		09/30/2025 (09/25) Balance			.00 *	.00 *		.00
		10/31/2025 (10/25) Period Totals and Balan			.00 *	.00 *		.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	.00	Unexpended .00
200-55-5560-354 CATV WLOO REP & MAINT EQUIP								
		09/30/2025 (09/25) Balance			.00 *	.00 *		323.14
		10/31/2025 (10/25) Period Totals and Balan			.00 *	.00 *		323.14
YTD Encumbrance	.00	YTD Actual	323.14	Total	323.14	YTD Budget	490.00	Unexpended 166.86
200-55-5560-360 CATV WLOO MOBILE PHONE								
		09/30/2025 (09/25) Balance			.00 *	.00 *		.00
		10/31/2025 (10/25) Period Totals and Balan			.00 *	.00 *		.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00	YTD Budget	348.36	Unexpended 348.36
200-55-5560-380 CATV WLOO COMPUTER SUPPLIES								
		09/30/2025 (09/25) Balance			.00 *	.00 *		330.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-55-5560-380 CATV WLOO COMPUTER SUPPLIES (continued)					
AP	173	TAYLOR COMPUTER SERVICES INC	21.00		
		**VendorNo: 11548 **Inv. No: 28473 **Desc: CATV/WLOO/COMP SUPPLIES/EDR (1) **Inv. Date: 09/30/25 **Remit Name: TAYLOR COMPUTER SERVICES INC **Merchant Vendor No: 11548 **Merchant Vendor Name: TAYLOR COMPUTER SERVICES INC **Invoice Created By: sdavison			
		10/31/2025 (10/25) Period Totals and Balan	21.00 *	.00 *	351.00
YTD Encumbrance	.00	YTD Actual 351.00 Total	351.00	YTD Budget 502.00	Unexpended 151.00
200-55-5560-399 CATV WLOO MISC					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00	Unexpended .00
200-55-5560-510 PROPERTY INSURANCE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget 50.00	Unexpended 50.00
200-55-5560-511 WORKER'S COMPENSATION					
		09/30/2025 (09/25) Balance	.00 *	.00 *	21.46-
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	21.46-
YTD Encumbrance	.00	YTD Actual 21.46- Total	21.46-	YTD Budget .00	Unexpended 21.46
200-55-5560-512 LIABILITY INSURANCE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.29-
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.29-
YTD Encumbrance	.00	YTD Actual .29- Total	.29-	YTD Budget 11.00	Unexpended 11.29
200-55-5560-521 CYBER INSURANCE					
		09/30/2025 (09/25) Balance	.00 *	.00 *	296.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	296.00
YTD Encumbrance	.00	YTD Actual 296.00 Total	296.00	YTD Budget 700.00	Unexpended 404.00
200-55-5560-730 CATV WLOO SCHOLARSHIP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
200-55-5560-730 CATV WLOO SCHOLARSHIP (continued)					
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-732 CATV WLOO INTERNSHIP					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
200-55-5560-810 CATV WLOO OUTLAY					
		09/30/2025 (09/25) Balance	.00 *	.00 *	1,315.84
AP	19	T-MOBILE	29.61		
		**VendorNo: 500418 **Inv. No: 996487261 08.2025 **Desc: CABLE/MOBILE PHONE/OUTLAY/08-2025 **Inv. Date: 09/21/25 **Remit Name: T-MOBILE **Merchant Vendor No: 500418 **Merchant Vendor Name: T-MOBILE **Invoice Created By: sdavison			
AP	109	HELLENBRAND'S HARDWARE	42.57		
		**VendorNo: 5320 **Inv. No: 164901 **Desc: CATV/WLOO/OUTLAY/WIRE HOOK/BATTERY TESTER/BOX FAN **Inv. Date: 09/30/25 **Remit Name: HELLENBRAND'S HARDWARE **Merchant Vendor No: 5320 **Merchant Vendor Name: HELLENBRAND'S HARDWARE **Invoice Created By: sdavison			
		10/31/2025 (10/25) Period Totals and Balan	72.18 *	.00 *	1,388.02
YTD Encumbrance	.00	YTD Actual 1,388.02 Total	1,388.02	YTD Budget 2,250.00 Unexpended	861.98
200-59-5936-001 TRANSFER TO GENERAL FUND					
		09/30/2025 (09/25) Balance	.00 *	.00 *	.00
		10/31/2025 (10/25) Period Totals and Balan	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual .00 Total	.00	YTD Budget .00 Unexpended	.00
Number of transactions: 35 Number of accounts: 55			Debit	Credit	Proof
Grand Totals:			4,624.59	4,624.59-	.00

Recommendation to promote Michelle Nightoak from Videographer to Station Manager

I have had the pleasure of working with Michelle since September 11th, 2025, in my capacity as volunteer Station Manager. Over the last three and a half months, Michelle has proven to be an asset to WLOO CATV. In my opinion, WLOO would benefit were Michelle to be in a leadership position for the following reasons:

Organizational Skills: Michelle has superior organizational skills, and a very strong resume in the areas of systems management and organization. She has the focus and determination to sort through minutiae.

Technical Skills: Michelle has years of experience in writing and managing documentation, including Standard Operating Procedure (SOP) documents. She has experience in basic accounting, bookkeeping, and payroll budgeting, general and technical writing, proofreading, and light copyediting. She has experience with data collection, tracking, organization, analysis, and presentation, experience with Microsoft Office products, work/time management systems, and databases. These skills will be an asset to WLOO CATV.

Interpersonal Skills: Michelle has experience collaborating with multiple teams and types of stakeholders, managing teams of three to ten people to effectively and efficiently accomplish specific objectives, training employees in both general operations and specific duties, effective and varied verbal and written communication styles. In the few months Michelle has been with WLOO I have observed her demonstrating these skills. As Station Manager, she would be adept at crucial networking and negotiation tasks. Since the new paradigm for WLOO is two people rather than one person running the station: a Director running the technical side, managing broadcasts, and scheduling the crew and a Manager, who creates and tracks the budget, negotiates, networks, liaises, and runs the organization behind the scenes, it is vital that the two people work together in harmony as a team. Michelle works well with the Station Director, who described her as “Stellar”.

Performance Under Pressure: Michelle has over two decades of experience working with 911 dispatching and supporting law enforcement. I believe she will perform admirably and maintain her composure in the often unpredictable and chaotic world of even a small media organization such as WLOO.

Leadership Skills: Michelle has a calm yet authoritative presence. She assesses and calculates when others might bluster or overreact. When placed in charge, Michelle directs co-workers as partners in the project, using “we” rather than “you”. She treats employees with respect, and when administering correction does so respectfully yet penetratingly with a few well-chosen words. Michelle has proposed improvements to station data storage and document management. She has taken the initiative in documenting procedures.

Independence: Michelle is able to work effectively with minimal guidance, find resources to solve problems without asking others for help, create realistic timelines for projects, and stay on task while working alone. However, Michelle is careful to reach out for permission when appropriate.

In my opinion, WLOO is fortunate that Michelle is interested in taking on greater responsibility for the station. I believe she will be instrumental in guiding it into a new era. WLOO’s 2026 budget adds the Manager’s wages the first pay period in May. That is when Michelle will be available to work the additional hours. I respectfully request the Board approve my recommendation to promote Michelle to Station Manager, effective May 2026.

Sincerely,

Laura Cotting, Volunteer Station Manager

MICHELLE NIGHTOAK

242 Balsam Ct
Marshall, WI 53594

(608) 215-5605
mnight oak@protonmail.com

PROFESSIONAL EXPERTISE**Leadership & Management Skills****Project**

- managing complex projects from planning to execution within deadlines
- utilizing change management techniques in combination with a strategic mindset for effective outcomes
- development of standard operating procedures (SOPs), workflows, and policies
- experience navigating governmental, private, and non-profit arenas
- aligning work with organizational vision and purpose

People

- collaborating with multiple teams and types of stakeholders
- managing teams of three to ten people to effectively and efficiently accomplish specific objectives
- training employees in both general operations and specific duties
- effective and varied verbal and written communication styles

Administrative & Technical Skills

- basic accounting, bookkeeping, and payroll budgeting experience
- general and technical writing, proofreading, and light copyediting
- data collection, tracking, organization, analysis, and presentation
- experience with Microsoft Office products, work/time management systems, and databases

WORK HISTORY

Dane County Public Safety Communications, Madison, Wisconsin

Senior Quality Control Technician (2022-present)

Created and continually develop, participate in, and coordinate in-house quality assurance (QA) and improvement (QI) program, including establishing and maintaining workflows and SOPs for operational effectiveness and organizational stability; collate, analyze, and distribute data analytics and reports for management, supervisory, and operations staff; collaborate with internal and external stakeholders to track trends and develop quality improvement measures; collaborate with management in the development, revision, and roll-out of policies, procedures, and programs; develop training materials to educate staff on trends and procedural and program changes; plan, develop, teach, or engage in both individual and group educational sessions.

Dane County Public Safety Communications, Madison, Wisconsin

Communicator/911 Dispatcher, Certified Training Officer; occasional supervisory duties (2004-2022; promotion)

Answered and processed emergency and non-emergency calls for service for law enforcement, fire, EMS, and other agencies; dispatched responders on multiple channels simultaneously; trained new and established employees within both classroom and floor operations environments; as an EXCEL program participant, performed the position and duties of Communications Supervisor; utilized multiple secure databases for information gathering, record management, and support of law enforcement.

Marshall Area EMS, Marshall, Wisconsin

EMT-Basic/CPR Site Coordinator (2003-2004; new employment offer)

Provided emergency medical care at an EMT-Basic level and coordinated EMT, Firefighter, and Police Officer CPR classes; planned and implemented community CPR and Public Access Defibrillation programs for the Marshall area.

Madison Area Peace Coalition, Madison, Wisconsin

Volunteer, coordinator of military in schools work group (2002-2003; pursue paid employment)

Produced educational materials on truth in recruiting for distribution in schools and to other peace groups; met with the Madison Metropolitan School Board; participated in regional and national networking to share materials, experience, and guidance for similar programs in other areas, including with the Wisconsin Network for Peace and Justice and as a board member of NNOMY (National Network Opposing the Militarization of Youth).

Home Depot, Madison, Wisconsin

Hardware/Millwork Associate (2001-2002; pursue volunteer work)

Assisted customers with hardware, tools, and equipment; assisted with selection, pricing, and ordering of doors, windows, and trim work; helped solve customer order problems with Millwork Expediter; stocked merchandise using forklifts and other equipment; helped with both inventory and safety procedures and reports; provided support to other departments as dictated by customer levels in the store.

OfficeTeam, Hoffman Estates, Illinois

Office Support Positions (2000–2001; relocation)

Provided temporary office support to various companies; many positions expanded to include additional duties. Assignments included: processing applications and appointing agents for First Penn Pacific Life Insurance; entering applications and training new data entry operators for Household Financial; assisting the head of logistics with organizational and daily duties at NGK Spark Plugs; keying, proofreading, and copyediting test questions for Riverside Publishing Company; assisting the Vice President of Finance at Icon Identity Solutions (formerly Acme-Wiley) prepare for audit through entry and reconciliation of accounting and physical inventory data.

Borders Books and Music, Schaumburg, Illinois

Assistant Manager, Human Resources (1999–2000; company restructuring)

Supervised and evaluated team of 8-10 direct reports; managed sales floor 15-20 hours a week, including resolution of difficult customer service issues and adjusting staff duties to maintain efficient work flow; coordinated and created master and daily schedules of 40 employees; managed payroll within annual operating budget of \$800,000 through cooperation with Music and Café Assistant Managers; disseminated information regarding Human Resource issues including benefits; maintained confidential employee files; recruited, interviewed, and hired regular and temporary full and part-time staff; documented occurrences pertaining to progressive discipline for entire floor staff of 60; provided office support including daily cash reconciliation.

Great Harvest Bread Company, Arlington Heights & Northbrook, Illinois

Bookkeeper/Production Staff (1997–1999; change in owners)

Managed all Accounts Receivable and Accounts Payable, prepared monthly income statements, coordinated payroll, assisted owner with operational tasks, provided expertise and labor throughout all phases of bread and baked goods production, assisted customers with selection of product, nutritional information, and payment.

Borders Books and Music, Schaumburg, Illinois

Team Leader/Assistant Trainer (1994–1996; salary increase)

Bookseller (Christmas 1996 and Christmas 1998–June 1999; promotion)

Coordinated efforts of five-person team to maintain 20% of store inventory, trained new employees in all retail aspects of store operations, provided customer service through computerized inventory/special orders system, and fulfilled cashiering duties.

Various other office and retail positions

Details available upon request (1991–1997)