Agenda for June 11th 2026 CATV Board Meeting at 5:00 pm
The Solarium, 575 West Madison St. Waterloo, WI

1. Call to Order and Roll Call.

2. Approval of Previously Unapproved Meeting Minutes: April 9th, 2026 (May 14th meeting was cancelled)

3. Citizen Input

4. Manager's report: In Packet

5. New Business
A. Organizational Meeting:
i) Election of WLOO CATV Regulatory Board Chair
ii) Status of WLOO HQ (informational)

B. Mid-year Fiscal Review

C. Upcoming WLOO CATV Events:
Manager Nightoak will be attending the Alliance for Community Media conference from June 22 -25 in Madison.

Upcoming events scheduled for filming include: the Tom Hamilton Night ceremony, Kiss the Cow results, Big City Vehicles, and the Fourth of July.

6. Unfinished Business
A. Drone Training and Licensing (Informational)

B. Mayoral Request to work with WLOO to get a conference call capability to YouTube broadcast system working and patched into the existing audio system. (Informational)

7. Future Agenda Items and Announcements

Report about June's Alliance for Community Media conference.

2027 Budget

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

8. Adjournment Motion

Laura Cotting WLOO CATV Regulatory Board Chair

Minutes for April 9th 2026 CATV Board Meeting at 5:00 pm
Meeting Location changed to: Karl Junginger Memorial Library at 625 North Monroe Street Waterloo

1. **Call to Order and Roll Call.** *Cotting @5:05pm. Kovacs, McKay present. Manager Nightoak present.*

2. Approval of Previously Unapproved Meeting Minutes: **March 12, 2026 regular meeting minutes.** McKay/Kovacs. Unanimous. 5:08 pm. (Note that March 12, 2026 Closed Session minutes were approved online via a procedure approved by the City Clerk and turned into her on 3-26-26.)

3. Citizen Input. - *NONE*

4. Manager's report: In Packet – *no questions*

5. New Business.

A. Setting 2026 Performance Goals for Station Manager (Action) – *Cotting advised against community outreach (too broad); attending meetings is in job description; #4 grants/collaborative projects (more measurable including drafting # of grant applications, write an MOU, etc.); what's reasonable? Goals #1, #2, #4??; McKay likes #2 especially as related to programs used for coordination; #1 will consume a lot of time, #4 opportunities at national conference (learning) – need to increase revenue picture – Cotting/Kovacs for #1, 2, and 4 – unanimous @5:17pm*

B. Drone Training and Licensing (Informational) – *no new information; battery ordered Tuesday for later testing – will arrive April 28; Officer from WPD will be taking footage as their drone is repaired per Utility Board meeting; timeline still very fuzzy because of the repeater which is used for the lift stations (must be moved and will take $24,000) – earliest possible date is May 4th – will take one day, company will take whole tower and scrap it except for the plaque and a decoration on the top; talk about hazards; Laura getting more info from Historical Society; WLOO will still pursue training and licensing for staff*

C. ACM Community Media Conference (note registration fee reduction) (Action) – *register by May 1st - $395 – local rate since in Wisconsin; Cotting/Kovacs. roll call McKay Aye, Kovacs Aye, Cotting Aye. 5:28 pm.*

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. (Informational) – *no updates, tech people out sick.*

E. Charter/Spectrum Request to Decommission Channels 991/992 (Informational) – *Mayor sent email reply to Charter representative Katy Prange on Sunday April 5 refusing the request.*

F. Upcoming WLOO CATV Events: Cinco de Mayo & WHS Graduation (Informational) – *Jayden/Steve for Easter Egg; still needs editing/processing; unsure on plan for Cinco de Mayo – Sunday May 3rd 1100-1800 in downtown; for graduation - need to check on equipment set-up and possible refurbishing prior to it.*

6. Future Agenda Items and Announcements.

Welcome Michelle Nightoak, WLOO CATV Station Manager!

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

8. Adjournment Motion: *Cotting/McKay unanimous @5:45pm*

Minutes respectfully submitted April 17, 2026 by Michelle Nightoak, Station Manager

WLOO CATV Monthly Manager's Report
for the month of April and up to May 12, 2026

WLOO staff discovered red "Unfit for Habitation" and "Stop Work" orders posted on The Solarium's front door by the building inspector April 8th. WLOO staff's contingency plan went into effect: Operations pertaining to Council meetings done in the alcove at City Hall (editing and uploading to YouTube). Minimum critical equipment for that was moved to the City Hall alcove. Management specific equipment was moved to the Manager's residence. Other WLOO property stayed at The Solarium. The landlord is in breach of contract so WLOO doesn't have to pay rent.

The regular April WLOO CATV Regulatory Board meeting was held at KJML with all Board members, Manager, and Director present. The Station Manager's 2026 Performance Goals were approved.

Director Sparks was out with the flu for the first half of April. The first project completed upon her return was the Easter Egg Hunt. Director Sparks did more testing of the drone. It was concluded that the drone was still non-operational even with a new battery, due to a firmware compatibility issue. Both WLOO's drone and the Police Department drone were built by DJI, so Sparks will seek information from Officer Burns on where the Police Department gets their drone serviced.

Director Sparks has completed the second course in her training through UW-Whitewater.

In May, WLOO staff were allowed back into The Solarium to work even though some building code violations were still outstanding. However, WLOO's contingency plan will remain in effect.

On April 28th WLOO Manager Michelle Nightoak left for a preplanned 3 week vacation out of state. Board Chair Cotting covered her basic duties. Nightoak will return the week of May 18th.

On May 3rd Senior Videographer Landino and Director Sparks recorded the celebration of Cinco de Mayo and took final still photographs of Waterloo's decommissioned Water Tower before its demolition. Cinco de Mayo was uploaded on May 5th onto the WLOO YouTube Channel

Director Sparks met with Officer Burns to obtain footage of the Water Tower from the Police Department's Drone and aerial stills were also acquired.

About 6:20am on May 6th, videographer Chris Weihert, Director Sparks, and WLOO CATV Board Chair Laura Cotting set up on the WAHS property (with permission) to film the demolition of the Water Tower. They were later joined by Acting WAHS President Dale Van Holten. After Van Holten, Cotting, and Weihert departed, Sparks was joined by Teana Nightoak. During the demolition Laura Cotting learned from Barry Sorenson that Waterloo Utilities also took photographs and video footage of the Water Tower. Director Sparks was invited to reach out to Waterloo Utilities to acquire it too. Director Sparks uploaded the destruction of the Water Tower in its entirety on May 12, and will be expected to do a proper piece about the Water Tower later in the year.

Director Sparks gave Weihert permission to resume Chris's Classic Cinema, with a new co-host.

WLOO had issues uploading April 16th Municipal Meetings due to an error with post processing error on YouTube, however it was streamed successfully. No issues for May 7th Municipal meetings.

Board Chair Cotting cancelled the May 14 WLOO CATV Board meeting due to a lack of action items.

WLOO CATV Monthly Manager's Report for mid-May to mid-June 2026

The City Treasurer's Monthly Report for April is the most recent available. After review – due to Board Chair Cotting's request that April rent not be paid because the Building Inspector closed The Solarium, – it was discovered that rent is paid one month in advance. A meeting with the City Treasurer is necessary to correct the issue and scheduling one is in process.

The mid-year budget review, including labor costs for special projects - such as the Water Tower which has so far cost approximately $375 in labor - will be completed with the Board.

The City of Waterloo's new payroll system called MiPay is not yet operational. Manager Nightoak took over payroll duties for pay period 12; the changeover to the new program has an unknown implementation date.

There have been additional developments regarding the office space at the Solarium, including new security measures requested by building management.

Board Chair Cotting cancelled the May WLOO CATV Regulatory Board meeting due to no action items.

PROJECTS

- Senior Videographer Autumnrain (Landino) reported that Project Reverb is nearly completed. With her time away from the station and the needs of graduation, less work was done than originally anticipated. There are still some minor tweaks needed, including cable management, a possible second monitor, and completion of the SOP for use, including a finalized flowchart for operation.

- The potential collaboration with the Waterloo Area Historical Society is pending additional contact in July.

- The drone project was put on hold due to necessary focus on multiple events in May and June.

PRODUCTION

- Chris's Classic Cinema is still pending a new co-host.

- Our newest videographer's shirt is in at K Press – Manager Nightoak will arrange for pick-up.

- Director Sparks created an SOP for a new hands-free process to archive the massive collection of MiniDV tapes without the need for a computer or additional equipment. The goal is for this SOP to be edited and finalized after Director Sparks returns from vacation on June 18th.

- Director Sparks has plans for increasing dialogue with all team members to include "after-action" discussions of events; these will be designed to put WLOO on a path of continuous improvement for filming and event management.

- Director Sparks also worked closely with Cory Calvert at the schools and multiple videographers to successfully film graduation (except for some copyright and technical issues with the band music).

- The request for WLOO to attend the Vintage Computer Festival (VCF) Midwest in Illinois in September was withdrawn after cost/benefit analysis. Sparks will attend as a private individual and make use of options at the festival to refer interested parties to WLOO for possible sales.Other avenues for the sale of old equipment will be investigated. If necessary, attendance at this event in 2027 will be revisited.