



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

**CATV REGULATORY BOARD  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
136 N. MONROE STREET  
July 30, 2020  
5:00 p.m.**

1. **Call to Order and Roll Call.** Laura Cotting called the meeting to order at 1:00 p.m. CATV board members present: Laura Cotting, Eric Rhynes and Dale Van Holten. Also present: CATV Director Jesus Burgos and City Clerk/Treasurer Mo Hansen.
2. **Approval of Previously Unapproved.** None.
3. **Citizen Input.** None.
4. **Director's Report.** None.

5. **New Business**

2021 CATV Budget Submittal

Laura Cotting asked Jesus Burgos to run through the 2021 Budget Submittal spread sheet. Jesus started with the revenue items beginning with 200-43-4363-000 VIDEO SERVICE AID (R) through 4930-49-4930-000 TRANSFER-FUND BALANCE APPLIED (R). Eric Rhynes noticed that item 350 for supplies had \$800.00 and item 399 Miscellaneous also had an additional \$800.00. Jesus replied that the \$800.00 in item 399 was for a computer purchase that would allow us to have the correct input and output of audio so that we could connect our audio mixer to the virtual meetings on ZOOM. Eric Rhynes replied that anything we can do to improve the audio in the meetings was good. Laura Cotting asked if the amount of \$800.00 was for the computer because she felt that the price was lower than what she expected. Jesus mentioned that we were not going to use this computer for editing video, so we would not need extra Ram. That is why we can purchase a less expensive computer. Mo Hansen mentioned that in the online tool he was typing in comments as Jesus is describing them so these comments would stick with the various line items carrying forward when you see them at finance and other places. Jesus Burgos asked Mo if there was going to be any change in the amount of \$4,200.00 in item 001, transfer to general fund. Mo Hansen mentioned that the amount would stay the same. Eric Rhynes questioned item 810 because it was at 0 and he felt there should be some kind of amount in case it was needed for repairs or replacement of computers. Laura Cotting agreed and Dale Van Holten suggested that it should be at least \$2,000.00. Laura Cotting and Eric Rhynes agreed. Laura suggested that it should be added to item 399 Miscellaneous. Mo Hansen clarified that he would be adding that amount to Item 399 and that would bring it to \$2,800.00. Eric Rhynes asked Mo Hansen how the Web Hosting funds were being reallocated, since the City was redoing the website. Mo Hansen explained that Web Hosting was a dormant label that would not apply. Everything related to the website expense would be transferred to the City Clerk's Office. The board decided on entering 0 on item 298 Web Hosting. **Motion:** Laura Cotting moved to change item 298 Web browsing from 1,826.00 to 0, seconded by Dale Van Holten. **Voice Vote:** Motion carried.

Jesus asked Mo if we were going to continue charging a Website Membership Fee such as it is on item 4620. Jesus pointed out that the current amount was at \$950.00 and he transferred it over to the 2021 Budget. Mo answered that since all the expenses are shifting out of cable it would be relevant to reset that item to 0.

**Motion:** Eric Rhynes moved to set item 4620 Website Membership Fee to 0, seconded by Laura Cotting. **Voice Vote:** Motion carried.

Laura Cotting ran through the Budget as discussed and came to the conclusion of \$50,810.00 for the Revenue Total and with the understanding that Mo Hansen had to add items 151 Social Security, 152 Retirement, 153

Health Insurance, 154 Income and Life Insurance. Laura entertained a motion to approve the 2021 budget submittal as read. **Motion:** Moved by Dale Van Holten, seconded by Laura Cotting. **Voice Vote:** Approved.

**6. New Business.**

Next meeting scheduled for August 6, 2020.

**7. Adjournment:**

**Motion:** Moved by Eric Rhynes, seconded by Dale Van Holten. **Voice vote:** Motion carried.

Attest:

Jesus Burgos  
WLOO/CATV Coordinator/Director