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**CATV REGULATORY BOARD  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
136 N. MONROE STREET**

1. **Call to Order and Roll Call** Laura Cotting called the meeting to order around 6:00 PM. Roll Call Laura Cotting, Eric Rhynes, Kate Lewandowski and Dale Van Holten. Also present City Clerk Mo Hansen, Director Jesus Burgos, videographer Lacey Vilorio, and citizen Chad.
2. **Approval of Previously Unapproved Meeting Minutes from July 14, 2021.** Eric Rhynes called a motion to approve the previous meeting minutes from July 14, 2021. Cotting seconded the motion. Motion carried.
3. **Citizen Input** None
4. **Directors report** Director Jesus Burgos reported that he purchased the switch and is working to get it installed.
5. **New Business**
  - A. **CATV 2022 Budget Approval:**  
Cotting took roll call to increase the 2022 intern budget amount to \$6,000.00. Cotting, Van Holten, Lewandowski, and Rhynes all voted "yes". Van Holten made a motion to increase the manager's time from ½ time hours to ¾ time hours. Cotting seconded the motion. Role call vote: Rhynes and Lewandowski voted "yes". Motion carried. Van Holten made a motion to approve the 2022 budget. Rhynes seconded the motion. Role call Van Holten Cotting, Rhynes, and Cotting "yes." The 2022 budget was approved.
  - B. **Station Manager Job Description:** Position title of "Director" was changed to "Station Manager". Cotting made a motion to approve the Station Manager job description with all of the stated corrections. Lewandowski seconded the motion. Role call was unanimous. Motion was carried.
  - C. **CATV Board Minutes:** Minimum minutes are needed to just include motion, who seconded, and if the motion was unanimous.
  - D. **Review Employee Handbook:** Discussion of a videographer using their own equipment on CATV time, added it to their own YouTube channel and added their own comments representing the station. Add to unfinished business to update the social media policy.
6. **Unfinished Business**
  - A. **Waterloo Business Association:** Van Holten indicated they will be doing a small downtown Weiner and Kraut day. Cable is not needed this year. Hopefully businesses will be promoted with the Cable station moving forward.
  - B. **Waterloo School District Partnership:** We continue with school board meetings and are scheduled to record four home football games. We need to see if we can sell airtime for these football games.
  - C. **Internship Project:** Rhynes made a motion to add the 2012 budget to \$3,000.00, to fund two internship positions. Cotting seconded the motion. Role call was unanimous. Motion carried.
7. **Future Agenda Items and Announcements**
  - A. Waterloo Business
  - B. Waterloo School District
  - C. Internship
  - D. Employee Handbook
  - E. Next meeting September 8, 2021 at 6:00 PM
8. **Adjournment** Cotting made a motion to adjourn. Van Holten also made a motion to adjourn. Lewandowski seconded the motion. Motion carried.

Jesus Burgos  
WLOO Coordinator/Director

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the