



136 N. MONROE STREET, WATERLOO, WI 53594  
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**CATV REGULATORY BOARD  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
136 N. MONROE STREET  
February 9, 2022 at 6:00pm**

Join Zoom Meeting

<https://us02web.zoom.us/j/84505500514?pwd=T1F4SmxZb3dpMFJlOV2Evb1JhTnFHdz09>

Dial by phone +1 312 626 6799 US (Chicago)

Meeting ID: 845 0550 0514 Passcode: 948292

1. Call to Order and Roll Call.

2. Approval of Previously Unapproved Meeting Minutes from September 8, 2021 regular meeting and interview meetings from October 13, 20 and 26, November 10th 2021 and January 12th, 2022.

3. Citizen Input.

4. Director's report.

[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.]

Snow shoe recording went very well at Waterloo Fireman's Park. Was able to get raw footage for Discover Wisconsin team. CATV is in talks with Gabe Haberkorn parks coordinator about offering CATV services for wedding photography and videography.

5. New Business.

A- Reallocation of 2022 Budget Dollars:

Review of Clerk/treasurer updated figures and Vote on reallocation of 2022 budget dollars to put more money in equipment line items and less in salary line items.

Quotes and orders for: new hard drives/workstations, "Firewire" adapter for camera and school deck compatibility, backup drives and strategy.

B- New "Student Trainee" position- WHS students with work permits hired at \$10-\$15/hr (based on experience). New trainees will get raises based on performance and at Station Manager recommendation up to \$15/hr.

C- New "Student Volunteer" position: Time spent volunteering for the station will count toward community service hours for student scholarship purposes.

D- New "Board Secretary" role: Designated or rotating Board Member takes and submits meeting minutes.

E- Fundraising Strategies

Sponsors

Grants

## Sales

### 6. Unfinished Business

A- Waterloo School District Partnership Projects.

B- Internship Project.

C- Employee Handbook.

### 7. Future Agenda Items and Announcements.

A- Message from County Supervisor Ben Wehrmeier and Discover Jefferson County Team

B- WLOO CATV as a vocational training site

Next Meeting, March 9, 2022 at 6:00 pm.

### 8. Adjournment Motion:

LaRon Davis WLOO Station Manager

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 clerk's office at the above location.



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

1. Motion called to order Jan 12, 2022

- Present: Cotting, Davis, Lewandowski, Rhynes, Teubert

2. Approval of meeting minutes

1. Motion to table: Laura/Teubert

3. Citizen Input

- None

4. Director's Report

- Discussion regarding drives, backups, school tech issues
  - Future business: Quotes and orders for new hard drives
  - Future business: adapter for camera and school deck compatibility
  - Future business: backup strategy

5. New Business

- a. Waterloo is getting winter airtime for Discovery WI Project
- b. Laura is part of stakeholders and communicating with Brett (director) and Analise (producer)
- c. Concept is big themes -> Trail twisters, Snowshoeing in park and possibly students from school via drone and ground cameras
- d. WLOO will record footage and send to Discover Project for usage
- e. WLOO will be receiving access to B-roll footage for future use
- f. Winter footage must be taken ASAP (delays due to current snow conditions)

6. Unfinished Business

A. Waterloo School District Partnership Projects

- a. Reduced staff at station
- b. Possible recruitment from students for initial \$10/hour rates increasing to \$15/hour.
- c. Determination to see if time will count for community service for student scholarship purposes



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B. Internship Project

- a. No applications
- b. Laura will edit job description to include Discover WI project.
- c. Extension of application deadline by one week
- d. Reminder that every semester will require a new approval process

C. Employee Handbook

- a. Motion to table: Cotting/Teubert

7. Future Agenda items and announcements

- a. Laura will be doing research on three fundraising strategies.
  - a. Sponsors
  - b. Grants
  - c. Selling products (such as airtime)
- b. Dale Van Holten's resignation
- c. Next Meeting set for Feb 14, 2022

Motion to adjourn: Teubert/Lewandowski

## ADDITIONAL EQUIPMENT NEEDS AND PRICING

<b>Item</b>	<b>Price Estimate</b>	<b>Reference</b>
<b>New Workstation(s)</b>		
Lenovo ThinkStation P620	**\$3,339.95	Lenovo.com
Recommended Peripherals Including: SSD scratch drive, 16TB SATA Drive PCI Card (if G-RAID shuttle is used) System Upgrade and set-up fee	**\$2,339.80  \$200	Madison Computer Works
<b>TOTAL</b>	<b>\$5,679.75</b>	
** Spec Sheets Included. Madison Computer Works MAY be able to get a discount on hardware. 3 year warranty included on the ThinkStation.		
<b>OR</b>		
MCW Custom Build	**\$4,914.35	Madison Computer Works
Extra SSD scratch drive, recommended but can do without	\$529.95	
<b>TOTAL</b>	<b>\$4,914.35</b>	
<b>TOTAL with Extra SSD</b>	<b>\$5,444.30</b>	
** Specs included. Warranties are by the part vs whole system		
<b>Back-up Drive Solution</b>		
SanDisk G-RAID Shuttle 4.24 TB	**\$2,469.95	SanDiskProfessional.com
<b>TOTAL</b>	<b>\$2,469.95</b>	
** Spec Sheets Included. Madison Computer Works MAY be able to get a discount.. 5 year warranty.		
<b>WHS Live Streaming</b>		
Internet cabling for WHS Set-up Already in 2022 budget	\$2,000	Cory Calvert, WHS Network Administrator
SDI Input HDBaseT Network Converter	\$600-\$800	Full Compass (Prices negotiable)
DV SGM1 Shotgun Microphone Kit	\$250-\$350	Full Compass (Prices Negotiable)
<b>TOTAL</b>	<b>\$2850-\$3150</b>	
<b>Station Miscellaneous</b>		
Gimbal Mounted Portable Camera for action footage	\$1500	LaRon Davis
Madison Computer Works Support	\$250/year	Madison Computer Works
Adobe Creative Cloud Annual Subscription	**\$720/year	Deepak Sehgal, an Adobe.com Sales Rep. <a href="https://www.adobe.com/creativecloud/plan">https://www.adobe.com/creativecloud/plan</a>
<b>TOTAL</b>	<b>\$2,480</b>	
**\$20/month less than standard rate for single user (two computers) license.		

## G-RAID™ SHUTTLE 4

Transportable, hardware RAID powerhouse for consolidated backup, super-fast access and real-time video editing.



A transportable 4-bay hardware RAID solution with Thunderbolt™ 3 and USB-C™ interfaces offering content creators up to 72TB<sup>1</sup> of massive capacity and high-powered performance for consolidated backup, super-fast access, and real-time video editing. Supports multi-stream 4K workflows, comes in RAID 5 out of the box and supports RAID 0, 1, 10 or JBOD configurations, and provides transfer rates up to 1000MB/s read and 1100MB/s write.<sup>2</sup> Along with 7200RPM Ultrastar® enterprise-class hard drives inside for enhanced reliability and a trusted 5-year limited warranty, the G-RAID™ SHUTTLE 4 is the ultimate storage solution for demanding video workflows on location and in the studio.

### KEY FEATURES

- U Massive capacity and transportable design
- U Thunderbolt 3 (40Gbps) and USB-C (10Gbps) compatibility; USB Power Delivery
- U Removable, reliable 7200RPM Ultrastar enterprise-class drives
- U Supports multi-stream 4K, 8K and VR workflows
- U Hardware RAID: RAID 5 out of the box, supports 0, 1, 10 or JBOD
- U Up to 1000MB/s read and 1100MB/s write speeds<sup>2</sup>
- U Dual Thunderbolt 3 ports and daisy chaining for up to 5 additional devices
- U 5-Year limited warranty



# G-RAID™ SHUTTLE 4



## SPECIFICATIONS

Interface	(2x) Thunderbolt 3™ ports; (1x) USB-C™ port; USB Power Delivery
Disk	(4x) Ultrastar® 7200 RPM Enterprise-class hard drives
Data Transfer Rate	Up to 1000MB/s read and 1100MB/s write <sup>2</sup>
Operating Temperature	41°- 95°F   5°-35°C
RAID	Built-in hardware RAID (Default RAID 5, supports RAID 0, 1, 10, JBOD)
Power Consumption	100-240V~   4-2A   60-50Hz
Size (LxWxH)	9.76 x 6.85 x 10.51 in   248 x 174 x 267 mm
Weight	24TB: 16.76 lbs   7.6 kg      48TB: 16.31 lbs   7.4 kg      72TB: 16.53 lbs   7.5 kg
Operating Systems	macOS 10.15+ (Time Machine Compatible)   Windows® 10+ (via reformat)
Box Contents	G-RAID™ SHUTTLE 4 Storage System Thunderbolt 3 Cable (USB-C compatible) IEC Power Cable   Quick Start Guide
Retail Packaging (LxWxH)	Box dimensions: 13.62 x 11.61 x 13.62 in   346 x 295 x 346 mm Retail boxes per master carton : 1   Master cartons per pallet: 18   Unit per pallet: 18

## NORTH AMERICA

Capacity <sup>1</sup>	Color	SI(U)	UPC	EAN	GTIN-14
24TB	Black	SDPH34H-024T-NBAAB	7 18037 88714 2	0 718037 887142	10 71803 78871 49
48TB	Black	SDPH34H-048T-NBAAB	7 18037 88702 9	0 718037 887029	10 71803 78870 26
72TB	Black	SDPH34H-072T-NBAAB	7 18037 88697 8	0 718037 886978	10 71803 78869 75

## EMEA

Capacity <sup>1</sup>	Color	SI(U)	UPC	EAN	GTIN-14
24TB	Black	SDPH34H-024T-MBAAB	7 18037 88713 5	0 718037 887135	10 71803 78871 32
48TB	Black	SDPH34H-048T-MBAAB	7 18037 88686 2	0 718037 886862	10 71803 78868 69
72TB	Black	SDPH34H-072T-MBAAB	7 18037 88718 0	0 718037 887180	10 71803 78871 87

## APJP

Capacity <sup>1</sup>	Color	SI(U)	UPC	EAN	GTIN-14
24TB	Black	SDPH34H-024T-SBAAB	7 18037 88684 8	0 718037 886848	10 71803 78868 45
48TB	Black	SDPH34H-048T-SBAAB	7 18037 88717 3	0 718037 887173	10 71803 78871 70
72TB	Black	SDPH34H-072T-SBAAB	7 18037 88683 1	0 718037 886831	10 71803 78868 38

## CHINA

Capacity <sup>1</sup>	Color	SI(U)	UPC	EAN	GTIN-14
24TB	Black	SDPH34H-024T-ZBAAB	7 18037 88685 5	0 718037 886855	10 71803 78868 52
48TB	Black	SDPH34H-048T-ZBAAB	7 18037 88682 4	0 718037 886824	10 71803 78868 21
72TB	Black	SDPH34H-072T-ZBAAB	7 18037 88698 5	0 718037 886985	10 71803 78869 82

<sup>1</sup> 1 TB = 1 trillion bytes. Actual user capacity may be less depending on operating environment and RAID configuration. For RAID products, storage capacity is based on RAID 0 mode.  
<sup>2</sup> 1 MB/s = 1 million bytes per second. Based on internal testing; performance may vary depending upon host device, usage conditions, drive capacity, and other factors.

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## PERFORMANCE

### Processor

AMD Ryzen™ Threadripper PRO 3945WX (12C / 24T, 4.0 / 4.3GHz, 6MB L2 / 64MB L3)

### Processor Sockets

1x Socket SP3

### Discrete Graphics

NVIDIA® T1000 4GB

### Chipset

AMD WRX80

### Memory

2x 16GB RDIMM DDR4-3200 ECC

### Memory Slots

8 DDR4 DIMM slots, 8 channels capable

### Max Memory

Up to 1TB (8x 128GB DDR4-3200 RDIMMs)

### M.2 SSD RAID Controller

Integrated NVMe® controller

### M.2 SSD Drive

1x 1TB SSD M.2 2280 PCIe® 4.0 NVMe Opal

### HDD Controller

Integrated SATA controller

### SATA/SAS Drive

None

### Storage Support

Up to 5x 3.5" SATA HDD + 9x M.2 SSD

- 3.5" HDD up to 4TB each
- M.2 SSD up to 2TB each

### Optical

None

### Audio Chip

High Definition (HD) Audio, Realtek® ALC4050H codec

### Power Supply

1000W Platinum Fixed

## DESIGN

### Keyboard

USB Traditional Keyboard, Black, English

### Mouse

USB Calliope Mouse

### Expansion Slots

- Two PCIe 4.0 x8
- Four PCIe 4.0 x16

### M.2 Slots

Up to 11x M.2 SSD:

- 2 via onboard slots
- 8 via Quad M.2 to PCIe adapters (only supports PCIe 3.0 SSD)
- 1 via Single M.2 to PCIe adapter (only supports PCIe 3.0 SSD)

### Bays

- 2x 3.5" disk bay (standard)
- 3x 3.5" disk bay (optional):  
2 bays come with 3rd disk or Storage Bay Upgrade Kit  
1 bay via flex bay

### Flex Bays

1x flex bay, supports one of the following:

- Front Access Storage Enclosure
- 5.25" Slim ODD and HDD cage

### Dimensions (WxDxH)

165 x 460 x 446 mm (6.5 x 18.1 x 17.6 inches, with feet)

### Weight

24 kg (52.91 lbs, maximum configuration)

## CONNECTIVITY

### Onboard Ethernet

Marvell AQtion AQN-107, 1x 10GbE RJ-45

### Optional Ethernet

None

### WLAN + Bluetooth®

None

### Card Reader

15-in-1 Card Reader

### Front Ports

- 1x USB 3.2 Gen 2
- 1x USB 3.2 Gen 2 (Always On and fast charge)
- 2x USB-C 3.2 Gen 2
- 1x headphone / microphone combo jack (3.5mm)

### Rear Ports

- 2x USB 2.0
- 4x USB 3.2 Gen 2
- 2x PS/2 ports (keyboard / mouse)
- 1x Ethernet (10GbE RJ-45)
- 1x line-in (3.5mm)
- 1x line-out (3.5mm)
- 1x microphone (3.5mm)

### Optional Rear Ports (configured)

None

## SECURITY & PRIVACY

### Security Chip

Discrete TPM 2.0, TCG certified

### Physical Locks

- Access Panel Lock Kit with Common Key
- Kensington® Security Slot

### Cover Lock

Lock Kit with Common Key

### Chassis Intrusion Switch

Chassis Intrusion Switch

## MANAGEABILITY

### System Management

AMD PRO

### Diagnostic

Front 4-Digit Diagnostic LED

## SERVICE

### Base Warranty

3-year, Onsite

### Included Upgrade

3Y Premier Support Upgrade from 3Y Onsite (5WSOU26649)

## CERTIFICATIONS

### Green Certifications

- EPEAT™ Silver
- ENERGY STAR® 8.0 (on model 30E00006US)
- GREENGUARD®
- RoHS compliant

### ISV Certifications

Please visit [www.thinkworkstations.com/isv-certifications/](http://www.thinkworkstations.com/isv-certifications/)

## SOFTWARE

### Operating System

Windows® 10 Pro 64, English

### Bundled Software

None

## MODEL

**TopSeller** : Yes **Announce Date** : 2021-07-29

**EAN / UPC / JAN** : 196118381985 **End of Support** : 2028-10-04



## Premier Support - A direct 24x7x365 line to our most elite technicians.



Advanced technical support, 24x7x365, in more than 100 markets



Technical Account Managers for proactive relationship and escalation management



Comprehensive hardware & OEM software support



Priority on service delivery and repair parts



Single point of contact for simplified end-to-end case management



Lenovo Service Connect Portal for customized reporting and product support

## Accidental Damage Protection - Protection of your PC from the unexpected.

Experience shows that a significant portion of devices may be damaged (and not covered under warranty) in the first three years. Lenovo's Accidental Damage Protection service covers accidents beyond the system warranty such as drops, spills, bumps and even electrical surges. Make sure your new device has maximum protection, avoid unplanned costs and get peace of mind.

## Base Warranty - Included with the systems you purchase, default 1- or 3-year coverage window.

## Warranty Extensions & Upgrades - Service and protection that's right for your circumstances.

- Pick Up & Return Courier
- Onsite Support
- Technician Installed Customer
- Replaceable Unit Service
- International Warranty Upgrade

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## Recommended Accessories



### Kensington MicroSaver 2.0 Cable Lock from Lenovo

4XEON80914

Protect your device. Lenovo offers the latest standard in device security - the MicroSaver 2.0 Cable Lock From Lenovo. Engineered to be the smallest, strongest lock for laptops and other devices, the MicroSaver 2.0 re...

## Recommended Services

BEST	5Y Lenovo Protect (Premier Support + ADP + KYD + International Upg) (5PS1D67032)
BETTER	5Y Lenovo Support (Premier Support + KYD + International Upg) (5PS1D67028)
GOOD	4Y Lenovo Support (Premier Support + KYD + International Upg) (5PS1D67027)

For a full list of accessories and services, please visit:  
<https://smartfind.Lenovo.com>



**PSREF**  
Product Specifications  
Reference

**City of Waterloo**  
**CATV Budget Calculations**  
**Calculation Fields**  
**Budget Year 2022**

- There was a change in the Police Contract for Longevity. Now Includes Longevity Table 2 and includes these officers.
- Part-Time budget at an estimated. The Part-Time receives no benefits or longevity
- Because this position is vacant, the budget is based on an estimate ONLY
- Requires Input
- Change in Value

<b>Input Fields</b>	<b>Bud Yr</b> 2022	<b>Wage Inc</b> 2.000%	<b>Hrs/Year</b> 1,560 1,090	<b>Hol Hr Pd</b> 60	<b>OT \$</b>	<b>Table</b> 1,971	<b>Table Longevity</b>	<b>Total</b>	<b>FICA</b> 7.65%	<b>Table Retirement</b>	<b>Table Health Ins</b> 5.00% 5.00%	<b>Life Ins</b> 5.00%
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**Calculation:**

Position	WRS Type	Health	Life	DOH	Year	YOS	Cur Rate	Bud Rate	Reg Wages	Holiday Pay	Overtime	Shift Diff	Longevity	Total Wages	Soc Sec	Retirement	Health Ins	Life Ins	Total Bene	Grand Total
CATV-LD	1 Opt Out		-	11/15/2021	2021	1	23.0000	23.0000	35,880	-	-	-	-	35,880	2,745	2,332	5,049	-	10,126	46,006
CATV-Asst							15.3000	15.6060	17,003	-	-	-	-	17,003	1,301	-	-	-	1,301	18,304
Announcer (10 events)							-	100.0000	1,000	-	-	-	-	1,000	77	-	-	-	77	1,077
									<b>53,883</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,883</b>	<b>4,123</b>	<b>2,332</b>	<b>5,049</b>	<b>-</b>	<b>11,504</b>	<b>65,387</b>

**Budget Entries:**

CATV	Director Wages	200-55-5560-110	35,880	
CATV	Assistant Wages	200-55-5560-120	17,003	
CATV	Announcer	200-55-5560-120	1,000	
CATV	Soc Sec	200-55-5560-151	4,123	
CATV	WRS	200-55-5560-152	2,332	
CATV	Health Ins	200-55-5560-153	5,049	Pays Half of Health Ins
CATV	Inc & Life	200-55-5560-154	-	Pays Half of Life Ins

## Proposed Reallocation of 2022 Budgeted Amounts

Line Items already known to be under budget or that can be postponed

Line Item & Current 2022 Budgeted Amount	Reallocation	Difference
200-55-5560-110 Manager Salary \$40,575,60	\$35,880	\$4695.60
200-55-5560-122 ANNOUNCER \$1,000	0	\$1,000
200-55-5560-151 Social Security \$4,481.03	\$4,123	\$358.03
200-55-5560-732 Internship \$6,000	0	\$6,000
<hr/>		
TOTAL		<b>+ \$12,053.63</b>

### Line Items Proposed for Increase

Line Item & Current 2022 Budgeted Amount	Reallocation	Difference
200-55-5560-120 Wages/Video Assist. \$17,000	\$19,000	\$2,000
200-55-5560-354 Rep. & Maint of Equipment \$1500	\$2,500	\$1,000
200-55-5560-399 MISC \$2800	\$3,800	\$1,000
200-55-5560-810 OUTLAY \$2,000	\$10,000	\$8,000
<hr/>		
TOTAL		<b>- \$12,000</b>

## **VOLUNTEERS NEEDED**

**Looking for volunteer hours serving your community? Discover Wisconsin has a new project featuring Jefferson County and is accepting quality film and photos of the Waterloo area from WLOO CATV. We need extra help to do the best we can to represent our community. No experience necessary, but enthusiasm and willingness to learn are a plus. WLOO CATV personnel will train you !**

**We need your help in the following areas:**

**Videography**

**Photography**

**Creating Digital Content**

**Editing**

**Live Streaming**

**Station Operations**

**Digital Processing and Rendering**

**Volunteers will be trained by mentors during regular station operations, such as filming meetings. Trained volunteers will be given the opportunity to work on special projects which WLOO CATV will submit to Discover Wisconsin/Jefferson County. Volunteers will be credited for their contributions. Time commitments evening and weekends or by special arrangement.**

**CONTACT LaRon Davis  
WLOO CATV Station Manager  
[wloocatv@waterloowi.us](mailto:wloocatv@waterloowi.us)  
1-920-478-3025**

## **WLOO CATV Scholarship Fact Sheet**

WLOO CATV is a public access cable TV and Internet station. We are supported in part by franchise fees from cable subscribers in a certain geographic area. We chose to give back in the form of a \$500 scholarship, to be awarded to anyone living within our service area who is pursuing an advanced degree in the Media Arts.

**Eligibility: Any WHS graduating Senior applying to a 2 year or 4 year college program in “The Media Arts” for Fall of the year after graduation.**

For our purposes, “The Media Arts” includes any degree program that directly contributes to broadcasting either on television, internet, or display screen/monitors. This means the eligible degree program trains the student in using software to create content on computer screens, such as animation, or in the process of broadcasting such as using film and photography equipment, rendering software or livestreaming equipment, or in the strategy and processes involved in broadcasting programming, including Social Media.

**Example Programs** include but are not limited to: Animation, Anime, Broadcast Journalism, Computer Game Design, Commercial Advertising, Graphic Design, Multimedia Production, Television Producer, Social Media, Sports Announcing, Videography, etc.

**Excluded Programs:** The Performance Arts, such as Theater, Acting, Dancing, Ballet, Music, Voice, etc. The Literary Arts, such as Creative Writing, Poetry, Screenwriting, Playwriting, Language Arts, English or other languages. Excluded Visual Arts programs are those that do not emphasize use of electronic media, such as painting, sculpture, drawing, sewing, etc.

### **Previous award recipients:**

2012 Katharina Putzke, Rhetoric and Media Studies at Lewis and Clark College.

2015 Lizz (Ty) Springer, Anime/Manga at The Chicago Art Institute.

2017 Autumn Hirschert, Journalism and Environmental Science at Marquette University. She was also a Social Media and Marketing intern at the Milwaukee Center for Children and Youth, Inc.

2019 Genevieve Elle-Stokes, Animation at Madison College.

**Deadlines Matter! Incomplete Applications will not be considered.**

## DRAFT Waterloo CATV Social Media Policy for the Employee Handbook

Social Media is a vital part of any media outlet. Here at Waterloo CATV, it allows us to share our stories with a wider audience, get tips for stories, follow stories as they develop, and identify sources for content. We support responsible social media use by our employees provided they adhere to the following guidelines.

### Employee Responsibilities

1. Remain objective and professional on any CATV social media accounts or while making any comments on community social media accounts. Remember that anything you post on social media can be seen by anyone, shared widely, and have reverberations throughout our community and beyond.
2. Do not post anything that is not backed by reporting or anything that would be unduly negative to one person or one group of people.
3. Follow the "Guidelines for employees' off-duty use of Social Networking" in the City of Waterloo Employee Handbook.
4. **The WLOO CATV Board is passionate about your First Amendment Rights. We do ask that you provide the Station Manager with the names of your personal social media accounts, including YouTube or Vimeo, unless the account has proprietary, copyrighted, or patented content. We will not ask for your login or password information. We do reserve the right to view posts in your personal accounts under the following circumstances: 1) You post false, misleading, and/or defamatory content about WLOO CATV. 2) You post WLOO CATV footage or stills, without authorization by the Station Manager or their designated representative. 3) You post footage or stills obtained by you during work hours for WLOO CATV, whether or not station equipment was used, on a personal account OR without permission by the Station Manager or their designated representative. 4) You obtain access to private events by utilizing your status as a CATV employee without prior authorization from the Station manager, and post footage of the event. Under those circumstances you will be asked to login to the account in question, discuss the post in question with the Station Manager, and either edit or remove it immediately.**

### Director Responsibilities

1. Develop a social media plan and use that to guide employees on their use of different social media sites both for sourcing content and posting content while at work.
2. Make sure employees, interns, and students at the station are aware of the social media policy and plan within their first week of work at the station.
3. Keep the CATV Board informed of how the station is using social media to enhance the quality of the content at our station.
4. Oversee employee's usage of social media while at work and inform the CATV Regulatory Board of any offenses.
5. **Monitor employee off-duty posts as you deem appropriate.**

### Accountability

- A first offense warrants a discussion with the station director
  - A second offense warrants a verbal/written warning that is added to the employees' file and discussed with the CATV Regulatory Board.
  - A third offense and beyond can range from suspension to dismissal depending on the severity.
  - *Any first or second offense deemed severe enough could cause the employee to be moved directly to dismissal at the discretion of the CATV Regulatory Board and the power granted to them by the City of Waterloo as outlined in the Employee Handbook.*
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# Discover Wisconsin - Choice Destination

**Benjamin Wehmeier**

Feb 2, 2022, 8:27 AM

Good morning –

I appreciate everyone's support and thoughts as work continues in developing and beginning the execution of the three-year campaign in the promotion of Jefferson County. The passion to demonstrate the best of each corner that the county has to offer has been great and great challenge to show it all. As part of these efforts, Discover Wisconsin has determined the county and all the partners who have collaborated in these efforts to be part of their 2022 Choice Destination program.

I have included the logo for web/social media and print file that you may all use to promote as you feel best fits your needs. If you have any questions, please let me or Brett know. If I missed a partner on this e-mail, please feel free to distribute.

Thanks again.

Ben Wehmeier

County Administrator

