



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

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Meeting ID: 890 6989 8007 Passcode: 247588
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Agenda for June 8th 2022 CATV Board Meeting, 6 pm

1. Call to Order and Roll Call.

2. Approval of Previously Unapproved Meeting Minutes:

Regular Minutes from May 18, 2022 meeting.

3. Citizen Input.

4. Manager's report.

None

5. New Business

A. Possible Collaboration with KJML Adult Services

B. Six Month Financial Review

C. Station Manager Salary Adjustment

[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.]

D. Grant Sources

E. School Comprehensive Plan

6. Unfinished Business.

A. Change Meeting Day of the Week

B. Official WLOO CATV Shirts and/or Hats

7. Future Agenda Items and Announcements.

Next Meeting: TUESDAY July 12th, 2022 at 6:00 pm.

8. Adjournment Motion:

LaRon Davis, Station Manager

Minutes for May 18th 2022 CATV Board Meeting

1. Call to Order and Roll Call.

Meeting called to order at 6:07 pm. Cotting, Lewandoski and Teubert present. Davis present.

2. Approval of Previously Unapproved Meeting Minutes:

Regular Minutes from April 19, 2022 meeting. Lewandoski/Teubert. Unanimous.

3. Citizen Input. None

4. Manager's report.

WLOO has a busy schedule this month. We are looking to bring in new hires as the station plans to expand. We have scholarship day at the Waterloo High School, and the Waterloo Elementary talent show that we will cover later this month. WLOO is also happy to announce that we have upgraded our computer equipment which is a huge step towards our commitment of servicing our community in the most effective way possible.

5. New Business

A. Change meeting day of the week?

It was agreed that Tuesday was the only day that worked for all, until baseball season resumes.

B. May WMC Conference in Madison.

LaRon Davis reported it was a good experience and worth attending regularly. Highlights were networking, learning about the market, and good ideas about getting the attention of the town.

C. WLOO CATV partnering with School District "Computer Applications" Summer School Class
Cotting reported no response to email inquiry sent May 2, Lewandoski suggested trying again.

D. Personnel Shortage

LaRon reports station is currently adequately staffed, and no need to go into closed session.

6. Unfinished Business.

A. Relocating the WLOO CATV Station

Cotting reported that although The Solarium was a great possibility for a new station location, there was no information about suite layouts, rental fees, and internet connectivity. Cotting recommended waiting until the Solarium provided the information and was in business a bit longer before taking this matter up again.

B. Official WLOO CATV Shirts and/or Hats

Teubert shared price quotes received from K-Press, starting @ \$20 each for embroidered T-Shirts and up to \$42 each for 60/40 Poly /Cotton blend. We need to decide what to use for the station logo. No action taken, will be on Agenda for the June meeting.

C. Review WLOO CATV Content Submission Guidelines

Teubert reported Sun Prairie Public Access doesn't use a station specific Content Submission Guideline. It leaves content placement up to the Station Manager and goes by the guidelines set forth by the Corporation for Public Broadcasting (CPB). After discussion, the Board and LaRon Davis agreed that was the appropriate policy for WLOO CATV. No Action needed or taken.

7. Future Agenda Items and Announcements.

A. Possible Collaboration with KJML Adult Services

B. Six Month Financial Review

C. Station Manager Salary Adjustment

[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.]

D. Grant Sources

E. School Comprehensive Plan

Next Meeting: June 8, 2022 at 6:00 pm.

8. Adjournment Motion: Cotting/Lewandowski Unanimous. Meeting adjourned 7:05 pm.

Minutes respectfully submitted by Laura Cotting, WLOO CATV Board Secretary, June 7th 2022

CITY OF WATERLOO
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2022

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	.00	8,065.67	(8,065.67)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	8,065.67	(8,065.67)	.0
<u>LICENSES & PERMITS</u>					
200-44-4450-000 CABLE TV FRANCHISE FEES	8,512.53	8,601.73	42,442.00	(33,840.27)	20.3
TOTAL LICENSES & PERMITS	8,512.53	8,601.73	42,442.00	(33,840.27)	20.3
<u>MISCELLANEOUS REVENUES</u>					
200-48-4810-000 INT ON TEMP INVESTMENTS	40.54	84.33	815.00	(730.67)	10.4
TOTAL MISCELLANEOUS REVENUES	40.54	84.33	815.00	(730.67)	10.4
<u>OTHER FINANCING SOURCES</u>					
200-49-4930-000 TRANSFER-FUND BALANCE APPLIED	.00	.00	38,602.09	(38,602.09)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	38,602.09	(38,602.09)	.0
TOTAL FUND REVENUE	8.553.07	8.686.06	89,924.76	(81,238.70)	9.7

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2022

FUND 200 - CATV/WLOO FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
DEPARTMENT 5130					
200-51-5130-211 ATTORNEY ATTORNEY FEES	.00	235.00	.00	(235.00)	.0
TOTAL DEPARTMENT 5130	.00	235.00	.00	(235.00)	.0
CATV					
200-55-5560-110 CATV WLOO SALARY COORDINATO	3,254.50	13,719.50	40,575.60	26,856.10	33.8
200-55-5560-120 CATV WLOO WAGES VIDEO/ASSIS	451.35	1,453.52	* 17,000.00	* 15,546.48	8.6
200-55-5560-122 CATV WLOO WAGES ANNOUNCER	.00	.00	1,000.00	1,000.00	.0
200-55-5560-151 CATV WLOO SOC SEC	283.47	1,224.01	4,482.00	3,257.99	27.3
200-55-5560-152 CATV WLOO RETIREMENT	211.54	944.09	2,637.00	1,692.91	35.8
200-55-5560-153 CATV WLOO HEALTH INS	.00	.00	4,024.00	4,024.00	.0
200-55-5560-154 CATV WLOO* INCOME & LIFE INS	.00	.00	275.00	275.00	.0
200-55-5560-320 CATV WLOO VIDEO TAPE/PROG	50.09	2,730.47	1,938.00	(792.47)	140.9
200-55-5560-321 CATV WLOO DUES & MEMBERSHIP	.00	455.00	1,205.00	750.00	37.8
200-55-5560-350 CATV WLOO SUPPLIES	50.00	50.00	800.00	750.00	6.3
200-55-5560-354 CATV WLOO REP & MAINT EQUIP	.00	1,094.85	1,500.00	405.15	73.0
200-55-5560-380 CATV WLOO COMPUTER SUPPLIES	70.33	172.33	1,064.00	891.67	16.2
200-55-5560-399 CATV WLOO MISC	.00	16.00	2,800.00	2,784.00	.6
200-55-5560-510 PROPERTY INSURANCE	14.00	14.00	41.00	27.00	34.2
200-55-5560-512 LIABILITY INSURANCE	5.00	5.00	.00	(5.00)	.0
200-55-5560-521 CYBER INSURANCE	363.55	363.55	.00	(363.55)	.0
200-55-5560-730 CATV WLOO SCHOLARSHIP	.00	.00	500.00	500.00	.0
200-55-5560-732 CATV WLOO INTERNSHIP	.00	.00	6,000.00	6,000.00	.0
200-55-5560-810 CATV WLOO OUTLAY	6,769.70	8,404.90	2,000.00	(6,404.90)	420.3
TOTAL CATV	11,523.53	30,647.22	87,841.60	57,194.38	34.9
TRANSFER TO GENERAL FUND					
200-59-5936-001 TRANSFER TO GENERAL FUND	.00	.00	4,200.00	4,200.00	.0
TOTAL TRANSFER TO GENERAL FUND	.00	.00	4,200.00	4,200.00	.0
TOTAL FUND EXPENDITURES	11,523.53	30,882.22	92,041.60	61,159.38	33.6
NET REVENUE OVER(UNDER) EXPENDITURES	(2,970.46)	(22,196.16)	(2,116.84)		

Huge cushion
*
OUT →

33.6 *

CITY OF WATERLOO

BALANCE SHEET

MAY 31, 2022

200-CATV/WLOO FUND

ASSETS

200-11100	TREASURER'S CASH	(78,720.64)	
200-11510	CATV/WLOO INVESTMENT ACCT		166,835.12	
	TOTAL ASSETS			<u>88,114.48</u>

LIABILITIES AND EQUITY

FUND EQUITY

200-32600	FUND BALANCE		110,310.64	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(22,196.16)	
	TOTAL FUND EQUITY			<u>88,114.48</u>
	TOTAL LIABILITIES AND EQUITY			<u>88,114.48</u>



#1 65%Poly 35 % Cotton
S-XL \$31 2XL & UP \$34
Tall S-XL \$32, 2XL &Up \$ 35

#2 60%Poly 40 % Cotton
S-XL \$41 2XL & UP \$43



#3 50%Poly 50 % Cotton
S-XL \$27 2XL & UP \$30
Tall S-XL \$29, 2XL &Up \$ 32



#4 100 %Poly
S-XL \$32 2XL & UP \$34



#5 100%Poly
S-XL \$31 2XL & UP \$34
Tall S-XL \$32, 2XL &Up \$ 35

Price Includes Left Chest WLOO CATV Embroidered

WLOO CATV Staff Shirts Mock-ups

Imagine Logo Has Transparent Background



For Filming Meetings



Filming Outdoor Events