



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, February 10th, 2021 • 4:00 PM • Forest Lake City Center (Remote)

1. CALL TO ORDER

A remote meeting was called to order at **4:05 PM** by Dianne Halfen

2. ROLE CALL

| Attendee Name | Title | Status | Arrived |
|---------------|--------------|-------------------------|---------|
| Dianne Halfen | Chair | Present | |
| Hanna Valento | Commissioner | Present | |
| Sue Wagamon | Commissioner | Present | |
| Doug Wood | Commissioner | Present arrived at 4:24 | |

Other noted attendees:

Dan Udem – FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

| Result | Adopted |
|----------|--------------------------|
| Mover | Valento |
| Seconder | Wagamon |
| Ayes | Wagamon, Halfen, Valento |
| Nays | |
| Absent | Wood |

4. OPEN FORUM

There was no open forum at this meeting



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5. APPROVE CONSENT AGENDA – (ACTION)

A. Secretary’s Report

- A. Approve payment of December 2020 and January 2021 Bills
- B. Approve Meeting Minutes from November 18th, 2020

New commissioners asked if they should approve prior meeting minutes that took place before they were elected. Dan advised they could as the legal recognition of a local government is as a continuous body, even though individuals who serve on its board change over time.

Motion to: Approve Consent Agenda

| Result | Adopted |
|----------|-------------------------|
| Mover | Wagamon |
| Seconder | Valento |
| Ayes | Wagamon Halfen, Valento |
| Nays | |
| Absent | Wood |

6. APPROVE TREASURER’S REPORT – December 2020 and Jan 2021 (ACTION)

- **December 2020 year end**
- Personnel under budget by 6.5% (included unemployment due to Covid)
- Supplies were over budget by 32% (\$300)
- Operating expenses 46% under budget (Scandia did not bill us for 2nd half of accounting)
- Facilities and Equipment are over budget (4.5%) (MACTA membership)
- Expenses (less Equipment) are under budget by 7.5%
- Revenue: At Budget (Forest Lake and Columbus did not pay for November)
- Cash Balance is \$178,989.45, with reserve: \$204,088.45. The reserve is \$25,100.07 for payment of future franchise fees (\$5,000 typically added to the reserve each year)
- Cumulative PEG revenue reserved for equipment \$62,127.09; thereof \$1,821.09 added in 2020.

Motion to: Approve Treasurer's Report December 2020 Treasurer’s Report

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wood |
| Seconder | Wagamon |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |



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January 2021 Treasurer’s Report

- Personnel Expenses are ~~8.5%~~ 10.5% over budget due to an error with a February payroll (\$2,200) reported as a January expense. (The additional payroll will correct itself in February). Also, additional health care premium (\$764) was pre-paid and outstanding unidentified health care charges (\$445) were also paid so the policy would not lapse. Attempting to identify added charges. Actual 2021 health care premiums increased by 2.8%. Paul’s portion of health care will increase 2.8% from ~~(\$73.70)~~ to \$75.77/pay period.)
- Office supplies are over budget (New Printer)
- Operating Expenses over budget by 5.5% (Includes Scandia accounting services for 2nd half of 2020 for \$1,800)
- Facilities and equipment are on budget
- Total expenses are over budget by 10%. It will even itself out in the upcoming months
- Franchise fees: On budget. Forest Lake paid through November. Forest Lake and Columbus past-due payments are expected in February.
- Access fees from Midco: on budget
- PEG Expenses exceed PEG Revenue by \$12,928. (new cameras, tripods) Cumulative PEG reserve for equipment: \$49,198.87.
- Cash balance \$165,751.86 with reserve: \$190,851.93

Motion to: Approve Treasurer's Report January 2021 Treasurer’s Report

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wood |
| Seconder | Wagamon |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |

7. REGULAR AGENDA

A. Approve New Hires Josh Carlson and Caleb Kasa

- ACTION



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Josh Carlson is a camera operator and Caleb Kasa is an announcer

Motion to: New Hires Josh Carlson and Caleb Kasa

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wagamon |
| Seconder | Wood |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |

B. Tightrope Upgrade

- ACTION

Motion to: Approve 2021 Tightrope Upgrade Purchase not to exceed \$3,000 as portion identified within ASI \$16,593 proposal on 1/28/21.

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wood |
| Seconder | Wagamon |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |

C. Joint Powers Agreement Discussion

The City Administrator of Scandia (Ken Camerilli) and Dan Udem are going through the rules to have Scandia rejoin JPA. Any decision will be at the City Council level as the JPA is between them and Scandia.

Doug Wood stated Scandia should pay legal and related fees to rejoin as it was their choice to leave. The Commission agreed.



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Hannah Valento questioned if the by-laws would need to be changed, Dan responded yes. Scandia withdrew from the JPA on 6/21/18. Dan requested a copy of the City of Scandia 6/21/16 resolution from Dianne, subsequently sent.

More discussion will take place later when there is more information.

D. Appoint New Board Members

- ACTION

Dianne offered to stay in the Chair/Treasurer’s position, Sue offered to take Vice-Chair and Hanna took Secretary position

Motion to: Approve New Board Members for 2021: Dianne Halfen as Chair and Treasurer, Sue Wagamon as Vice-Chair and Hanna Valento as Secretary.

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wood |
| Seconder | Valento |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |

8. ACCESS COORDINATORS REPORT

The Commission agreed to NOT renew the membership with MACTA in 2021.

LATV is partnering with LILA, working out the details for when school opens back up fully

The new cameras purchased will help with filming and renting of equipment to other schools.

LATV is starting to film sports again. Swimming, wrestling, basketball, hockey as well as live streaming 2 events for LILA

We are working closely with Prep Sports to ensure most games are filmed

A new Intern will be starting soon

Columbus will be transitioning to zoom meetings soon



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9. CHAIRPERSON REPORT

Jill will email the Commission members when bills need to be signed.

Dianne will be updating her signature at the bank as a signor

11. ADJOURN MEETING

Motion to: Adjourn Meeting

| Result | Adopted |
|----------|--------------------------------|
| Mover | Wood |
| Secunder | Valento |
| Ayes | Valento, Halfen, Wagamon, Wood |
| Nays | |
| Absent | |

Meeting was adjourned at **5:27 PM**

Next Regular Meeting will be April 14th, 2020 at 4:00 PM at the Forest Lake City Center (remote)

Lakes Area Television's mission is to collaborate with people and organizations in the communities we serve to bring quality programming and learning opportunities while being fiscally responsible under direction of the Forest Lake Cable Commission.

Lakes Area Television's vision is to Educate, Inform, Entertain, and Involve people within the Cities of the Joint Powers Agreement as directed by the Forest Lake Cable Commission.