



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, November 18th, 2020 • 4:00 PM • Forest Lake City Center (Remote)

1. CALL TO ORDER

A remote meeting was called to order at **4:06 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

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	Duraine
Seconder	Girard
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	

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 September, October, and November 2020 Bills
- B. Approve Meeting Minutes from September 9th, 2020

Motion to: Approve Consent Agenda

Result	Adopted
Mover	Duraine
Seconder	Girard
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	

6. APPROVE TREASURER’S REPORT – (ACTION)

@ 10/31/20

- Personnel is 4% under budget primarily related to lower film maker wages.
- Operating expenses are 30% under budget as expenses for accounting services from Scandia have only been billed through June.
- Other supplies are \$160 over budget or 18%
- Facilities and Equipment Rent increased (1.5%) with October payment for November per lease agreement.
- Expenses less Equipment are under budget by 5%
- Revenue: Both Columbus and Forest Lake are behind (Paid until August \$30,000 is owed by year-end)
- Midco- Access Fees- up 4% vs budget
- Cash Balance is \$168,637.77, with reserve: \$193,733.65
- Cumulative Cash reserved for equipment \$56,682

Motion to: Approve Treasurer's Report

Result	Adopted
Mover	Wood
Seconder	Duraine
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	



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Motion to: Approve to transfer \$5000.00 in the reserve account

Result	Adopted
Mover	Duraine
Seconder	Wood
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	

7. REGULAR AGENDA

A. FLCC 2021 Budget

- ACTION

After some discussion with the Commission and some numerical changes, the Commission approved the Budget. The audit was budgeted into 2021. Paul will be presenting the budget to Forest Lake on Dec 23rd and Columbus on Jan 9th for approval

Motion to: Approve Forest Lake Cable Commission 2021 Budget

Result	Adopted
Mover	Duraine
Seconder	Wood
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	



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B. 2020 CIP Purchases

- ACTION

Camcorders, Tripod, and fiber optic streaming equipment

Motion to: Approve 2020 CIP Purchases not to exceed \$12,000

Result	Adopted
Mover	Wood
Seconder	Duraine
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	

8. ACCESS COORDINATORS REPORT

Forest Lake has hired LATV to do another Recycle video. Paul will be getting more information about that within the next month.

LATV is in the process of filming a Wellness/Stay positive video for the city highlighting “wellness” businesses including physical therapy, mental health, financial planning, and spiritual awareness.

LATV is filming the Tree Lighting VIA a virtual event.

Erik Mossberg Benefit and promo a video for his business.

Possibly filming a “Staycation” piece for Running Aces

EDA has a new Downtown Committee, LATV will be doing a piece on it.

LATV filmed the Homecoming Coronation, Veterans event, Homecoming-Pep-fest, Bands, Fall Fest, Lila’s Sports the last month. Building a partnership with LILA.

Finished up the Project with Children Performing Arts. Now just editing it.

Paul and Jill will be picking up the new set from St. Paul this upcoming week, it will be going to the school.



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LATV partnered with the Forest Lake Boosters to highlight sponsors that supported them. The booster Club paid LATV \$500.00.

Restaurant video has been put on hold due to state-wide lockdowns.

9. CHAIRPERSON REPORT

With Forest Lake and Columbus being behind in franchise fees, Dianne asked if Jill would follow up with both cities as a follow up to the meeting. LATV is budgeting well and has the availability to put an extra \$5000.00 in the reserves for the Franchise agreement that will need to be redone in 2028.

Dianne would like an updated inventory list; Paul needs to add in the newer equipment purchases.

Jill questioned about recycling the outdated cables and equipment that are not usable anymore. Dan Udem and Dianne said recycle or auction it. Document and present it to the Commission for approval.

Dianne questioned about Scandia joining JPA again. With Covid and the new council, Latv will talk to the City Administrator at a later date.

With Commission members coming to the end of their terms, The Cable Commission will need to get 2 new members. The Commission Agreed January 27th, 2020 for the next Commission Meeting to allow time for the Councils to choose new members for LATV.

11. ADJOURN MEETING

Motion to: Adjourn Meeting

Result	Adopted
Mover	Girard
Secunder	Duraine
Ayes	Duraine, Halfen, Girard, Wood
Nays	
Absent	

Meeting was adjourned at **5:14 PM**



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Next Regular Meeting will be January 27th, 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.