



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, April 14th, 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	

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, 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 February, March, and April 2021 Bills
- B. Approve Meeting Minutes from February 10th, 2021

New commissioners Sue and Hannah questioned 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	Wood
Seconder	Wagamon
Ayes	Wagamon, Halfen, Valento, Wood
Nays	
Absent	

6. APPROVE TREASURER’S REPORT – March 2021

(ACTION)

- Personnel under budget by 2%
- Supplies were over budget due to printer being purchased in January. It will even out throughout the year (\$300)
- Operating expenses 10% under budget Davco Increased \$15.00, Jill will be calling to figure out why.
- Facilities and Equipment are over budget Due to a \$1450 warranty for chamber repair (Tierney)
- Expenses (less Equipment) are 1.3% over budget
- New PEG equipment is over budget by \$10,007 primarily for 4 new cameras purchased in Jan; the expense will level off throughout the year
- PEG Revenue is under budget by 1%
- Total expenses \$57,445 vs Revenue of \$53,773
- Cash Balance is \$176,046.45, with reserve: \$206,148.90.
- Non-PEG Expenses are less than Non-PEG Revenue by \$6,334
- Cumulative PEG revenue reserved for equipment \$52,120.11



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Motion to: Approve Treasurer's Report March 2021 Treasurer's Report

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

7. REGULAR AGENDA

A. MIDCO Presentation (Jason Sachs) (Presentation made prior to Item #5 Consent Agenda Approval)

Columbus partnered with MIDCO to build a development with CARES funding, they are looking at adding more in the future.

They are launching MIDCO TV. Fall of 2021 it should be in Forest Lake. It is 100% internet-based TV. Smart Home by MIDCO has been discontinued. Dianne questioned about build out in Chisago City, Jason stated that MIDCO won the Bid. She also inquired about the change in fees that would affect the FLCC, Jason stated that has been put on hold due to the COVID pandemic.

Hannah Valento requested some history on MIDCO. Jason explained the history.

Sue Wagamon questioned how MIDCO decides where new expansion will be, Jason explained it as: if it meets their model without financial assistance, they build it. If an area needs financial assistance, they request it from the city they are building in.

Dan Undem asked if MIDCO had a map of the underserved areas in Forest Lake that are not currently served, Jason said he could get that information to Dan.

B. FLCC Bi-Laws

Paul wanted to discuss whether the written bi-laws need to be updated and questioned if Commissioner Valento was interested in updating them. She replied she would like to after Scandia rejoins JPA. Dianne stated the FLCC would put together a Bi-Law Committee and Commissioner Valento could lead it. Valento was in agreement.



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C. Joint Powers

The City Administrator of Scandia (Ken Camerilli) Council has agreed they want to rejoin JPA. Dianne stated the JPA states about withdrawing but not rejoining. Scandia needs a resolution to rejoin. Their Council would write it and present it to Forest Lake and Columbus city councils with approval and date of rejoining. The FLCC is in agreement that Scandia needs to reach out to both cities to start the process. Dianne requested to please keep legal cost to a minimum if possible

D. U Care

Paul's UCARE has been a source of difficulty due to mail delays and unclear billing statements. Expense should be in line with the budget in May. Paying by check via phone is a possibility in the future to eliminate the billing timeliness. This account will be watched closely for future decisions

E. Annual Employee Evaluations

Paul thought reviews were due for Jill and Paul, Dianne stated they are due in Mid-June. That schedule will be followed. Sue questioned how her, and Hannah can do a review when they are new to the commission. Paul will fill out a self-review and forward to Dianne. She will provide forms to commissioners for any input that it will be discussed with the rest of the commission. Any recommended salary adjustments will follow.

F. Franchise Reserve

The FLCC deposits \$5000 a year away in the franchise fees account for the next franchise renewal in 2028. Paul and Dan suggested the Cable Commission put a larger amount into the franchise reserve to free up \$5000 a year (to make \$50,000 in total). Dianne wants to find the original amount from the last franchise. Jill said she would locate it and let the commission know at the June meeting.



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8. ACCESS COORDINATORS REPORT

Scandia is Planning on starting filming in May, waiting to hear (Production services for LATV)

Paul is having his first meeting on the next Mock Car Crash

Forest Lake/LATV will be doing a new recycling video

The new cameras purchased at the beginning of the year have been wonderful

The audit is done. It will be presented at the June meeting

Paul has been meeting with Council to get meetings back up and running in person, he will contact Columbus

All insurances have been renewed

LATV has done a lot of live streaming of HS sports

Paul is working out the details on graduation

LATV is filming a few plays and concerts

Paul has been working on curriculum for the high school. Nothing is permanent yet, it is still in discussion and details will be worked out

The Studio at the high school needs to replace the sound barriers on the walls, it will be an upcoming bill.

LATV is working with Prep Sports on filming baseball/softball

Paul will be reaching out to North Lakes Academy for future filming

9. CHAIRPERSON REPORT

Dianne got the bank signature form updated and will bring it in and sign bills as well. Jill will contact the rest of the commission to get signatures for bills.

The June meeting will be remote and discuss future meeting plans then.



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11. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:29 PM**

Next Regular Meeting will be June 9th, 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.