



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, September 9th, 2020 • 4:00 PM • Forest Lake City Center (Remote)

1. CALL TO ORDER

A remote meeting was called to order at **4:07 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 Undem – FL City Administrator Assistant - Absent

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

Result	Adopted
Mover	Girard
Secunder	Duraine
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 July, August 2020 Bills
- B. Approve Meeting Minutes from July 8th, 2020

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – (ACTION)

As of 8/31/20:

- Salaries are 5% under budget (lowest being filmmakers)
- Scandia Billed LATV for the first half of accounting services (\$1800)
- Operating expenses are 15% under budget
- Rent is right on budget
- Revenue is 3% under budget (Forest Lake is behind a month)
- \$29,000 in PEG Revenue (\$10,000 spent on equipment throughout the year to date)
- Midco- Access Fees- ahead of budget by 3%
- Non-capital expenses are greater than non-capital revenues by about \$500. Revenues would be higher by about \$9,000 with current payment of FL Franchise fees.
- Cash Balance is \$191,202.63, with reserve: \$216,294.25
- Cumulative Cash reserved for equipment \$79,213.90



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Motion to: Approve Treasurer's Report

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

7. REGULAR AGENDA

A. FLCC 2021 Budget Review

Paul has drafted a budget for 2021. After some numerical corrections, Paul will send a draft copy to the Commission and Dan Udem to present to the Council. Dollars were allocated for the 2020 audit in 2021.

Paul will be reaching out to Schlenner and Wenner to get an Engagement Letter and to verify the audit fees.

Paul Girard offered to talk with Mayor Bain about the need for an audit.

For the purpose of City Councils, the 2021 budget amounts are projected to be similar to those for 2020. If Dan or Elizabeth need copies sooner, the Cable Commission will hold a meeting to approve it.

B. Annual Midco Meeting Update

Paul had the annual MIDCO meeting. MIDCO is rolling out a new channel like Netflix. LATV was hopeful that part of the subscription dues would go to them, however, Dan disagreed and said it does not fall under subscription fees. Paul and Dan did discuss the JPA and possibly figuring internet subscriptions into it when the time comes to rewrite it.



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Cable subscriptions have held steady over the year. MIDCO just expanded services to 40 houses in Columbus and Scandia, which could lead to more subscription fees for LATV.

8. ACCESS COORDINATORS REPORT

Scandia rejoining joint powers is still in the plan but LATV is waiting until after the election to move forward.

Children's Performing Arts Theatre filming is almost finished.

Prep Spotlight TV has been hired to film 50 games (LATV can film 25) at the High School. If LATV can get Prep Sports their LIVE Stream, Prep Sports will pay LATV \$175 per game. If that works out, LATV will be filming more games.

LATV is looking at Capital Purchases for next year, they would like to upgrade their cameras, but most purchases would be maintenance on current equipment.

9. CHAIRPERSON REPORT

Dianne requested the November commission meeting be moved to the 18th.

Dianne would like LATV to shift focus to the businesses in town to help promote the businesses that have interest during the pandemic. Paul is waiting to hear back from several to move forward with filming. He will also be reaching out to Columbus to pursue more with the city. Paul Girard agreed with focusing on the cities.

Both Paul and Jill were given reviews in July. The results were positive for both.



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11. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:12 PM**

Next Regular Meeting will be November 18th, 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.