



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, January 9<sup>th</sup>, 2019 • 4:00 PM • Forest Lake City Center



## 1. CALL TO ORDER

The meeting was called to order at **4:07 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Absent	

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
Second	Bain
Ayes	Duraine, Halfen, Bain
Nays	
Absent	Wood

## 4. OPEN FORUM

There was no open forum at this meeting



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## 5. APPROVE CONSENT AGENDA – (ACTION)

With the request of moving the Approval of the November Minutes to the Regular Agenda

- Approve Payment of Commission Bills for December 2019

### Motion to: Approve Consent Agenda with requested change

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

### Motion to Approve November Minutes with Requested Change

- Mara had a small change to the wording in the minutes

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

## 6. APPROVE TREASURER’S REPORT – (ACTION)

- Dianne stated Colleen had corrected a few dollar amounts in the October Treasurer’s report and the Commission needs to Approve the changes.  
December 2018 Financials discussed:
- Labor was about 11% under budget for the year
- Office Supplies were under budget for the year
- Operating Supplies were under budget for the year
- Postage was under budget for the year
- Auditing and accounting are under budget
- Miscellaneous expenses are over budget
- Small amount of legal expenses for December, over budget for the year
- Training expenses were over budget for the year
- General Liability is under budget for the year
- Equipment repair is with Tierney, the Commission has previously agreed to contract with Tierney again



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- Paul will be contacting Colleen about the Minnesota Sales tax for the 2018 year
- Peg fees have been separated from General Revenue for the next meeting
- Paul will transfer \$5000 to the reserve fund
- LATV has been hired to make an educational recycling video for the City of Forest Lake
- Paul has started going over the Sponsorship guidelines
- League of Minnesota Cities gave LATV a small dividend
- All cities are current in December for franchise fees
- Scandia will pay quarterly for filming meetings
- Well under the audit threshold for required audit
- Agreed upon procedures: Commission agreed to initiate an audit for 2018
- Equipment needs list should be updated and brought to March Meeting
- November cash balance is \$168,280.61
- December cash balance is \$170,078.98

## Motion to: Approve December 2018 Treasurer's Report

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

## Board Positions have been tabled until March 13<sup>th</sup>, 2019 Meeting

## 7. Motion to: APPROVE BANK Security State Bank of Marine as the primary bank of LATV

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



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## 8. REGULAR AGENDA

### A. School Lighting System

**-Action**

Paul has gotten lights from the theatre at the school, he will need to purchase the materials needed to hang the lights in the studio LATV is building. Paul is also building a news/interview desk.

**Approve Lighting System for the Studio at the High School not to exceed \$6000.00**

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

## 9. ACCESS COORDINATORS REPORT

Paul shared there is a mandatory meeting for the personnel Policy on the 16<sup>th</sup>  
 He is putting together basic training, editing, studio and field production classes  
 Channel 20 has been switched to a billboard  
 Paul had 56 kids come to Career Day  
 Press Box is finished with the wrap and is used often  
 Paul asked about health insurance for him and if there was a way for him to receive it, Dan is going to investigate and let Paul know.  
 LATV will be live streaming the Rotary Plunge

## 10. CHAIRPERSON REPORT

Dianne wants Paul to set up the yearly meeting with Midco  
 Dianne also stated that the "Pay Equity" report is due. Paul stated it has been approved. It is too ensure Paul isn't discriminating against himself.



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## 10. ADJOURN MEETING

### Motion to: Adjourn Meeting

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

Meeting was adjourned at 5:29 PM

**Next Regular Meeting will be March 13th, 2019 at 4:00 PM at the Forest Lake City Center**

*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.*



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*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.*