



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, July 24<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	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Absent	
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 with the May 8<sup>th</sup> Minutes moved to 7A for discussion**

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

## 4. OPEN FORUM

There was no open forum at this meeting

## 5. APPROVE CONSENT AGENDA – (ACTION)



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- A. Approve Midco Minutes from May 8th
- B. Approve Audit Minutes from May 8th
- C. Approve Payment of Commission Bills for May, June and July 2019

**Motion to: Approve Consent Agenda with Midco Minutes amended to note Paul Girard was present**

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

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

- Filmmakers are under budget
- general supplies are under budget
- Scandia was paid for 1<sup>st</sup> and 2<sup>nd</sup> quarter for accounting
- Schlenner and Wenner was paid for the Audit
- Credit card policy has been signed (ref:7b)
- Insurance has been paid (general Liability) Effective dates will be confirmed at September meeting
- Dues and subscriptions were classified in the wrong category, will be corrected from here on out.
- Subscribers are down for Forest Lake, Columbus is steady
- Forest Lake did not pay franchise fees in June (for May), Midco didn’t pay June peg fees.
- Peg fees are down from budget by 17% (-10% had Midco paid)
- Cumulative cash reserve for equipment is \$64,069.79
- Cash balance at the end of February is \$155.766.88



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## Motion to: Approve June 2019 Treasurer's Report

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

## 7. REGULAR AGENDA

### A. Minutes from May 8th

-Action

**Motion to Approve the May 8<sup>th</sup> Minutes with the changes requested (vote on Approval of the 90 day pay raise for the Administrative Assistant with back pay for the 6 months prior to May 8<sup>th</sup> meeting)**

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

### B. CREDITCARD POLICY

-Action

The Commission discussed the credit card policy and concluded that Paul needs to sign receipt and use of the current credit card and give a copy to Colleen for her records as well as keep one on file at the station. Colleen needs to sign one and Dianne signed 2 copies, one for her records and one for the station.



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## MOTION to Accept the Credit Card Policy

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

## C. Approve Administrative Assistant 1 Year Annual - Action

The Commission discussed the first annual appraisal for the Administrative assistant, with the salary adjustment effective 5/9/19

## MOTION to Approve Administrative Assistant Annual pay raise

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

## D. Capital Purchases -Action

Paul brought forth a small list of equipment he would like to purchase to help in live-streaming events and benefit Columbus and Forest Lake live meetings. This will eliminate editing of meetings. He also had a few miscellaneous items for the Studio in the high school.



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## MOTION to Approve Capital Purchases not to exceed \$2500.00

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

### E. 2019 Budget Preview/Discussion

Paul brought in a preview of the anticipated budget. After some discussion the commission concluded that a few numbers need to be reevaluated and adjusted and a couple things need to be looked at and redone. Paul will correct the commissions suggestions and bring an updated copy to the next meeting.

### F. District Office Recording System Discussion

No Discussion at this time

### G. Subscriber Discussion

The commission discussed the subscribers for Forest Lake and Columbus. Forest Lake has dropped about 100 but is holding steady with an average of 2075 subscribers. Columbus is slowly rising.

### H. Health Insurance Discussion

Paul brought in numerous quotes for health insurance and has fit it in the 2020 budget. The commission discussed it and decided Paul needs to get more information and bring it to the commission for further discussion.

### I. Franchise Agreement Discussion

In the Franchise Agreement, the Cable Company receives an increase of .15 per customer at the 5-year date with a 90-day written notice request. The 5-year point was in October of 2018. After some discussion with the Commission, Paul will be sending MIDCO a bill for the back-pay for the



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increase in fees. The 90 day pay increase notice to follow if necessary, per the Commission so that if denied by Midco, that the increase request becomes effective no later than October 2019. The Franchise Agreement will also be looked at and discussed at the next meeting.

## 8. ACCESS COORDINATORS REPORT

Filming for the mock car crash has begun  
Columbus will go live with graphics tonight on YouTube.  
The Fourth of July Parade went well  
Graduation was live streamed with 280 viewers  
Paul is working on Community Education classes  
Paul has offered the school some new productions, he is waiting on a response from the school  
Paul is looking into grant funds for LATV  
LATV has new sports announcers. They will be announcing via podcast during the football season

## 9. CHAIRPERSON REPORT

Dianne questioned if most of the filming was with the school or the community. Paul stated LATV films many things for both. Arts in the Park and sports are the top 2 currently.

## 10. ADJOURN MEETING

### Motion to: Adjourn Meeting

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

Meeting was adjourned at 6:15 PM



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**Next Regular Meeting will be September 11th, 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.*

*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.*