



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, March 13th, 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	Absent	
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	Duraine
Secunder	Wood
Ayes	Duraine, Halfen, Wood
Nays	
Absent	Bain

4. OPEN FORUM

There was no open forum at this meeting

5. APPROVE CONSENT AGENDA – (ACTION)

A. Approve January Meeting Minutes



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B. Approve Payment of Commission Bills for January and February 2019

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – (ACTION)

- Dianne requested information on a few items in the budget that were approved in the August 2018 meeting, Paul needs to talk with Dan and will get the information to Dianne.
- Expenses are 4% under budget
- The new format separating PEG from REVENUE is working well
- Scandia has been paid for the first quarter for accounting services
- LATV has obtained a credit card, Paul needs to locate the policies regarding it.
- \$5000 was transferred for the franchise fund
- Access fees and Peg from MIDCO is 3% under budget
- Equipment is 9% under budget
- Columbus and Forest Lake are Paid for December
- Cumulative cash reserve for equipment is \$65,000
- Cash balance at the end of February is \$166,389.93

Motion to: Approve MARCH 2019 Treasurer's Report

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



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7. REGULAR AGENDA

A. NEW HIRE: Brad Asplund

-Action

Motion to Approve New Hire Brad Asplund: Sports Announcer

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

B. CAPITAL PURCHASE

New Laptop for Jill/Edit Bay /Studio

-Action

Paul brought in a list of equipment needs to upgrade the edit bays, finish the studio in the high school and a new computer for Jill. After some discussion on what equipment was needed, the commission agreed on \$7000.

Motion to Approve Capitol Purchase not to exceed \$7000.

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

C. New Bank Signor: Doug Wood

With Neil retiring from Scandia, the FLCC needs a new bank signor. After some discussion, Forest Lake Cable Commission Member Doug Wood will be the new bank signor.



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D. Board Positions have been tabled until May 8th, 2019 Meeting

Being that Mara is not at this meeting, the Commission decided to table this discussion until the May Meeting.

E. FCC Board Discussion

An article that Paul came across had Paul questioning how PEG fees will be affected due to the information in this article. After much discussion, this will be discussed with MIDCO at the annual meeting.

8. ACCESS COORDINATORS REPORT

Paul shared that the audit went great, it did go up in price a little bit. Dianne would like Paul to see if he can get a lower rate due to length of time the audit takes or shop around for a lower fee. Schlenner and Wenner will be coming to the May meeting to share the details Columbus will be live soon

The studio is progressing nicely, LATV purchased the majority of the Savage TV studio to use in the high school

Kids are signing up for the Media Production class for next year, not sure of numbers yet, but they are interested.

The Rotary Plunge was a huge success, photos are online for purchase

Paul is working on a story featuring Destination Imagination involving the LILA kids.

Paul met with Christy Sauro for more interviews related to the story Paul has been getting footage for.

Paul is working with MACTA on the annual membership fees. He will know more at the next meeting.

9. CHAIRPERSON REPORT

The annual Midco meeting is due and Dianne requested it be held May 8th, the date of the next FLCC meeting

Dianne would like the partnership agreement with the high school to be finalized.

Paul will reach out to Jim Caldwell (Principal of FLHS)

Dan investigated Paul's request at the January meeting of health insurance. Being that Paul is not a city employee, he is unable to get insurance through the city. Dianne stated Paul needs to get quotes and fit it into the budget for next year. Dan will sit down with Paul and figure it out.

Dianne questioned if Paul updated the equipment list with Christy when he talked with him for



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insurance purposes. Paul did.

10. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at 5:54 PM

Next Regular Meeting will be May 8th, 2019 at 4:00 PM at the Forest Lake High School Studio



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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.