



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, May 27th, 2020 • 3:00 PM • Forest Lake City Center (Remote)

1. CALL TO ORDER

The meeting was called to order at **3:07 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Present	Left at 3:46 PM
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
Secunder	Girard
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

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 January, February, March, April, and May 2020 Bills
- B. Approve Meeting Minutes from January 8th, 2020

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – (ACTION)

- April Financials:
- Personnel expenses on budget
- Paul’s Health Insurance portion is being deducted from his payroll. (LATV’s portion is reported on Line 131)
- Facilities and equipment sub-total is over budget due to an unbudgeted payment to MACTA.
- Total Revenue ~~is~~ would be under budget by 4% had FL, Columbus and Midco made timely franchise and access fee payments. April report reflect total revenue under budget by 13.25%
- Non-capital expenses: \$41,691.97
- Non-capital Revenue is \$23,211.17
Excluding Forest Lake and Columbus payments being deposited after the report came out.
- Cumulative cash reserved for equipment = \$67,385.48 (without Midco monthly payment est. \$3,600.)
- Cash Balance is \$161,342.04. With \$25,083.17 reserve total cash: \$186,425.21



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Motion to: Approve Treasurer's Report

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

7. REGULAR AGENDA

A. Elect Officers:

Motion to: Approve Dianne Halfen as Chairperson

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

Motion to Approve Paul Girard as Vice-Chair

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



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Motion to Approve Jeff Duraine as Secretary

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

B. Signing of Bills Protocol

With meetings being remote, the bills will be approved at the meeting and the Commissioners can come into the office and sign when they are able. If questions, call Jill's cell phone.

C. Future Meeting Protocol

After some discussion, the Cable Commission will continue to hold remote meetings for July and make decisions with the information they have then for the upcoming meeting.

D. LATV Insurance

Coverage is the same as previous years except for some new equipment (~ \$25k primarily new cameras) added to include the school and new purchases made by LATV which added \$25.00 to the premium

Motion to Approve LATV Insurance for 2020

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

E. EDA/Chamber Partnership-Discussion



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Dan and Paul had discussed making videos to tell the story about the local businesses, after Paul met with Nan from the Chamber of Commerce and created a story showing what businesses were/are going through since Covid-19. Paul questioned the commission if it is ok to film as it is not profitable currently for LATV but could be in the future. 20+ businesses are showing interest in making videos. Paul's availability needs to be taken into consideration and will be discussed more in depth as this moves forward. Columbus is included as well. Jeff will mention it at the meeting tonight. This could potentially turn into revenue for LATV.

F. Capital Purchases-Discussion

Paul has purchased equipment to improve the live streaming LATV does. It will be an easier set-up. Paul also purchased a computer for Jill and some new green screens as well.

G. Scandia Joint Powers -Discussion

Scandia is interested in re-joining Joint Powers; Paul asked the commission how that can happen. After some discussion, it needs to be discussed at the Council level and/or Mayor to Mayor. Paul will connect Ken Camerilli with Dan for further discussion. Once the Council and Administrators connect, the Cable Commission will invite them to the following Cable Commission meeting.

8. ACCESS COORDINATORS REPORT

- LATV is Live-streaming Graduation at LILA and the Forest Lake High School.
- With LATV not filming sports or school events and city events not being held, there hasn't been a large need for the employees. LATV is hopeful things will resume soon.
- Still no word from MIDCO on franchise fees
- Mark Finneman will be job shadowing Paul
- Paul will reach out to Doug for the future meeting in July
- Paul will send out an update to the FLCC with highlights of what LATV is keeping busy with as well as a link for the video LATV produced in partnership with the EDA.
- LILA and LATV are partnering to film a video about their Kindercare program. It could lead to more with LILA.
- Channel 20 now includes Covid-19 public information



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9. CHAIRPERSON REPORT

Dianne requested Job descriptions be updated and appraisals due in June be done for Paul and Jill.

11. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at 3:59 PM

Next Regular Meeting will be July 8th, 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.