



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, May 8th, 2019 • 4:00 PM • Lakes Area TV/Forest Lake High School Production Studio

1. CALL TO ORDER

The meeting was called to order at **4:05 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:

Jason Sachs – Midco

Jon Archer – Schlenner Wenner

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
Seconder	Wood
Ayes	Duraine, Halfen, Wood, Girard
Nays	
Absent	



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Motion to Move the Consent Agenda and Treasurer’s Report until After the Midco and Audit Meetings

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

4. OPEN FORUM

There was no open forum at this meeting

5. APPROVE CONSENT AGENDA – (ACTION)

- A. Approve March 13th Meeting Minutes
- B. Approve Payment of Commission Bills for March and April 2019

Motion to: Approve Consent Agenda with the removal of the March 13th Minutes

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



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Motion to Approve the March 13th, 2019 Meeting Minutes

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

6. APPROVE TREASURER’S REPORT – (ACTION)

- Overall payroll and personnel costs are 5% under budget year to date
- Higher filmmaker wages were reported for February and March due to spring sports.
- Credit card use and mileage reimbursement: reimburse mileage to person rather than put on the credit card.
- Tierney was paid \$1450.00 for service/repair for the year
- A \$5000.00 payment was made to the franchise reserve in March (2019)
- Revenue year to date with franchise fees is 3% under budget
- PEG revenue is down 6%
- Columbus is behind one month on payments
- \$13, 000.00 has been spent year to date on new equipment.
- The school had an electrician put in 2 new lines for power to the studio. Waiting on a bill
- Revenue is \$2000.00 higher than expenses
- The cumulative cash reserve is \$62,145.62
- Total cash at the end of April is \$172,112.93
- Forest Lake will bill the commission for the chamber system later in the year (October)

Motion to: Approve May 2019 Treasurer's Report

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



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7. REGULAR AGENDA

A. 2019 Audit Review – Jon Archer – Schlenner Wenner

See Attached Minutes

B. Annual Midco Minutes – Jason Sachs

See Attached Minutes

C. Credit Card Policy

LATV has recently acquired a credit card. After some discussion, the Commission came to a consensus to use the current policy and update as needed. The forms will be brought to the July meeting for Dianne to sign and a copy sent to Colleen to sign as well.

D. Insurance Renewal

Paul had a meeting with the Christi Sauro, with Sauro Insurance Agency to update the equipment purchased from Savage. The cost of insurance stayed the same, the school address and equipment were added to the policy. Employees are required to provide and carry their own auto insurance. Liability rates are down \$500.00 from 6 years ago. Paul will bring the expiration and effective dates for insurance to the July meeting.

E. Approve Administrative Assistant Annual Review/Pay Raise - Action

The Commission discussed and decided to approve the 90 day raise with back pay for the 6 months prior to May 8th.



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Motion to Approve the Administrative Assistant 90 day pay raise with back pay of 6 months prior to May 8th, 2019

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

F. Approval of Board Positions

- Action

Motion to Approve Dianne Halfen as Chairwoman of FLCC

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

Motion to Approve Paul Girard as Vice-Chair of FLCC

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



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Motion to Approve Jeff Duraine For Secretary of FLCC

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

8. ACCESS COORDINATORS REPORT

- The studio in the High School is done
- The partnership between LATV and the High School has been sent to their attorney, it should be back soon
- 4-5 projects have been filmed with the We Are Rangers group
- The PSA "Eyes Up" challenge has been submitted to Kare 11
- Paul is starting to show the We Are Rangers kids how to edit
- The students are loving the new studio
- MACTA gave LATV credit for the 2019 year

9. CHAIRPERSON REPORT

Dianne thanked LATV for their hard work and dedication.

10. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at 6:25 PM



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Next Regular Meeting will be July 24th, 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.