



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, November 13th, 2019 • 4:00 PM • Forest Lake City Center

## 1. CALL TO ORDER

The meeting was called to order at **4:04 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	4:05 pm
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

### Other noted attendees:

Dan Undem – 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	Wood
Ayes	Duraine, Halfen, Wood,
Nays	
Absent	Girard

## 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 August, September and October 2019 Bills
- B. Approve Meeting Minutes from September 11<sup>th</sup>, 2019

### Motion to: Approve Consent Agenda

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

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

- As of 11/1/19
- Year to date staff wages are about 6% over budget
- Overall personnel expenses are 3% under budget
- Operating expenses are 12% under budget
- Facilities and equipment are 6% under budget
- Total non-equipment disbursements are \$115,628.74, 4% under budget
- Both Forest Lake and Columbus are paid to date
- \$3,910.00 in production income from Scandia in October; \$5,135 received YTD
- Per Revenue from Midco is 16% under budget
- New equipment 46% under budget. Will be near budget after payment to FL for Chamber System
- Total Revenue excluding PEG Revenue is \$116,917.69
- Cash Balance is \$189,175.81 excluding Franchise Cash Reserve of \$25,071
- YTD PEG Revenue is \$34,963.50 less YTD equipment purchases of \$17,245 = 2019 YTD Cash Reserve of \$17,718 for equipment. Cumulative reserve for equipment = \$79,517.



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

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

## 7. REGULAR AGENDA

### A. FCC 621 Order/Midco Revenue/Franchise Agreement/Budget Review

LATV is waiting on a response from MIDCO regarding the FCC Ruling that was discussed last meeting. (see September 2019 minutes). The letter requesting an increase on fees was sent out November 1<sup>st</sup>, 2019.

Franchise agreement is still in effect, no change. Joint Powers Agreement has not yet been amended to remove Scandia.

After a lengthy discussion and some numerical changes requested by the Commission, Paul will be presenting the budget to the Forest Lake and Columbus City Council on November 25<sup>th</sup>.

Dianne reiterated the mandatory requirement for employees to be paid for all hours worked. A process for employees to report hours worked was discussed and Paul will manage to ensure proper compensation to staff and time/work management by Paul.



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## Motion to: Approve Budget with requested changes

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

## B. New Bank Signor Ken (City Administrator for Scandia)

### Motion to: Approve New Bank Signor Ken Cammilleri

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

## C. Credit/Acknowledgment for LATV

LATV will work harder to ensure that LATV is acknowledged/given credit for future productions after some discussion about some films that were produced by LATV and not given credit/acknowledgment for.



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## D. New Hires: Avery Honn and Parker McEachran

### Motion to: Approve New Hires Avery Honn and Parker McEachran

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

## E. Payment for the Forest Lake Chamber System

The second of 3 payments for the Chamber System in Forest Lake City Center, final payment will be at the end of 2020

### Motion to: Approve Payment for Forest Lake Chamber System

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

## F. 2019 Capital Purchase Revision (w-tightrope update)

Paul presented a small list of equipment he would like to purchase to help LATV with filming (cinema lenses, adaptors, lights, gimble) as well as some replacement items (sd cards, batteries)



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## Motion to: Approve Capital Purchases Not to Exceed \$5,500.00

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

### 8. ACCESS COORDINATORS REPORT

LATV streamed the Veterans day event at the High School and American Legion.  
 LATV has started doing morning video announcements at the high school, they are going well.  
 Students are helping with filming and editing.  
 The sports Announcers from football will be doing a podcast show.  
 LATV is working on a Monthly “Mayor” show. The show will highlight what’s going on in the city.  
 Students are attending weekly animation classes in the studio at the high school.  
 Paul/LATV is doing Career Day at the high school again.  
 Jim Caldwell will be attending the next Cable Commission Meeting to update the Commission on where the LATV/High school agreement is at.

### 9. CHAIRPERSON REPORT

Dianne would like to see Paul/Jill’s job description updated  
 Paul needs to go through the Sponsorship guidelines for next meeting  
 Christmas Party will be December 11<sup>th</sup> in place of the regular meeting.



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## 11. ADJOURN MEETING

### Motion to: Adjourn Meeting

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

Meeting was adjourned at 6:12 PM

**Next Regular Meeting will be January 8th, 2020 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.*