



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~



Wednesday, September 11th, 2019 • 4:00 PM • Forest Lake City Center

1. CALL TO ORDER

The meeting was called to order at **3:59 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Absent	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Assistant (left at 5pm)

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 2019 Bills
- B. Approve Meeting Minutes from July 24th, 2019

Motion to: Approve Consent Agenda with the removal of Payment of August Bills

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

6. APPROVE TREASURER’S REPORT – (ACTION)

- Personnel costs are 5% under budget
- Filmmakers are under budget for August
- Overall staff wages are over budget, this is due to end of the school year event filming. It will balance out in the coming months as events are less.
- Miscellaneous Operating Expenses are 27% under budget
- Operating expenses are 3% under budget
- \$360.00 was paid to Schlenner and Wenner, Paul is contacting Colleen for the exact reason of the bill. Subsequently, the payment description noted it was for assistance with MN Office of Stat Auditor State Report filing.
- Overall FLCC expenses are 3% under budget for 8/31/2019
- Revenue: Forest Lake has not paid for June and July’s Franchise fees; Columbus has not paid for July.
- Equipment is 32% under budget for the year
- Total disbursements for the year: \$109,436
- Revenues YTD are \$12,440 less than disbursements
- Total PEG Revenue is \$27,991
- Cash balance at the end of August is \$157,728.80



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Motion to: Approve August 2019 Treasurer's Report

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

7. REGULAR AGENDA

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

Paul stated that on 8/2/19 the FCC released its Section “621 Order” which will likely affect free services offered by Midco. The Franchise Agreement currently offers complimentary service to 29 public buildings. With this change, the FLCC discussed that the service would not be put to all of these buildings; rather, it would only be put to about five or six. The immediate impact of this Order will likely be the loss of complimentary service ‘drops’ to these buildings. It isn’t clear when Midco may attempt to implement the Order but franchise fee payments from Midco should be monitored closely over the next several months. Midco may seek franchise modifications or give notice of intent to offset amounts from franchise fees. Paul mentioned the new order will take effect 9/27/19. Free services will essentially be paid back but it will lower the franchise fees the FLCC receives. All cable companies are affected by this new order. Paul has contacted Midco and is waiting on a response. The Cities currently pay to the FLCC 88% of franchise fees they receive from Midco. The 2020 budget for the FLCC was discussed. Paul proposed a “lights on/bare” budget but it is not meaningful until he hears from Midco. The FLCC will evaluate reserves, all costs and other revenue possibilities depending on the input from Midco. When Midco responds with explanation as to what the new franchise fees will be, the FLCC will adjust the budget accordingly. The FLCC will negotiate with Midco as needed. In the meantime, Paul will reevaluate/move some budget items and adjust others as new information is known. The Cities of Forest Lake and Columbus are agreeable to receive the FLCC budget as soon as word from Midco is received. Expected to be complete by October/November.

Ninety-day written notices from the Commission and Scandia to Midco notifying them of an increase



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in PEG fees from \$1.50 to \$1.65 per subscriber was briefly discussed. The notices are on hold pending the outcome of the “621 Order” or until October 2019 so the increase can factor into the 2020 budget.

8. ACCESS COORDINATORS REPORT

FLCC will be looking into Sponsorship for extra revenue

Scandia is paying the FLCC to film the Walking Cemetery

The New Sports Broadcasters are having a blast and the FLCC is enjoying listening/watching to them announce home and away games.

LATV is partnered with the Football Boosters, LATV is now in the game day brochures

The studio at the high school is getting great reviews

LATV was at the 9th grade High School orientation, 40+ kids signed up

Paul has a meeting with the Media teacher at the school to expand/learn what/how to teach the students

Filming for the Mock Car Crash is in full gear. It should be great when it's done

Paul will share it with the Commission when the video is done

LATV is doing a workforce video for kids entering the workforce

A Forest Lake resident is in the starting process of Creating a new show called “Savvy Seniors”

LATV will film and edit it

Paul is doing a yearbook video

Jim Caldwell is checking with the school's attorney as to where the agreement is at with the FLCC

Paul is looking into grant funds for LATV

9. CHAIRPERSON REPORT

Dianne would like updates from Paul on the with the FLAHS Agreement, Midco and an update on the Sponsorship policy.



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10. Close Meeting to discuss Access Coordinator Performance Review

MOTION to Close Meeting for Access Coordinator Personnel Review per “Minn. Stat. 13.D.05, Subd. 3 (a)”

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

MOTION to Reopen Meeting

- ACTION

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

Chair, Dianne Halfen summarized the closed session stating the overall performance review of the Access Coordinator was very positive and noted a few areas to focus on. An Appraisal meeting will be coordinated the week of September 23rd, 2019 to discuss the results (including benefits) and salary adjustment.



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11. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at 5:50 PM

Next Regular Meeting will be November 13th, 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.