



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Wednesday, October 20th, 2021, • 4:00 PM • Forest Lake City Center

1. CALL TO ORDER

The meeting was called to order at **4:06 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Hanna Valento	Commissioner	Present	
Sue Wagamon	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Absent

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda Adding in CIP Purchase as Letter E under the Regular Agenda

Result	Adopted
Mover	Wood
Seconder	Valento
Ayes	Wagamon, Halfen, Valento, Wood
Nays	
Absent	

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 September and October 2021 Bills
- B. Approve Meeting Minutes from August 11th, 2021

Motion to: Approve Consent Agenda

Result	Adopted
Mover	Valento
Seconder	Wood
Ayes	Wagamon, Halfen, Valento, Wood
Nays	
Absent	

6. APPROVE TREASURER’S REPORT – October 2021 (ACTION)

- Employer/Personnel expenses 1% over budget to date due to paying health insurance a month ahead
- Film Makers wages are under budget
- Supplies are 23% under budget
- Operating expenses 16% over Budget due to paying Scandia for 2020 accounting services in 2021.
- Misc expense includes personal charges to be reimbursed by year end
- Building rental is on budget (1.5 % annual increase effective for Nov)
- Franchise Reserve is over budget due to a \$30,000 additional transfer in August
- Franchise Fee Revenue: Both cities are current
- PEG/Midco Revenue is 4.5% under budget
- New equipment purchases from PEG Revenue is under budget by 10%. Additional purchases for the year are planned.
- Total cash used YTD is \$27,625.99
- Total Cash disbursements to date \$169,638.81
- Total Revenue to date \$142,012.82
- Cash Balance is \$152,092.67, with reserve: \$212,204.19.
- Cumulative PEG revenue reserved for equipment \$64,511.22

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Motion to: Approve September 2021 Treasurer’s Report

Result	Adopted
Mover	Wood
Secunder	Wagamon
Ayes	Valento, Halfen, Wagamon, Wood
Nays	
Absent	

7. REGULAR AGENDA

A. By-Laws Meeting

-Action

From By-Laws Workshop/Commission Meeting on 9/22/21; revisions were made to existing 8/24/07 By-Laws. The Commission further discussed those revisions to the By-Law and in depth, clarified some word/sentences. The Commission agreed with the updates made. The original and edited versions are attached to these minutes. The Changes will go into effect 17 days after voted on and approved.

Motion To: Approve the updates to the FLCC By-Laws

Result	Adopted
Mover	Wagamon
Secunder	Wood
Ayes	Wagamon, Halfen, Valento, Wood
Nays	
Absent	

B. Scandia’s Council Presentation/ Next Steps-JPA

-Discussion

After some discussion, Scandia needs to present to Columbus and Forest Lake to get approval to rejoin JPA. Both cities are currently waiting to hear from Scandia.

C. Health Insurance Renewal

- Discussion

Paul will be looking into different insurance plans to determine if it’s cost effective to switch plans or stay with UCARE. He will update the commission at the December meeting.



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D. Potential Christmas Party

- Discussion

The LATV Christmas party was discussed. It will be held Dec 8th at 5PM at the Forest Lake Senior Center directly after the meeting.

E. CIP Purchase

Paul’s computer/Workstation has stopped working. He has found another one that will allow him to edit more cameras at a time and it will be able to do all the functions needed. It will cost less than \$5000.00

Motion to Approve new Workstation not to exceed \$5000.00

Result	Adopted
Mover	Wood
Secunder	Valento
Ayes	Wagamon, Halfen, Valento, Wood
Nays	
Absent	

8. ACCESS COORDINATORS REPORT

LATV just finished filming the Mock car crash, it is online and has several thousand views to date. LATV filmed Scandia Taco Daze. It is in editing currently and will be ready for Scandia in a couple weeks.

We will be filming 3 videos for Columbus

Columbus meetings go live next week

Columbus approved the FLCC 2022 budget. The budget will be presented to Forest Lake City Council on 10/25/21 for their approval.

9. CHAIRPERSON REPORT

Dianne would like revisit the JPA in the New Year. Possible updating to the JPA could be done in the new year as well

The need for an audit came up while discussing the By-Laws by Dianne to Commissioner Valento and Wagamon. Hanna will be looking more in depth at the agreed upon procedures and the auditing threshold requirements and update the Commission in December.



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10. ADJOURN MEETING

Motion to: Adjourn Meeting

Result	Adopted
Mover	Valento
Seconder	Wagamon
Ayes	Valento, Halfen, Wagamon, Wood
Nays	
Absent	

Meeting was adjourned at **6:02PM**

Next Regular Meeting will be December 8th, 2021, at 4:00 PM at the Forest Lake Senior 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.