



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Thursday May 5th, 2022, • 4:00 PM • Forest Lake City Center

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.

1. CALL TO ORDER

The meeting was called to order at **4:15 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

Result	Adopted
Mover	Wagamon
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)

D

A. Secretary’s Report

- A. Approve payment of May, June and July 2022 Bills
- B. Approve Meeting Minutes from December 15th, 2021

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – December 2021

(ACTION)

- Employer/Personnel expenses are on budget
- Health insurance is up due to paying ahead a month
- Supplies are 19% under budget
- Operating expenses 5% over budget due to Scandia billing late for 2020 accounting services in 2021.
- Equipment repair over budget by 9% due to misclassification of Tierney bill
- Building rental is on budget (1.5 % annual increase effective for Nov)
- Transferred \$30,000 to a savings account for franchise fees in the future
- Total Disbursements 23% over budget
- Franchise Fee Revenue: Columbus paid through Oct; Forest Lake paid through Sept. Unpaid Franchise Fees for 2021 approximately \$20,000.
- PEG/Midco Revenue is 6.7% under budget. Midco paid through November.
- New equipment purchases from PEG Revenue is under budget by 18% or about \$8,000.
- Cash Balance is \$142,026.78, with reserve: \$202,145.87.
- Cumulative PEG revenue reserved for equipment \$67,255.67

Motion to: Approve December 2021 Treasurer’s Report

Result	Adopted
Mover	Wood

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Seconder	Valento
Ayes	Valento, Halfen, Wagamon, Wood
Nays	
Absent	

Motion to: Approve April 2022 Treasurer’s Report

- Wages are over budget 1% Film makers are under budget
- Health insurance is under budget 9% due to discounts and different policy
- Total Personnel expenses are 1.5 % under budget
- Office Supply expenses are 17% under budget
- Operating expenses Scandia billed for the first quarter accounting services \$900
- Building rental is on budget (1.5 % annual increase effective for Nov)
- Total Disbursements 2.6 % under budget
- Franchise Fee Revenue: Both cities are current We will be over budget due to Forest Lake paying for 2021 in 2022 (will be over budget for the remainder of the year)
- Production services are under budget 21% due to Scandia going remote temporarily due to covid
- Midco Revenue is 2% under budget
- New equipment purchases from PEG Revenue is under budget by 8%.
- Cash Balance is \$164,505.82, with reserve: \$224,634.87.
- Cumulative PEG revenue reserved for equipment \$70,345.46
- 2021 threshold for audit is \$245,000. FLCC 2022 Total Revenue Budget is \$180,750.

Motion to: Approve April 2022 Treasurer’s Report

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



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7. REGULAR AGENDA

A. Tight-rope System Upgrade

-Action

The system that programs the televisions has been having technical issues for several years and is now unable to be updated. The carousel channel (20) isn't working anymore (1 ½ years)
A new System will live stream to our channel, the carousel will work, and we will have more opportunity to stream to more devices

Motion To: Approve the quote for the Tight Rope System upgrade not to exceed \$23,000

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

B. Board Members

- Action

Dianne has been appointed to chair by council
Dianne will be treasurer
Hanna~~h~~ will be Secretary
Sue will be Vice-Chair
They will remain in the positions until January 2023

Motion To: Dianne as Treasurer, Sue as Vice-Chair and Hanna as Secretary

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

C. Performance Reviews/Wage Discussion

- Discussion

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After some research on wage ranges for local Cable Stations, the wages need to be relooked at for LATV employees. Both Paul and Jill have reached the top of their tier, and 2 film makers are due for raises. Dianne brought up the raise range is 3.1% increase in between steps. The steps are due to be evaluated at this time. After some discussion, the commission agreed to revisit this another year, and the percentage on raises will be discussed at the next meeting. The commission did concur that film makers will be guaranteed a 2-hour minimum per meeting/event. Appraisals/evaluations will be done on Paul and Jill and discussed at the next meeting as well. Dianne will set up a time with Paul to review his appraisal.

D. Approve New Hire Jennifer Witzmann

- Action

Jennifer will be a camera person and helping film council meetings

Motion to: Approve New Hire Jennifer Witzmann

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

8. ACCESS COORDINATORS REPORT

LATV just finished filming a Hockey Day video for the Forest Lake girls Hockey team. We started working with MN Youth (former Most FL) A weekly news update is in process at the high school Latv is looking into a different way to film Columbus Meetings to simplify it LATV is currently working with the high school students filming a video for Mental health week and a senior sendoff video The city vis planning on purchasing a new system to film in the Conference rooms, LATV will be learning the system Scandia is still wanting to rejoin joint powers; Scandia is in process to initiate with Councils. Century College has a film program, they invited LATV to come to the open house. LATV will be attending LATV will be filming a video for an elementary school in Bloomington. LATV set up cameras in the auditorium at the high school. The kids stream their own productions IE>. Concerts, plays. Paul sets up a Stream key for the students, they push start. LATV gets the footage, and it streams on LATV’s YouTube channel.



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LATV will be streaming the 4th of July parade and fireworks

9. CHAIRPERSON REPORT

Dianne mentioned that two filmmakers are due for raises. Paul will be looking into it. Dianne brought up looking into direct deposit, due to paychecks not being cashed. Jill will talk to Colleen to see if it is possible. Access to the Federal Infrastructure Funds was discussed and determined the process is complicated. Availability would originate first with the State then County, then City to determine applicability/allocation to its Commissions.

The Meeting date was discussed to possibly change it to accommodate the summer schedules, it was decided to be on July 27th.

10. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at **6:32PM**

Next Regular Meeting will be July 27th, 2022, 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.