



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Thursday September 14th, 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 **4:14 PM** by Dianne Halfen

2. ROLE CALL

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

Other noted attendees:

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda with removing September Bill Approval and the addition of the Wage Scale Approval

Result	Adopted
Mover	Wood
Seconder	Valento
Ayes	Wagamon, Halfen, 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 August 2022 Bills
- B. Approve Meeting Minutes from July 27th, 2022

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – August 2022 (ACTION)

- Employer/Personnel expenses are 5 1/2% under budget, healthcare is primarily the reason-renewal is in October
- Film Makers are under budget
- Supplies are under budget
- Operating expenses are 2.6% ahead of budget due to a small fidelity bond premium
- Building rental is on budget (1.5 % annual increase effective in Nov)
- Franchise Fee Revenue: Both cities are paid through July. We are over budget; (\$20,000 was paid in 2022 for 2021)
- PEG/Midco Revenue is 4% under budget (about \$1700 for the year)
- New equipment purchases from PEG Revenue is over budget by 34% due to the new Tightrope system. Expected to be at budget at year-end.
- YTD PEG expenses: \$40,293.26
- Cash Balance YTD \$90,616.60 with reserve: \$210,754.00 (includes \$120,000 in CD)
- \$120,000 was transferred to a 1-year cd (Renews August 9th of 2023)
- Cumulative PEG revenue reserved for equipment \$53,472.53

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Motion to: Approve July Treasurer’s Report

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

7. REGULAR AGENDA

8. FLCC Budget 2023

- Action

After some discussion and numerical changes, Paul will present the budget to Forest Lake and Columbus at an upcoming meeting. (Budget is attached)

Motion to: Approve the FLCC Budget 2023 as Presented

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

9. Filmmaker Pay Raise Approval

The Commission discussed the 2 employees that were eligible for pay raises. After some detailed discussion, it was agreed the pay raise was necessary and deserved. Job descriptions will be updated in Jan 2023

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Motion to: Approve the Film maker Pay Raise

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

10. Wage Scale Approval

Dianne has updated the wage scale for the Administrator, starting at \$17.90 with a 3% raise yearly for the 7 steps, the job description needs to be updated with position analysis research and will be looked at in Jan of 2023.

Motion to: Approve the Administrative Assistant 7 step Wage Scale

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

Motion to: Approve the Access Coordinator 7 step Wage Scale

The commission discussed the Access Coordinator wage scale and agreed with a new 7 step wage scale. The current job description is applicable.

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



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Motion to: Approve the Tightrope Expenses from \$23,000 to \$24,000

The new Tightrope System needed some extra equipment than what was voted on previously and after some discussion the commission has approved an additional \$1000.00 (from \$23,000 to \$24,000)

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

11. Access Coordinator Report

- Paul is learning the new system that was installed.
- LATV applied for a Midco grant (\$3500) applicable to students
- LATV is recording the candidate forum for the School Board and Council/Mayor (Mayor forum cancelled)
- LATV is filming the Watershed District meeting
- Paul is getting recertified for his drone license
- LATV is working with students to video Homecoming Week
- The new Tightrope system has cost a little more than planned due to equipment needs

12. Chairperson Report

- The commission would like LATV to stay on top of grants
- Dianne would like Jill to get the minutes from the Midco Meeting done
- The Christmas Party will be held after the November meeting at the Forest Lake High School in the LATV Studio after the regular meeting on Nov 9th.



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Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:40PM**

Next Regular Meeting will be November 9th, 2022, at 4:00 PM at the Forest Lake High School in the LATV Studio

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.

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