



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Wednesday, July 19th, 2023, • 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 **4:01 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Hanna Valento	Commissioner	Present Via Phone	
Sue Wagamon	Commissioner	Present	
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

Result	Adopted
Mover	Wagamon
Seconder	Valenton
Ayes	Halfen, Valento, Wagamon, 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 May, June, July 2023 Bills
- B. Approve Meeting Minutes from July 19<sup>th</sup>, 2023

### Motion to: Approve Consent Agenda

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

## 6. APPROVE TREASURER’S REPORT – June 2023 (ACTION)

### Non-PEG

- Personnel expenses are under budget by 2%. Mainly due to Paul’s healthcare. LATV is waiting for credit to catch up and will resume payment in August. The cost will be lower due to a new plan for 2023. (no payment was made in February, March or July) Paul’s portion is 21.5%. The Commission is responsible for 78.5% of the premium including any applicable credits or charges.
- Filmmakers are over budget mainly from the beginning of the year.
- Line 200 Office supplies = \$800.82 but is offset by line #36250 which includes a refund of \$361.92 due to a refund for an overpayment. Net expense is \$438.90.
- Operating expenses are under budget by 16% - fees for audit expenses are outstanding. Accounting services to Scandia have been ~~is~~ paid for 2 quarters.
- Building rental included in Facilities is on budget (1.5 % annual increase effective in Nov)
- Revenue is 3% or \$4600.00 under budget. Franchise fees from Forest Lake paid through May, Columbus paid through April 2023.

### PEG

- PEG/Midco Revenue is 11% under budget overall. Midco is paid through April
- YTD PEG purchases for new equipment: 26% over Budget due to cinema upgrade purchased earlier in the year.
- Cumulative PEG revenue reserved for equipment \$46,191.20 primarily carry forward from

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2016. Reserve beginning of year 1/1/2023 was \$59,528.

**Total**

- YTD Change in Cash:
  - Non-PEG \$-4207.59
  - PEG \$-13,337.17
  - Total (\$-17,544.76)
  
  - Cash Balance: \$79,751 (Beginning balance at 1/1/23 of \$97,296.17)
  
  - Investments: \$121,127.48
  - Total Cash: \$200,878.89

**Motion to: Reinvest \$120,000 CD at its maturity on August 12<sup>th</sup>, not to exceed 15 months at an expected rate of 4.5%**

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

**Motion to: Approve June 2023 Treasurer’s Report**

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

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## 7. REGULAR AGENDA

### A. LATV/Forest Lake Merger

- Discussion

With the departure of the Assistant City Administrator, the merger is at a standstill. Three options were discussed. #1: The JPA is in effect until 2028. After some discussion, the commission will review amending the agreement at that time. #2: Keep the commission as is but Paul would be an employee of the City of FL, and #3: might include other cities where the JPA would be amended at an earlier date.

### B. FLCC 2024 Budget

- Discussion

The budget is in the beginning stages. Paul has a rough draft ready that he will send to Dianne to look over to amend numbers if needed. After initial review a draft will be provided to commissioners for their review. The 2024 budget will be brought back to the September 20<sup>th</sup> meeting for approval.

### C. Pay Raises for Filmmakers

- Action

The Commission discussed pay raises for the Filmmakers. Bryan Carlson and Teri Hodges were approved a .50 raise and Jennifer was raised \$1 per hour.

#### Motion to Approve a Pay Raise for Bryan Carlson and Teri Hodges from \$14.50 to \$15.00 per hour

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

#### Motion to Approve a Pay raise for Jennifer Witzmann from \$11.50 to \$12.50 per hour

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

### D. Bank Signor Update

- Discussion

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The bank signor form has been updated at the bank. The bank has included an Entity Authorization Form specifying the actions each check signer is authorized to perform. The commission discussed and agreed to give the commission members until the end of the week to read over the form and if there are no concerns the Authorization form will be approved. Dianne will notify the bank.

**Motion to Approve the Entity Authorization Document with the Caveat that the Commission Members have until July 21<sup>st</sup>, 2023, to raise concerns. If no concerns are raised, the form is approved as presented.**

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

## 8. Access Coordinator Report

Paul is finishing up a newsletter for the commission of updates that LATV/Paul is doing.

LATV live-streamed LILA Graduation and the Forest Lake High School Graduation and Awards Ceremony

Paul is working closely with Wyoming. Also with Chisago City and Jack Doepke in hopes that the FLCC could expand to include Lindstrom and Chisago City and potentially Wyoming.

The Audit will be July 26-27<sup>th</sup>, 2023.

LATV Live-streamed the Fourth of July Parade

Paul is working closely with Hallberg Center for Arts

Paul is working with LILA on an Alumni video

He live-streamed 1 Arts in the Park concert, planning on streaming a local artist at the end of July

Paul set up live-stream links for the Forest Lake High School to stream their end of the year concerts

Paul is working With Rachel McDonald, she was awarded a grant for self-publishing a book. Paul is working with her and recording the audio for the book

Paul is still learning the new Tightrope system.

## 9. Chairperson Report

From review of filmmakers wages in July 2022; the commission requested the wage steps be updated in Jan 2023. Dianne requested that Paul amend the wage rates for filmmakers to reflect

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performance and skills; i.e. Below, Meeting and Exceeding Expectations and bring to the Sept meeting for approval. The current 7-Step scale starts at \$11.50/hr and ends at \$14.50/hr—Action at this meeting of \$15.00 for two filmmakers has exceeded the existing scale.

### 10. Close meeting to Discuss Access Coordinator Performance Review per “Minn. Stat. 13.D.05, Subd. 3 (a)”

The meeting will reopen after the closed meeting and motioned to adjourn.

### Motion to Close meeting To discuss Access Coordinator Performance Review Per “Minn. Stat. 13.D.05, Subd. 3 (A)” at 5:35PM

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

### Motion to Reopen Meeting 5:55PM

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

Chair, Dianne Halfen summarized the closed session stating the overall performance review of the Access Coordinator was very positive and agreed with his Self-Appraisal of July 2023. Areas for further development, future goals, and areas to focus on were discussed. To avoid redundancy the closed meeting discussion was in lieu of a one-on-one appraisal meeting with the Chair. On-going communication and direction from the Commission will expand with the departure of the FL Assistant City Administrator. Benefits and a salary increase at budget were approved.

### Motion to: Adjourn Meeting



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

Meeting was adjourned at 5:56 PM

**Next Regular Meeting will be September 20th, 2023, 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.*