



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Thursday, November 16th, 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 **4:07 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	Absent	

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

4. OPEN FORUM

There was no open forum at this meeting.

5. APPROVE CONSENT AGENDA – (ACTION)

A. Secretary's Report

- A. Approve payment of October and November 2023 Bills
- B. Approve Meeting Minutes from September 20th, 2023

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER'S REPORT – October 2023

(ACTION)

Non-PEG

- Personnel expenses overall are under budget. In regards to Paul's healthcare. Payment will be made in December for January. Due to the timing in billing the regular payment of \$465.59 will be made and will pay the difference in January once the updated amount is billed. Paul's portion is 21.5%. The Commission is responsible for the premium including the tax credit at 79.5%.
- Filmmakers are over budget mainly from the beginning of the year.
- Office supplies overall are about 18% over budget. Due to a reclassification of a rebate
- Operating expenses are about 26% over budget. That will be more on budget in November and December.
Building rental is on budget.
Dues and Subscriptions are over budget due to the MACTA subscription.
- Revenue is 3% under budget. Franchise fees from Forest Lake and Columbus are current.

PEG

- PEG/Midco Revenue is 3% under budget overall. Midco fees are current
- Production services are under budget about 6%.
- YTD PEG purchases for new equipment: 27% over Budget primarily the Tightrope purchase
- Cumulative PEG revenue reserved for equipment \$48,269.79 primarily carry forward from 2016. Reserve beginning of year 1/1/2023 was \$59, 528.

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Total

- YTD Change in Cash:
 - Non-PEG \$-12.188.31
 - PEG \$-11,258.58
 - Total (\$-23.446.89)

 - Cash Balance: \$73,849.28 (Beginning balance of \$97,296.17 in January 23)

 - Investments: \$121,462.98
 - Total Cash: \$195,312.26

Motion to: Approve October 2023 Treasurer's Report

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

7. REGULAR AGENDA

A. Audit 2022

- Discussion

The Commission discussed the recommendations that were suggested in the audit. Approval of timesheets has been taken care of. Paul is checking timesheets and signing off on them. LATV must adopt an employee recognition program if funds are used to acknowledge employees with gifts from LATV/FLCC; i.e., a Christmas party. The Commission agreed to donate monies themselves to ensure gifts are bought for the filmmakers and each will bring food to share. Jill will pick up gift cards for each employee. This will be discussed again next year. The commission agreed to talk with the council when the next Audit is due. The cost (\$8500.00) is more than the budget can handle and with the agreed upon procedures an audit is not required. Commissioner Valento suggested a Workshop with the Council might be a good plan before the next audit.

B. FLCC Terms

- Discussion

The commission terms are expiring in 2024 (December). According to the JPA the terms are 2 years. The entirety of the commission is up for renewal. The commission needs to approach both Forest Lake and Columbus Councils to ensure a vote on positions for the cable commission.

C. Wage Scale for Filmmakers

- Action

Paul created a wage scale document for employees beginning at \$11.50 with 7 steps of .50 cent increases ending at \$15.50 superseding the previous wage scale

Motion to: Approve the wage scale with a plan to review it next year.

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

D. Bank Signor Update

- Discussion

The bank Signor list has been updated with signatures. Brenda Ecklund (Scandia city admin), Kyle Morell (Scandia City Admin), Paul Peterson (LATV Access Coordinator) Dianne Halfen (Chair of FLCC) and Doug Wood (Community Member at large) are signors.

E Internal Control Document

- Action

After some discussion, the commission voted and agreed to raise the maximum spending per purchase that Paul can make without Commission approval from \$500.00 to \$750.00 due to the cost-of-living increases and the previous internal control document was approved in 2010.

Motion to: The Forest Lake Internal Control Document with the change of increasing Paul's maximum purchase amount from \$500.00 to \$750.00 without Commission approval.

Result	Adopted
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Ayes	Halfen, Halfen, Wagamon
Nays	
Absent	Wood

8. Access Coordinator Report

Budget was approved by Forest Lake and Columbus

Paul worked with the City of Forest Lake to create a "Budget video." Contracted out for the voice over (Tawnja Zahradka)

The "Mock Car Crash" is in the beginning stages. LATV is going to try to raise \$3000 above the \$2000 the school pays.

Paul attended a MACTA meeting. Learned about what cable stations are allowed to do regarding sponsorships. Paul is working with Townsquare TV to purchase their sponsorship documents to save him time. \$50-\$100 was the given price per Paul.

LATV will be live streaming the Girls hockey homes games. The Red-Line booster club will be paying \$1500.00 for the season.

Paul is meeting with a grant writer next week to trade work for grant writing

Paul has been doing podcasts with the high school. He pitched it to Forest Lake and Columbus.

Columbus is very interested in participating.

Paul Hired Tawnja Zahradka as an announcer to announce No action was taken by the Commission. Action will be reviewed at the next meeting.

LATV filmed Homecoming, the Polar Plunge at the high school for Homecoming week, and a local couple who wanted to make a couple music videos.

Paul will be prepping for "Give to the max" next year.

9. Chairperson Report

Dianne would like Paul to bring the sponsorship guidelines to the January 2024 meeting as well as create an FLCC sponsorship guideline to be discussed and approved.

Paul needs to get a production service agreement with Scandia (for filming meetings) signed with guidelines for contractual services. Per Audit request. Paul should bring it to the next meeting.

Dianne discussed a new law that was just approved regarding the ability to earn and accrue sick/leave time for all employees. Scandia's software (CTAS) will track the time.



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10. Adjourn Meeting

Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:38 PM**

Next Regular Meeting will be January 25th, 2024, 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.