



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Wednesday, August 11th, 2021, • 4:00 PM • Forest Lake City Center

1. CALL TO ORDER

The meeting was called to order at **4:05 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Hanna Valento	Commissioner	Present	
Sue Wagamon	Commissioner	Present	Left at 5:48 PM
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Assistant Left at 4:45pm

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda adding in A.1 For Committee Handbook Discussion

Result	Adopted
Mover	Wood
Seconder	Wagamon
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 July and August 2021 Bills
- B. Approve Meeting Minutes from June 9th, 2021

Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – July 2021

(ACTION)

- Employer/Personnel expenses 1% under budget to date
- Health Insurance is over budget due to paying a month ahead.
- Disbursements are 10% under budget
- Supplies were 1% over budget due to printer being purchased in January. It will even out throughout the year (\$300)
- Operating expenses 12% under Budget
- New equipment is on budget
- Building rental is on budget
- \$30,000 was transferred to reserve last month
- Revenue is ahead of budget by 5%: Both cities are current
- PEG/Midco Revenue is 3% under budget
- Total cash used YTD is \$24,183.00; primarily for \$30k transfer to reserve
- Cash Balance is \$155,535.96, with reserve: \$215,643.20.
- Cumulative PEG revenue reserved for equipment \$61,023.25



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Motion to: Approve August 2021 Treasurer’s Report

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

7. REGULAR AGENDA

A. By-Laws

-Discussion

After some discussion, the commission stated there needed to be a By-Law committee appointed before discussion/changes can take place. Sue and Hannah will be meeting for a By-Law workshop in September to discuss the By Laws and will bring it back to the commission to update the current By-Laws and Amendments.

Motion To: Approve Sue Wagamon and Hannah Valento as the By-Law Committee

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

A.1 Committee Handbook

- Discussion

After some discussion, Commissioners Wagamon and Valento are going to check if the 2005 committee handbook guidelines are current and if similar between the two cities. This will be discussed at the next meeting

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B. FLCC 2022 Budget

-Discussion

Paul sent the budget to Dianne prior to the meeting, Dianne corrected numerical issues. Commission discussed the changes as well as Paul presenting it to Columbus and Forest Lake before November 2021.

Motion to: Approve the budget as presented

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

C. Scandia – JPA

- Discussion

Currently Scandia has presented both Forest Lake and Columbus with a resolution to rejoin the FLCC. The commission discussed the need to update the JPA through an amendment to allow cities to rejoin if they leave. The JPA has not been amended since Scandia left and will need to be rewritten/amended. The commission stated that if Scandia wants to rejoin, the effort and cost should be Sandia's.

The commission agreed with Paul going to a council meeting in Scandia to get more detailed information on what Scandia will be looking for regarding filming. He will update the Commission at the October meeting.

8. ACCESS COORDINATORS REPORT

LATV started filming the 2021 Mock Car Crash. The first shoot is in a week.

The School Curriculum plan is still being worked on

LATV is planning on doing a story on the new stadium.

Paul will be presenting the Budget to Forest Lake and Columbus before October.

The local cable stations are working to get part of internet fees as revenue.

LATV is planning on upgrading the Tightrope system within the next year or so

Paul has an updated list of new equipment purchases for next year

LATV is helping LILA with a series of videos, LILA will be live streaming their sports though the LATV channel soon.

LATV will be filming the Airport fly-in



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10. CHAIRPERSON REPORT

Dianne relayed appraisals were done and wage ranges need to be looked at for employees for next year.

12. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at **6:07PM**

Next Regular Meeting will be October 20th, 2021, 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.