



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Thursday July 27th, 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 **4:03 PM** by Dianne Halfen

## 2. ROLE CALL

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

Other noted attendees:

- Paul Peterson – LATV Access Coordinator
- Jill Green – LATV Administrative Assistant
- Jason Sachs-MIDCO
- Casey Morris-MIDCO

## 3. APPROVE AGENDA – (ACTION)

**Motion to: Approve the Agenda** with the following changes:

- Move Midco Presentation (ref: separate minutes) ahead of Treasurer’s Report
- Move Wage Range Updates to Closed Meeting Session

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

## 4. OPEN FORUM

There was no open forum at this meeting



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Thursday July 27th, 2022, • 4:00 PM • Forest Lake City Center

## 5. APPROVE CONSENT AGENDA – (ACTION)

### A. Secretary’s Report

- A. Approve payment of May, June and July 2022 Bills
- B. Approve Meeting Minutes from July 27th, 2022

### Motion to: Approve Consent Agenda

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

## 6. APPROVE TREASURER’S REPORT – June 2022

(ACTION)

- Employer/Personnel expenses are 4% under budget
- Film Makers are under budget
- Health insurance is down due to different health care plan for 2022
- Supplies are 33% under budget
- Operating expenses 19% under budget in total
- Building rental is on budget (1.5 % annual increase effective for Nov)
- Franchise Fee Revenue: Forest Lake is behind 1 month, Columbus is current
- Operating Revenue: Due to 2021 fees paid in 2022 by Columbus and Forest Lake. We are 4% over budget
- Total operating expenses are 4.5% under budget
- PEG/Midco Revenue is 11% under budget since Midco’s monthly payment wasn’t received
- New equipment purchases from PEG Revenue is under budget by 18%.
- Cash Balance is \$158,328.73, with reserve total cash is: \$218,462.72.
- Cumulative PEG revenue reserved for equipment \$71,032.61

Regular Meeting  
~ Minutes ~

Thursday July 27th, 2022, • 4:00 PM • Forest Lake City Center

## Motion to: Approve June Treasurer’s Report

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

## 7. REGULAR AGENDA

### A. Approve New Hire Hayden Boeckmann

- Action

Hayden will be a camera person and helping film council meetings and sports

### Motion to: Approve New Hire Hayden Boeckmann

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

## 8. ACCESS COORDINATORS REPORT

The new Tightrope system is installed. Paul is inputting programs and working with Midco to correct some sound issues.

Paul is creating a new logo for LATV

LATV is working with the high school to build a “club”.

LATV has switched insurance agents. The new agent is in Scandia.

LATV is updating calendars and creating a more streamlined way to schedule

LATV filmed the Lake Association “thank-you” summer event

Paul will be starting to work on the budget and will bring it to the commission at the next meeting



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Thursday July 27th, 2022, • 4:00 PM • Forest Lake City Center

## 9. CHAIRPERSON REPORT

Dianne thanked Paul and Jill for their work at LATV. Paul’s health insurance payment issues seem to have been resolved. LATV usually pays a sales tax yearly, we haven’t paid it yet. Jill will look into it and let the commission know.

## 10. Close Meeting to Discuss Access Coordinator Performance Review and Wage Range Update (5:45PM)

### Motion to Close Meeting to Discuss Access Coordinator Performance Review and Wage Range Update per “Minn. Stat. 13.D.05, Subd. 3 (a)

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

Chair, Dianne Halfen summarized the closed session. Reiterated the overall performance review of the Access Coordinator was very positive and exceeds expectations in all areas. Wage rates were discussed and due to consistent performance and based on merit, an equitable wage adjustment will be made for this evaluation in addition to the amount due through the 7-step wage range in place. The current 7-step wage range will be amended as the upper wage limit has been reached. Similarly for the Admin Ass’t/Programming Specialist position.

## 11. Motion to: Adjourn Meeting

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



## Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Thursday July 27th, 2022, • 4:00 PM • Forest Lake City Center

Meeting was adjourned at **6:10 PM**

**Next Regular Meeting will be September 14th, 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.*