



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, July 8th, 2020 • 4:00 PM • Forest Lake City Center (Remote)



1. CALL TO ORDER

A remote meeting was called to order at **4:07 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Paul Girard	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Absent	

Other noted attendees:

Dan Undem – FL City Administrator Assistant - Absent

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant – (arrived at 4:50 pm)

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

Result	Adopted
Mover	Girard
Seconder	Duraine
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

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 June 2020 Bills
- B. Approve Meeting Minutes from May 27th, 2020

Motion to: Approve Consent Agenda

Result	Adopted
Mover	Duraine
Seconder	Girard
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

6. APPROVE TREASURER’S REPORT – (ACTION)

- Payroll is under budget
- Operating supplies are 26% over budget
- Operating expenses after the payment for liability insurance is 19% under budget
- Total expenses are 3% under budget
- Non-capital Revenue is 2% over budget
- Midco- Access Fees- are on target
- Non-capital revenue vs Non-capital expenses- \$5000.00 more Revenue
- Cash Balance is \$193,293.01, with reserve: \$218,380.37
- Cash reserved for equipment \$75,996.28



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Motion to: Approve Treasurer's Report

Result	Adopted
Mover	Duraine
Secunder	Girard
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

7. REGULAR AGENDA

A. Job Descriptions

Paul updated the Access Coordinator Job description with some input from Dianne. He will send the Commission a preview.

B. Budget

Paul is starting to work on the budget. LATV has not heard back from Midco regarding the possibility of fee changes going forward. He will be reaching out to Midco to set up an annual meeting. Other topics suggested in addition to fees were grants, technology, City-specific questions, etc. Paul will have a rough draft of the budget for the Commission at the September meeting.

C. CIP Purchase Approval

-ACTION

Paul would like to purchase some lights and streaming equipment that will help with upcoming projects and improving live streaming.



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Motion to Approve CIP Purchases up to \$5000.00

Result	Adopted
Mover	Duraine
Seconder	Girard
Ayes	Halfen, Girard, Halfen
Nay	
Absent	Wood

8. ACCESS COORDINATORS REPORT

LATV has been working with the high school, filmed LILA and Forest Lake graduations and are currently working on a few projects/videos that will be coming out soon.

4th of July was interesting this year. LATV filmed the Color Guard and the Legion, created a short video which has a few thousand views.

Scandia wants to rejoin joint powers. Dan has started the process.

Latv is in the process of finishing up the Business video for Fireside Getaway. This is the 2nd video created for the businesses of Forest Lake

Children’s Performing Arts Theatre reached out and wants to work with LATV. They will be collaborating in the future.

Prep Spotlight TV (online version of channel 45) has reached out to LATV, they will be working together to film sports. LATV is hopeful that home and away games will be aired on LATV and Prep Spotlight. Paul will send a rough draft of the proposal/agreement to the Commission

9. CHAIRPERSON REPORT

Dianne mentioned a video that Chisago had made about the history of the city. Paul has looked into creating a similar video in the past.



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10. Close Meeting to discuss Access Coordinator Performance Review

MOTION to Close Meeting for Access Coordinator Personnel Review per “Minn. Stat. 13.D.05, Subd. 3 (a)”

Result	Adopted
Mover	Girard
Seconder	Duraine
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

MOTION to Reopen Meeting

- ACTION

Result	Adopted
Mover	Duraine
Seconder	Wood
Ayes	Duraine, Halfen, Wood
Nays	
Absent	Girard

Chair, Dianne Halfen summarized the closed session stating the overall performance review of the Access Coordinator was positive and noted a few areas to focus on. An Appraisal meeting will be coordinated with Paul to discuss.



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11. ADJOURN MEETING

Motion to: Adjourn Meeting

Result	Adopted
Mover	Duraine
Seconder	Girard
Ayes	Duraine, Halfen, Girard
Nays	
Absent	Wood

Meeting was adjourned at **5:12 PM**

Next Regular Meeting will be September 9th, 2020 at 4:00 PM at the Forest Lake City Center (remote)

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.