



Forest Lake Cable Commission Meeting



Regular Meeting ~ Minutes ~
Wednesday, September 20th, 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 **4:03 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

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

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

4. OPEN FORUM

There was no open forum at this meeting.

5. APPROVE CONSENT AGENDA – (ACTION)

A. Secretary’s Report

- A. Approve payment of August and September 2023 Bills
- B. Approve Meeting Minutes from July 19th, 2023



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Motion to: Approve Consent Agenda

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

6. APPROVE TREASURER’S REPORT – August 2023

(ACTION)

Non-PEG

- Personnel expenses are over budget by 1% year to date. Mainly due salaries and related benefits. Filmmakers are over budget mainly from the beginning of the year (sports). The health insurance billing issue has been corrected moving forward with UCARE. Payment for August was paid (\$465.59). The 2024 cost for health insurance including any tax credit for Paul will be determined during open enrollment. We should see the new payment amount in December. LATV is responsible for 79.5% and Paul’s portion is 21.5% of the (Total) health insurance premium less any ~~the~~ (Minnesota/ MNsure) tax credit.
- Office supplies are on budget. There was a payment to Culligan for \$54 due to water replacement. Normal bill is \$11. Water is purchased once a year.
- General Liability Insurance is over budget by 7.5% for the whole year due to higher / inflated insurance costs.
- Operating expenses are under budget 33% YTD due to Scandia not billing for accounting services for 3rd quarter. (paid in September, will be on Sept Treasurer’s report)
- Building rental included in Facilities is on budget (1.5 % annual increase effective in Nov) (Current amount: \$1,312.12. with 1.5% increase: \$1331.80)
- Revenue is 3% under budget. Franchise fees from Forest Lake paid through July, Columbus paid through June 2023.
- Production Services are under budget by 13% primarily less local filming.

PEG

- PEG/Midco Revenue is 5% under budget overall. Midco is paid through July
- YTD PEG purchases for new equipment: over Budget by 30% (due to cinema upgrade purchased earlier in the year.)
- Cumulative PEG revenue reserved for equipment \$45,615.09 primarily carry forward from 2016. Reserve beginning of year 1/1/2023. was \$59,528.

Total

- YTD Change in Cash:
 - Non-PEG \$-5,779.98
 - PEG \$-13,913.28



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- Total (\$-19,693.26)
- Cash Balance: \$77,602.91 (Beginning balance of \$97,296.17 in January 23)
- Investments: \$121,462.96
- Total Cash: \$199,065.87

Motion to: Approve August 2023 Treasurer’s Report

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

7. REGULAR AGENDA

A. FLCC 2024 Budget

- Action

The budget was discussed in great detail, subscribers are decreasing, and costs are increasing. LATV needs to look at ways to generate revenue to keep the budget in the positive. Sponsorship is being investigated as a way to generate more income.

After a lengthy discussion, and numerical changes, the budget was approved pending changes in fees to LATV’s payment portion of healthcare

Motion to Approve the budget pending additional changes to fees for healthcare

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



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Motion to table the remainder of the agenda items until the November Meeting

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

- A. Internal Control Document** - Action
- B. FLCC Terms** - Discussion
- C. Wage Scale for Filmmakers** - Action
- D. Bank Signor Update** - Discussion

8. Access Coordinator Report

Mock Car Crash has been pushed back to spring per the school’s request.
 Paul is going to build a sponsorship form for the bigger events that LATV films (sports, 4th of July parade sponsorships)
 Paul created a website for Columbus Fall fest (Paul worked with Columbus for the entire process of Fall Fest planning and worked with committee members to create a Fall Fest website for the event)

9. Chairperson Report

Moving forward, the date of the meeting will be stated at the beginning of the meeting for clarification.
 LATV is earning interest on the CD. The CD matured 8/12/23 and was renewed in August at 4.5%
 It matures in 12 months, (not to exceed 15 months)
 Jill will send out an email to the commission regarding moving the November meeting to a Thursday to ensure enough time is given to discuss the full agenda including the tabled items from the September 20th meeting.
 Add the audit to the November agenda (tabled in the September meeting for lack of time)

 Jill will bring copies of the audit to the November meeting.

10. Adjourn Meeting



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Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:44 PM**

Next Regular Meeting will be November 16th, 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.

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