



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Wednesday November 9th, 2022, • 4:00 PM • LATV Studio

*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 **4:21 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	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	Valento
Ayes	Wagamon, Halfen, Wood, Valento
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 September 2022 Bills
- B. Approve Meeting Minutes from September 14th, 2022

### Motion to: Approve Consent Agenda with October Bill approval removed

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

## 6. APPROVE TREASURER’S REPORT – September 2022 (ACTION)

with revisions 11.4.22

- Employer/Personnel expenses including total wages are 2.2% under budget
- Offices Supplies are 56% under budget
- Operating expenses are 5.3% under budget
- Facilities and Equipment are 5.2% or \$1,035 over budget YTD
- Production services Revenues are 10% over budget
- Building rental is on budget (1.5 % annual increase effective in Nov)
  
- Total PEG/Midco Revenue is 4.6% under budget (about \$2,000 for the year)
- New PEG equipment purchased from PEG Revenue is over YTD Budget by 31.6% or \$12,633 due to the new Tighrope system. Expected to be at budget at year-end.
- YTD PEG Revenue is less than PEG Equipment Expenses by (\$12,867.35)
- YTD PEG expenses: \$42,633.71
- Cumulative PEG Revenue Reserved Balance for Equipment is \$54,388.32
  
- Cash Balance YTD \$87,499.56 with reserve + int: \$207,637.01 (includes \$120,000 in CD)
- \$120,000 was transferred to a 1-year cd (Renews August 9<sup>th</sup> of 2023)



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## Motion to: Approve September 2022 Treasurer’s Report with revisions 11.4.22

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

### 7. New Bank Signor

**-Discussion**

After some discussion, the Commission agreed that Brenda Ecklund, the Deputy Clerk for the City of Scandia will be the bank signor until Scandia hires another City Administrator

### 8. Access Coordinator Report

Paul’s insurance is going up \$12.67 a month.  
The student program at the high school launches Sept 17<sup>th</sup>. Posters are ready and hung at the school  
LATV applied for grants from the Lions Club and Midco.  
Winter Sports start next month  
Scandia is planning to rejoin in the new year. Steve Kronmiller will be presenting to the council to discuss rejoining the JPA.  
Jill will bill Scandia for 4<sup>th</sup> quarter and have Scandia bill for the same to finish the year out paid.

### 9. Chairperson Report

Dianne stated a letter needs to be sent out to Midco in June regarding the next raise in PEG Revenue.  
Tenth anniversary is 10/25/23. PEG fee increases to \$1.80/subscriber/month. Provide written notification at least 90 days before. No further increases after this next increase.  
Paul needs to research the 501(c)3, to state if LATV is a 501(c)3  
The title of the treasurer’s report needs to be updated to the current year  
Paul needs to look for dental insurance  
Dianne stated she would like the cities to keep current on franchise fees to avoid differences between budget vs actual receipts within specific fiscal years.



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## Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:09PM**

**Next Regular Meeting will be January 11th, 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.*

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