



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Wednesday, January 9th, 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 **4:06 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Hanna Valento	Commissioner	Present	
Sue Wagamon	Commissioner	Present via Zoom/facetime	Left at 4:48pm
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	Valento
Seconder	Wood
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 October, November, December 2022 and January 2023 Bills
- B. Approve Meeting Minutes from November 9th, 2022.

### Motion to: Approve Consent Agenda

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

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

### Non-PEG

- Employer/Personnel expenses are 4% under budget overall, healthcare is primarily the reason (health insurance is \$2,000 under budget)
- Office supplies are 71% under budget (\$1,500) for the year.
- Operating expenses are over budget by 7% (\$500) due to the general liability insurance cost increase and promotions/web/marketing.
- Facilities and equipment are over budget by 4% (\$700) mainly due to a computer maintenance bill. Building rental included in Facilities is on budget (1.5 % annual increase effective in Nov)
  - Total Non-PEG expenses YTD \$134,023.97 (excludes \$120,000 1-year investment CD purchase maturing 8/9/2023). Budget \$138,440.
- Miscellaneous Revenue in Dec was \$1,588 from an insurance dividend \$288 and \$1300 grant from Lion’s Club
- Production Services Revenue is 54% or \$3,000 over budget primarily from Scandia filming.
- Franchise Fee Revenue: Both cities are current. We are over budget 11%; (\$20,000 was paid in 2022 for 2021)
  - Total Non-PEG Revenue YTD \$157,020.66 (excludes \$60,000 sale of investment). Budget \$138,439.
- 2023 Cash Flow from Non-PEG Operations: \$22,996.69. Budget -0-
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**PEG**

- PEG/Midco Revenue is 7% under budget (\$2,850) (less subscribers and budget revenue over-estimated)
- YTD PEG purchases for new equipment: \$47,188.49 over budget by 18% or \$7,200.
- 2023 Cash Flow from PEG Equipment (\$7,727.30). Budget (\$2,310)
- Cumulative PEG revenue reserved for equipment @ 12/31/22 \$59,528.37 primarily carry forward from 2016. Reserve beginning of year 1/1/22: \$67,255.67.

**Total**

- Total Disbursements Budget ~~are~~ \$178,440.00; Actual \$181,212.46 (excluding investment purchased)
- Total Revenue Budget \$180,750.00; Actual \$196,481.85 (excluding sale of investment)
- Cash Balance YTD \$97,296.17. With \$120,000 CD: \$217,766.33 (thereof franchise reserve \$60,136.54 at 7/31/22)

**Motion to: Approve December 2022 Treasurer’s Report**

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

**7. REGULAR AGENDA**

**A.501c3 Status**

**- Discussion**

LATV is not a 501(c)3 corporation. We are a Special District within the Government. Subsequent to this discussion; included below are related minutes from FLCC meeting Feb 2015:

- Per the City of Forest Lake, Sarah had done some further research on the station's classification as a special district, as, in the past, the station had been part of the City of Forest Lake city audit as a line item. At that time the station did not have its own bank account. Ben directed Sarah to do some further research to ensure that we should be completing our own audit, or if instead the station should be a 'special revenue fund' in a city and considered a 'component unit'. However, in order to be considered part of a city in their audit as a line item in that manner, that city has to have some greater interest in the station than its partnership cities as a primary government – which is not the case with the FLCC, as all three cities have equal representation, and the station is an independent entity. Furthermore, Sarah did some

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additional research on other registered 'special districts' and there are six that are registered with the state that are cable commissions that have the same structure as the FLCC. This reinforced to Sarah that the station should be classified as a special district as well and should have an 'agreed upon procedures' audit.

*Randall made a motion that the FLCC is identified as a special district, and it shall have an 'agreed upon procedures' audit every 5 years, unless we exceed the State of Minnesota auditor's office minimum revenue threshold as outlined in their guidelines for special districts. It is also agreed that for the 'agreed upon procedures' audit to be performed this year, for fiscal year 2014, to be presented to the board by May, and submitted to the State of Minnesota by June, the FLCC shall use the services of Schlenner Wenner & Co. per their proposal for this service. Jeff seconded. Motion passed unanimously.*

*Jeff made a motion that this audit is to be paid from the general reserve. Randall seconded. No further discussion. Motion passed unanimously.*

## B. Scandia Bank Signor

- Update

Brenda Ecklund: the Deputy Clerk in Scandia is added as a check signor until Scandia hires a new City Administrator.

## 8. Access Coordinator Report

Paul is working on the website and the new system.

LATV did not receive the Midco grant.

LATV did receive a grant from the Forest Lake Lions for \$1300.00

LATV got 13 new announcers for games. 20 games are being live-streamed this season.

Following low student response to Paul's promotional creative offerings at the FLHS; Paul is going to step back a bit from efforts to solicit student participation in those opportunities. Lead teachers are not available, and Paul's resources are limited.

Paul has a meeting with Dan next week regarding LATV joining the city and to discuss the legalities and technicalities of moving in that direction.

## 9. Chairperson Report

Dianne would like Jill to ~~get~~ finalize the Midco minutes ~~done~~.

The Commission will invite Dan Udem to the March Meeting to give an update on what it looks like if LATV joins the city and the approach to the Joint Powers Agreement.

The estimated audit bill from Schlenner Wenner for 2022's audit is \$8,700 an increase of 44% or \$2,650 over 2020; s audit; 2023 Budget for audit fees is \$6,200. Paul will reach out to Schlenner Wenner for an explanation of the increase. Paul will request quotes from alternative auditors.

Audit schedules are likely booked and unable to perform at this date.

Sue and Doug acknowledged their intent to remain on the FLCC for 2023 for Columbus as is Hannah for Forest Lake.



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## Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:19 PM**

**Next Regular Meeting will be March 8th, 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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