



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Wednesday, May 10th, 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 **4:13 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Hanna Valento	Commissioner	Present Via Phone	
Sue Wagamon	Commissioner	Present	
Doug Wood	Commissioner	Present	4:30pm

### Other noted attendees:

Paul Peterson – LATV Access Coordinator  
Jill Green – LATV Administrative Assistant  
Dan Udem – Left at 4:40PM

## 3. APPROVE AGENDA – (ACTION)

Dianne motioned to amend the agenda moving E: Forest Lake Merger from the Regular Agenda to after the Consent Agenda for discussion.

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

Result	Adopted
Mover	Wagamon
Secunder	Valento
Ayes	Halfen, Valento, Wagamon
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 March and April 2023 Bills
- B. Approve Meeting Minutes from March 8<sup>th</sup>, 2023

### Motion to: Approve Consent Agenda

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

### C. Forest Lake Merger – Dan Udem

### -Discussion

Dan explained what the merger would look like if LATV went under the City of Forest Lake. This has been a topic recently related to health insurance costs for LATV and employee cost sharing. There may be a benefit to the Cities, therefore considering options. The FLCC operates under the Joint Powers Agreement (JPA) and subject to Sec. XI Dissolution requirements. There is no specific end-date for the JPA. Dan assured the commission that positions and the work with Columbus and Forest Lake would not change. Contracts for services could be billed back. He stated this is in the beginning stages and there is no timeline or definite when or if it would happen. They are looking into the numbers including slowly declining subscribers and other revenue sources and will update us as they learn more.

## 6. APPROVE TREASURER’S REPORT – April 2023

(ACTION)

### Non-PEG

- Personnel expenses are on budget. Paul’s healthcare is under budget due to Covid credits. The cost will be lower due to a new plan for 2023 and waiting on bill from UCARE (no payment was made in February or March) Paul’s portion is 21.5%.
- Filmmakers are over budget mainly from the beginning of the year.
- Office supplies are over budget due to a double payment to Innovative office supplies for a bill from 2022 coming through in 2023. The over payment will be reimbursed. (Budget was set at 500.00 for the year).
- Operating expenses are under budget by 32%. There was a miscoding for accounting



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services, that will be reclassified.

- Building rental included in Facilities is on budget (1.5 % annual increase effective in Nov)
- Revenue is 3% or \$4,618 under budget. Franchise fees from Forest Lake paid to date, Columbus paid through February 2023. Revenue from Production Services is 20% under budget.

**PEG**

- PEG/Midco Revenue is 2% under budget overall or \$825.
- YTD PEG purchases for new equipment: 13% Under Budget
- Cumulative PEG revenue reserved for equipment \$64,305.98 primarily carry forward from 2016. Reserve beginning of year 1/1/2023 is \$4,777.61.

**Total**

- YTD Change in Cash: +\$2,518.03
  - Thereof:
    - PEG 4,777.61
    - Non-PEG -2,259.58
    - Cash Balance: \$99,814.20
    - Investments: \$120,803.81 (CD matures in Aug 2023)
    - Total Cash: \$220,618.01

**Motion to: Approve February 2023 Treasurer’s Report**

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

**7. REGULAR AGENDA**

**A. New Bank Signor (Kyle Morell-Scandia City Administrator) -Action**

With Scandia hiring a new City Administrator, LATV would like to remove Ken Kamerilli (former City Administrator) and add Kyle Morrell to the list of bank signors.

Motion to Approve Kyle-Morell as the Bank Signor, Hannah amended the motion adding the



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removal of Ken Kamerilli

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

## B. CIP 2023

**-Action**

Paul presented a Cinema Package he would like to purchase to aid in creating stories for LATV. The commission discussed the use of each item and voted in favor. The 2023 budgeted amount for the Package was \$16,000.

### Motion to Approve the CIP purchase of a Cinema Package, not to exceed \$18,257.00

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

## C. New Hire: Quentin Jake-Camera Operator

**- Discussion**

The commission questioned the need for a new hire and decided on tabling this topic until the July 19<sup>th</sup> meeting.

## D. Audit Services

**- Discussion**

After some discussion, the price of the audit is average due to increased costs after Covid primarily due to staffing shortages in the industry. The audit will begin June 12<sup>th</sup>, 2023

Result	Adopted
Mover	Valento



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Secunder	Wood
Ayes	Halfen, Wood, Valento, Wagamon
Nays	
Absent	

## 8. Access Coordinator Report

LATV is working with Columbus to film Fall Fest  
 LATV is in process of a show with Running Aces that will highlight the business and events  
 The new system allows streaming of Saints and MN Vixen games  
 LATV filmed the Bob Marley Mash-up for Bloomington schools again  
 LATV is researching advertising as a possible extra income  
 Filmed spring sports; Baseball and softball  
 Filmed Bethel  
 Working with Hallberg Center for Arts  
 LATV is working With Rachel McDonald, she was awarded a grant for self-publishing a book.

## 9. Chairperson Report

Dianne mentioned volunteer filmers/announcers need to fill out a form similar to an application.  
 Paul will create the form.

The issue with UCARE is still ongoing. LATV has not received regular billings. When Covid credits catch up with payments, the regular billing/payment will resume. This should begin in June  
 Dianne mentioned annual reviews for Paul and Jill. She will send out the paperwork in a few weeks.

Due to some scheduling conflicts, the commission discussed and agreed to change the date of the meetings to the 3<sup>rd</sup> Wednesday of the month rather than the 2<sup>nd</sup>. Effective immediately.

## Motion to: Adjourn Meeting

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

Meeting was adjourned at **6:08 PM**

**Next Regular Meeting will be July 19th, 2023, at 4:00 PM at the Forest Lake City**



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**Center**

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