



# Lakes Area TV



Thursday February 22<sup>nd</sup>, 2024, • 4:00PM • 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 **4:08 PM** by Dianne Halfen

## 2. ROLE CALL

| Attendee Name | Title        | Status            | Arrived |
|---------------|--------------|-------------------|---------|
| Dianne Halfen | Chair        | Present           |         |
| Hanna Valento | Commissioner | Present           |         |
| Sue Wagamon   | Commissioner | Present-Virtually |         |
| 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 | Wagamon                  |
| Ayes     | Halfen, Wagamon, Valento |
| Nays     |                          |
| Absent   |                          |

## 4. OPEN FORUM

There was no open forum at this meeting.

## 5. APPROVE CONSENT AGENDA – (ACTION)

### A. Secretary’s Report

- A. Approve payment of Bills for December 2023, January, and February 2024
- B. Approve Meeting Minutes from November 16<sup>th</sup>, 2023

**Motion to: Approve Consent Agenda with the requested change of removing Approval of the Bills**

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

## 6. APPROVE TREASURER’S REPORT – December 2023 (ACTION)

### Non-PEG

- Personnel expenses overall are 2.5% under budget. Primarily due to Paul’s lower healthcare premium cost. The premium will go up in 2024 due to a new plan.
- Filmmakers are over budget mainly from the beginning of the year.
- Office supplies overall are about \$830 over budget partially due to a reclassification of a rebate for \$362.
- Operating expenses are 21.4% over budget. Mainly due to the increase in cost for the audit for \$8,700.
- Building Rental in on budget
- Production services Revenue is 9% under budget or -\$900
- Total Revenue is 4% under budget. Franchise fees from Forest Lake and Columbus are current but 9% under budget (-\$9,329).

### PEG

- PEG/Midco Revenue is 15% under budget overall or -\$5,814. Midco is paid through October
- YTD PEG purchases for new equipment: 15.5% over budget due to the Tightrope system yearly fee of \$5,150.
- Cumulative PEG revenue reserved for equipment \$49,577.49 carry forward primarily from



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2016 and 2017.

**Total**

- YTD Change in Cash:
  - Non-PEG (\$13,878.94)
  - PEG ((\$9,950.88))
  - Total ((\$23,829.82))
  
- Cash Balance:
  - Beg Bal 1/1/23 \$97,296.17
  - Change ((\$23,829.82))
  - End Bal 12/31/23 \$73,296.17
  
  - Investments: \$122,810.54 (years of higher operating revenues. Future use.)
  - Total Cash 12/31/23: \$196,276.89

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

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

**7. APPROVE TREASURER’S REPORT – January 2024**

**(ACTION)**

**Non-PEG**

- Personnel expenses overall are 1% under budget .
- Filmmakers are over budget due to filming hockey but should level out next month
- Office supplies overall are under budget
- Operating expenses are about 1% under budget.
- Building rental is on budget.
- Production services Revenues are 8% over budget
- Revenue is 1% over budget. Franchise fees from Forest Lake and Columbus are paid through December 2023.

**PEG**



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- PEG/Midco Revenue is 9.3% over budget due to Midco’s payments to current
- YTD PEG purchases for new equipment: 5.2% under Budget
- Cumulative PEG revenue reserved for equipment \$54,803.17 primarily carry forward from 2016 and 2017. Reserve beginning of year 1/1/2024.

**Total**  
**Total**

- YTD Change in Cash:
  - Non-PEG \$2,025.72
  - PEG \$5,225.68
  - Total \$7,251.40
- Cash Balance:
  - Beg Bal 1/1/24 \$73,466.35
  - Change \$ 7,251.40
  - End Bal 1/31/24 \$80,717.74
  - Investments: \$122,810.55 (years of higher operating revenues. Future use.)
- Total Cash 1/31/24: \$196,276.89

**Motion To: Approve January 2024 Treasurer’s Report**

| Result   | Adopted                        |
|----------|--------------------------------|
| Mover    | Valento                        |
| Secondar | Wagamon                        |
| Ayes     | Halfen, Valento, Wagamon, Wood |
| Nays     |                                |
| Absent   |                                |
|          |                                |

**REGULAR AGENDA**

**A. New Hire: Tawnja Zahradka as an Announcer - ACTION**

The Commission discussed and agreed to table this item until the April 18<sup>th</sup> meeting giving the Commission time to go over the Personnel Policy. Respond to Paul in one week by March 1<sup>st</sup>.



## Motion To: Table Hiring Tawnja Zahradka as an Announcer

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

### B. New Hire: Patti Constant as an Announcer

**- ACTION**

The Commission Tabled this Item until the April 18<sup>th</sup> meeting to giving the Commission time to go over the Personnel Policy. Respond to Paul in one week by March 1<sup>st</sup>.

## Motion To: Table Patti Constant as an Announcer

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

### C. Production Service Agreement

**- Action**

Scandia pays LATV to film their city meetings. With the cost of living increasing, LATV raised their filming fees from \$230 to \$310 per meeting; increase 35%. The commission would like Paul to bring an updated contract with the price increase to Scandia’s City Council Meeting to get the contract and price increase approved. He will update the Commission at the April 18<sup>th</sup> meeting



## Motion to: Approve the Increase of Filming from \$230 to \$310 per Meeting

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

### D. Scandia/Colleen Leaving

- Discussion

The Commission discussed Scandia Accountant: Colleen Firkus retiring in December 2024, (LATV currently pays Scandia for accounting services) Colleen’s replacement will continue to provide service for LATV. Current fees are \$900/Q or \$3,600/yr.

### E. LATV Sponsorships

- Discussion

Paul brought forth a sponsorship package that LATV will be presenting to businesses in Forest Lake for advertising. The commission discussed it and made positive remarks. LATV will begin to use the guideline to earn revenue for LATV.

### F. Health Insurance Increase

- Discussion

Dianne discussed the increase in Paul’s healthcare, there is a tax credit of \$581 that is not being applied towards the monthly premium and the lack of billing. Dianne would like to sit down with Paul and his insurance broker and call UCARE to get this straightened out. This has been a reoccurring issue with UCARE. A phone call to UCARE has taken care of the inconsistency in the past.

## 8. Access Coordinator Report

Paul has been working with LILA students filming for a band (Burden of Youth) that attends LILA. He is working on making music videos with them.

Paul has been working on numerous sponsorships for Forest Lake sports in hopes to generate revenue

The Mock Car Crash is in motion. Many students from SADD have stepped up to help this year. The Crash will be in the Spring, before prom

LATV filmed the Rotary Plunge and sold pictures again.

LATV filmed Boys and Girls Varsity Hockey (23 games). Both teams paid to have it filmed.



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LATV hockey season had 2 new announcers that did wonderfully and received many compliments on a job well done.

Paul filmed a hockey promo for the girl’s team, and created a template that the team could use in Canva to update for each game. It worked very well.

Paul live-streamed 3 streams at once for the SEC concert for the High school (Suburban East Conference Music festival) This event happens in Forest Lake every 10 years.

Paul made a video for the Shop with A Cop Event

Paul has been in contact with NLA. He is hopeful to work with them soon

Paul is working with Midco to get our logo on the TV Guide.

Paul will be headed down to the capital for “Cable Day”. MACTA will be there speaking on behalf of cable stations

Paul will bring the updated contract for Scandia to the April 18<sup>th</sup> meeting

## 9. Chairperson Report

Dianne stated she received notice that Sue Wagamon and Doug Wood’s terms will be expiring in January of 2025

Dianne will be sending her notice to resign to Mayor Bain. Her term expire in January of 2025.

All of us at LATV will deeply miss Dianne and are thankful for her hard work, dedication and service to LATV over the past 10 years.

## 10. Adjourn Meeting

### Motion to: Adjourn Meeting

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



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Meeting was adjourned at **6:13 PM**

**Next Regular Meeting will be April 18th, 2024, 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.*

*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.*