



Forest Lake Cable Commission Meeting



Regular Meeting
~ Minutes ~

Wednesday, June 9th, 2021, • 4:00 PM • Forest Lake City Center

1. CALL TO ORDER

A remote 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	Present	
Sue Wagamon	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Assistant
Paul Peterson – LATV Access Coordinator
Jill Green – LATV Administrative Assistant
Jon Archer (Schlenner & Wenner)

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

Result	Adopted
Mover	Wood
Seconder	Wagamon
Ayes	Wagamon, Halfen, Valento, Wood
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 July and August 2021 Bills
- B. Approve Meeting Minutes from April 14th, 2021

Motion to: Approve Consent Agenda

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

6. AUDIT PRESENTATION (Jon Archer with Schlenner and Wenner)

Jon Archer from Schlenner Wenner started the meeting stating there were no issues, and it was a good, clean audit. LATV is following the basis the government likes to see. One minor request was the CTAS-system we use for the financials. They would like to see a system that allows for changes and adjustments (i.e.: voided checks) if needed where as CTAS does not allow changes after months end.

The cash in the bank in December of 2020 was \$205,379.00, money set aside for PEG purchases is \$62,127.00. (Note: The audited 2020 cash balance is higher than FLCC internal financials by \$1,291 due to CTAS’ limitations to adjust for voided checks \$729 and other minor reclassifications \$562; corrected internally in 2021).

Dianne questioned if the audit was based on a regulatory basis (cash vs asset/liability basis) or if there are other organizations that have asset accounting vs cash. Jon stated it was designed by the government for smaller entities such as LATV.

The operations for the year (Jan 1st- Dec 31st): Revenue was \$169,682.77. The largest expense is payroll, 2nd largest, Capital Equipment.

There are 6 Categories the state tests, one of them does not affect the commission, (tax

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increment financing) LATV was tested for the 5 remaining: Contract for Bidding, Deposits and Investments, Claims and Disbursements, Conflict of Interest and Miscellaneous, there were no issues. LATV is compliant in all areas.

Dianne questioned the need for an audit being that the Cable Commission is well under the \$233,000.00 audit threshold. Jon clarified it was up to the commission to decide if they needed an audit. There are several ways to have compliance without doing an audit, 1: Agreed upon Procedures and 2. Submitting a Financial Statement and an Annual Report Form. The Commission has an Agreed Upon Procedures in place that is renewed every 5 years. Jon stated while an audit is greater in scope, an entity our size, that has had no issues, the agreed upon procedures is sufficient.

Dianne also questioned if there should be a policy formally adopted to maintain a minimum balance in the bank, Dianne suggested \$90,000, Jon stated it would be a good idea and a good amount. Jon will send a sample policy.

There will be no Audit in 2022.

Subsequently, the audit report was updated to reflect current Commissioner's terms as well as the Budgetary Comparison Schedule.

7. APPROVE TREASURER'S REPORT – May 2021

(ACTION)

- Personnel expenses are on budget
- Supplies were 1% over budget due to printer being purchased in January. It will even out throughout the year (\$300)
- Operating expenses 26% under Budget (Scandia billed for the 2nd half of 2020 accounting expenses in 2021)
Audit will not exceed \$6050.00
The issue with DAVCO was corrected from last month
- Facilities and Equipment are over budget Due to a \$1450 warranty for chamber repair (Tierney) not budgeted.
- PEG Revenue is ahead of budget by 4.5%: Columbus is behind a month, but Forest Lake is current. Midco's payment was not received during the month.
- Cash Balance is \$177,039.49, with reserve: \$207,144.45.
- Cumulative PEG revenue reserved for equipment \$53,329.44

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Motion to: Approve May 2021 Treasurer’s Report

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

8. REGULAR AGENDA

A. Approve New Hire Grace LaNasa

Motion to Approve New Hire Grace LaNasa as a Film/Story Maker

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

B. Annual Employee Evaluations

Paul questioned how to do evaluations after Covid being that many of the employees haven’t worked since the beginning of Covid-19. Dianne stated to investigate the personnel policy as a guide.



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C. Move to In-Person Meetings

Now that the restrictions due to Covid -19 are being lifted and the City of Forest Lake is going back to In-Person Meetings, the Cable Commission is ready to resume In-Person meetings at the Forest Lake City Center

Motion to Resume In-Person Meetings at the Forest Lake City Center Beginning in August 2021

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

9. ACCESS COORDINATORS REPORT

LATV is starting to film Scandia and Forest Lake meetings again
 Just filmed the LILA graduation using their new camera system, will be filming the Forest Lake Graduation this week
 LATV live streamed a few sporting events for LILA last month
 Arts in the Park is starting, LATV is hoping to help promote/highlight the event
 Fall Fest in Columbus was cancelled
 Paul is starting to work a little bit with Century College
 LATV is getting ready to participate in the FLHS seminar to integrate LATV into the classes offered at the high school. Dianne stated LATV needs to revisit the agreement.
 Working with the Chamber of Commerce to film 5 local businesses for an upcoming tv show
 LATV will be filming the 4th of July Parade and streaming the fireworks as well as taking pictures again this year, Paul will be attending the meetings to gather more information
 LATV needs a resolution in the JPA for Scandia to re-join JPA, that is in process



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10. CHAIRPERSON REPORT

Dianne reminded Paul that the 2022 budget is due soon, Paul stated he would start working on that and send it to her to look over before the next meeting.

There is still an issue with Paul’s medical insurance. Despite many efforts to get current billing, it is not happening. Colleen has divided up Paul’s portion to be paid bi-weekly from his checks though out the year. Jill may need to create a monthly bill for Colleen to ensure timely payments. The Commission discussed in a previous meeting about transferring \$30,000 to the reserve as the Cable Commission has the funds available to do so.

Motion to Move \$30,000 from the General Fund to the Money Market Savings Account

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

11. Motion to Close Meeting to Discuss Access Coordinator Performance Review per “Minn. Stat. 13.D.05, Subd. 3 (a)”

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



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Motion to Reopen Meeting

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

Chair, Dianne Halfen summarized the closed session stating the performance of the Access Coordinator has exceeded expectations in all areas. Discussion focused on future goals and resources. Future direction will also be discussed during the Budget 2022 at the next meeting in August. An Appraisal meeting will take place between Paul and Dianne on June 16, 2021, to discuss his review (including benefits) and salary adjustment. Paul rejoined the meeting to discuss the date.

12. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:29 PM**



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Next Regular Meeting will be August 11th, 2020, 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.