



# Forest Lake Cable Commission Meeting



Regular Meeting  
~ Minutes ~

Wednesday, March 8th, 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 Via Phone	Left at 5:13PM
Sue Wagamon	Commissioner	Absent	
Doug Wood	Commissioner	Present	

Other noted attendees:

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

## 3. APPROVE AGENDA – (ACTION)

Dianne motioned to amend the agenda changing 2023 audit to 2022 and adding in letter “D” Election of Officers

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

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

## 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 February 2023 Bills
- B. Approve Meeting Minutes from January 11<sup>th</sup>, 2023, and Midco Minutes from July 2022.

### Motion to: Approve Consent Agenda

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

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

### Non-PEG

- Employer/Personnel expenses are 1.6% under budget overall. Paul’s healthcare is under budget by 9% due to Covid credits. The account needs to be reconciled due to a new plan and waiting on bill from UCARE (no payment was made in February) Paul’s portion is 21.5%.
- Office supplies are over budget by 18% due to a \$384 bill from 2022 coming though in 2023 (Budget was set at 500.00 for the year).
- Operating expenses are under budget by 16%. (Timing of audit/accounting and general liability expenses not yet realized)
- Building rental included in Facilities is on budget (1.5 % annual increase effective in Nov)
- Revenue is 8% under budget. Franchise fee from Forest Lake paid only through Dec 2022. Columbus paid through Jan 2023.

### PEG

- PEG/Midco Revenue is -.9% under budget
- YTD PEG purchases for new equipment: 12% Under Budget
- Cumulative PEG revenue reserved for equipment \$64,235.14 primarily carry forward from 2016. Reserve beginning of year 1/1/23: \$59,528.37.

### Total

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- YTD Change in Cash:
  - Non-PEG (\$8,168.94) (Unpaid FL Franchise Fee)
  - PEG 4,706.77
  - Total (\$3,462.17)
  
  - Cash Balance: \$93,834.00
  - Investments: \$120,803.79
  - Total Cash: \$214,637.79

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

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

## 7. REGULAR AGENDA

### A. New Hire

### - Discussion

Paul asked the Commission how to compensate a person who helped out for one day but will not be hired. Dianne suggested creating an invoice/receipt for work done and code it as a \$20 miscellaneous expense.

### B. Paul’s health Insurance

### - Update

No Payment was made in February due to MNSURE payment catch-up from January. The updated payment amount should be reflected in the March bill. Reconciling the account discrepancy covers several years due to Covid credits and lack of regular UCare billings. Paul will contact MNSure to see what options are available so as not to over or underpay the account.

### C 2022 Audit

### -Action

Commission discussed and agreed that Paul will research other auditing companies for the 2024 audit. Audit for 2022 reflects a 44% increase from 2020. \$6,050 to \$8,700 due to increased expenses and shortage of auditors. LATV revenues in 2022 were \$180,750. The State Revenue Threshold requiring an audit is \$245,000. Special Districts with revenues less than the threshold are required to only have an Agreed Upon Procedures audit every 5 years.

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## Motion to Approve Schlenner and Wenner to complete the 2022 Audit.

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

### D Election of Officers

**-Action**

Hannah nominated Dianne for Chair, Doug Seconded. Hannah later amended her motion to Keep Elected Officials as they are currently:

**Motion to Keep Elected Officials as they are:  
Dianne Halfen as Chairperson and Treasurer  
Sue Wagamon as Vice Chair  
Hannah Valento as Secretary**

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

### 8. Access Coordinator Report

The apps with the new system are not working as previously thought, the on-demand portion is working well. Paul is still learning how to work the system

We are in process of putting in chapter markers into each uploaded meeting

Scandia's City Administrator resigned. Paul learned how to run the system

LATV is working on a Podcast. Hanna Valento and The Good Samaritans are interested

LATV is live-streaming the Rotary Plunge and Veteran's Day



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Paul is working with the Community Scholarship Foundation  
Midco Streaming is beginning. It will be available to Columbus, Scandia and Forest Lake

## 9. Chairperson Report

Dianne questioned the production budget for 2023. Paul explained how he came to the amount and that the budget may be high.

Dianne raised questions about the possible merger between LATV and The City of Forest Lake. Paul updated the commission stating the City reviewed the budget and decided the combination was not feasible

## Motion to: Adjourn Meeting

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

Meeting was adjourned at **5:28 PM**

**Next Regular Meeting will be May 10th, 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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