



Lakes Area TV



Thursday, April 16th, 2026, • 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 **4:02PM** by Renee Feagan

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Renee Feagan	Commissioner	Present	
Hanna Valento	Commissioner	Present	
Scott Wendell	Commissioner	Present	
Jeff Duraine	Commissioner	Present	

Other noted attendees:

- Paul Peterson – LATV Access Coordinator
- Jill Green – LATV Administrative Assistant
- Elle Larkin-Financial Director
- Jolleen Chaika-Interim City Administrator for Forest Lake
- Jack Davis-City Administrator for Columbus

3. APPROVE AGENDA – (ACTION)

Commission requested the payment of bills be moved to the regular agenda, and removing the treasurer's report and chairperson's report from the agenda

Motion to: Approve the Agenda with Requested Changes

Result	Adopted
Mover	Valento
Seconder	Duraine
Ayes	Feagan, Wendell, Valento, Duraine
Nays	
Absent	



4. OPEN FORUM

There was no open forum at this meeting.

5. Approve Consent Agenda

- A. ~~Secretary's Report~~
- B. Approve minutes from January 28th, 2026
- C. Approve bills from January, February, March and April

Motion to: Approve the Consent Agenda with the requested change to move approval of bills to the Regular Agenda

Result	Adopted
Mover	Wendell
Seconder	Duraine
Ayes	Feagan, Wendell, Valento, Duraine
Nays	
Absent	

6. Regular Agenda

a. Accounting Services

Columbus has given their 30-day notice (April 8th, last day being May 8th, 2026) that they will be ending accounting services with LATV. Columbus had found some issues with LATV'S governmental reports that they were requiring to be corrected to continue providing accounting services. Once these items were corrected, they would discuss continuing services. We currently have 3 weeks until services will end with Columbus, Paul is looking for approval tonight so LATV can get things transferred over to ensure bills and payroll are paid on time.

Paul researched accounting services and presented 4 options

1. 3 Pillars Accounting
2. Forest Lake taking over LATV Accounting
3. Sum Harmony (does not provide IRS filing)
4. Colleen Firkus (did LATV accounting services for 10+ years as Scandia's Accountant until 2025)



Lakes Area TV



Thursday, April 16th, 2026, • 4:00PM • Forest Lake City Center

Scott stated that there were a few items that needed to be corrected and the items that need correction went beyond the scope of accounting services that were not disclosed when Columbus took over.

Renee received a list of said items via email from Scott prior to Columbus deciding to end accounting services. She stated one of the items was removing taxes for purchases. LATV should not be paying taxes on any items purchased, mainly to Amazon, Paul will reach out to Amazon and get them the tax forms needed to get taxes removed.

Renee also stated there was some confusion as to what LATV's purchases are and what is not. She wants a clear delineation of LATV's property and what can and is used for LATV and would like LATV emails attached to all LATV accounts for purchasing.

Columbus has questions about payroll. They would like LATV to do automatic deposits, if that option is not available, they would like to see checks deposited on time and not cashed earlier than the date printed on checks.

Latv needs to collect w-9's for every company we do business with

It is unclear if LATV is not compliant with GASB and GAP programs. The compliance is overseen by the state auditor and if an entity is not compliant, Columbus could be held accountable as the contracted accounting service. Paul is unsure if LATV is held to the standards of GASB and GAP due to the type of entity LATV is. Renee stated research would be done to define what type of entity LATV is and make decisions from there.

Elle will research what LATV's legal status is and if it falls under the GASB and GAP requirements. She will need a copy of the JPA which Jill will send to the commissioners and City staff

Jack Davis wanted a more detailed explanation of what the auditor for LATV does and if they have been doing the correct audits (Schlenner and Wenner)

Jack stated LATV has not submitted any OSHA requirements (300 log), both Paul and Jill were unaware this needed to be done. Accounting is supposed to take care of this. Scott said he would take care of that as he works with OSHA for his job.

Scott discussed that the credit card that LATV uses is not a Community/Purchasing card and needs to be switched over to a Community/Purchasing card. Scott sent Jill an application via email for a card at US BANK. Jill explained that the commission approved the credit card for purchases with a \$1000 max in 2019. The card she applied for had a cash back that is used towards purchases for LATV equipment. Jolleen Chaika Stated a purchasing card is far more appropriate for LATV. The commission agreed and Jill will be taking care of this.

Once the community card is procured, a motion will be made to remove the credit card.

Jolleen stated that the commission needs to create very strict guidelines for what the purchasing card can be used for.

The commission will be looking over the purchasing policies for Forest Lake and Columbus to see where LATV falls or if it needs its own policy. Elle suggested looking at both cities and creating a policy using both cities' guidelines and creating one tailored to LATV and have both



Lakes Area TV



Thursday, April 16th, 2026 • 4:00PM • Forest Lake City Center

cities approve it. Renee will oversee doing that.

The commission and Jolleen would like to see an asset list and have it emailed to Jolleen Chaika and Jack Davis. Paul stated he would work on the list and send it as soon as he is able. Scott questioned what belonged to Columbus regarding council chambers recording equipment as well as Forest Lake. LATV owns the equipment in Forest Lake chambers, Columbus used covid care dollars and upgraded their system, the upgrade would belong to Columbus, the rest would belong to LATV. Jolleen and Elle would like the list to be very clear about each item and where the location of said equipment is.

Scott Wendell questioned if the JPA can be changed from a 4-member quorum to allow for 3 commission members to meet the quorum requirements. When the JPA was written, Scandia was in the JPA, making the quorum requirement different. Scandia left the JPA and the quorum requirements were not updated when they left. Jack Davis stated the JPA can be amended if the cities in the JPA agree to the change.

a. Approval to table bills for January, February, March and April

After a lengthy discussion the commission agreed to table approval of the bills. The commission would like to look at the bills in depth to clean them up and recommend removing personal emails or issues if there are any at the next meeting.

Result	Adopted
Mover	Wendell
Seconder	Valento
Ayes	Feagan, Wendell, Valento, Duraine
Nays	
Absent	



Lakes Area TV



Thursday, April 16th, 2026, • 4:00PM • Forest Lake City Center

The access to CTAS will be given to Colleen Firkus for the short term during the transition and she will need to change the access from Jill’s name to an email/password that is connected to her. Cheryl Jenkins from Columbus would have her access removed when Colleen takes over. An RFP (request for pricing) will need to be brought to the next meeting so the commission can look over and discuss deciding on the long-term accounting services for LATV with a specific explanation of the scope needed. This will need to be available for the public to see. Renee will be doing this.

Motion to: Temporarily Approve Colleen Firkus to take over processing bills and payroll short term to give time for the commission time to find a long-term accounting service.

Result	Adopted
Mover	Valento
Seconder	Duraine
Ayes	Feagan, Wendell, Valento, Duraine
Nays	
Absent	

The meeting date was discussed and changed to Tuesday, April 28th at 4pm.

Adjourn Meeting

Motion to: Adjourn Meeting 5:20pm

Next Regular Meeting will be Tuesday, April 28th, 2026, at 4:00 PM at the Forest Lake City Center



Lakes Area TV



Thursday, April 16th, 2026, • 4:00PM • 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 the 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.