



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 9th, 2017 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:02 PM the meeting was called to order by Dianne Halfen.

2. ROLL CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	
Steve Kronmiller	Commissioner	Present	
Doug Wood	Commissioner	Present	
Jeff Duraine	Commissioner	Present	

Other Noted Attendees:

Dan Unden - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Tim Schingen – LATV Program Specialist

3. APPROVE THE AGENDA (Action)

Motion To: Approval of the Agenda with note that the top of agenda date be changed to August 9th from July 26th & add budget (audit frequency) discussion item under regular agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bain
SECONDER:	Kronmiller
AYES:	Kronmiller, Bain, Wood, Halfen Duraine
NAYS:	
ABSENT:	

4. OPEN FORUM

There were no items added during the open forum at this meeting.

5. APPROVE CONSENT AGENDA (Action)

A. Approve Payment of Commission Bills

Motion To: Approve Payment of Commission Bills



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 9th, 2017 • 4:00 PM • Forest Lake City Center



RESULT: ADOPTED [UNANIMOUS]
MOVER: Kronmiller
SECONDER: Bain
AYES: Kronmiller, Bain, Wood, Halfen Duraine
NAYS:
ABSENT:

B. June 14th 2017 Minutes

Motion To: Approve June 14th 2017 minutes

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bain
SECONDER: Kronmiller
AYES: Kronmiller, Bain, Wood, Halfen Duraine
NAYS:
ABSENT:

C. July 26th 2017 Minutes

Motion To: Approve July 26th 2017 minutes

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bain
SECONDER: Kronmiller
AYES: Kronmiller, Bain, Wood, Halfen Duraine
NAYS:
ABSENT:

6. TREASURE'S REPORT (Action)

Motion To: Approve Treasure Report

RESULT: ADOPTED [UNANIMOUS]
MOVER: Duraine
SECONDER: Bain
AYES: Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:
ABSENT:



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 9th, 2017 • 4:00 PM • Forest Lake City Center



7. REGULAR AGENDA

A. Budget Draft Discussion

The budget numbers discussed are based on Scandia leaving Joint Powers agreement at the end of June in 2018 which would decrease total operating expense income by 7.5% in 2018. Staff Wages are being adjusted growing the overall staff budget by around 2.5%. The proposed budget is to change Tim from 40 hours per week to 35 hours per week thus bringing the filmmaker budget from \$14,000 to \$19,000. There was some concern from Dianne that taking hours from Tim & assigning them to the less experienced filmmakers could bring down production quality. Paul's concern was that once meetings & landmark events are done that would only leave around \$5000 for filmmakers for the year & that that would not be enough to pull off the multi camera events that are in the planning stages for next year. All events and meetings will be planned more carefully in the future to reduce any unnecessary filmmaker hours.

Paul will look at the numbers as the year progresses to assess whether the filmmakers budget can/should be moved elsewhere in the budget.

Since an audit isn't necessary in 2018 we are moving some of the audit/accounting fee into the legal category for a personnel policy review & any unforeseen legal consultation.

PEG fees will have a slight reduction with Scandia leaving but will also go up \$ 0.15 to \$1.65 per subscriber in October of 2018.

DVD sales are projected more realistically without the vhs to dvd transfer as well as schools no longer selling dvd's for the station.

A \$5000 franchise fee reserve is not being put away in the budget at this time with the agreement that if any revenues exceed their projections the first \$5000 will pay back the reserve and only after that has been paid can extra income be applied to other resources like filmmakers.

A Capital Improvement Plan was laid out for long range future upgrades through 2020 highlighting Forest Lake Chambers system paid back over three years (2018-2020). Columbus chambers capture system installed in 2017. Remote live-stream multi-camera capabilities, DSLR high end camera package for film quality productions, Portable lighting system, HD tigtrope upgrade, Live-stream Tigtrope upgrade, various camcorder & edit bay upgrades by 2020.

Discussed that if Paul or Tim are unable to avoid going over 40 hours of work in a week because of work related circumstances, they are to offset the financial amount in the same 2 week pay period to stay within the budgeted amount allotted for their wages.



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 9th, 2017 • 4:00 PM • Forest Lake City Center



2018 Budget Draft (Action)

Motion To: 2018 Budget as presented to send to City Council

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kronmiller
SECONDER:	Wood
AYES:	Kronmiller, Bain, Wood, Halfen, Duraine
NAYS:	
ABSENT:	

B. Audit Frequency

Dianne brought up the topic that the Joint powers agreement says we must have an audit performed every two years but the state requires an approved procedures every five years if revenues are less than the required threshold. Steve suggested that if a plan to deviate from the agreement is arrived at that an addendum should be sent to the cities involved for approval. It was discussed that since Scandia is set to leave the Joint Powers will need to be rewritten at that time anyway.

8. UPDATES

A. LATV Server room

Paul & Sharon have come to an agreement on access to the thermostat. Paul will continue to look for a rack enclosure. Paul will also get a keypad lock for the door to reduce the number of keys to filmmakers.

B. Midco Meeting

Discussion about what happened at the annual meeting with Midco from July 7th. Recapped Developments that Midco is/isn't running lines to, as well as their rules of 25 homes in a mile is required for new lines to be run. FLCC will meet with Midco again in February 2018.

C. 2017 Production Report

Tim handed out new schedule programming updates for LATV airings. Tim shared that we a going to phase out the Carousel system and program shows back to back with short fill videos created by LATV between the shows.

D. Personnel Policy Workshop

Decided to set the first (of possibly three) personnel policy workshops for September 20th at 4pm

E. City Hall Server Room Performance

Paul shared that after City Hall lost power when a storm hit Forest Lake. That now there was no streaming service from City Hall. Paul has met with Midco & it was determined that the issue was not the switch. so Paul has set up another appointment with Tierney to fix the problem.

F. Posting of Minutes On-line



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, August 9th, 2017 • 4:00 PM • Forest Lake City Center



Paul said that he would post approved minutes & agendas to the LATV website.

9. ADJOURN MEETING

Motion To: Adjourn Meeting

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kronmiller
SECONDER:	Bain
AYES:	Duraine, Bain, Wood, Halfen, Kronmiller
NAYS:	
ABSENT:	

- *Next meeting scheduled September 13th 4:00pm at 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.