



**Forest Lake Cable Commission Meeting**  
 Regular Meeting  
 ~ Minutes ~



Wednesday, September 13th, 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

**3. APPROVE AGENDA (Action)**

**Motion To:** Move August 9<sup>th</sup> minutes from the consent agenda to a discussion item.

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

**4. OPEN FORUM**

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

**5. APPROVE CONCENT AGENDA**

**A. Approve August 9<sup>th</sup> Meeting Minutes**

Discussed that Paul will revise the section in the August 9<sup>th</sup> minutes to correctly reflect how



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unavoidable work-related overtime hours for Paul & Tim will be handled - They are to offset the financial amount in the same 2 weeks pay period to stay within the budgeted amount allotted for their wages.

The August 9<sup>th</sup> minutes will be approved at the next meeting.

## B. Approve Payment of Commission Bills

Motion To: Approve Payment of Commission Bills and Consent agenda

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

## 6. TREASURE’S REPORT (Action)

Discussed that the franchise fees on the treasures report don't include any of the franchise fees from any of the 3 cities'. The cities are aware and it is believed that they will all get caught up with next month's payment. Forest Lake's fees are late because they had a canceled meeting.

Also discussed that if an audit is needed in the future that we will probably need to look for a new engagement letter.

Motion To: Approve Treasure Report

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

## 7. REGULAR AGENDA (Action)

### A. 2017 PEG Upgrades

Paul brought requests for remaining 2017 PEG upgrades.

Paul went over Columbus Chamber capture system installation. Estimate is in progress with Alpha Video. Paul has toured the chambers with Alpha video and has been getting suggestions from Columbus Council members on features that Columbus wants to make sure get installed with the new system.

- Paul requested equipment upgrades to purchase a live streaming multi camera system so that



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LATV can begin broadcasting high end multi camera productions on location that would initially be aired live on LATV's YouTube channel & LATV's website and moving toward the same live broadcasts being live on the channel. The new equipment would allow LATV to almost eliminate all post production expenses for sporting events because the camera switching, graphics & scores would be done live. This system will be used initially for sports but other options will be looked into for live broadcasts in the future.

- Paul also requested a DSLR camera/lighting package that would allow LATV to begin producing documentary/film quality productions. The current cameras are great for capturing sporting/outdoor/live city events. The new camera package is for more a documentary/film style look for the story's LATV is beginning to produce.
- This new camera package will help to move forward the partnership with the FL area schools that Paul is working on... Paul is building a partnership with students & working on a training program so the students will be able to produce the higher quality stories on their own in the future.

Discussed that Commission would like LATV to create a press release (video) for all the upgrades going in to the Columbus Chambers. Paul agreed to create the video & work on the press release.

Commission agreed to wait on approving the final number on the Columbus chamber system – however the initial \$25,000 was already approved for 2017.

Discussed Pauls attendance at the last Scandia workshop and him explaining the new directions that LATV is taking with productions. Paul will begin putting together estimates for productions moving forward if Scandia decides to continue with their plan to leave the Joint Powers Agreement.

**Motion To:** Move to purchase New Live Stream Equipment

Commission agreed to live stream purchases up to \$11,000

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

**Motion To:** Move to purchase New DSLR Camera/lighting package

Commission agreed to DSLR/lighting purchases up to \$9,000

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

**Motion To:** Move to purchase in-station upgrades  
New monitor & hard-drives not to exceed \$1000

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

## 8. UPDATES

### a. 2018 FLCC Budget Update

Columbus will be reviewing the 2018 budget tonight. Paul & Dan presented it at the August 21st Forest Lake Workshop.

Also discussed that FLCC will pursue having Scandia continue to perform the accounting for the commission. Paul spoke with Neil & he's good with it. The plan is to switch to the new accounting on Jan 1<sup>st</sup>, 2018 as opposed to June 30<sup>th</sup> 2018 when Scandia leaves the agreement to make the switch over easier.

### b. Personnel Policy Workshop

Personnel policy workshop is set for the following Wednesday Sept 20<sup>th</sup>

### c. FLCC City Council Workshops

Reviewed that Paul & Dan presented the FLCC 2018 Budget at the Forest Lake Workshop, also that Paul had presented the budget along with LATV's new direction & Scandia's workshop & Jeff asked if Paul would come present the budget & LATV direction to the Columbus Council meeting tonight, Paul agreed to come to the meeting.

### d. Posting of Minutes/Agenda Online

Paul informed the Commission that he had put the approved FLCC minutes & agenda's for 2017 on the LATV website.

## 9. ACCESS COORDINATOR REPORT



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Paul gave an update on FL council chambers system, he may look into some further upgrades for live graphics & possible camera options.

Paul is working on putting together a curriculum for a 10 day film school as a possible i-term option (similar to a college j-term) for LILA jr/sr high students

Commission began discussion for LATV to perform possible production services – We will look into possible guidelines that this would involve – government video’s, city’s video’s etc... Would LATV have to bid the job so private companies also have to option to compete?... Just a beginning discussion to look into what other Cable stations are doing in this area....

## 10. CHAIR PERSONS REPORT

Discussed Cable subscribers for each city and other cities are remaining close to the same. Forest Lake subscribers are dropping a little.

Discussed that Paul should begin making a capital equipment inventory list once the new equipment arrives.

Discussed the need for an audit. Decided to table the idea and incorporate any new language into the new Joint Power Agreement if Scandia continues with pulling out of the agreement.

## C. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- *Next meeting scheduled October 11<sup>th</sup> 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.*