



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, May 10th, 2017 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:07 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	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other Noted Attendees:

Dan Unden - FL City Administrator Assistant
 Steve Kronmiller – Council Member Scandia
 Tim Schingen - LATV Interim Station Manager
 Paul Peterson – LATV Access Coordinator
 Jon Archer – CPA Schlenner Wenner & Co

3. APPROVE THE AGENDA (Action)

Motion To: Approval of the Agenda

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

4. OPEN FORUM

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



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5. AUDIT UPDATE

Jon Archer (CPA with Schlenner Wenner & Co) Reviewed two reports with the council.

- Audited Financial Statements December 31 2016
- Report to the Members of Governance April 14 2017

Jon had no suggestions for improvement going forward and his assessment was that the overall audit went very well

6. APPROVE CONSENT AGENDA (Action)

A. Approve Payment of Commission Bills

Motion To: Accept of Consent Agenda

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

7. TREASURE REPORT (Action)

Motion To: Accept Treasure Report

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

8. REGULAR AGENDA

A. Approve 4 New Filmmaker pay salaries at Step 1 (in 7 step pay-scale system)

1. Motion To: Approve New Filmmakers at Step 1 Pay Scale

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

2. **Motion To:** Approve Current Filmmakers Pay Raises into 7 Step Pay Scale – Amended to go into effect beginning the next pay period May 13th 2017

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

B. Filmmaker Titles

Motion To: Change Filmmaker Titles to Production Techs

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

C. Schedule a meeting with Mid Continent

Paul will reach out & set up a meeting with Mid Continent to learn about Midco's future plans & pending projects – The last meeting with Midco was in June 2015.

D. Station Transparency and Content Scheduling

Along with submitting minutes & agendas to the City of Forest Lake, Paul & Tim will look in to creating a section on the LATV website for Minutes & Agenda.

Paul & Tim will also look in to creating a static guide on the website that lists when reoccurring shows are scheduled to play as well as working on plans for programing further out in the future so the Tighrope guide will have more current information

E. Personnel Policy

Paul will clean up the drafted personnel policy that the commission was working on prior to his hire. When ready Paul will email a copy to all commission members for their input at the next meeting. At that point possibly set up a workshop or two for commission members to hammer out any details.

9. Updates

Access Coordinators report:

Paul discussed the status of:

- Video projects currently in production
- Status of Forest Lake City Hall Video/Audio Recording system – Discussed/listed how many problems that have been going on with the system in council chambers since the system was initially installed – Paul has been working with Tierney on almost a daily basis trying to correct the problems. Commission agreed that the issues have been going on long enough and the situation is unacceptable and it's time for another solution. The commission agreed for Paul to look in to options/pricing for getting a new encoder for the chamber system through Tierney as well as other companies.
- LATV server room cooling options we're disused. Paul will continue to work with building maintenance as well as Davco and Dan looking into options for closing up the Tigtrope server & venting heat elsewhere.
- Columbus Council Chambers - Paul will continue looking into options for implementing a video/audio recording system in the Columbus council chambers
- FLCC Credit Card – Discussed that past credit card that FLCC had through Marine Bank could not be reinstated so Paul will begin the process of acquiring a new credit card for FLCC with Marine Bank.
- Insurance Renewal – Agreed that if premium comes due prior to next FLCC meeting that payment is approved

General discussion

There has been a lot of administrative responsibilities for Paul just coming into the program and that even though that will always be a big part of the access coordinator position, filmmaking opportunities/time will become more available in the future.

Dianne brought up that if any training is needed for any level for Paul, Tim or Productions Techs that FLCC is good with that training being considered. Paul went on to present that he and Tim are in the beginning/discussion stages of developing a training program for incoming production techs that would include project based training along with online reference videos/checklists/documentation for students to reference at



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any time.

LATV would like to work towards the point where the new vision/mission statements are being brought more into practice to start working with/involving the community.

10. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- o Next meeting scheduled June 14th 4:00pm at Forest Lake City Center