



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, July 11th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

The meeting was called to order at **4:00 PM** by Dianne Halfen

2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	4:02 pm
Jeff Duraine	Commissioner	Present	Left at 5:40 pm
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Assistant (left at 5:45 pm)

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Move the Approval of Commission Bills to item “B” under Consent Agenda

Add to item “7C” New Wage Scale Proposal

Motion to: Approve the Agenda With Revisions

Result	Adopted
Mover	Duraine
Seconder	Wood
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Absent	

4. OPEN FORUM

No open forum at this time



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5. APPROVE CONSENT AGENDA – (ACTION)

- Approve Meeting Minutes from June 13th, 2018
- Approve payment of the Commission Bills

Motion to: Approve Consent Agenda

Result	Adopted
Mover	Bain
Seconder	Duraine
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Abstained	

6. APPROVE TREASURER’S REPORT – (ACTION)

- Salaries are up a small amount for June. Film makers are ahead of budget at 58%. Paul clarified that this should be lower moving forward due to no longer needing to edit Scandia or Columbus meetings.
- Dianne discussed the Minnesota sales tax paid by the Cable Commission for DVD sales being at \$0. Paul stated he was going to talk to Colleen about it.
- Partial payment of \$25,000 was paid to Columbus for the new system that was installed.
- The legal expenses for the month are minimal.
- Expenses: At the end of June actual expenses are on budget at 50% of the year.
- Franchise fees: Columbus is behind for the months of April and May in the amount of about \$2400.00
- The audit threshold for 2017 was published at \$216,000. Dianne is assuming for 2018 it will be between \$223,000 - \$225,000. The Cable Commission is well under the audit threshold.
- Revenue vs Expenses:
Non-Capitol expenses are \$66,000
Non – Capitol Revenue is \$75,000
Revenue exceeds expenses by \$9000.00, \$11,000.00 if Columbus was current on franchise fees.
- Cash Report: \$196,796.66 excluding the reserve for franchise fees.
- For the year: Net PEG revenue of about \$4000.00 has been used. This is after the partial payment to Columbus for their new Chamber System.
- Cummulative Cash PEG Revenue available for PEG expenditures is \$103,643.28



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Motion to: Approve June 2018 Treasurer's Report

Result	Adopted
Mover	Duraine
Secunder	Wood
Ayes	Bain, Wood, Duraine, Halfen,
Nays	
Absent	

7. REGULAR AGENDA

A. Columbus Chamber System

- The Columbus Chamber system has been installed. Paul is doing a test run to work out any issues that may arise. A new computer will need to be purchased for the system to allow for recording, adding graphics and to allow it to be streamed to the internet in addition to Midco’s stream to LATV’s Channel 20. Midco has 60 days for broadcast to be live. The new system along with the new computer will eliminate the need for post production editing. The purchase will still be under the maximum allowed of \$53,000 that was approved for the system.

B. LATV School Proposal

- Forest Lake High School Principal Jim Caldwell will be attending the next Cable Commission meeting on August 8th. He requested that Paul draft a proposal of what LATV expects from them as well as what LATV is offering the school if LATV and the school move forward with the plans of building LATV a studio in the Highschool. The commission looked over the draft and gave input/revisions. Mara requested that LATV have a documented list of the equipment that will be used/provided at the school, where it would be stored and who it belongs to. She would also like Paul to clarify that the school will supply the supplemental staff for curriculum if it is needed as Paul will be available for no more than 10 hours weekly. The commission agreed that the stories the students could possibly create need to be content approved before it is aired on LATV. Paul stated the school would be responsible for the approval. The school will also be responsible for the parental signatures needed for media releases regarding minors. Dianne would like the commission to review the arrangement after it is in effect for 6 months and then review the arrangement annually should the needs of the school or LATV change. Paul will make the necessary changes in his draft before sending it to Jim Caldwell.



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C. FLCC/LATV 2019 Budget / New Wage Scale

Dianne submitted suggestions for various options involving a payscale system for the new access coordinator exempt status position. After discussion the commission agreed on a 7 step scale ranging from \$48,032 - \$57,721 where the access coordinator would begin on step 3 with an annual salary of \$51,066.

Other options offered & discussed are attached in the agenda packet.

These options are being amended from the original Access Coordinators position and are based on skills and abilities. Ammending the steps in raises will better fit the 2019 budget and accommodate if the current Access Coordinator were to leave and a new hire come in.

MOTION TO APPROVE THE NEW PAY WAGE SCALE

Result	Adopted
Mover	Wood
Seconder	Bain
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Absent	

- Audit: An audit will cost approximately \$5000.00 every 2 years. Mara stated the city of Forest Lake was reluctant to eliminate the need for a bi-annual audit preferring the Cable Commission stays at the current requirement of every other year. Dianne asked if they could remove the requirement of every 2 years and replace it with the state guidelines of **“An audit can be every 2 years OR as the commission directs”**. Stating that we have a system of checks and balances and a 3rd party (Scandia) under contract to care of the books every month. Mara shared that the council would prefer that the commission perform an audit at least every 2 years even if revenues stayed below the audit threshold and is not required by the secretary of state. Dan undem agreed stating it is a good safety precaution. Diane asked if we could look around for another business to perform the audit at a less expensive rate. There was no issue with that. After further discussion, the commission is going to follow the council’s advice of every other year. Paul needs to revise his current 2019 draft budget to add in \$5000.00 for an audit. Since Scandia’s departure, the JPA is being updated where the audit requirement will be defined.
- Dianne stated the commission will revisit putting away \$5000.00 for franchise fees in



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October.

- The Commission Discussed Pauls Draft Budget, they requested some revisions and corrected some dollar amounts that were incorrect, once the corrections are made, Paul needs to send a copy to Dianne.

D. New Purchases Update

- Paul purchased several new pieces of PEG equipment for LATV that the commission approved at the June meeting and wanted to thank the Commission. Paul shared how the new equipment is being used daily.

E. Access Coordinators Annual Report / Exempt Status

- As discussed above

8. ACCESS COORDINATORS REPORT

- Personel Policy is moving forward, Paul has been implementing some of it.

9. CHAIRPERSON REPORT

- With Scandia no longer in Joint Powers, Dianne wants to take a look at updating the Joint Powers. Dan Undem has been checking into that.
- Dianne requested that on any of the papers in the FLCC meetings have dates on the bottom to have a date to look back on if needed.
- Dianne met with Paul on June 21st for his performance review. Goals and objectives for the coming months/year were discussed and agreed.

10. ADJOURN MEETING

Motion to: Adjourn Meeting

Result	Adopted
Mover	Bain
Seconder	Wood
Ayes	Bain, Halfen
Nays	
Absent	Duraine



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Meeting was adjourned at 5:56 PM

NEXT MEETING – August 8th, 2018 at 4:00 PM 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.