



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## 1. CALL TO ORDER

The meeting was called to order at **4:04 PM** by Dianne Halfen

## 2. ROLE CALL

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

Other noted attendees:

Dan Udem – FL City Administrator Assistant (left at 4:33 pm)

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

## 3. APPROVE AGENDA – (ACTION)

Motion to Approve the Agenda

**Motion to: Approve the Agenda**

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

## 4. OPEN FORUM

No open forum at this time

## 5. APPROVE CONSENT AGENDA – (ACTION)

- Approve Meeting Minutes from May 9<sup>th</sup>, 2018
- Approve payment of the Commission Bills



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## Motion to: Approve Consent Agenda

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

## 6. APPROVE TREASURER’S REPORT – (ACTION)

Dianne shared that in the reports Colleen is sending, under personnel costs film makers vs staff numbers in the CTAS software are not matching, but the overall total is correct. Dianne has been in contact with Colleen regarding this issue and Colleen is correcting the issue and will send the corrected reports.

AT&T was paid in full for 2 years for the LATV streaming services.

Columbus and Forest Lake are currently a month behind in their Franchise fees.

LATV is currently about 13.5 % under budget in expenses and revenues will be 3% over budget once the delinquent franchise fees are collected.

Colleen sent revisions for the May treasurers report correcting the overall balance discrepancies reflected in March & April reports.

The topic of investment was revisited. The current money market the Commission has \$20,000 in, is earning .8%. It was decided not to transfer anything from the checking account to another option at this time. The commission may bring up a discussion again after capitol purchases have been made for 2018 and Columbus chamber’s system is in place.

Discussed that Scandia is officially leaving joint powers as of June 30th. LATV will still be filming Scandia’s City Council & Planning meetings. Paul has worked with Neil & Colleen to set up a live stream system for one camera. LATV may help Scandia look into multi camera streaming in the future.

## Motion to: Approve May 2018 Treasurer's Report

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



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## 7. REGULAR AGENDA

### A. Columbus Chamber System

The Columbus Chamber Equipment is scheduled to begin installation on June 25<sup>th</sup>. The agreement was originally for 3 main room cameras plus a new document camera, but Columbus decided on 4 main room cameras. It does change the price but is still less due to taxes being taken off the original bid. The total investment will still be under the required maximum amount allowed of \$53,000. The installation is scheduled to take no more than 4 days.

### B. LATV Insurance

Discussed that LATV has continued its insurance coverage through Chris Sauro. The current coverage has a \$500.00 deductible on a \$118,000.00 limit for equipment in the station and mobile Property is covered up to \$36,000. The policy premium dropped slightly from 2017.

Discussed that a station inventory has been started on equipment at LATV. Mara requested a list of all the property LATV owns as well as an explanation as to why it's no longer in use, so the commission can decide what to do with it. LATV should have the inventory list by the end of summer.

### C. LATV Capitol Purchases – (ACTION)

Paul presented a list of new equipment that he would like LATV to purchase for 2018. The new equipment would be used in stories highlighting the community, sporting events as well as future projects with the schools. Paul shared that all new equipment would also be utilized if LATV and the school proceed with plans for a studio in the high school. The commission agreed to approve \$15,000 rather than the \$23,000 requested, determining that it would be best to revisit the remaining 2018 equipment proposed once Columbus has their new system installed and a 2019 budget is approved.

## MOTION TO APPROVE \$15,000 for Capital Equipment Purchase

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



## Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



### **8. ACCESS COORDINATORS REPORT** *(provided prior to closing the meeting for a closed session)*

Paul asked the commission their thoughts on moving all programming to one channel and use the 2nd channel as a community billboard. The community billboard would work as advertisement for programs airing on the other channel, upcoming shows as well as a community events promotional channel/calendar. Paul suggested moving to one channel just seemed to make more sense and that switching back to two channels in the future is always available if needed. Mara suggested using channel 10 as LATV's programming station due to its proximity to channels 9 and 11. Paul is going to look into what it would take to have the live city meetings switched to channel 10 from 20 which they currently air live on.

There was a small issue with a previous employee that has been dealt with. Paul is working with Marylee on finishing up the new Personnel policy.

### **9. CHAIRPERSON REPORT**

Dianne mentioned that Paul needs to start looking at a draft budget. Paul agreed that he would bring a first draft of the 2019 budget to the July meeting.

Dianne would like Jim Caldwell, the principal of Forest Lake High School to be invited to the next Cable Commission Meeting. Paul will reach out to him and see if that will work for him.

With Scandia leaving, Dianne wants to take a look at updating the Joint Powers. Dan Udem has been checking into that.

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. The commission will review the costs of a full audit and then determine if an audit every two years is a point of contention to bring to the cities.

Discussed that Wyoming is going to explore using Facebook to film live videos and uploading to YouTube. Dianne is wondering if Wyoming would be interested in re-joining joint powers with Forest Lake.

Mara shared that she will be leaving on medical leave sometime in July.



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## Access Coordinators Review (Moved from 7D) : Closed Session at 5:53 PM

### Motion to Close the public Meeting under:

*“Minn. Stat. §13D.05, Subd. 3(a)” for Access Coordinator Performance Review*

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

### Motion to Adjourn the Closed Session

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

### Motion to Reopen the public Meeting under *“Minn. Stat. §13D.05, Subd. 3(a)”*

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

Dianne provided a summary of the closed session stating that there was additional positive input to the Access Coordinator’s performance review since the last meeting. As the position will be Exempt; salary steps were discussed, and a salary adjustment agreed. The current hourly step model will be adjusted to reflect revised salaried steps. Dianne will arrange a meeting with Paul to discuss the review results and goals going forward.



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, June 13<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## 10. ADJOURN MEETING

### Motion to: Adjourn Meeting

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

Meeting was adjourned at 6:12 PM

**NEXT MEETING – July 11<sup>th</sup>, 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.*