



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, November 14th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

The meeting was called to order at **4:01 PM** by Dianne Halfen

2. ROLE 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 Udem – FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Motion to: Approve the Agenda

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

4. OPEN FORUM

There was no open forum at this meeting

5. APPROVE CONSENT AGENDA – (ACTION)

With the request of moving the Approval of the September minutes to the Regular Agenda



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- Approve payment of the Commission Bills

Motion to: Approve Consent Agenda with requested change

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

6. APPROVE TREASURER’S REPORT – (ACTION)

- Total expenses are over budget due to the purchase of Columbus Chambers equipment, but overall operating expenses will be under budget at the end of the year
- Franchise fees: Current
- All the Services to Scandia have been paid
- Building rent for LATV will be going up for 2019
- LATV’s rent check will be written out to the Senior Center rather than the City of Forest Lake beginning in January 2019
- Dan will send out a bill for Forest Lake Council Chambers. Paul will send it to Colleen.
- Mara would like the “PEG Revenue” separate from the “General Revenue” on the monthly budget, Paul did that for next year
- Still well under audit threshold requirements
- For the month of October, we are about 11% in expenses over budget for the year.
- No Audit is required this year
- Cash Report: the balance at the end of October was \$177,794.97

Motion to: Approve October and November 2018 Treasurer's Report

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



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7. REGULAR AGENDA

A. Approve September Minutes

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

B. Approve the FLCC Personnel Policy

Paul stated the Commission had a meeting regarding the finalization of the Personnel Policy, he had a few questions for MaryLee that were answered quickly. The Personnel Policy is done, there will be a mandatory meeting for the employees of LATV to go over the Personnel Policy. Date to be Announced.

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

C. New Hire/Intern:

Paul hired one new employee, Kellie Nylund. She is hired as an intern first and will be employed after the internship is completed.

Motion to: Approve New Hire

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

D. Bi-Monthly/ Quarterly Meetings (Bills): Paul just wanted to clarify that the commission had agreed to having bi-monthly meetings. He wanted to clarify the payment of bills and how the signature sheet would work. Dianne stated to send the monthly bill signature page out by email and to bring to the meeting to be signed by the commission. Every other month meetings will start in January 2019

MOTION TO APPROVE BI-MONTHLY MEETINGS

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

E. VHS to DVD Transfers: Paul inquired if LATV can do VHS transfers to DVD for potential income for LATV. Mara stated there was another company in Forest Lake that did this type as a business and recommended that LATV not compete with a local business. Mara will send Paul a link to the local business.

F. Internships: Paul questioned if he was able to have interns that are unpaid if the intern has the paperwork from a credited school and LATV can meet the requirements needed by the school. The commission agreed that if they have the correct paperwork and Paul is willing to provide what the school/student is requesting, it shouldn't be an issue.

G. LATV Christmas Party: It was requested that instead of \$20 per commission member for the usual pizza party if their money could be used to buy gift cards for the employees and the employees would cover the food for the party. All the commission members approved and contributed \$20 towards the Christmas Party. The Christmas Party will be held on December 12th in replacement of the monthly meeting.



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8. ACCESS COORDINATORS REPORT

Paul shared the budget got approved.

The sports press box has been built, the wrap is not done yet.

Midco is going live in a month.

Paul has a meeting with the school tomorrow about starting to build a studio in the high school.

Paul signed up for career day at the high school.

New locks are on the Senior Center, they have been switched to keycard.

Election night was good. Paul updated all the polls on LATV's websites according to the state's polls. 1825 people watched it.

Paul filmed the candidate forum at the high school. It went well.

Paul is working on creating training classes for present and future employees.

Paul has the layout for the new website, closer to having it up and running.

Paul is planning on creating a blog on the building of the studio from beginning to end.

9. CHAIRPERSON REPORT

Dianne stated that now that the Personnel Policy is completed, she recommended that Paul updates the Sponsorship Policy and Procedures. Paul Agreed. He will begin that and bring the start of it to the January Meeting.

10. ADJOURN MEETING

Motion to: Adjourn Meeting

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

Meeting was adjourned at 5:16 PM

December 12th meeting will be the Holiday Party with the possibility of a full quorum.



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Next Regular Meeting will be January 9th, 2018 at 4:00 PM at the 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.