



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, September 26<sup>th</sup>, 2018 • 4:00 PM • Forest Lake City Center



## 1. CALL TO ORDER

The meeting was called to order at **4:05 PM** by Dianne Halfen

## 2. ROLE CALL

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	5:03 PM
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	Wood
Secunder	Duraine
Ayes	Wood, Duraine, Halfen
Nays	
Absent	Bain

## 4. OPEN FORUM

There was no open forum at this meeting

## 5. APPROVE CONSENT AGENDA – (ACTION)

- Approve Meeting Minutes from August 8th, 2018
- Approve payment of the Commission Bills



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## Motion to: Approve Consent Agenda

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

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

- Salaries are under budget for August year to date
- Total expenses are over budget due to the purchase of equipment, but will be under budget at the end of the year
- The remainder of the balance for the Columbus Chamber System has been paid in the amount of \$24,355.08.
- Franchise fees: No franchise fees were received for the month of August.
- Cash Report: the balance at the end of August was \$157,946.04

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

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

## 7. REGULAR AGENDA

### A. Personnel Policy:

With the added comments from Mary Lee, it was suggested that Paul discuss the finalized copy of the Personnel policy in a workshop before the policy is put into place. The Commission agreed and decided on the date of October 10<sup>th</sup>. The workshop will replace the monthly meeting for the Forest lake Cable Commission.

### B. New Hires:

Paul hired five new employees: Cory Vanneste, Lorelei Pierre, Dylan Good, Nealy Petrick and Andrew Schumacher

## Motion to: Approve New Hires

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

## C. CIP Update

Paul will be going to the October 8<sup>th</sup> Forest Lake City Council Meeting as well as the Columbus City Council Meeting on the 10<sup>th</sup> for budget approval from the councils.

## D. City Council Annual Report

The Commission advised Paul on Annual Report topics to discuss when addressing the City Councils in his budget approval presentations.

## E. LATV/High School Progress

Paul shared an update with the Commission: LATV is filming Spirit week, the week of Homecoming at the Forest Lake High School. There are also about 6 other productions planned as well for the upcoming school year. The Press Box is being built in the Sports Center this week. It is paid for entirely by sponsors. The studio for LATV is moving forward. The agreement is that LATV will get to use it as LATV, not just the school. There are teachers that have stepped up to teach classes and the students are interested in doing projects such as podcasts and morning news announcements. The school is looking into college accredited classes for students.

## 8. ACCESS COORDINATORS REPORT

Paul wanted to know if LATV can hire family members of staff. Dianne stated the personnel policy was more directed towards spouses. Volunteering for LATV is not ideal. If LATV has an employee that is able to work, The employee takes precedence over the volunteer.

Paul questioned if he could film/livestream the Student Mayoral Forum at the high school. This is a political event, but still school based and the school is putting it together. Due to this being a new event and the FLCC has no experience in this area. The commission agreed that filming and airing after the fact is fine but not to live stream the event.



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A student from the High school checked out gear as an access user and filmed a video on the levy, Paul trained him is on use of the cameras and the basics of editing. It is not allowed to be aired until after the elections, but the Student can air it on youtube if he chooses.

## 9. CHAIRPERSON REPORT

The topic of reducing FLCC meetings from every month to every other month was discussed. As LATV operations have stabilized: the Commission agreed that monthly meetings are not necessary and can begin alternating months beginning with the November 14<sup>th</sup> meeting. The meeting date will remain the 2<sup>nd</sup> Wednesday. The decision will be reviewed periodically.

Dianne was curious about the 2 channels at LATV 10 & 20 and the tentative plan to make changes to them. Paul is finishing up the process of creating the templates and content for Tightrope Carousel which will air exclusively on channel 20, while all video programming will be moved to channel 10 and a new schedule is being created.

Dan is still working on the Joint Powers agreement since Scandia is no longer a part of it. He is working on updating it.

Mara arrived and will be filled in on the entire meeting after the meeting is adjourned.

## 10. ADJOURN MEETING

### Motion to: Adjourn Meeting

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

Meeting was adjourned at 5:24 PM

**NEXT MEETING** is a Personnel Policy Workshop on October 10<sup>th</sup>, 2018 at 4:00 PM at Forest Lake City Center. Next Regular Meeting will be November 14<sup>th</sup>, 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.*



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*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.*