



Forest Lake Cable Commission Meeting

Regular Meeting
~ Minutes ~

Wednesday, February 15th, 2017 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:03 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
Tim Schingen - LATV Interim Station Manager
Paul Peterson – LATV Access Coordinator

3. OPEN FORUM

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

4. APPROVE THE AGENDA (Action)

Motion To: Approval of the Agenda with the changes of:

- a) Moving minutes of regular meeting: January 18th 2017 to be approved at the next meeting
- b) Move the Davco Agenda item discussion to later in the meeting to be discussed with equipment.

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

5. APPROVE CONSENT AGENDA (Action)

A. Approve Payment of Commission Bills

Diane suggested looking into an alternate service for (w2) tax forms as \$100 seemed expensive. The suggestion is put forward to consider other options next year



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Motion To: Accept of Consent Agenda

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

6. TREASURE REPORT (Action)

Motion To: Accept Treasure Report

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

7. REGULAR AGENDA

A. Commission Seat Assignments / Committee Assignments

Motion To: Appoint 2017 Officers - Diane Chair & Treasurer, Mara Vice Chair, Jeff Secretary

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

B. Future Cable Commission Meeting Dates, Times & Location

Motion To: Schedule Future FLCC meetings on the 2nd Wednesday of each month & unless otherwise specified. All meetings will take place at Forest Lake City Hall going forward.

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

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C. Authorize Paul Peterson as Check Signer

Motion To: Submit Paul Peterson as check signer for Forest lake Cable Commission – The checks would still need two signatures with Diane Halfen & Neil Soltis as the other two approved signers

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

It was discussed that draft minutes should be sufficient for signature approval

D. LATV Station Credit card

It was decided that a credit card would not be approved at this time and Dan would look into how the City handled its credit card policy & that LATV would go with employee re-imbursement or set up a \$100 petty cash account for smaller purchases at this time.

E. Computer and Equipment Purchases

a. Approval of labor donation from Davco Technologies Inc

Commission accepted Davco donation of labor on LATV phone install in the amount of \$1350.00 & that Davco will not receive any goods/service for donation

Motion To: Accept donation from Davco in the amount of \$1350.00

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

b. Computer & Equipment Purchases

Motion To: Rescind prior approvals for equipment previously approved for 2016 that was never purchased – Series 7910 Dell edit bay for \$5729.00.

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

Motion To: Approve Computer & Software upgrades submitted by Paul in the amount \$9368.00 and put switch purchases on hold

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

- o Noted that by early summer a payment plan would be assed for payment to the city for reimbursement for City Council chamber video recording system with PEG fees

c. Merit increases for Filmmakers

Tim reviewed filmmaker reviews that were performed by Tim & Paul and listed proposed merit increases for each filmmaker.

It was discussed that a standard LATV step policy pay scale increase as opposed to individual/random pay increases would be created for review/approval at the next meeting

8. UPDATES

a. Former Lease Reimbursements

Discussed that Tim has tried to contact old landlord regarding a security deposit was paid \$3000, our records are not clear if that included first month's rent. Jeff agreed to try and contact landlord.

b. Establishing Service Contract for Video Systems

Discussed to establish new service contract with Tierney Brothers for FL Council Chambers video capture system Current contract was establish by City, New contract to be established by LATV – Agreed to continue looking into audio issues in Chambers as contract

c. Year End Audit Schedule

Discussed that Tim & Paul would follow up with Colleen to continue with Audit process

d. Personnel Policy & Employee Handbook

Dan is still in process of going over/updating current handbook. To be continued at next meeting

e. Vision/Mission statements

Diane has sent out example vision/mission statements for FLCC & LATV to work off of. Decided to have a separate workshop on March 8th to discuss/refine vision/mission statements that could then be approved at the following meeting.



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9. COMMITTEE REPORTS

a. Financial: Diane

- Insurance renewal - Liability rating survey from Chris Sauro, The current liability policy coverage seems ok moving forward, Paul will follow up with Chris.
- Discussed what to do with items stored at old City Hall location. It will be left there for now with options for it to be moved determined later
- Discussed removing old City Hall from current insurance policy
- Bryan Carlson has exceeded minimum PERA wages, & discussed that Tom Glenn will exceed this year as well if another sports announcer is not found to split workload
- Tim mentioned that LATV will need new filmmakers moving forward

b. Personal Committee: Jeff & Mara

Mara reviewed draft of personal policy handbook to be discussed later

c. Procedures & Policies: Diane & Doug

Discussed to gather a list of all past policies and procedures so we can get a full inventory to begin to prioritize them.

d. Public Relations: Dianne & Doug

- Dianne asked if Mara would like to help with public relations going forward. Talked about getting more involved in the public & charter schools. Possibly creating a training program involving students. Mara open to more involvement & along with Diane agreed to wait until the Vision/Mission statements are finalized before proceeding further.
- Tim brought up from past meeting topic lessening the amount of committee reports by combining policies & procedures as an option. Mara suggested waiting until a full list of procedures/policies is put together

e. Franchise Committee

- Doug stated that franchise committees are agreeing to new policies & that in two years he has never been contacted prior to any decisions to be made, Diane suggested that Doug & Paul get together with Midco to look at getting an agenda from Midco.

10. CHAIRPERSON REPORT

Nothing to report

- Next meeting scheduled April 12th 4:00pm at Forest Lake City Center
- Workshop scheduled for March 8th 4:00pm at Forest lake City Center



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11. ADJOURN MEETING

Motion To: Adjourn Meeting

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