



Forest Lake Cable Commission Meeting

Regular Meeting
~ Minutes ~

Wednesday, April 12th, 2017 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:07 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. APPROVE THE AGENDA (Action)

Motion To: Approval of the Agenda

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

4. OPEN FORUM

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



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5. APPROVE CONSENT AGENDA (Action)

A. Approve Payment of Commission Bills

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:	Wood
AYES:	Duraine, Bain, Wood, Halfen
NAYS:	
ABSENT:	

7. REGULAR AGENDA

A. Vision Mission Statements LATV

After discussion, it was agreed that the LATV Vision & Mission statement would read as follows:

Lakes Area Television

Vision Statement:

To Educate, Inform, Entertain and Involve people within the Cities of the Joint Powers Agreement as directed by the Forest Lake Cable Commission.

Mission Statement:

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.

Goals:

1. To increase Community Involvement
2. To broaden and enhance Quality of Programming
 - a. To ensure continued Financial Viability



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Motion To: Approve LATV Vision/Mission Statement

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

B. Vision Mission Statements FLCC

After discussion, it was agreed that the LATV Vision & Mission statement would read as follows:

Forest Lake Cable Commission

Vision Statement

To make practical and effective use of evolving technology opportunities. Empower local residents to create content for broadcast and prepare resident producers to create and develop content for broadcast on our channels. Enable efforts to deliver training, production, distribution, and broadcast services to our community.

Mission Statement

To serve member cities by administering and enforcing the cable franchise agreement, managing institutional programming and overseeing local community programming on their behalf. Be fiscally responsible of station resources. Provide television production equipment, training and opportunities for dissemination of information, ideas and views of the community.

Motion To: FLCC Vision/Mission Statements

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



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C. Filmmaker Pay scale

a. A new pay scale step process was discussed and decided to implement in the 7 steps below
The filmmaker's placement on scale and pay raises will be based on merit and abilities.

Filmmaker Pay Scale Steps		
Step 1		\$11.50/hr
Step 2		\$12.00/hr
Step 3		\$12.50/hr
Step 4		\$13.00/hr
Step 5		\$13.50/hr
Step 6		\$14.00/hr
Step 7		\$14.50/hr

Motion To: Approve 7 step pay scale to go into effect on May 10th 2017

Where current filmmakers fit on new pay scale will be presented for approval at next commission meeting

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

b. Hire New Filmmakers

It was Discussed that LATV will hire 4 new part time filmmakers pending background checks on the 2 adults applying, there is also one person thinking of applying as an editor, if he decides to apply then his application will be brought to the commission at the new meeting.

Motion To: Approve hiring 4 new filmmakers with 2 pending background checks

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

Motion Removed



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New Motion To: Hire two high school student filmmakers, and wait to hire 2 adult filmmakers until after background checks have been viewed and approved by personnel committee.

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

It was agreed that in the future the background checks can be done before commission meetings & brought to the commission along with their applications

D. Station Purchases

- a. It was discussed that Paul will research re-instating the credit card that the commission had with Marine Bank.
- b. Once a credit card is acquired it is agreed that the credit card will be only used when no other options are available following current credit card policy.

E. Scandia Joint Powers

- a. Possible options were forwarded over to the city attorney for review & have not come back yet

F. **DVD Sales** – The question was raised to take DVD sales and apply those funds directly into raising production value for future events, It was decided that the DVD revenue is already applied to general operating expenses.

G. **LATV Server Room** – Discussed that we will continue to look into options and work with building maintenance for cooling the server room as the weather gets warmer.

8. Updates

- A. **Tierney Maintenance Contract** – Service contract was established and the Forest Lake city hall recording system is continuing to have problems. Tierney technician has been called in multiple times to fix the system. We have done multiple tests. Testing goes well when technician is present. System then works for a meeting or two & then either shuts itself off or sometimes will have no audio when recording first begins, a reboot of the system has fixed the audio in the past, Tierney is still researching why the system is shutting off.
- B. **Insurance Renewal** – Stations insurance in being renewed, we currently have a binder which covers the station until the policy arrives
- C. **Personnel Policy & Employee Handbook** – We will continue to look at updating the handbook
- D. **Audit Update** – The audit is close to completed & should be presented at the next meeting
- E. **Personnel Discussion** – Paul is working with Marylee Abrams from Abrams & Schmitt and we are



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progressing with her and awaiting her advice moving forward

9. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- o Next meeting scheduled May 10th 4:00pm at Forest Lake City Center