



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, February 14th, 2018 • 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	Delayed	4:58
Steve Kronmiller	Commissioner	Present	
Doug Wood	Commissioner	Present	
Jeff Duraine	Commissioner	Present	

Other Noted Attendees:

Dan Undem - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

3. APPROVE AGENDA - (Action)

A. Motion To: Approve agenda with following changes:

- Remove January 10th, 2018 minutes from agenda for discussion.
- Add to 7a “Bank Designate” & “Committee Appointments”
- Fix incorrect date on Agenda for next meeting. Change to March 14th

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

4. OPEN FORUM

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

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5. APPROVE CONCENT AGENDA - (Action)

Motion to: Approve consent agenda as modified

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

- Dianne questioned whether names on personnel actions should appear in the minutes from the open session on January 10th, 2018. After discussion it was determined that Paul should check with Marylee Abrams as to whether he should remove the employee's name discussed for termination.
- For clarification under treasurer's report in same minutes add "estimated" to audit threshold under item "10" since the amount hadn't been fixed yet at the time the meeting was held.

6. APPROVE TREASURER'S REPORT – (Action)

- Dianne shared that the 2017 audit threshold had now been published at \$216,000 so there is no requirement for an audit. Since LATV fell below the threshold we fall into the category of having an agreed upon procedures engagement every 5 years with the last one being performed in 2014. It was agreed to check whether the full audit performed in 2017 (for 2016) included a procedures audit in determining necessity for an audit in 2019.
- LATV accrued around 90 hours in legal expenses from Marylee Abrams that were not budgeted. They will come out of the general fund.
- All cities are current with their franchise fees

Motion To: Approve Treasurer's Report

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



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7. REGULAR AGENDA

A. Approve Officers – (Action)

At this time Dianne is the chair & the treasurer, Mara is the vice chair & Jeff is the secretary

Motion To: Approve officers at current positions for another year

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

Discussed that the commission has moved away from special committees (personnel, facilities, procedures & policies, public relations, franchise committees). Are these individual support committees necessary moving forward? Or is the cable commission enough support. Decided that for a group this size calling workshops for smaller matters is enough moving forward and no formal committees are necessary.

B. Official Depository – (Action)

Reviewed Security Sate Bank of Marine as the official depository for the commission.

Motion to: Approve Security State Bank of Marine as Official Depository

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

C. Tierney Service Contract – (Action)

Motion to: Approve renewal of Tierney annual service contract for Forest Lake Council Chambers system

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



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D. Scandia Accounting

- Agreed that the commission is good with Scandia providing the accounting services for the commission once Scandia have left the Joint Powers. The annual fee approved is \$3600.00
- Paul will ask Neil to draft a contract proposal for the accounting services moving forward. The commission would like the contract to include termination clauses (possibly a 6 month notice if Scandia decides not to keep providing the accounting services) – We’re looking for the contract to be based on a January to January term.
- Paul will put together an LATV production proposal for Scandia’s filming/editing needs in the future for when Scandia leaves the Joint Powers.

E. Access Coordinator – Exempt / Non-Exempt

Agreed that Paul’s role as access coordinator qualifies as an exempt position. The commission will schedule an annual review for Paul’s performance and at that time will determine if a wage adjustment is necessary.

Motion to: Change the Access Coordinator position from a non-exempt position to an exempt position based on the Fair Labor Standards – **Mover** Kronmiller, **Seconder** Bain

After discussions the difference between the two positions was examined in detail and Paul agreed that he was happy moving forward with the decision for the change in position status.

Amended Motion: Add the PayScale range of \$42,494 - \$51,059 to the new Exempt status Position

Motion amended with the agreement that the commission will meet for Paul’s annual job review & will then decide where to place his salary into the new PayScale range.

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

F. Administrative Assistant

Paul & Dianne discussed all of the applicants with the commission that came in for interviews. Dianne suggested that Paul bring in to the station the candidates that he believes would be a good fit. And show them the station where they would be working and make sure they are okay with what/where the job would be. Paul agreed that he would.

G. Personnel Policy

- The personnel policy should have amendments that: “the Access coordinator has the ability to hire new filmmakers on a probationary basis for up to 6 months until the next commission meeting where they can be officially approved by the commission.”



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- Also add guidelines for timeline where filmmakers become inactive after 6 months without working for LATV.

H. Columbus Council Chambers

Paul gave an update on bid process. He has received an estimate from Tierney that came in over the budgeted amount. Paul is going to go over the estimate to see what parts can be downsized. Paul is also going to research other companies for estimates.

I. LATV/Forest Lake High School Partnership

Paul gave an update on his work with the high school. Paul is working with the high school principle and the high school is looking at combining 3 classrooms for LATV to build a studio in as well as move the LATV offices there. The next meeting is planned with the curriculum counselor to brainstorm ways for LATV to work with teachers and what kind of media classes could be created/offered in the partnership. Paul has finished four video projects with the “We are Rangers” group of students and have three new projects being planned out at the weekly meetings he has with the students and staff at the school.

8. ACCESS COORDINATORS REPORT

- Progress was covered earlier in the meeting.
- Annual Midco meeting is set for 3:00pm on March 14th, it was requested that Paul see if he can get the meeting moved to 4:00pm that same day.

9. CHAIR PERSON REPORT

Since the new Personnel Policy has been completed, Dianne would like to start work on other policies, she suggested the sponsorship policy or the community access rules & scheduling guidelines policy. Paul said he would like to start with the sponsorship policy first. The commission agreed that was fine.

Dianna asked about the Pay Equity report that is late because it was sent to Tim and as a result was sent back undeliverable. It was due January 31st. Paul noted that the notice stated we have 90 days from Feb 1st to take care of it. Paul said he will take care of it.

ADJOURN MEETING

Motion To: Adjourn Meeting

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

- *Next meeting scheduled March 14th 4:00pm 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.