



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, January 10th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

4:10 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	
Steve Kronmiller	Commissioner	Present	
Doug Wood	Commissioner	Absent	
Jeff Duraine	Commissioner	Present	

Other Noted Attendees:

Dan Uden - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

3. APPROVE AGENDA - (Action)

A. Motion To: Approve agenda with following changes:

Dianne asked for date correction to 12B. The date for the upcoming personnel policy workshop should read Jan 17th (not 7th). Dianne also asked to add under regular agenda item 11a to review former employee’s final salary payment.

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

4. OPEN FORUM

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

5. APPROVE CONSENT AGENDA - (Action)

Motion to: Approve consent agenda as modified

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

6. CLOSED SESSION - (Action)

Motion To: Close Session under Minn. Stat §13D.05, SUBD. 2(B) for discussion of results of personnel investigation. – Session closed at 4:16pm

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

7. REOPEN THE MEETING – (Action)

Motion To: Reopen Session at 4:32pm

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

8. SUMMARY OF CLOSED SESSION

Mara summarized that we just had a closed session under Minn. Stat §13D.05, SUBD. 2(B) under which the commission reviewed an employment related investigative report. The report was dated December 5th 2017.

9. CONSIDERATION OF EMPLOYEE DISCIPLINARY ACTION – (Action)



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Paul recommended that based on the investigative report the commission approve the termination of employment from LATV for the employee discussed during closed session. Steve motioned to terminate the employee based on the substantiated facts and the documented steps of disciplinary actions that have been taken to date.

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

10. APPROVE TREASURER’S REPORT – (Action)

Noted that even with added unplanned legal fees for the year we still came in 7% under budget. We will be under the estimated (2017) \$211,000 audit threshold requirement for an audit, so no audit will be necessary in 2018. Paul will notify Schlenner Wenner that we will not need an audit. Paul needs to make sure that Colleen has a copy of the 2018 budget.

Motion To: Approve Treasurer’s Report

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

11. REGULAR AGENDA

A. Consideration of 2013 Reimbursements for Former Employee – (Action)

The commission referenced that a decision had already been made on these reimbursements back in 2016 and that they were denied at that time.

Motion To: Deny former employee 2013 reimbursements based on the commission’s denial that took place in 2016 for the same amount and for the same reason, unjustification.

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

Dianne wanted clarification on former employee's final payout that the earned leave, holiday and vacation pay had all been paid out correctly. It was clarified that the former employee's vacation pay had been removed from time on leave and then added back on to the final payout.

B. New Administrative Assistant Position – Approve Position Description – (Action)

Paul brought in his draft to post to hire someone for the new Administrative Assistant position. The commission made recommendations on revisions for the job description.

Motion to: Approve Administrative Assistant's job description after adopting the recommended changes

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

C. New Administrative Assistant Position – Authorize Position Recruitment – (Action)

Motion to: Approve authorization to begin recruitment process for Administrative Assistant Position

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

D. Access Coordinator Exempt / Non-Exempt Status – (Action)

Motion to: Convert the Access Coordinator position to an exempt status and then to address the job description as needed. Mara seconded for purpose of discussion.

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RESULT: ADOPTED [UNANIMOUS]
MOVER: Kronmiller
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NAYS:
ABSENT:

Discussed that since Paul began as access coordination the duties have evolved and that at this point the job description needs to be revised and with that review there may be call for a potential salary adjustment. It was agreed that that position would move to exempt but would not go into effect until a job/performance review has been performed and a new job description has been updated. Any monetary reviews/actions would follow that. Paul will forward the current job description to the commission members prior to the next meeting for their review. An action will be considered at the next meeting.

E. Approve New Hires (filmmakers/announcers etc...) – (Action)

Paul asked the commission if there is a way that he can hire people with the condition to get the commission's approval later. Mara asked could it be possible that there would be a set number of spots for filmmakers & that Paul could hire up to that number as long as he stays within his budget. Dan recommend that Paul could hire people under a probationary period to be approved by the commission at the next commission meeting. Steve suggested that this item should be added to new Personnel Policy. Mara brought up again that with more employees come more risk, so keeping a limit on the number of active filmmakers is important. Dan suggest controlling the active/inactive status more closely. Mara suggested and it was agreed to clearly define the active/inactive guidelines and to incorporate them into the Personnel Policy and coordinate them with Colleen.

Motion to: Approve Paul to hire new employees on a probationary basis

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

12. UPDATES

A. Columbus Council Chambers

Paul shared that he was now working with Tierney and a new estimate would be available soon. Paul also shared that he has found reasons to believe that his issues with Alpha Video's salesman in getting their final estimate are connected to past LATV employees.

B. Personnel Policy Workshop

The next personnel policy workshop is scheduled for the following Wednesday the 17th at 4:00pm



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13. ACCESS COORDINATORS REPORT

Paul shared the he has been meeting with Jim Caldwell the High School principle and they are in the early stages of coordinating a plan for LATV to move in to the High School. They are looking at combining three classrooms and converting them into a studio and office space. Paul is also currently working with the Dean of Students as well as the career counselor & soon the curriculum counselor. A proposal is being put together by all to take to Steve Massey who has also shown great interest in a partnership between LATV and the schools.

Paul also shared that he meets with a group of Forest Lake high school students every week and they are in the middle of two productions. Paul has been filming/editing with students almost every day for the past two weeks.

14. CHAIR PERSON REPORT

Dianne asked if Paul had an agreement draft from Scandia yet for accounting services after Scandia leaves the Joint Powers. Paul said he is working on it and will have something for the next meeting. Dianne asked for this to be an action item for the next meeting.

Annual Midco meeting is set March 14th at 3:00pm at Forest lake City Center.

15. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- Next meeting scheduled February 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.