



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, March 14th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

5:10 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	Present	
Jeff Duraine	Commissioner	Present	

Other Noted Attendees:

Dan Udem - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

3. APPROVE AGENDA - (Action)

A. Motion To: Approve agenda with following changes:

- Remove 5Aa, January Meeting Minutes for approval until next month after required changes are made
- Add to 7a New Hire

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

4. OPEN FORUM

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



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• APPROVE CONCENT AGENDA – (Action)

- 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 all sections with said employee name needs to be changed to “ current or former” employee. Bring revised Minutes to April 11th meeting.

Motion to: Approve consent agenda as modified

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

5. APPROVE TREASURER’S REPORT –

- Diane questioned why the personel costs were \$2700.00 For January and \$4200.00 (double) for February. She stated in total, it is still under budget by 6% (\$5,500.00) but would like to know why the numbers differ. Paul stated he would look into it and let the Commission know at the next meeting, APPROVAL is waiting until April 11th meeting.

6. REGULAR AGENDA – (Action)

A. New Hire

- Paul has decided on the new hire for the Administrative Assistant position. He has decided on Jill Green. Jill will work 25 hours a week. She will start on March 15th, 2018.

Motion To: Approve new hire Jill green and the start date of March 15th, 2018

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

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B. New Hire Jeff Ernewein as filmmaker

Motion to: Approve New film Maker Hire

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

C. Personnel Probation

- Current employee is ending a one-year probation. Diane and Mara both were questioning what the requirements of returning back to filming after probation period ended. Paul stated he would accompany employee on the first few filmings and have a meeting with the employee about the behavior expectations. He would do a review in 6 months. Diane requested Paul contact MaryLee in terms of an agreement both Paul and employee would go over and sign. He will have said letter at the April Meeting. Employee also now will receive the other half of his raise being that he is now off probation.

D. Scandia Production Services

- Paul presented his proposed production services contract for Scandia to the commission. The commission suggested that Paul submit just a flat rate for services. A flat rate for Government meetings, a flat rate for Community Events and a flat rate for Community Feature stories. They also discussed that when Scandia leaves the joint powers the current Midco and future Frontier subscribers will likely no longer have access to Lakes Area TV Channels.

E. Scandia Accounting Services

- Paul is in communications with Neil and will have an accounting contract to look at for the April meeting

F. 2018 Capital Purchases

- They discussed the estimate from Tierney for Columbus Council Chambers Video Capture System, Paul is still looking into ways he can get the cost down.

7. ADJOURN MEETING-(Action)

Motion To: Adjourn Meeting



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

- *Next meeting scheduled April 11th 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.