



# Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

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



## 1. CALL TO ORDER

4:00 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 Unden - FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

## 3. APPROVE AGENDA (Action)

### A. Motion To: approve agenda with following changes:

Dianne asked to Table October 11<sup>th</sup>, 2017 minutes from the consent agenda as they are still in process. and add sub category C under regular agenda to review exempt vs non-exempt status for Paul

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

## 4. OPEN FORUM

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



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## 5. APPROVE CONCENT AGENDA

Motion to: approve consent agenda as modified

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

## 6. TREASURE'S REPORT (Action)

Motion To: Approve Treasure Report

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

## 7. REGULAR AGENDA

### A. Approve New Filmmaker Hire Colton Rumpsa (ACTION)

Motion to: Approve hire at entry level pay scale pending clean background check

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

### B. Broadcast & DVD Sales Copyright Laws Discussion

Paul has reached out to find out what LATV can legally broadcast & sell for local plays and concert performances. He has spoken to Marylee Abrams from Abrams & Schmidt who referred Paul LATV's insurance rep Chris Sauro. Chris is researching this through the League of Minnesota Cities organization and will let Paul know what he finds out.

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## C. Exempt vs Non-Exempt status for Paul

Dianne brought up that an administrative assistant or some sort would probably be of great help to Paul moving forward. As the partnership with the school grows the administration duties are likely to grow as well. Mara commented that it would be a good idea to try and narrow down what that role would look like before trying to make a decision. Thinking that a more rounded role i.e. technical, PR, clerical etc. A strong, well rounded player that could wear a lot of hats would be ideal. It's tough to have that conversation until we have some more next steps related to this current personnel issue.

Dianne brought up that as Paul's role moves more into administrative duties that now his status gets into the exempt/non-exempt situation. She referenced the League of Minnesota guidelines for exempt/non-exempt status. After various scenarios for status guidelines were discussed it was decided to wait until the current personnel investigation finishes before making a decision on Paul's exempt/non-exempt status. Steve brought up that if the commission decides to change Paul's status to exempt that there would be a detailed discussion on what that would fully entail.

## 8. UPDATES

### A. Personnel Policy Workshop

Agreed to schedule the next personnel policy workshop for November 29<sup>th</sup> 2017

### B. LATV High School Partnership

Talked about the first project that was developed with students at the High School "We Are Rangers" video. Great participation/collaboration with the students and faculty. Paul now meets with the students and faculty every Monday during the high school's "Ranger Hour" as they plan & produce projects moving forward. Paul is also working with LILA developing an iTerm cinematography class for the spring and also working with staff at LILA to develop possible film classes at the school as well as helping LILA students and staff create videos to help bring awareness to various topics important to the school.

Paul is also working with the principal, dean of students, career counselor and various teachers at FL High School in the beginning stage of development of some kind of film school training for high school students. Paul did a career day class at the high school that morning and had a lot of student interest in various forms of video production. Paul is going to continue working with the faculty and students to decide that best way the partnership between LATV & the High School can help benefit all parties involved.

Discussed that Paul can look into what gear could possibly go into the schools for training/education/production purposes provided by LATV.

Steve recommended rev.com for closed captioning videos in the future.

C. Paul just updated that he is in the process of creating a new LATV website along with completely re-organizing how government videos are accessed in the future through the site & YouTube.

D. Paul has looked into having live graphics capability in the Forest Lake City System. The commission said



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go ahead and come back with the final figure for approval.

## 9. ACCESS COORDINATORS REPORT

Pauls projects & progress was already covered during updates.

## 10. CHAIR PERSON REPORT

Reminder for Paul to finish up the LATV capitol equipment inventory list. The inventory list must be complete before Scandia leaves the Joint power agreement. Suggested that Paul can look into hiring someone to create the inventory list. Schlenner Wenner might have a suggestion for someone to contract for the inventory. A reminder for Paul to set up the annual Midco meeting. Doug suggested to Paul to set up a Christmas party for the filmmakers & commission in the senior center.

## 11. ADJOURN MEETING

Motion To: Adjourn Meeting

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

- *Next meeting scheduled December 13<sup>th</sup> 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.*