



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, January 18th, 2017

6:00 PM

Forest Lake City Center

1. Call to Order

6:04 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	
	Commissioner		
	Commissioner		

Other Noted Attendees:

Dan Udem - FL City Administrator Assistant

Tim Schingen - LATV Interim Station Manager

It was mentioned that Scandia has decided not to appoint a person to the FL Cable Commission from the City Council. Dianne mentioned that Dan Udem will follow up with the City of Scandia on this issue.

3. Approve the Agenda (Action)

1. **Motion To:** Approval of the Agenda with addition of 'Tim Letter to the Commission' as letter B under Personnel Committee reports. Also moving update item B 'Station Job Position Opening' to the top of the regular agenda as an action item.

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

4. Open Forum

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

5. Approve Consent Agenda (Action)

A. Secretary's Report:

- a. Approve Minutes from December 21st, 2017

B. Approve Payment of Commission Bills

C. Disillusion of Independent Contractor Policy

The current Independent Contractor Policy was not available at this meeting. It was discussed that station staff should gather all the policies together and review all at one time instead of individual policies.

Motion To: Approve of Consent Agenda with removal of item C.

RESULT:	ADOPTED 3-0-1
MOVER:	Duraine
SECONDER:	Wood
AYES:	Duraine, Halfen, Wood
NAYS:	
ABSENT:	
ABSTAIN:	Bain

6. Treasure Report (Action)

Dianne mentioned that the final budget result for 2016 will exceed our threshold to be audited. An audit will be conducted in early March. It was also mentioned that due to staff changes throughout the year, we came very much under budget in 2016. It was also mentioned that the final bookkeeping services was not paid in 2016 and will roll into 2017. Also mentioned that the PEG revenue not spent in 2016 did roll over into a PEG reserve account for 2017.

Motion To: Accept Treasure Report

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

7. Regular Agenda

A. Station Job Positions Openings

Dan Udem presented to the Cable Commission that Commissioner, Doug Wood and himself conducted interviews for both Access Coordinator position and the Programming Specialist position. After the interviews

the Access Coordinator position was offered Paul Peterson at full time. Dan also mentioned that Paul will be hired at step 4 pay scale out of the 7 levels of pay for the position. Both Doug and Dan explained how they came to the conclusion of choosing Paul and how they feel he will be a great fit for the station. Dan mentioned the Programming Specialist position was offered to Tim Schingen also full time. Tim will be hired at step 6 pay scale out of 7 levels of pay. Dan mentioned that the position was planned to be a 25 hour a week job but the commission mentioned it could be up to 40 hour a week. Dan feels like the budget throughout the year can be adjusted to make both positions work full time. Dan mentioned that background checks have been submitted for review on both Paul and Tim. Paul will also have reference checks done before hire. Dan mentioned that since Tim has been with the station, reference checks are not needed. There was a discussion about how vacation pay will be paid out. Dan mentioned that Tim's new hire date will be February 4, 2017. Tim stressed to the commission that he felt that it wasn't fair to change his hire date when he was a few months short of receiving a vacation time increase due to 10 years of service with the station. Dan mentioned that since Tim was not a consistent full time employee throughout his 10 years, and is now being rehired full time, Tim's vacation time should be reset to February 4, 2017. Dan recommended that Tim should have vacation accruals of 3.07 but his hire date is still February 4, 2017.

Motion To: Hire Paul Peterson as Access Coordinator at step 4 of 7 in the pay scale up to 40 hours a week, pending background and reference checks. Start date will be February 4, 2017.

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

Motion To: Hire Tim Schingen as Programming Specialist at step 6 of 7 in the pay scale up to 40 hours a week, pending background check. Tim will be credited at 3.07 vacation accruals and will be marked as a 5 year employee for vacation effective February 4, 2017.

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

Tim also handed out a document and reviewed the items he will be working on at the station before Paul's hire on February 4. Tim did price out a few computers that could be purchased for the station that could be in place before Paul were to start. Dan recommended that the Commission were to purchase no equipment at this time and have Paul review all the equipment we have before purchasing new systems. Dan mentioned that the office computer can be given to Paul for use when he starts and no personal computers should be used for station work. Tim stressed that it is impossible to not use personal computers at this time because there is not enough computers per person at the station, and programs needed to execute job tasks are not installed on all computers. It was decided to wait on purchases until the February Cable Commission meeting.

B. Resignation of Todd Ray

Todd Ray resigned as a filmmaker through a text message to station staff. It was mentioned that Todd has not film with the station since mid-September.

Motion To: Accept the resignation of filmmaker Todd Ray

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

C. Joining the Forest lake Area Chamber of Commerce

Station staff recommended that we postpone discussion about joining the Forest Lake Chamber of Commerce until after our new Access Coordinator is to start in February. Tim did mention the station is working with Chamber about being at their Home Expo in March.

D. Establishing Service Contract for Equipment

Station staff has mentioned that he has worked with a few companies about computer, printer, and hard drive storage options. Tim said he will work with the new Access Coordinator about what our plan will be in the future.

E. Future Potential Joint Power Members

Tim Schingen mentioned he would like to give a Joint Powers presentation the first half or 2017. Tim said he has talked with the City Administrators of Wyoming and East Bethel about being potential joint power members. It was decided that Tim will give a presentation in the coming months to the cable commission.

F. Bids for New Key Card Access System

It was decided to wait on this issue right now. Dan recommended looking at a future i-net system the City of Forest Lake has that is tied with the Forest Lake School District. The Senior Center is not equipped with the black fiber needed for i-net right now, but hopes to install in the future.

8. Updates

A. New Station Personnel Policy

Dan Udem mentioned that Dianne and he have been working on finalizing the personnel policy. Dan mentioned that a possible workshop is available in February to complete this policy. Dan did mention the first draft has been reviewed and approved by the city attorney.

B. Employee Reviews / Merit Increases

Station staff has sent out self-reviews for each employee to fill out. Tim Schingen will then also fill out a review for each person as well. Tim and Paul will meet with station filmmakers in February and will bring forward potential merit increases to the commission in February or March.

C. Former Lease Reimbursements

Tim has mentioned that he has tried to reach out to our former lease provider and has not had success getting a hold of them, or if they answer they say they will get back to us and never does. Tim will try again to contact, and Dianne will also follow up with our former lease provider if Tim is not getting a response.

D. Year End Audit Schedule

Tim mentioned that the audit will be scheduled the first week of March. The audit takes place the same day Scandia does their audit. Both Tim and Paul will complete the audit together with Scandia. It was mentioned that Paul will be listed as the contact person for the Audit.

9. Committee Reports

A. Financial

Dianne mentioned that she talked with Ben Winnick, and he recommended a potential better secure account for the station to protect us from potential cyber-attack. It was mentioned that the FDIC does cover up to 250k which we are close to that amount, but are under. Mara did question that if the Commission has any other protection if anything like a cyber-attack to take place like the League of MN Cities or insurance. It was unknown at this time if there is protection through our current insurance or the league if this were to take place.

B. Personnel Committee

Mara accepted to be put onto the Personnel Committee which Ben Winnick held when he was a Cable Commissioner.

a. 30 Day Work Projection by Staff / Salary Contribution

There was discussion if a 30 day work projection was still needed since new staff was hired earlier in the meeting. It was decided that Tim's work load won't change until Paul starts in early February.

Motion To: Approve work projection by staff and salary contribution through Friday, February 3rd 2017.

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

b. Tim letter to the Cable Commission

Tim Schingen wrote a letter to the Forest Lake Cable Commission acknowledging that he has now been paid out for all hours he has worked for in the past. Tim's dispute to the Cable Commission for unpaid hours has been dropped. The letter was marked January 1st 2017 to the Cable Commission.

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

C. Facility Committee

It was decided to discontinue this committee since we have moved and are in our new location.

D. Procedures and Policies

The Commission asked station staff to gather all the station policies and bring to a future meeting for review. Dan mentioned one issue the station has is the amount of strange policies the station does have. It was mentioned that station has about 6-10 policies.

E. Public Relations

It was mentioned that the Forest Lake School District Superintendent, Linda Madson will be retiring at the end of the school year.

F. Franchise Committee

It was discussed what the Franchise Committee does and how they interact with our current Midco provider. Mara accepted to be put onto the Franchise Committee which Ben Winnick held when he was a Cable Commissioner.

Jeff Duraine did mention that he has worked with the City of Columbus on being removed from this board due to dates and times of the meeting. Jeff said the third week of the month is tough for him. It was mentioned that 4pm works well for everyone. It was discussed that in February the meeting will be the third Wednesday of the month at 4pm and in the future moving the meeting to 4pm the fourth Wednesday of the month. There will be more discussion at the Cable Commission meeting in February.

10. Chairperson Report

11. Adjourn Meeting

Motion To: Adjourn Meeting

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