



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, April 11th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

The meeting was called to order at **4:05 PM** by Dianne Halfen

2. Role Call

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	
Steve Kronmiller	Commissioner	Present	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	4:07 PM

Other noted attendees:

Dan Udem – FL City Administrator Assistant

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Dianne stated she would like to see the items from the “Consent Agenda” moved to the “Regular Agenda” for the simple fact that it can be discussed and then voted on. Mara Bain questioned if it was for this month only, Dianne replied that it would be for a few months. Mara said she would like to keep it open due to the fact it keeps things moving. Dianne agreed and said that in past meetings they have pulled things out of the “Consent Agenda” to discuss and that was still an option. Paul questioned what the difference between the “Consent Agenda” and the “Regular Agenda” was, Steve replied “you vote with no discussion and move on”. Dianne requested that LATV send out the documents in the agenda a week before the meeting so the Commissioners can have time to look over it. Mara agreed and added that she wants it to be a part of the packet that is at the meeting.

Motion to: Dianne Motioned to Approve the agenda with the requested changes.

Result	Adopted
Mover	Halfen
Seconder	Kronmiller
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	



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4. Open Forum

No open forum at this time

5. CONSENT AGENDA

Approve January 11th 2018 Minutes – (ACTION)

Dianne said the January 10th 2018 meeting minutes with the revision of removing names was acceptable, Mara said the minutes looked good and moved to approve.

Motion to: Approve January 11th 2018 Minutes

Result	Adopted
Mover	Bain
Secunder	Duraine
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	

Approve March 14th 2018 Minutes – (ACTION)

Steve motioned to approve March 14th 2018 minutes

Motion to: Approve the March 14th 2018 minutes

Result	Adopted
Mover	Kromiller
Secunder	Bain
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	

Approve Payment of Commission Bills – (ACTION)

Dianne stated that the accounting services agreement with Scandia as written is to be paid monthly, Scandia billed for one lump payment of \$3600.00 rather than \$1800.00 per 6 months. Dianne offered to pay one payment of \$1800.00, which pays us up until June and then have Scandia return to monthly billing. This is an agreement that was made with Scandia and will be reviewed at a later date. Paul stated



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he would talk to Colleen about the billing and he would send a bill out monthly.

Motion to: Approve Payment of Commission Bills

Result	Adopted
Mover	Kromiller
Secunder	Bain
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	

6. APPROVE TREASURER’S REPORT – (ACTION)

Dianne clarified that February’s report was not approved because of the way the report is put together and is closed each month, you cannot go back to change anything after it is closed, she had gone back and forth with Colleen over the discrepancy in numbers for January and February. The monthly average of January and February is right on target with film maker wages at \$5849.00, these are in line with the typical monthly expenses, annually 10% under budget. Dianne thinks the labor numbers are good, they are not going to approve February’s report because they are unable to go back after closing the reports. The numbers are consistent for the three months.

Office Supplies, Culligan Water, Operating Expenses, Legal fees (averaging 21 hours per month), Daphco (phone) was up at \$150.00 (\$30.00 normally) due to having to come out and fix the server, promotional and marketing, primarily “help wanted” ads are over budget, building rental, continue to monitor subscriptions and AT&T (live streaming network). Over all expenses are about 12% under budget. Franchise fees are caught back up for Forest Lake, Scandia is current, Columbus is behind one month.

Paul wanted to know how the City of Forest Lake was going to bill for the Forest lake council chambers capture system 2018 payment of \$22,000. Dan stated he is going to take care of that.

Paul is still waiting on one more bid to come in for the system in Columbus.

Mara questioned what the year to date cash variance was, Dianne explained that we have only spent \$364.00 on new equipment, but we have taken in \$11,000.00. The cash variance is the difference.

Motion to: Approve Treasurer's Report

Result	Adopted
Mover	Bain
Secunder	Kronmiller
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	



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7. REGULAR AGENDA

A. 2018 Capitol Purchases - (ACTION)

Paul discussed his list of equipment he would like to purchase for LATV, which would enhance LATV's production quality goals in the future. Mara inquired where this equipment would go and what it would be used for.

Paul stated that with the possible move into the Forest Lake High School this upcoming school year, much of the purchases would enhance that transition. The proposed equipment would be used for film classes, editing classes and for the students to use for their morning announcements which would be filmed in front of a green screen and broadcasted to the school. Mara asked if the equipment would be kept at LATV'S office. Paul suggested it would remain there and be transferred to the school if needed.

Dan brought up the concern, if the move to the school doesn't go as planned that he would like to keep the current space at 767 4th St SW as an office for Jill and Paul to use for meetings as well as the public to use if wanted/needed. Steve stated that some boundaries need to be set up with the school. Paul shared that in a discussion with the high school principal, it was suggested that LATV would pay a small rent fee (\$4000) for the space at the school, but Dianne, Steve and Mara all agreed that if LATV provides the equipment for the students to use and the education behind it all, that the school should not be charging a fee for us to use their space. Currently Paul, the teachers and the district are putting together an agreement to bring to Steve Massey. Mara brought up, when these new terms (rent) are brought to the school, will it change LATV moving into the school? And, if Paul cannot get the new equipment will it affect the partnership with school? Paul needs to bring this new deal to the school district. There is still no definitive date or plan for the move, or what the details will be but Paul is working on it with the Principal and staff of Forest Lake High School. Mara stated that the commission would be willing to take responsibility for broken equipment of LATV's if a student should damage any equipment belonging to LATV. She also stated the positive direction that LATV is moving is right smack in line with the vision the commission has for LATV, this is a great use of the PEG revenue's (Public, Educational, and Governmental) and the LATV equipment. Paul stated he loves going into the school, he truly enjoys the kids he works with and can't wait to see what they will come up with next. The school is drafting the tentative plan, we will then react to the draft.

Jeff and Steve both agreed that Paul's equipment list should wait until Columbus gets their new system in. Although there is a surplus in the funds, Columbus has been waiting two years to get a new system and before Paul spends \$23,000 on equipment we should have a plan finalized for Columbus.

Steve motioned to table this expense discussion until we get better numbers for Columbus, Jeff seconded. Mara then made a motion that before we consider this proposed equipment plan that we have a tried-up capital equipment plan.



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Motion to: Approve Capitol Equipment Plan with revised changes

Result	Adopted
Mover	Bain
Seconder	Duraine
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	

B. LIVE-STREAM AIRTIME PREPAY – (ACTION)

Paul wants to pay the Live stream cellular airtime two years in advance. Paul commented that it would help to fit into the PEG fees. Steve commented that if we are committed for two years anyway to go ahead with it. The total for two years is \$2,160.00

Motion to: Approve Pre-payment of Live Stream Cellular Air-Time

Result	Adopted
Mover	Wood
Seconder	Duraine
Ayes	Bain, Wood, Kronmiller, Duraine, Halfen
Nays	
Absent	

C. SCANDIA ACCOUNTING SERVICES – (ACTION)

Discussing the the agreement from Neil: **INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SCANDIA AND THE FOREST LAKE CABLE COMMISSION FOR ACCOUNTING SERVICES**. Scandia’s attorney has seen it and MaryLee has not. It was presented to the Scandia City Council at the last workshop meeting, they approved it. The commission recommends the following changes be made: Under item IV: Compensation. Change monthly billing to quarterly. Scandia will still be available for service or consult on accounting fiscal matters for 3 hours monthly, which is agreed upon with all parties. This draft needs to be brought back to Neil for his signature as well as MaryLee. Paul will bring it to Neil.

Motion to approve: INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SCANDIA AND THE FOREST LAKE CABLE COMMISSION FOR ACCOUNTING SERVICES with the discussed amendments.

Result	Adopted
Mover	Bain
Seconder	Wood
Ayes	Bain, Wood, Duraine, Halfen
Nays	
Abstained	Kronmiller



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D. SCANDIA PRODUCTION SERVICES

Paul gave them a flat rate on production services. Steve asked the Scandia City Council to not vote on it until they had all the information to go forward with the termination of services with the Cable Commission. The impression Steve got from the meeting in Scandia is that Scandia will only seek our filming of Council Meetings. That will cost them \$5,500.00. He is not convinced that the members understand all the details and what they will be losing if they do terminate services. He wants to make sure they have all the information. The Council members stated that if Scandia leaves joint powers, they will be losing 2 public access channels, PEG fees and certain coverage of events in the city. Mara made a very valid point of what is the value of services to the community. The community gets access to watch events and meetings that they may not be able to see in other ways. The schools benefit from the Cable Commission and the work they do in the schools themselves. If Scandia leaves they could have these events filmed for extra fees.

E. LATV INSURANCE

Paul is still waiting on the papers to come back from the insurance, so this will be postponed until further notice.

F. COLUMBUS COUNCIL CHAMBERS

This item was discussed earlier.

8. ACCESS COORDINATORS REPORT

- A. Paul wanted the Council to look at the Personnel letter written up by MaryLee for the current employee that has recently come off probation. It states that the current employee will have a review in 6 months, that Paul will accompany the employee at the first few filming sites to ensure appropriate behavior and expectations are being followed. Paul did go with on one to date, employee did an excellent at the first shoot. Council was pleased with the letter.
- B. A supervisory performance appraisal needs to be scheduled for Paul. Dianne stated there was a form that each council member fills it out, Dianne will collect the appraisals, combine them and schedule the appointment with the employee being appraised. Paul will send out the form this upcoming week.
- C. Personnel Policy is close. MaryLee said she would be done reviewing it soon and will meet up with Paul to go over it.
- D. Paul would like to set up a sponsorship guidelines meeting. He would like to know what LATV can and cannot do. Dianne suggested that Paul should write up a draft and present it to the council and they will go over it as a whole.

9. CHAIRPERSON REPORT

Dianne asked Paul if the pay equity report had been taken care of. Paul said he did follow up with the state to make sure he is complying with all the guidelines required from the state. He will check in



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with them to make sure it is completed.

10. ADJOURN MEETING

Meeting was adjourned at 6:06 PM

Motion to: Approve to Adjourn Meeting

Result	Adopted
Mover	Bain
Seconder	Kronmiller
Ayes	Bain, Wood, Duraine, Halfen, Kronmiller
Nays	
Abstained	

NEXT MEETING – June 13th, 2018 at 4:00 PM 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.