



Forest Lake Cable Commission Meeting

Regular Meeting

~ Minutes ~

Wednesday, May 9th, 2018 • 4:00 PM • Forest Lake City Center



1. CALL TO ORDER

The meeting was called to order at **4:04 PM** by Dianne Halfen

2. Role Call

Attendee Name	Title	Status	Arrived
Dianne Halfen	Chair	Present	
Mara Bain	Commissioner	Present	
Steve Kronmiller	Commissioner	Absent	
Jeff Duraine	Commissioner	Present	
Doug Wood	Commissioner	Present	

Other noted attendees:

Dan Udem – FL City Administrator Assistant (left at 4:33 pm)

Paul Peterson – LATV Access Coordinator

Jill Green – LATV Administrative Assistant

3. APPROVE AGENDA – (ACTION)

Add to the Consent agenda: The Midco Minutes and move the payment of Commission bills to the Treasurer’s report item 6a.

Motion to: Add Midco Minutes To Consent Agenda

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

Motion to: Move Commission Bills to Treasures Report

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



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Motion to: Approve the Agenda with the above changes.

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

4. Open Forum

No open forum at this time

5. APPROVE CONSENT AGENDA – (ACTION)

A. Approve Meeting Minutes from April 14th 2018

B. Approve March Midco Meeting Minutes

Motion to: Approve Consent Agenda after time allowed for the Commission to read the newly added Midco Meeting Minutes from March 14th, 2018

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

6. APPROVE TREASURER’S REPORT – (ACTION)

Dianne noted a discrepancy in the ending cash balance from March’s report. She has brought this to Colleen’s attention and Colleen is looking into it. The current report cash balances are as follows:

January- \$196,909

February- \$196,087

March- \$105,902

April- \$101,595

The March and April balances are understated by about \$110,000 each.

Cummulative Cash Reserve from PEG Revenues from 2014 to Current - \$123,000

YTD at the end of April, disbursments are -13% under budget primarily from lower personnel costs.

Duraine questioned why we don’t have the money for the Cable Commission in a higher interest earning bank account. He stated if it was in an account that earned 1 ½ % we could earn a few thousand dollars doing nothing. Mara agreed and wondered the same. Dianne explained it was looked at before, but she



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thought for security reasons it was never done. The Franchise Fee Reserve of \$20k is invested in a MM account. Paul said he would talk to Scandia Bank to look at options. As a note to these minutes from the Treasurer: For liquidity of operations and equipment purchases, cash is currently not invested; however, an operational reserve of \$50-\$70k of the total \$211k could be invested with the commission considering lower risk yields lower return on investment at a subsequent meeting.

Motion to: Approve April 2018 Treasurer's Report

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

a. Approve Payment of Commission Bills – (ACTION)

At April’s meeting the Commission approved to pre-pay charges from AT&T for two years. Since, the issue was raised since to split the amounts between budget years 2018 and 2019 the Commission affirmed it’s decision of one payment.

Motion to: Approve Payment of Commission Bills.

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

7. REGULAR AGENDA

A. Columbus Council Chambers

The Columbus bid has come back at \$53,000. Paul wants to go with EMI. It’s updated, streamlined and more digital. The bid included 4 cameras, but Jeff advised 3 would be sufficient. One less camera would remove \$5,000.00 from the \$53,000 for a total of \$48,000. Paul went to the Columbus meeting after the Commission Meeting to present the bid and get approval of 3 cameras per Jeff’s request. The Commission approved an amount not to exceed \$53,000 pending approval of the Columbus City Council.



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Motion pending approval from Columbus Council for their Chambers System not to exceed the amount of \$53,000

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

B. SCANDIA ACCOUNTING SERVICES

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF SCANDIA AND THE FOREST LAKE CABLE COMMISSION FOR ACCOUNTING SERVICES.

The agreement has been signed by the Commission and the Mayor of Scandia. Charges will be billed quarterly.

C. SCANDIA PRODUCTION SERVICES

As Scandia withdraws in June from its Agreement with the FLCC they informed the Commission that they will purchase the streaming equipment for LATV to plug into it to broadcast their City Council meetings. This is the only service they've requested from LATV at this time but the Commission is open to others. Paul will get a document/contract to film the City Council meetings in the amount of \$5,500.00 per year. He will have the agreement # for the June meeting.

D. LATV INSURANCE

The workers compensation quote for 2018 was \$294 vs \$286 in 2017 (+3%). The general liability quote had not yet been received. The Commission will consider the renewal next month. 2017 premium was \$2,079.

E. Personel Policy Update:

Paul continues to work with Marylee to finalize the new policy. He will provide for the Commission's review: 1) a draft with Marylee's changes together with 2) the draft from the original workshop and 3) Marylee's write up.

8. ACCESS COORDINATORS REPORT (provided prior to closing the meeting for a closed session)

- A. Paul reported no progress made for plans to move into the High School, however Paul updated the commission on opportunities for teaching classes and work being done on a LIP-DUB video of all students. A link would be provided to commissioners when completed.
- B. With the new Live Streaming purchase we will be live-streaming the Fourth of July Parade this year.
- C. Once Columbus has the new system put in, the commission will revisit the 2018 equipment purchasing request for LATV.
- D. Paul inquired about renting a trailer to use for filming certain events. The High School Graduation



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and the Fourth of July. It would be \$75 per rental. Commission advised Paul has latitude to manage these types of operational expenses per budget.

7F. Access Coordinators Review: Closed Session at 5:24 PM

Motion to Close the public Meeting under “Minn. Stat. §13D.05, Subd. 3(a)” for Access Coordinator Performance Review

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

Motion to Adjourn the Closed Session

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

Motion to Reopen the public Meeting under “Minn. Stat. §13D.05, Subd. 3(a)” at 5:55 PM

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

Commissioner Bain provided a summary of the closed session stating that the overall performance of the Access Coordinator was positive, noting a few areas to focus on. Further discussion is necessary and follow-up items were assigned.



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9. ADJOURN MEETING

Meeting was adjourned at 5:56 PM

Motion to: Adjourn Meeting

Result	Adopted
Mover	Duraine
Seconder	Bain
Ayes	Bain, Wood, Duraine, Halfen,
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.