



Forest Lake Cable Commission Meeting

Regular Meeting
~ Minutes ~



Wednesday, October 11th, 2017 • 4:00 PM • Forest Lake City Center

1. CALL TO ORDER

4:02 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
 Tim Schingen – Program Specialist

3. APPROVE AGENDA (Action)

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

Dianne asked to move the August 9th minutes from the consent agenda to a discussion item.
 Mara asked to add to the regular agenda “8c employee update” under updates.
 Paul asked to add a new employee hire to Regular agenda

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

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

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

Dianne wanted to be sure from August 9th minutes Paul & Tim were clear on hours that if Paul or Tim are unable to avoid going over 40 hours of work in a week because of work related circumstances, they are to offset the financial amount of overtime in week one in the same 2 week pay period to stay within the budgeted amount allotted for their wages.

Dianne wanted clarification on our DVD budget numbers. She wants to know why numbers are lower this year than previous years. Is it because of VHS transfers? Tim explained that that he believes that it could be because DVD's are not being marketed at the events. Tim is planning of presenting his plan under the agenda item "7a New Media Sales". Paul said he would look into how much of the previous year's sales were from VHS transfers to see if that's the difference.

Motion To: Approve August 9th Minutes

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

6. TREASURE'S REPORT (Action)

Motion To: Approve Treasure Report

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



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7. REGULAR AGENDA

A. New Media Sales (ACTION)

Tim presented a new plan for media sales, He asked for LATV to try a sales partnership plan with the schools/booster clubs to help with DVD sales. Tim also added that LATV would like to look into other media sales options like USB drives, digital downloads and Blu-ray discs. The partnership would give the schools/booster clubs a \$3 kickback for helping with the sales. They would only get this \$3 during the first 30 days after the initial creation. Tim presented price suggestions for each product.

This plan is similar to a policy that LATV used in the past. Tim asked commission for approval to look into the partnership again.

Diane said she would like to see a more detailed formal plan with costs & revenue projections. Dianne referred to a pricing plan that was in place in 2011.

Motion to: Approve new plan for media sales as a pilot plan with some flexibility to look into new media, pricing & partnership with understanding to revisit the fee schedule annually possibly around the time of the budget.

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

B. Watershed Meetings

Look into contracting out to film for different organizations – Organizations must be limited to government, schools or non-profit agencies. Paul & Tim will begin putting together a price package for contracting out services to these agencies.

C. Employee Update

Mara mentioned that a situation had occurred and that an employee investigation is underway by Marylee Abrams from Abrams & Schmidt LLC

D. New Hire

Paul brought forward Tom Ritchie as a new hire and asked the commission to approve his hiring pending a clean background check.



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Motion to: Approve Tom Ritchie as a new hire pending clean background check

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

8. UPDATES

A. 2018 Budget

FL Cable Commission budget was approved in Forest Lake & Columbus. Scandia will possibly be looking at it in their next meeting.

B. Personnel Policy Workshop

We have had two meeting thus far and the next meeting is now scheduled for October 18th

9. ACCESS COORDINATORS REPORT

Paul shared the beginning partnership he's building with the high school. They are beginning work on their first project which is due to premier in two weeks.

Paul is also meeting with LILA next week to discuss development of an iTerm cinematography class that would begin in the spring.

10. CHAIR PERSON REPORT

Dianne asked if we could create a video that would bring community involvement together. She mentioned that Jack from Chisago has just created a video with the community and that she would like to see LATV create something similar.

Dianne also mentioned that we could look into equipment that schools might need that LATV could help with while creating a partnership. Paul agreed to inquire into it as he begins work with the various schools.

11. ADJOURN MEETING

Motion To: Adjourn Meeting



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

- *Next meeting scheduled November 8th 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.