

NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING

December 21, 2016
6:00 p.m.

SPRING LAKE PARK CITY OFFICES
1301 81st Avenue NE
Spring Lake Park, Minnesota

AGENDA

1. CALL TO ORDER/ROLL CALL
2. CONSENT AGENDA **pp. 1-11**
 - 2.1. Approval of the minutes of the regular meeting, September 21, 2016
 - 2.2. Approval of the September, October, and November financial reports and bill lists
3. CITIZENS TO BE HEARD
4. NORTH METRO TV REPORT **pp. 12--30**
 - 4.1. Monthly update
5. REPORT OF EXECUTIVE COMMITTEE **pp. 31-36**
 - 5.1. Jeanne Mason Recognition
 - 5.2. HD Upgrade Update
 - 5.3. City Channel Improvements
6. REPORT OF OPERATIONS COMMITTEE **pp. 37-42**
7. REPORT OF LEGAL COUNSEL
 - 7.1. Monthly Report
8. REPORT OF COMCAST
9. REPORT OF CENTURYLINK
10. NEW BUSINESS
11. OLD BUSINESS
12. REPORT OF DIRECTORS
13. COMMUNICATIONS **pp. 43-56**
14. ADJOURN

NORTH METRO TELECOMMUNICATIONS COMMISSION

UNAPPROVED MINUTES

Commission Meeting – September 21, 2016

CALL TO ORDER

Chair M. Percy called the regular meeting of the North Metro Telecommunications Commission to order at 6:00 p.m. at the Spring Lake Park city offices.

ROLL CALL

Directors Present: Dick Swanson; Blaine, Carin Payment; Lexington, Matt Percy; Circle Pines, Steve King; Centerville, Al Parranto; Ham Lake, Melissa Maher; Lino Lakes

Directors Absent: Jeanne Mason; Spring Lake Park,

Others Present: Heidi Arnson; Executive Director

Comcast Rep:

CenturyLink Rep:

CONSENT AGENDA

- **Minutes, Bill List, Financial Reports**

The June 15, 2016 minutes were approved as presented. **Motion for approval made by A. Parranto. Second, D. Swanson. Motion passed.**

The June, July, and August bill lists and financial reports were approved as presented. **Motion for approval made by M. Maher. Second, C. Payment. Motion passed.**

CITIZENS TO BE HEARD

None present.

REPORT OF NORTH METRO TV

H. Arnson reviewed the North Metro TV report as presented in the packet. A summary was also given of activities for the months of August and September. Topics included:

- The HD upgrade is underway. Master Control began on September 13th. The channels were down for three days as the router was disassembled and then

a temporary router was built. Master Control should be completed in a week and a half. The switch to the new system should be less hectic as it will be done one channel at a time. The Studio A build will begin the last week of September and should take about three weeks.

- Ben Hayle and Danika Peterson have organized over 20 debates for the last week of September and the first week of October. They will cover all of our local contested City Council and Mayoral races, MN Senate and House seats, Anoka County Board seats, and the Centennial School Board. Uncontested seats or races where only one candidate is interested in participating will be taped as a one-on-one spotlight with Ben Hayle.
- Sports producers Kenton Kipp and Matt Waldron are busy with the new school year underway. The truck is experiencing some serious equipment failures, but Kenton and Matt are managing to keep things running well enough to cover our usual games live, along with producing their weekly sports wrap-up show Sports Den, which includes the very popular Coaches and Captains segments.
- Public access instructor, Eric Houston, is currently working on projects with three groups. The DaVinci Academy invited him back to teach a six week after-school course to its students. He is also working with individuals from the Anoka County Library system on a series of how-to videos, and with the Army recruiting office in Blaine on some informational pieces.

REPORT OF EXECUTIVE COMMITTEE/OPERATIONS COMMITTEE

D. Swanson reported on the following items:

- The FCC has approved new closed captioning reporting rules that will affect public access television programmers. As a result of the rules, NMTV will need to certify either compliance with or exemption from closed captioning to the FCC, register a contact person with the FCC, and respond to complaints regarding quality or availability of closed captioning related to its programming. Staff will be working with Legal Counsel to prepare a report regarding the Commission's responsibilities. The deadline for certifying status with the FCC is July 1, 2017. M. Maher asked whether Cities needed to take any action. H. Arnson stated that the Commission would be taking care of the issue for its Member Cities. It was noted that NMTV is most likely exempt under current FCC rules, but will need to look at ADA guidelines as well and examine potential costs.

REPORT OF LEGAL COUNSEL

No report was presented.

REPORT OF COMCAST

No report was presented.

REPORT OF CENTURYLINK

No report was presented.

NEW BUSINESS

No new business was presented.

OLD BUSINESS

No old business was presented.

REPORT OF DIRECTORS

ADJOURN

The meeting was adjourned at 6:12 p.m. **The motion to adjourn was made by M. Maher. Second, A. Parranto. Motion approved.**

The next meeting of the NMTC will be held on **Wednesday, October 19, 2016 at 6:00 p.m.** at the city offices of Spring Lake Park.

Jeanne Mason; Secretary, NMTC

North Metro Telecommunications Commission

Balance Sheet November 30, 2016

ASSETS

Current Assets

Cash - Checking Account	\$ 2,450,815.40
Petty Cash	150.00
A/R - NMTC	188,207.18
Prepaid Insurance - NMTC	13,314.26

Total Current Assets 2,652,486.84

Property and Equipment

Office Equipment - NMTC	2,061,716.78
Accum Deprec - NMTC	(2,288,370.53)
Accumulated Amortization	(107,700.15)
Bond Setup Fee	92,700.15
Bond Setup Fee 2012	15,000.00
Bond Equipment 2016	200,000.00
Building-Polk/125	1,503,204.17
Land-Polk/125	225,700.00

Total Property and Equipment 1,702,250.42

Other Assets

Deferred Out Related/Pension	72,490.00
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Total Other Assets 72,490.00

Total Assets \$ 4,427,227.26

LIABILITIES AND CAPITAL

Current Liabilities

A/P - NMTC	\$ 5,355.00
Accrued Vacation	105,750.68
Accrued Wages	19,792.48
Franchise Fee App	883,889.23
Deferred In Related/Pension	54,575.00

Total Current Liabilities 1,069,362.39

Long-Term Liabilities

Net Pension Liability	523,433.00
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Total Long-Term Liabilities 523,433.00

Total Liabilities 1,592,795.39

Capital

Net Equity	281,644.60
Net Equity - Media Ctr	(206,243.34)
Net Equity - NMTC	2,517,656.37
Net Income	241,374.24

Total Capital 2,834,431.87

Total Liabilities & Capital \$ 4,427,227.26

North Metro Telecommunications Comm

Cash Receipts Journal

For the Period From Nov 1, 2016 to Nov 30, 2016

Date	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
11/27/	OCT CC SALES-AUTH	CREDIT CARD SALES-AUTHORIZE.NET		860.00
		CREDIT CARD CHARGES-AUTHORIZE.NET	88.17	
		Credit Card Sales	771.83	
11/28/	NOV CC SALES-AMEX	CREDIT CARD SALES - AMERICAN EXPRESS		45.00
		CREDIT CARD CHARGES - AMERICAN EXPRESS	1.76	
		CREDIT CARD SALES - AMERICAN EXPRESS		60.00
		CREDIT CARD CHARGES - AMERICAN EXPRESS	2.34	
		Credit Card Sales	100.90	
11/29/	INTEREST	INTEREST-COMM CHECKING		536.88
		INTEREST - COMMISSION	536.88	
			1,501.88	1,501.88

North Metro Telecommunications Comm

Check Register

For the Period From Nov 1, 2016 to Nov 30, 2016

Filter Criteria Includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Amount
EFILE	11/1/16	Discovery Benefits	22.50
12972	11/1/16	Aid Electric Corporation	1,443.62
12973	11/1/16	Bradley Law, LLC	157.50
EFILE	11/1/16	Virtual Merchant Credit Card	10.00
EFILE	11/2/16	Authorize.Net	26.50
EPAY-03	11/4/16	Assurant Employee Benefits	804.08
12974	11/4/16	Eric Houston	47.04
12975	11/4/16	Print Central	131.61
12976	11/4/16	Corporate Mechanical	928.32
12977	11/4/16	Alpha Video & Audio, Inc	251.75
12978	11/4/16	Commercial Steam Team	513.11
EPAY-02	11/4/16	CenterPoint Energy	38.42
EPAY-04	11/4/16	AT&T Wireless	380.93
EPAY-05	11/4/16	VERIZON WIRELESS	355.08
EPAY-01	11/4/16	Republic Services	310.14
EFILE	11/5/16	Discovery Benefits	495.00
OCTOBER SALES TAX	11/8/16	MN Dept. of Revenue	39.00
PEACH	11/9/16	Peachtree/Sage Software	19.20
EFILE	11/9/16	Public Employees Retirement	3,354.05
EFILE	11/9/16	MN Dept. of Revenue	1,015.02
EFILE	11/9/16	IRS/US BANK	6,050.57
12979	11/10/16	Richard D. Larson	300.00
12980	11/10/16	Rick Larson	21.79
12981	11/10/16	Floyd Security / SRSI	135.95
12982	11/10/16	Metro North Chamber of Comm.	431.00
12983	11/10/16	Winter Green Lawn & Snow L.L.C.	428.50
12984	11/10/16	Eric Houston	53.55
EPAY-06	11/10/16	U.S. Bank Card Service	732.95
EPAY-07	11/10/16	Connexus Energy	1,687.29

North Metro Telecommunications Comm

Check Register

For the Period From Nov 1, 2016 to Nov 30, 2016

Filter Criteria includes: 1) Accounts Payable only. Report order is by Date.

Check #	Date	Payee	Amount
EPAY-08	11/10/16	Fleet One LLC	212.94
12985	11/15/16	Lilly Whittle	150.00
12986	11/15/16	Morgan Lavandowska	150.00
12987	11/15/16	Brian K. Carlson	375.00
EPAY-10	11/15/16	POPP TELECOM	773.61
EPAY-09	11/15/16	HealthPartners	10,220.21
12988	11/16/16	Tarkor Zehn	200.00
EFILE	11/16/16	Chase Visa Card Services	1,975.72
EPAY-11	11/16/16	T-Mobile	103.10
EPAY-12	11/16/16	Comcast	275.92
EFILE	11/19/16	Discovery Benefits	495.00
EPAY-13	11/21/16	City of Blaine-utilities	57.25
EPAY-P01	11/22/16	Richard R. Swanson	270.00
12989	11/22/16	Mellisa Maher	270.00
12992	11/22/16	Al Parranto	270.00
12991	11/22/16	Carin Payment	270.00
12990	11/22/16	Steve King	270.00
PEACH	11/23/16	Peachtree/Sage Software	20.80
EFILE	11/23/16	IRS/US BANK	6,037.50
EFILE	11/23/16	MN Dept. of Revenue	1,012.38
EFILE	11/23/16	Public Employees Retirement	3,346.66
12993	11/23/16	Kenton Kipp	547.82
12994	11/30/16	Mary Peters	200.00
12995	11/30/16	Steve Robberstad	60.00
12996	11/30/16	Nora Ashour	55.00
EFILE	11/30/16	Public Employees Retirement	352.10
EFILE	11/30/16	MN Dept. of Revenue	61.24
EFILE	11/30/16	IRS/US BANK	858.15
Total			49,074.87

North Metro Telecommunications Comm

General Journal

For the Period From Nov 1, 2016 to Nov 30, 2016

Date	Reference	Trans Description	Debit Amt	Credit Amt
11/1/16	ACCRUED VAC/COM/SICK	ACCRUED VAC/COM/SICK ACCRUED VAC/COM/SICK	103,710.17	103,710.17
11/1/16	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	14,730.96	14,730.96
11/27/16	ACCRUED DEPRECIATION	ACCRUED DEPRECIATION ACCRUED DEPRECIATION	12,900.00	12,900.00
11/27/16	ACCRUED VAC/COM/SICK	ACCRUED VAC/COM/SICK ACCRUED VAC/COM/SICK	105,750.68	105,750.68
11/27/16	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	19,641.28	19,641.28
	Total		256,733.09	256,733.09

**NORTH METRO TELECOMMUNICATION
BILL LIST**

NOVEMBER 2016

Date	Check #	Payee	Amount
NOVEMBER	COMBINED	PAYROLL	36,841.21
NOVEMBER	COMBINED	IRS/US PAYABLE	12,946.22
NOVEMBER	COMBINED	MN REVENUE PAYABLE	2,088.64
NOVEMBER	COMBINED	PERA PAYABLE	7,052.81
NOVEMBER	COMBINED	PEACHTREE	40.00
NOVEMBER	COMBINED	DISCOVERY BENEFITS	1,012.50
12972	11/1/16	Aid Electric Corporation	1,443.62
12973	11/1/16	Bradley Law, LLC	157.50
12974	11/4/16	Eric Houston	47.04
12975	11/4/16	Print Central	131.61
12976	11/4/16	Corporate Mechanical	928.32
12977	11/4/16	Alpha Video & Audio, Inc	251.75
12978	11/4/16	Commercial Steam Team	513.11
12979	11/10/16	Richard D. Larson	300.00
12980	11/10/16	Rick Larson	21.79
12981	11/10/16	Floyd Security / SRSI	135.95
12982	11/10/16	Metro North Chamber of Comm.	431.00
12983	11/10/16	Winter Green Lawn & Snow L.L.C.	428.50
12984	11/10/16	Eric Houston	53.55
12985	11/15/16	Lilly Whittle	150.00
12986	11/15/16	Morgan Lavandowska	150.00
12987	11/15/16	Brian K. Carlson	375.00
12988	11/16/16	Tarkor Zehn	200.00
12989	11/22/16	Mellisa Maher	270.00
12990	11/22/16	Steve King	270.00
12991	11/22/16	Carin Payment	270.00
12992	11/22/16	Al Parranto	270.00
12993	11/23/16	Kenton Kipp	547.82
12994	11/30/16	Mary Peters	200.00
12995	11/30/16	Steve Robberstad	60.00
12996	11/30/16	Nora Ashour	55.00
EFILE	11/2/16	Authorize.Net	26.50
EFILE	11/16/16	Chase Visa Card Services	1,975.72
EFILE	11/1/16	Virtual Merchant Credit Card	10.00
EPAY-01	11/4/16	Republic Services	310.14
EPAY-02	11/4/16	CenterPoint Energy	38.42
EPAY-03	11/4/16	Assurant Employee Benefits	804.08
EPAY-04	11/4/16	AT&T Wireless	380.93
EPAY-05	11/4/16	VERIZON WIRELESS	355.08
EPAY-06	11/10/16	U.S. Bank Card Service	732.95
EPAY-07	11/10/16	Connexus Energy	1,687.29
EPAY-08	11/10/16	Fleet One LLC	212.94
EPAY-09	11/15/16	HealthPartners	10,220.21
EPAY-10	11/15/16	POPP TELECOM	773.61
EPAY-11	11/16/16	T-Mobile	103.10
EPAY-12	11/16/16	Comcast	275.92
EPAY-13	11/21/16	City of Blaine-utilities	57.25
EPAY-P01	11/22/16	Richard R. Swanson	270.00
OCTOBER SALES TAX	11/8/16	MN Dept. of Revenue	39.00

85,916.08

NORTH METRO TELECOMMUNICATION
BILL LIST
OCTOBER 2016

Date	Check #	Payee	Amount
OCTOBER	COMBINED	PAYROLL	40,308.21
OCTOBER	COMBINED	IRS/US PAYABLE	13,783.59
OCTOBER	COMBINED	MN REVENUE PAYABLE	2,193.04
OCTOBER	COMBINED	PERA PAYABLE	7,250.32
OCTOBER	COMBINED	PEACHTREE	38.40
OCTOBER	COMBINED	DISCOVERY BENEFITS	1,012.50
12961	10/5/16	Richard D. Larson	375.00
12962	10/5/16	Rick Larson	7.49
12963	10/5/16	Benjamin Hayle	33.48
12964	10/18/16	Hawk Aviation Inc.	1,000.00
12965	10/19/16	Winter Green Lawn & Snow L.L.C.	740.63
12966	10/19/16	Falcon Prince Inc.	715.00
12967	10/19/16	Kimberly Larsen	30.00
12968	10/19/16	MN Assoc Comm Tele Admin	12.00
12969	10/19/16	Metro Sales, Inc.	624.91
12970	10/24/16	Aid Electric Corporation	147.71
12971	10/25/16	Terry Tronson	463.50
EFILE	10/2/16	Authorize.Net	27.71
EFILE	10/19/16	Chase Visa Card Services	1,144.28
EFILE	10/1/16	Virtual Merchant Credit Card	11.84
EPAY-01	10/4/16	Republic Services	106.27
EPAY-02	10/5/16	CenterPoint Energy	26.79
EPAY-03	10/5/16	Assurant Employee Benefits	804.08
EPAY-04	10/5/16	AT&T Wireless	380.93
EPAY-05	10/5/16	VERIZON WIRELESS	355.08
EPAY-06	10/5/16	U.S. Bank Card Service	438.31
EPAY-07	10/6/16	Sam's Club	336.31
EPAY-08	10/20/16	Connexus Energy	1,859.69
EPAY-09	10/20/16	Fleet One LLC	129.81
EPAY-10	10/13/16	HealthPartners	10,220.21
EPAY-11	10/20/16	City of Blaine-utilities	62.13
EPAY-12	10/20/16	POPP TELECOM	774.13
EPAY-13	10/21/16	T-Mobile	103.09
EPAY-14	10/21/16	Comcast	275.92
SEPTEMBER SALES TAX	10/11/16	MN Dept. of Revenue	246.00

86,038.36

**NORTH METRO TELECOMMUNICATION
BILL LIST**

SEPTEMBER 2016

Date	Check #	Payee	Amount
SEPTEMBER	COMBINED	PAYROLL	38,392.38
SEPTEMBER	COMBINED	IRS/US PAYABLE	13,358.66
SEPTEMBER	COMBINED	MN REVENUE PAYABLE	2,148.87
SEPTEMBER	COMBINED	PERA PAYABLE	7,162.14
SEPTEMBER	COMBINED	PEACHTREE	38.40
SEPTEMBER	COMBINED	DISCOVERY BENEFITS	1,012.50
12949	9/1/16	Terry Tronson	461.36
12950	9/1/16	Hawk Aviation Inc.	1,000.00
12951	9/1/16	Richard D. Larson	300.00
12952	9/1/16	Rick Larson	6.83
12953	9/2/16	Alex Banashaka	500.00
12954	9/7/16	Heidi Arnson	147.00
12955	9/7/16	U.S. Bank Card Service	511.66
12956	9/7/16	Winter Green Lawn & Snow L.L.C.	846.29
12957	9/13/16	City of Circle Pines	1.00
12958	9/13/16	Corporate Mechanical	645.88
12959	9/13/16	Eric Houston	41.69
12960	9/19/16	Siemens Industry, Inc	652.00
EFILE	9/1/16	Virtual Merchant Credit Card	14.70
EFILE	9/2/16	Authorize.Net	28.90
EFILE	9/18/16	Chase Visa Card Services	4,460.24
EPAY-01	9/2/16	Assurant Employee Benefits	804.08
EPAY-02	9/7/16	CenterPoint Energy	25.45
EPAY-03	9/7/16	VERIZON WIRELESS	355.08
EPAY-04	9/7/16	Connexus Energy	2,171.35
EPAY-05	9/7/16	Fleet One LLC	62.47
EPAY-06	9/9/16	Republic Services	106.20
EPAY-07	9/9/16	AT&T Wireless	380.93
EPAY-08	9/14/16	HealthPartners	10,220.21
EPAY-09	9/14/16	City of Blaine-utilities	103.15
EPAY-10	9/21/16	Comcast	275.92
EPAY-11	9/21/16	T-Mobile	103.10
EPAY-12	9/21/16	Sam's Club	94.54
EPAY-13	9/28/16	POPP TELECOM	774.14
BANK SERV CHRG	9/1/16	SERVICE CHARGES	65.00
AUGUST SALES TAX	9/14/16	MN Dept. of Revenue	466.00

87,738.12

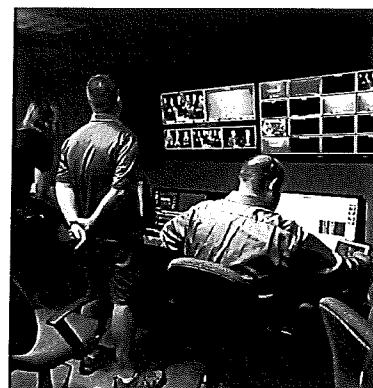
North Metro TV

November 2016 Update

Program Production

In November, a total of **67 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **58:15:00 hours of new programming**.

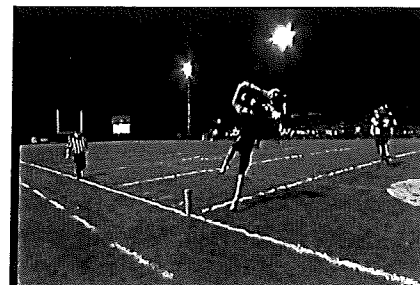
- 33 programs were produced by the public
- 16 programs were produced by NMTV staff
- 18 programs were produced by City staff



Van Shoots

The van was used for **23:00:00 hours of production**. The following events were videotaped:

- Football: Section Final: Cooper vs. Spring Lake Park
- Football: State Quarter-Final: Blaine vs. Minnetonka
- Football: State Quarter-Final: Spring Lake Park vs. Andover



Workshops

Workshop	Instructor	Organization	Students
Basic Production	Eric Houston	General Public	5
Early Film Treasures Lecture	Eric Houston	Video Club	12
HD Studio A Introduction	Eric Houston	Video Club	15
James Bond Lecture	Eric Houston	Video Club	5
HD Studio A Introduction	Eric Houston	Video Club	4
5 Workshops			41 Students

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos, film, slides, and photos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	262.25	137	54	0	NA	\$950
February	124.0	37	43	6	NA	\$110
March	288.5	129	21	3	NA	\$225
April	243.0	106	23	69	NA	\$525
May	183.25	94	10	59	NA	\$190
June	137.75	91	46	60	NA	\$166
July	156.00	97	30	0	NA	\$220
August	120.75	34	36	54	6	\$505
September	82.00	36	5	93	0	\$165
October	257.50	103	120	9	0	\$35
November	174.5	99	58	10	627	\$177

Public Usage Stats

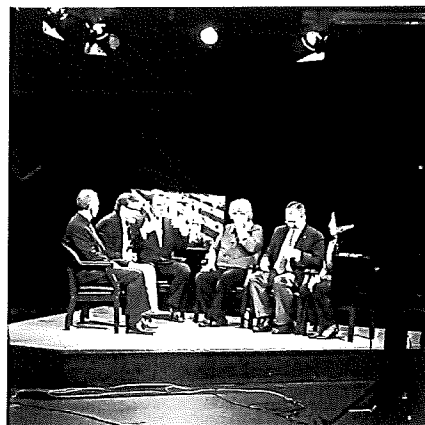
For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25
May	166	955.50
June	78	511.75
July	80	601.25
August	61	466.50
September	54	309.25
October	79	547.25
November	87	518.25

Production Highlights

NMTV News Highlights

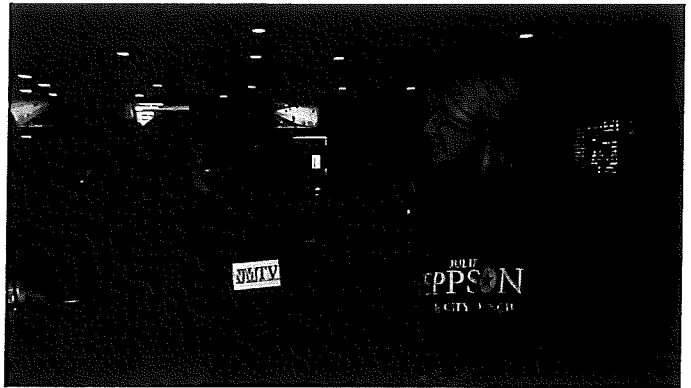
Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of the our Member Cities. Some November highlights include Lino Lakes Beyond the Yellow Ribbon Proclamation Ceremony, Spring Lake Park students heading to the polls, the Children's Theatre exploring the Holocaust, holiday giving opportunities, and the battle over Unity Hospital. In addition to daily playbacks of North Metro TV News on the cable systems, there are over 331 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.



Live Election Results!

Local election coverage is something the NMTV news crew takes very seriously. Their Local Decision coverage began in May, when the first filing period was held. Over the summer they started contacting candidates and the first candidate biographies went on-line in July. After the Primary Election and second filing period, the rest of the candidates were contacted and more biographies were posted in September. September and October were filled with coordinating and shooting Candidate Debates, and Spotlights for those running unopposed.

Ben and Danika also did a series on NMTV News examining Lexington's write-in campaign. Election coverage concluded with the live Local Decision 2016 results program on Election Day. A crew of staff and volunteers worked together to produce our best election program to date. The coverage included live interviews, with reporter Tarkor Zehn, from campaign events using our LiveShot technology and Ham Lake's ex-mayor, Paul Meunier, Circle Pines Mayor, Dave Bartholomay, Blaine City Council Member, Dave Clark, ex-Representative Kathy Tingelstead, and retiring Representative Alice Johnson as in-studio guests. They offered insight and analysis during the evening. For the first time ever, the live results program was cablecast on all seven City channels, in addition to channel 15 along with live streaming on the web.

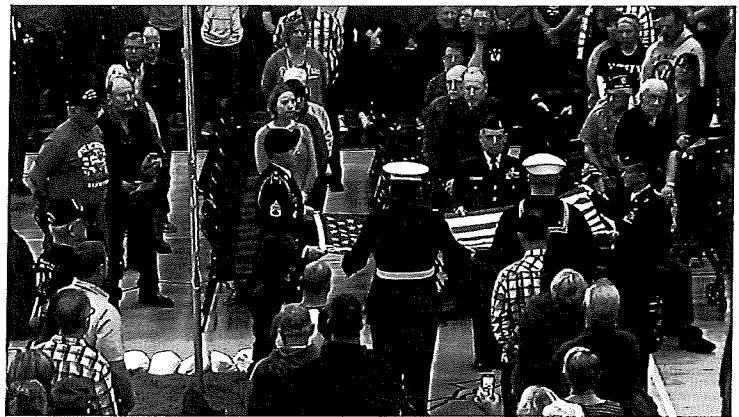


Youth Football

Every fall, the NMTV sports team spends a couple of days at the end of October/beginning of November covering the North Suburban Youth Football League Championships. (Previously the Blaine/Spring Lake Park Youth Football Championships.) In total five championship games ranging from the 2nd grade to the 6th were recorded. Staff goes all out for the kids with play-by-play and color announcers and full use instant-replay. Not only did we record the games, we also went live with all of them on channel 15 and on our website. It has also become a tradition to play all of the games again on Thanksgiving day.

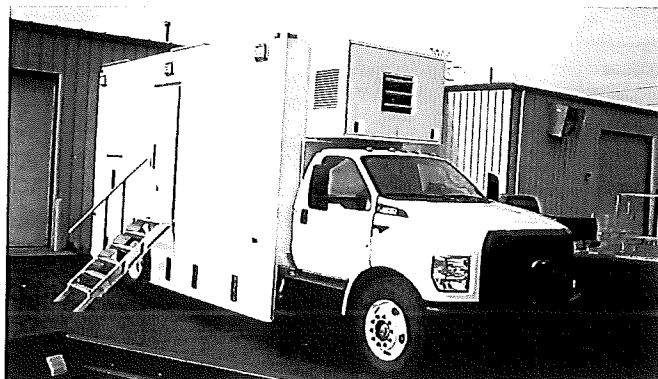
School Programs

T.J. Tronson spent Veteran's Day at Blaine High School recording the annual Veteran's Day program and to assist the school with technical needs for the audience in the auditorium. He set up and tested the equipment the day before the event and then made sure that audio and video were making it to the overflow crowd. He also completed editing two Blaine High School plays, Project Murder, and Haphazardly Ever After. We can't put the plays on our channels due to copyright issues, but we do record them for the school and make copies available for students and parents.



HD Upgrade

The HD upgrade of the two studios and master control are essentially completed. There are still a few issues to be worked out, and new needs continue to pop up, but all areas are operational. The new production truck is slated for delivery on December 12th. The picture to the right is of the actual vehicle. A little interior work remains, and upon delivery, Alpha will begin the installation of the new HD equipment. The truck is considerably larger than our previous vehicle and will afford some desperately needed space.



PR bits and pieces

- Found sponsors for Sports Den Fall Finale.
- Shot more B-roll in Centerville, including at the elementary school, and the aerial sunset shot. The sunset shot was done with the drone, operated by T.J.
- Re-edited Centerville video. It is a rough draft that has already received 2400 views on the private Vimeo page
- Got sponsors for Election night coverage.
- Continued to work on Make.

Production equipment consulting for cities and schools

Blaine

- Met with Roark to discuss issues with Alpha video upgrade.
- Contacted Alpha and asked them to return Roark's calls. They did.
- Recommended meeting a company called Z Systems for another proposal. Arranged the a meeting.
- Recommended additional equipment for upgrade, specifically, the Ross Legislative Solution with user friendliness in mind.
- Created 10 pages for the Blaine SCALA system.

Spring Lake Park

- Met with Wanda at City Hall.
- Inspected current equipment and found a way to get HD copies of the meetings for playback on the system. SLP has an Aja Ki Pro HD recorder. Plans were put in motion to give NMTV remote access to the Ki Pro so we can download meetings.
- Created 28 pages of graphics for the Spring Lake Park Power Point system.

Ham Lake

- Met with Jennifer and Denise at City Hall.
- Ham Lake would like to wait for the installation of the Carousel systems for graphic updating.
- In response to meeting image quality issues, inspected control room. Noted no HD equipment, a lower end model camera set. Downloaded manuals for cameras and switcher. Offered to adjust internal settings for a new white balance. Made appointment to do so.
- Purchased a camera remote for white balancing.

Circle Pines

- Met with Chandra at City Hall.
- Discussed video and graphic capabilities of new Carousel systems.
- Chandra requested a video about city snow ordinances as they apply to parking and trash cans. Began researching the video and will create once it snows.
- Created 18 graphics for Circle Pines Power Point system.

Lexington

- Met with Peggy and Mary at City Hall.
- Made plans to work with them to create a list of graphics they would like updated.
- Addressed question Mary had about how to fix a problem with naming the files on their digital video recorder. Recommended a new set of memory cards and a new method of deleting unwanted content from the cards.

Centerville

- Called Teresa to make an appointment to discuss graphic updating.
- Decided Centerville would like to wait for the Carousel systems for updating graphics.

Lino Lakes

- Called Lisa to talk about updating SCALA graphics.
- Was told to contact Jeff regarding SCALA issues.

Computer/Networking consulting for cities and schools

No assistance was requested.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	232	123:50:00
Centerville	45	35:05:00
Circle Pines	153	78:21:00
Ham Lake	62	56:49:00
Lexington	89	40:07:00
Lino Lakes	49	20:32:00
Spring Lake Park	74	120:30:00
Totals:	704 Program Playbacks	475:14:00 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Drive a Tank	Joachim Scholz	00:10:10
Off Constantly (2 episodes)	McLean Dolphy	01:01:37
Off Constantly	Tim Dold	00:32:27
Political Discussion	Brad Sanford	00:14:07
A Fresh New Day (3 episodes)	Anita Wardlaw	01:51:00
Giving In Grace (2 episodes)	Stevie Lindsey	01:42:44
Cornerstone Church (3 episodes)	Rick Bostrom	01:28:34
Lovepower (6 episodes)	Ann Sandell	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	03:09:20
Hope Church (3 episodes)	Cindy Hardy	02:12:22
Oak Park Moments (4 episodes)	David Turnidge	02:28:14
33 New Programs		23:50:46 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (11/8/16)	T.J. Tronson	00:42:53
Anoka County Board Meeting (11/22/16)	T.J. Tronson	01:39:22
Blaine High School Veteran's Day Program	T.J. Tronson	00:58:05
North Metro Mayor's Association Candidate Forum: House District 38/Senate District 38	Michele Silvester	01:12:59
NMTV News (4 episodes)	Danika Peterson/Ben Hayle	01:23:30
Beyond the Yellow Ribbon Proclamation Ceremony	Danika Peterson	00:33:54
Beyond the Yellow Ribbon News Highlight	Danika Peterson	00:02:52
Local Decision 2016: Live Results	Danika Peterson/Ben Hayle	02:36:12
Football: Section Final: Cooper/Spring Lake Park	Kenton Kipp/Matt Waldron	02:36:41
Football: State QF: Blaine/Minnetonka	Kenton Kipp/Matt Waldron	02:29:24
Football: State QF: Spring Lake Park/Andover	Kenton Kipp/Matt Waldron	02:23:32
Sports Den	Kenton Kipp/Matt Waldron	00:29:12
Sports Den Fall Finale	Kenton Kipp/Matt Waldron	00:59:30
16 New Programs		18:08:06 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (11/3/16)	Blaine Staff	01:18:27
Blaine Planning Commission Meeting (11/8/16)	Blaine Staff	00:14:38
Blaine City Council Meeting (11/17/16)	Blaine Staff	00:29:45
Centerville City Council Meeting (11/16/16)	Centerville Staff	01:51:21
Circle Pines City Council Meeting (11/9/16)	Circle Pines Staff	00:13:23
Circle Pines Utility Commission Meeting (11/16/16)	Circle Pines Staff	00:05:32
Circle Pines City Council Meeting (11/22/16)	Circle Pines Staff	00:33:10
Ham Lake City Council Meeting (11/7/16)	Ham Lake Staff	02:10:13
Ham Lake Planning Commission Meeting (11/14/16)	Ham Lake Staff	00:36:28
Ham Lake City Council Meeting (11/21/16)	Ham Lake Staff	00:42:40
Lexington City Council Meeting (11/3/16)	Lexington Staff	00:38:37
Lexington City Council Meeting (11/17/16)	Lexington Staff	00:09:45
Lino Lakes Planning & Zoning Meeting (11/9/16)	Lino Lakes Staff	00:26:01
Lino Lakes City Council Meeting (11/14/16)	Lino Lakes Staff	00:36:53
Lino Lakes City Council Meeting (11/28/16)	Lino Lakes Staff	00:24:14
Spring Lake Park City Council Meeting (11/7/16)	Spring Lake Park Staff	01:17:26
Spring Lake Park City Council Meeting (11/21/16)	Spring Lake Park Staff	02:15:34
Spring Lake Park Planning Commission Meeting (11/28/16)	Spring Lake Park Staff	02:06:41
18 New Programs		16:10:48 New Hours

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

NORTH METRO TV

Production Statistics 2016

Programming Statistics	J	F	M	A	M	J	JU	A	S	O	N	D	15 Total	15 Average
Cablecast Programs	2675.00	2467.00	2555.00	2472.00	2422.00	2418.00	2289.00	2591.00	2530.00	3183.00	2598.00		28200.00	2350.00
Cablecast Hours	1820.00	1845.00	1840.25	1912.00	1952.25	1744.50	1864.50	1880.00	1857.75	1978.00	1779.00		20473.25	1706.10
Programs Produced - Public	42.00	19.00	24.00	25.00	58.00	26.00	42.00	36.00	34.00	20.00	24.00		350.00	29.17
Program Hours Produced - Public	29.50	10.75	10.75	16.50	23.75	15.00	21.50	21.50	7.00	12.25	16.00		184.50	15.38
Prog. Produced - Affiliated Public	6.00	9.00	8.00	3.00	1.00	7.00	3.00	11.00	3.00	10.00	9.00		70.00	5.83
Prog. Hours Produced - Affil. Public	5.50	7.75	6.50	2.50	1.25	6.00	3.00	7.75	1.50	7.25	8.00		57.00	4.75
Programs Produced - City Staff	23.00	22.00	21.00	22.00	22.00	18.00	19.00	21.00	21.00	20.00	18.00		227.00	18.92
Prog. Hours Produced - City Staff	18.00	21.00	15.75	26.25	20.00	18.00	20.25	20.50	16.75	19.00	16.25		211.75	17.65
Programs Produced - NMTV Staff	20.00	24.00	17.00	16.00	41.00	23.00	33.00	11.00	35.00	41.00	16.00		277.00	23.08
Prog. Hours Produced - NMTV Staff	20.25	24.00	8.50	11.50	17.00	25.00	34.75	5.50	30.50	50.00	18.00		245.00	20.42
Total Public Programs Produced	48.00	28.00	32.00	28.00	59.00	33.00	45.00	47.00	37.00	30.00	33.00		420.00	35.00
Total Staff Programs Produced	43.00	46.00	38.00	38.00	63.00	41.00	52.00	32.00	56.00	61.00	34.00		504.00	42.00
Total Internal Programs Produced	91.00	74.00	70.00	66.00	122.00	74.00	97.00	79.00	93.00	91.00	67.00		924.00	77.00
% Staff Produced Programs	47.25%	62.16%	54.29%	57.58%	51.64%	55.41%	53.61%	40.51%	60.22%	67.03%	50.75%		54.55%	54.55%
% Public Produced Programs	52.75%	37.84%	45.71%	42.42%	48.36%	44.59%	46.39%	59.49%	39.78%	32.97%	49.25%		45.45%	45.45%
External Programs Submitted	34.00	37.00	40.00	33.00	35.00	30.00	26.00	33.00	22.00	32.00	29.00		351.00	29.25
External Program Hours	22.50	22.75	25.50	23.00	20.75	22.50	19.50	38.50	15.50	20.50	21.00		252.00	21.00
Total New Programs	125.00	111.00	110.00	99.00	157.00	104.00	123.00	112.00	115.00	123.00	96.00		1275.00	106.25
Equipment Usage Statistics														
Facility Hours Available	219.00	185.00	240.50	232.00	224.00	167.00	199.00	260.50	210.50	211.00	182.50		2331.00	194.25
Public Field Equipment Uses	9.00	9.00	6.00	14.00	22.00	11.00	12.00	15.00	12.00	10.00	10.00		130.00	10.83
Studio A	115.25	90.00	123.50	99.00	37.00	75.75	61.50	64.25	59.75	39.00	65.00		830.00	69.17
% of Available Time	52.63%	48.65%	51.35%	42.67%	16.52%	45.36%	30.90%	24.66%	28.38%	18.48%	35.62%		35.61%	35.61%
Studio B	15.25	0.00	3.00	16.50	9.00	14.00	47.75	28.25	36.00	72.00	25.50		267.25	22.27
% of Available Time	6.96%	0.00%	1.25%	7.11%	4.02%	8.38%	23.99%	10.84%	17.10%	34.12%	13.97%		11.47%	11.47%
Public MAC A Edit Suite	159.75	82.00	145.75	154.75	84.00	77.25	84.75	98.00	82.00	86.25	120.25		1174.75	97.90
% of Available Time	72.95%	44.32%	60.60%	66.70%	37.50%	46.26%	42.59%	37.62%	38.95%	40.88%	65.89%		50.40%	44.00%
Public MAC B Edit Suite	96.25	25.75	42.00	38.00	113.50	59.75	81.00	70.00	22.00	123.00	105.25		776.50	64.71
% of Available Time	43.95%	13.92%	17.46%	16.38%	50.67%	35.78%	40.70%	26.87%	10.45%	58.29%	57.67%		33.31%	33.31%
Public MAC C Edit Suite	187.75	63.50	291.00	258.75	163.00	136.50	163.50	86.50	32.25	119.25	89.25		1591.25	132.60
% of Available Time	85.73%	34.32%	121.00%	111.53%	72.77%	81.74%	82.16%	33.21%	15.32%	56.52%	48.90%		68.26%	68.26%
Production Van Statistics														
Production Hours	45.50	52.75	6.50	20.50	49.25	54.75	62.25	8.00	42.00	65.25	23.00		429.75	35.81
Number of Van Shoots	8.00	8.00	1.00	4.00	8.00	9.00	8.00	2.00	6.00	8.00	3.00		65.00	5.42
Average Hours Per Shoot	5.69	6.59	6.50	5.13	6.16	6.08	7.78	4.00	7.00	8.16	7.67		6.61	2.98
Number of New Volunteers	7.00	6.00	0.00	2.00	7.00	11.00	5.00	3.00	2.00	7.00	0.00		50.00	4.17
Volunteer Hours	58.00	140.00	18.00	39.00	145.00	193.00	116.00	16.00	49.00	102.00	29.00		905.00	75.42
Public Access Statistics														
Number of Workshops	21.00	2.00	13.00	18.00	18.00	6.00	7.00	8.00	10.00	10.00	5.00		118.00	9.83
Number of Students	76.00	17.00	61.00	137.00	184.00	32.00	47.00	28.00	75.00	60.00	41.00		758.00	63.17
PAP Volunteer Hours	266.50	121.00	140.75	153.75	144.75	148.50	145.75	155.25	82.50	90.25	62.25		1511.25	125.94
Total Public Facility Usage Hours	746.75	314.25	688.00	759.25	955.50	511.75	601.25	466.50	309.25	547.25	518.25		6418.00	534.83
Tours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00		2.00	0.17
Tour Attendees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	9.00		19.00	1.58

North Metro TV

October 2016 Update

Program Production

In October, a total of **91 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **88:30:00 hours of new programming**.

- 30 programs were produced by the public
- 41 programs were produced by NMTV staff
- 20 programs were produced by City staff



Van Shoots

The van was used for **65:15:00 hours of production**. The following events were videotaped:

- Boys and Girls Soccer: Blaine vs. Spring Lake Park
- Volleyball: Spring Lake Park vs. Centennial
- Football: Benilde-St. Margaret's vs. Spring Lake Park
- Football: Spring Lake Park vs. Cooper
- Girls Soccer: 5AA Champ: Maple Grove vs. Centennial
- Girls Soccer: State AA QF: Lakeville North vs. Centennial
- Football: Section 1st Round: Buffalo vs. Blaine
- North Metro Youth Football Championships: 2nd, 3rd, 4th, 5th, and 6th Grade Games



Workshops

Workshop	Instructor	Organization	Students
Video 101, Session 6	Eric Houston	DaVinci Academy	10
Intro to Production	Eric Houston	General Public	4
Video 101, Session 7	Eric Houston	DaVinci Academy	9
Video 101, Session 8	Eric Houston	DaVinci Academy	9
Camera	Eric Houston	General Public	5
Studio B	Eric Houston	General Public	1
Video 101, Session 9	Eric Houston	DaVinci Academy	11
Studio B	Eric Houston	Off Constantly Crew	5
Camera	Eric Houston	General Public	4
Camera	Eric Houston	General Public	2
10 Workshops			60 Students

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos, film, slides, and photos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Slides	Fees Paid
January	262.25	137	54	0	NA	\$950
February	124.0	37	43	6	NA	\$110
March	288.5	129	21	3	NA	\$225
April	243.0	106	23	69	NA	\$525
May	183.25	94	10	59	NA	\$190
June	137.75	91	46	60	NA	\$166
July	156.00	97	30	0	NA	\$220
August	120.75	34	36	54	6	\$505
September	82.00	36	5	93	0	\$165
October	257.50	103	120	9	0	\$35

Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25
May	166	955.50
June	78	511.75
July	80	601.25
August	61	466.50
September	54	309.25
October	79	547.25

Production Highlights

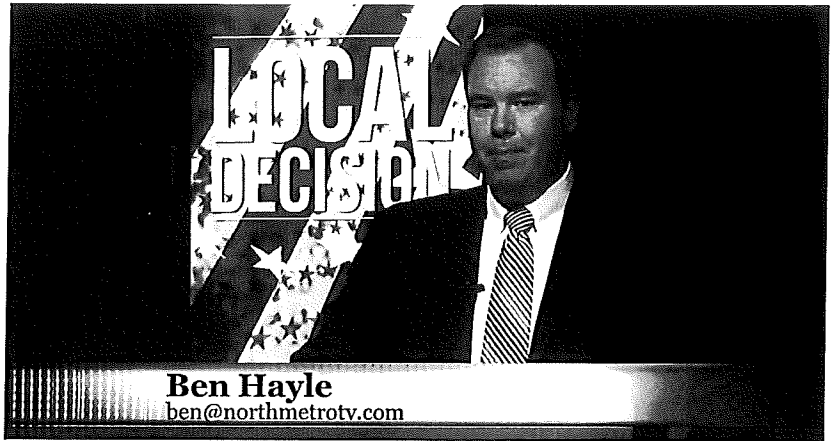
NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some October highlights include the battle over Unity Hospital, Lino Lakes' Beyond the Yellow Ribbon program, the Lexington write in campaign, federal grants providing new court options for Anoka County, and the line-painters at Blaine's Bengal Stadium. In addition to daily playbacks of North Metro TV News on the cable systems, there are over 324 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.



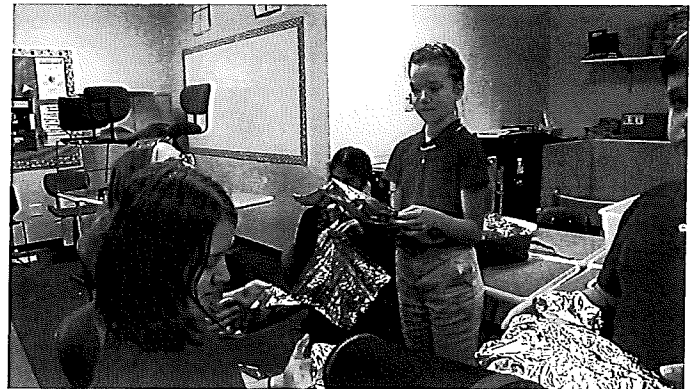
Debates!

October was another busy month for election related programming. Ben and Danika taped ten more candidate debates including candidates for Blaine, Spring Lake Park, Centerville, Anoka County and a state Senate seat. T.J. Tronson covered the League of Women Voter's debate at Centerville City Hall, and also produced an informational video regarding the Blaine Community Center referendum. The news team put together news clips regarding the Blaine referendum, the Unity Hospital board issues and also the Lexington write-in campaign. The City of Columbia Heights also hired NMTV to record their candidate debates.



DaVinci Academy Workshops

Instructor, Eric Houston, has completed another series of after-school workshops with the students of the DaVinci Academy. Twelve students were signed up to learn the basics of video production. As their class project, the kids worked together to record new voices and sound effects for a 1930's movie serial. They also each got to record a short movie review. The kids put together three programs which are currently playing on the public access channel. The school has scheduled another on-location session for January 2017.

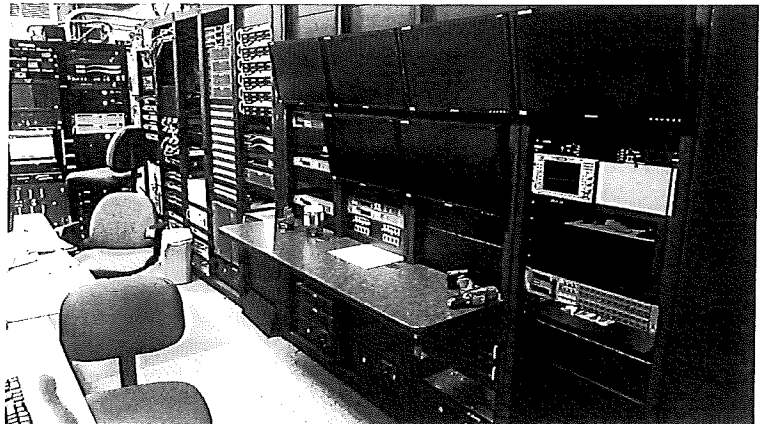


Expansion of Municipal Services

NMTV staff are working to provide more services to our Member Cities. While staff already schedules programming on the channels, this service has been expanded to include community or City related programs in addition to City meetings. City meetings will also be repeated more frequently on the channels in order to increase the video content on each channel. Steps are also being taken to improve the community bulletin board graphics that appear on the channels between video programming. In order to remove the burden of updating these pages, NMTV staff will create and update data on each City device. Discussions have taken place regarding upgrading the equipment used to create the data pages to a Tightrope Carousel system that would be integrated with NMTV's new master control. The benefit of such an upgrade would be HD quality content, with more flexibility for including short videos and other data sources. The units would be housed at the NMTV facility, which would reduce the distance the signal would have to travel before reaching subscribers homes, improving the signal quality.

HD Upgrade

The HD upgrade of Master Control, Studio B, and Studio A is essentially completed. Staff have been trained and the systems are being tested. Punch lists are being developed as issues come up. It is expected that the system should be completely functional for the election night program. The production truck is slated for delivery either late November or early December. Alpha Video will then install the new equipment in the truck. It's possible that it could be done this year, but it may carry over into January.



PR bits and pieces

- Marking and organizing clips for Make.
- Attended and sponsored Metro North Chamber gala. Featured on all PR materials.
- Nominated for Midwest Emmy Award. Attended Emmy gala, but did not win.
- Shot footage with Centerville police and community members.
- Shot b-roll for Circle Pines/Centerville projects.
- Secured Dixie Blue as election night sponsor.
- Placed ad in Tidbits for video transfer service.

Production equipment consulting for cities and schools

Spring Lake Park (2 hrs)

- Bulletin Board down. Determined to be internal computer network issue.
- Camera colors off. Figure out internal settings and reset via remote control. Set new settings. Power off. Settings lost. Go into internal switcher master settings and change. Adjust white balance on camera. **(5 hours)**

Blaine (2 hrs)

- SCALA issues. Referred to Rose.

Centerville (1 hr)

- No signal. Feed is snow. Notified Comcast of breakdown with their system. Comcast found disruption in their fiber.

Computer/Networking consulting for cities and schools

Blaine

- SCALA troubleshooting and repairs.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	295	183:13:30
Centerville	137	84:45:00
Circle Pines	127	92:38:30
Ham Lake	147	107:21:10
Lexington	74	42:40:43
Lino Lakes	25	29:50:00
Spring Lake Park	136	133:07:40
Totals:	941 Program Playbacks	673:36:33 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Hodge Podge: Claymation	Laurie Sigler	00:17:59
Chit Chat 15 Ottman	Sharon Carlson	00:41:26
The Undersea Kingdom	DaVinci Academy	00:57:48
The Undersea Kingdom Chapter 4	DaVinci Academy	00:18:08
DaVinci Academy Presents the Undersea Kingdom	DaVinci Students	00:18:18
His Legacy TV (4 episodes)	Nonie Tanner	01:52:50
Cornerstone Church (4 episodes)	Rick Bostrom	01:45:28
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting (3 episodes)	Theresa Stasica	03:22:30
Oak Park Moments ((7 episodes)	David Turnidge	03:55:06
30 New Programs		19:29:33 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (10/11/16)	T.J. Tronson	00:36:54
Anoka County Board Meeting (10/25/16)	T.J. Tronson	00:44:42
LWV Centerville City Council Forum	T.J. Tronson	01:33:38
Northeaster Candidate Forum/Mayoral	T.J. Tronson	00:45:04
Northeaster Candidate Forum/Council	T.J. Tronson	00:59:46
Blaine Community Center Referendum	T.J. Tronson	00:02:54
Project Murder: Blaine HS Theatre	T.J. Tronson	02:05:00
NMTV News	Danika Peterson/Ben Hayle	00:24:57
Local Decision 2016: Blaine Mayor	Danika Peterson/Ben Hayle	00:36:18
Local Decision 2016: MN Senate 38	Danika Peterson/Ben Hayle	00:41:20
Local Decision 2016: Blaine Council Ward 1	Danika Peterson/Ben Hayle	00:31:27
Local Decision 2016: Blaine Council Ward 2	Danika Peterson/Ben Hayle	00:35:54
Local Decision 2016: Blaine Council Ward 3	Danika Peterson/Ben Hayle	00:37:31
Local Decision 2016: Ham Lake Council	Danika Peterson/Ben Hayle	00:16:07
Local Decision 2016: Anoka Board District 2	Danika Peterson/Ben Hayle	00:32:40
Local Decision 2016: Spring Lake Park Council	Danika Peterson/Ben Hayle	00:40:12
Local Decision 2016: Centerville Council	Danika Peterson/Ben Hayle	00:50:41
Local Decision 2016: Anoka Board District 3	Danika Peterson/Ben Hayle	00:38:42
On Tap	Ben Hayle	00:25:50
Football: Anoka/Blaine	Kenton Kipp/Matt Waldron	02:19:12
Football: Centennial/Osseo	Kenton Kipp/Matt Waldron	02:23:45
Swimming & Diving: Spring Lake Park/Blaine	Kenton Kipp/Matt Waldron	01:08:29
Football: Section 5A SF: St. Louis Park/Spring Lake Park	Kenton Kipp/Matt Waldron	01:49:56
Boys Soccer: Blaine/Spring Lake Park	Kenton Kipp/Matt Waldron	01:46:46
Girls Soccer: Blaine/Spring Lake Park	Kenton Kipp/Matt Waldron	01:46:16
Volleyball: Spring Lake Park/Centennial	Kenton Kipp/Matt Waldron	01:46:16
Football: Benilde-St. Margaret's/Spring Lake Park	Kenton Kipp/Matt Waldron	02:30:14
Football: Spring Lake Park/Cooper	Kenton Kipp/Matt Waldron	02:57:24
Girls Soccer: 5AA Champ: Maple Grove/Centennial	Kenton Kipp/Matt Waldron	02:01:10
Girls Soccer: State AA QF: Lakeville N/Centennial	Kenton Kipp/Matt Waldron	02:20:01
Football: Section 1st Round: Buffalo/Blaine	Kenton Kipp/Matt Waldron	03:00:08
North Metro Youth Football: 2nd Grade Championship	Kenton Kipp/Matt Waldron	01:25:56
North Metro Youth Football: 3rd Grade Championship	Kenton Kipp/Matt Waldron	01:23:16
North Metro Youth Football: 4th Grade Championship	Kenton Kipp/Matt Waldron	01:21:32
North Metro Youth Football: 5th Grade Championship	Kenton Kipp/Matt Waldron	02:02:36
North Metro Youth Football: 6th Grade Championship	Kenton Kipp/Matt Waldron	01:45:53
Sports Den (5 episodes)	Kenton Kipp/Matt Waldron	02:25:16
41 New Programs		49:53:43 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (10/6/16)	Blaine Staff	00:38:55
Blaine City Council Meeting (10/20/16)	Blaine Staff	00:28:52
Blaine Park Board Meeting (10/25/16)	Blaine Staff	00:37:00
Centerville City Council Meeting (10/12/16)	Centerville Staff	01:37:40
Centerville City Council Meeting (10/26/16)	Centerville Staff	00:29:26
Circle Pines City Council Meeting (10/11/16)	Circle Pines Staff	01:24:04
Circle Pines Utility Commission Meeting (10/19/16)	Circle Pines Staff	00:13:28
Circle Pines City Council Meeting (10/25/16)	Circle Pines Staff	00:16:00
Ham Lake City Council Meeting (10/19/16)	Ham Lake Staff	01:49:45
Ham Lake Planning Commission Meeting (10/26/16)	Ham Lake Staff	00:39:58
Ham Lake City Council Meeting (10/19/16)	Ham Lake Staff	01:46:42
Ham Lake Planning Commission Meeting (10/12/16)	Ham Lake Staff	00:43:00
Lexington City Council Meeting (10/6/16)	Lexington Staff	00:32:46
Lexington City Council Meeting (10/20/16)	Lexington Staff	00:36:47
Lino Lakes City Council Meeting (10/10/16)	Lino Lakes Staff	01:36:35
Lino Lakes Planning & Zoning Meeting (10/12/16)	Lino Lakes Staff	01:09:14
Lino Lakes City Council Meeting (10/24/16)	Lino Lakes Staff	00:49:47
Spring Lake Park City Council Meeting (10/3/16)	Spring Lake Park Staff	00:59:53
Spring Lake Park City Council Meeting (10/17/16)	Spring Lake Park Staff	01:19:24
Spring Lake Park Planning Commission Meeting (10/24/16)	Spring Lake Park Staff	01:07:10
20 New Programs		18:56:26 New Hours

If you have any questions or comments regarding this monthly report please contact
Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

North Metro TV

September 2016 Update

Program Production

In September, a total of **93 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **55:45:00 hours of new programming**.

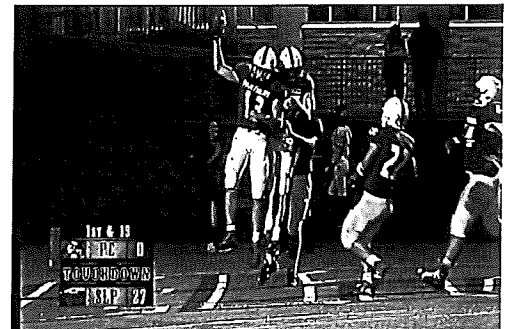
- 37 programs were produced by the public
- 35 programs were produced by NMTV staff
- 21 programs were produced by City staff



Van Shoots

The van was used for **42:00:00 hours of production**. The following events were videotaped:

- Football: Park Center vs. Spring Lake Park
- Girls and Boys Soccer: Centennial vs. Spring Lake Park
- Volleyball: Centennial vs. Blaine
- Football: Blaine vs. Centennial
- Girls and Boys Soccer: Centennial vs. Blaine
- Football: Totino Grace vs. Blaine



Workshops

Workshop	Instructor	Organization	Students
Camera	Eric Houston	Stepping Stone Emergency Housing	1
Live Internet Streaming	Eric Houston	Video Club	2
Garage Deals Shoot	Eric Houston	Video Club	10
Editing	Eric Houston	US Army Reserves/Blaine	1
Camera	Eric Houston	Coon Creek Watershed District	1
Video 101, Session 1	Eric Houston	DaVinci Academy	10
Video 101, Session 2	Eric Houston	DaVinci Academy	11
Video 101, Session 3	Eric Houston	DaVinci Academy	12
James Bond Lecture	Eric Houston	Video Club	8
Video 101, Session 4	Eric Houston	DaVinci Academy	10
Video 101, Session 5	Eric Houston	DaVinci Academy	9
11 Workshops			75 Students

Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos at North Metro TV themselves for free, or pay NMTV to do it. Most participants want to do it themselves.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Slides	Fees Paid
January	262.25	137	54	0	NA	\$950
February	124.0	37	43	6	NA	\$110
March	288.5	129	21	3	NA	\$225
April	243.0	106	23	69	NA	\$525
May	183.25	94	10	59	NA	\$190
June	137.75	91	46	60	NA	\$166
July	156.00	97	30	0	NA	\$220
August	120.75	34	36	54	6	\$505
September	82.0	36	5	93	0	\$165

Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

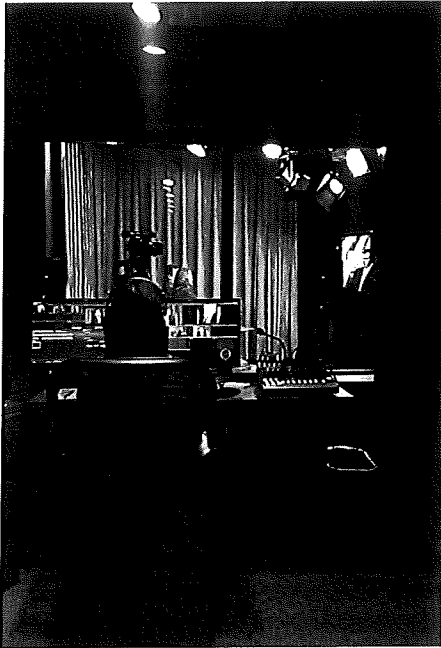
Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25
May	166	955.50
June	78	511.75
July	80	601.25
August	61	466.50
September	54	309.25

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some September highlights include a "Back to School" story with the Centennial and Spring Lake Park school districts, a story about the Blaine Community Center referendum, a story introducing new Circle Pines City Administrator Patrick Antonen, and a story on Anoka Ramsey Community College's being named one of the top 10 community colleges in the country. In addition to daily playbacks of North Metro TV News on the cable system, there are over 320 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetroTV.com website.



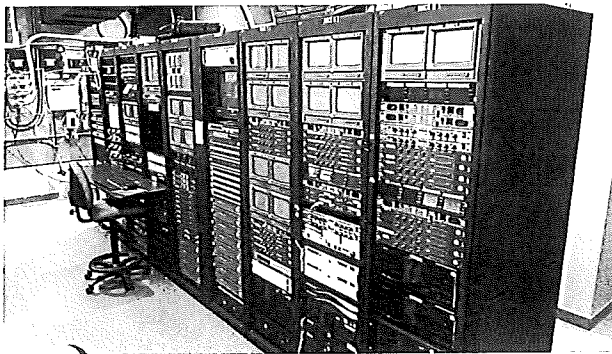


Debates!

Things really got going with election programming in September. Ben and Danika set up the schedules and started taping their Local Decision 2016 candidate debates and T.J. covered the League of Women Voters Candidate Debates for the Anoka County Board seats. Additional debates will be taped in October. In all, 17 debates were taped and 4 candidate spotlights. Candidates who are running unopposed, or whose opponent did not want to participate in a debate, were given the opportunity to tape a one-on-one spotlight with host Ben Hayle. Once again, NMTV will be going live with election night results. Yard signs will be placed at most of the voting sites encouraging people to vote, and then to tune in to NMTV for full coverage of local races. We ask for permission from all of the polling places, place the signs the night before the election, and then collect the signs the morning after the election. Our live program on election night will include election related packages, phone interviews with candidates, host analysis of the numbers, and, live interviews with winning candidates.

The HD Upgrade

The HD upgrade is officially underway! Master Control started on September 13th. A temporary server system was set-up so that programming would continue on the channels during the tear-out and install of the new equipment. This took two days longer than anticipated, but all channels are up and running. The racks were then gutted, and new equipment installed. Below, you can see the original equipment in the racks, and the racks after the equipment was removed. Two weeks into the Master Control work, the Studio A upgrade got underway. The new equipment was received and stored in the studio while the old was torn out. The new studio equipment is being installed. The goal is to have both Master Control and Studio A upgraded and functioning by the last week of October. Staff will then be trained on several pieces of new equipment and software, with an eye to our big live election night program. The production truck is on schedule, and we anticipate the equipment install for that to take place in November. The Studio B upgrade is complete.



PR bits and pieces

- Nominated for an Upper Midwest Emmy Award for mini-doc on artist Jason Kittel.
- T.J. shot drone footage for the Centerville PSA project. The footage was screened for City staff and other involved parties.
- Continued discussions on additional ideas for Circle Pines PSA.

Production equipment consulting for cities and schools

Centerville (4 hrs)

- Met with Theresa Bender and Mike Ericson to begin the HD upgrade discussion. Working to coordinate a meeting with a vendor.

Lino Lakes (4 hrs)

- Met with City staff Jeff Karlson and Katie Larson, and Mike Pough and Fred Street of Alpha Video to begin the HD upgrade discussion. Discussed at length the changes and additions that will be needed to upgrade to HD in both the control room and chamber, and also the work session area.

Computer/Networking consulting for cities and schools

No computer consulting was requested.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	143	155:57:09
Centerville	12	16:12:08
Circle Pines	149	82:33:58
Ham Lake	37	19:36:24
Lexington	79	34:50:39
Lino Lakes	23	21:51:08
Spring Lake Park	94	88:16:17
Totals:	537 Program Playbacks	539:17:43 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
It's Only Food With Chef John Politte (4 episodes)	John Politte	00:51:04
G20 Shorts (3 episodes)	Doug Martin	00:06:00
Hodge Podge: Godzilla Stop Action	Laurie Sigler	00:16:16
NMTV Tricks & Tips (7 episodes)	NMTV Video Club	00:12:52
60 Second Movie Reviews (9 episodes)	DaVinci Students	00:19:04
Garage Deals (2 episodes)	NMTV Video Club	00:26:32
Grace to Overcome (2 episodes)	Doug Martin	00:59:00
Cornerstone Church (2 episodes)	Rick Bostrom	00:55:53
Lovepower (2 episodes)	Ann Sandell	02:00:00
The Power of Love (2 episodes)	Rick Larson	01:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	00:58:15
Oak Park Moments ((7 episodes)	David Turnidge	04:17:16
Hope Church (2 episodes)	Cindy Hardy	01:32:35
37 New Programs		08:37:31 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (9/13/16)	T.J. Tronson	00:53:23
Anoka County Board Meeting (9/27/16)	T.J. Tronson	01:21:53
North Metro Cable Commission Meeting	T.J. Tronson	00:11:29
LWV: Anoka County Commission Forum: District 1	T.J. Tronson	00:28:42
LWV: Anoka County Commission Forum: District 2	T.J. Tronson	00:27:56
LWV: Anoka County Commission Forum: District 3	T.J. Tronson	00:15:51
LWV: Anoka County Commission Forum: District 6	T.J. Tronson	00:12:13

Title cont.	Producer cont.	Runtime cont.
Sculptor Rachel Girard	Damian Kussian	00:04:36
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:06:03
Local Decision 2016: MN Senate 37	Danika Peterson/Ben Hayle	00:39:1
Local Decision 2016: Centerville Mayor	Danika Peterson/Ben Hayle	00:18:10
Local Decision 2016: MN Senate 41	Danika Peterson/Ben Hayle	00:38:25
Local Decision 2016: MN House 37A	Danika Peterson/Ben Hayle	00:42:40
Local Decision 2016: MN House 37B	Danika Peterson/Ben Hayle	00:39:34
Local Decision 2016: Lexington Mayor	Danika Peterson/Ben Hayle	00:14:44
Local Decision 2016: Anoka County District 6	Danika Peterson/Ben Hayle	00:15:05
Local Decision 2016: MN House 31B	Danika Peterson/Ben Hayle	00:32:40
Local Decision 2016: MN Senate 31	Danika Peterson/Ben Hayle	00:41:12
Local Decision 2016: MN Senate 41A	Danika Peterson/Ben Hayle	00:40:10
Local Decision 2016: MN Senate 38A	Danika Peterson/Ben Hayle	00:34:26
Football: Park Center/Spring Lake Park	Kenton Kipp/Matt Waldron	02:21:19
Girls Soccer: Centennial/Spring Lake Park	Kenton Kipp/Matt Waldron	01:44:38
Boys Soccer: Centennial/Spring Lake Park	Kenton Kipp/Matt Waldron	01:37:10
Volleyball: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:30:51
Football: Blaine/Centennial	Kenton Kipp/Matt Waldron	02:55:55
Girls Soccer: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:54:44
Boys Soccer: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:51:02
Football: Totiino Grace/Blaine	Kenton Kipp/Matt Waldron	02:31:24
Swimming & Diving: Centennial/Spring Lake Park	Kenton Kipp	01:12:29
Sports Den (4 episodes)	Kenton Kipp/Matt Waldron	01:53:55
35 New Programs		30:31:52 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (9/1/16)	Blaine Staff	01:52:57
Blaine Planning Commission Meeting (9/13/16)	Blaine Staff	00:21:02
Blaine City Council Meeting (9/15/16)	Blaine Staff	01:05:51
Blaine Park Board Meeting(9/27/16)	Blaine Staff	01:03:19
Centerville City Council Meeting (9/14/16)	Centerville Staff	01:18:39
Centerville City Council Meeting (9/28/16)	Centerville Staff	01:24:19
Circle Pines Park Board Meeting (9/6/16)	Circle Pines Staff	00:47:23
Circle Pines City Council Meeting (9/13/16)	Circle Pines Staff	00:25:36
Circle Pines Utility Commission Meeting (9/21/16)	Circle Pines Staff	00:07:14
Circle Pines City Council Meeting (9/27/16)	Circle Pines Staff	00:29:11
Ham Lake Planning Commission Meeting (9/12/16)	Ham Lake Staff	00:04:56
Ham Lake City Council Meeting (9/19/16)	Ham Lake Staff	01:01:11
Ham Lake Planning Commission Meeting (9/26/16)	Ham Lake Staff	00:14:25
Lexington City Council Meeting (9/1/16)	Lexington Staff	00:19:56
Lexington City Council Meeting (9/15/16)	Lexington Staff	00:32:31
Lino Lakes City Council Meeting (9/12/16)	Lino Lakes Staff	00:55:04
Lino Lakes Planning & Zoning Meeting (9/14/16)	Lino Lakes Staff	00:21:08
Lino Lakes City Council Meeting (9/26/16)	Lino Lakes Staff	01:13:06
Spring Lake Park City Council Meeting (9/6/16)	Spring Lake Park Staff	01:02:52

Title cont.	Producer cont.	Runtime cont.
Spring Lake Park City Council Meeting (9/19/16)	Spring Lake Park Staff	00:31:24
Spring Lake Park Planning Commission Meeting (9/26/16)	Spring Lake Park Staff	01:35:11
21 New Programs		16:47:15 New Hours

If you have any questions or comments regarding this monthly report please contact
Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

EXECUTIVE COMMITTEE MINUTES

Meeting of December 7, 2016

Executive Cmte. Present: Matt Percy; Circle Pines, Carin Payment; Lexington, Dick Swanson; Blaine

Absent:

Others Present: Heidi Arnson; Executive Director, Rose Valez; Admin. Asst.

CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

A motion to approve the November 2, 2016 Executive Committee meeting minutes was made by D. Swanson. Second, C. Payment. Motion approved.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Staff reported on the HD upgrade. While the studio and master control are essentially completed a few items remain on the punch-list, in particular, some Tightrope software tweaks. Sports Director, Kenton Kipp, has traveled to Ohio to examine the new production truck for final acceptance. It is expected to be delivered by Monday December 12th. The HD equipment for the truck has been delivered to NMTV. Alpha expects the install to be completed by mid-January.
- Progress on improving content on City channels was reviewed. NMTV staff member, Eric Houston, has visited or been in contact with all seven Cities' staff members responsible for the community bulletin board pages. The newly designed graphics and informational pages were well received, but not all Cities were interested in having Eric update the information going forward. All of those involved think the Carousel systems are a good idea, and were inclined to continue updating pages themselves until those systems are installed. Several of the Cities were interested in having Eric update pages right away. As always, NMTV staff will do what is requested. Programs in addition to the regularly scheduled City meetings are being scheduled on the government channels. Programs such as a Yellow Ribbon ceremony, a Veteran's Day program, NMTV's live election night program, and various NMTV news stories have been scheduled on the City channels. It was requested that NMTV staff be given permission to schedule additional programs on the City channels at their own discretion. Seeking permission from each City for every additional program scheduled has turned out to be quite cumbersome. The Operations Committee recommended that NMTV staff go ahead and schedule City or community related programs on the City channels whenever possible. The Executive Committee agreed this was a more efficient way to handle programming the City channels. It was noted that City staff can make playback requests at any time.

- With Cities upgrading to HD equipment, various possibilities for transport of that signal from each City to the NMTV head-end were discussed.
- It was noted that CenturyLink appears to have removed their presence at Northtown Mall. Staff was instructed to investigate.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- H. Arnson was directed to draft a resolution and acquire a plaque honoring Jeanne Mason and her service to the Cable Commission, for presentation at the December 21st meeting.

ADJOURN

**Motion to adjourn made by D. Swanson. Second, C. Payment. Motion approved.
The meeting was adjourned at 6:27 p.m.**

EXECUTIVE COMMITTEE MINUTES

Meeting of November 2, 2016

Executive Cmte. Present: Matt Percy; Circle Pines, Carin Payment; Lexington, Dick Swanson; Blaine

Absent:

Others Present: Heidi Arnson; Executive Director, Rose Valez; Admin. Asst.

CALL TO ORDER

The Chair called the meeting to order at 6:04 p.m.

APPROVAL OF MINUTES

A motion to approve the October 4, 2016 Executive Committee meeting minutes was made by D. Swanson. Second, C. Payment. Motion approved.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Staff reported on the HD upgrade. Master Control, Studio B, and Studio A are essentially finished. Staff have been trained and the systems are being tested. Punch lists are being developed and issues addressed. It is expected that the system should work well for the live election night program. The production truck is slated for delivery either late November or early December. Alpha Video would then install the new equipment in the truck. It's possible that it could be done this year, but it may carry over into January. A change-order was sent that included several swap-outs of items that were no longer available. The replacement pieces were priced the same or less than the original pieces. Some head-sets and communications bases were also returned. The result of the change-order is a \$5,900 savings. Any credit due will be applied to the final bill. There may be change-orders for the truck equipment as well.
- Progress on improving content on City channels was reviewed. NMTV programming staff have been scheduling City or community related shows on the municipal channels in addition to the regularly scheduled meetings. All seven Cities will be carrying the live election night coverage. The ability to increase the number of times City meetings play was also introduced as a way to increase video content on City channels. Staff has also been working on data pages for the City SCALA and Power Point pages. Information that could be included on data pages was considered, and side-by-side comparisons of current pages and possible adaptations were provided. It was noted that staff will begin contacting relevant City staff and scheduling a time to meet to assume the responsibility of updating the data pages. Several City employees have asked that the meetings be scheduled after the elections. H. Arnson recommended that Tightrope based Carousel units be purchased for each City and housed in Master Control. These units would integrate with current NMTV scheduling software and hardware, provide HD quality data pages and video, automatically

create a channel schedule page and up-next graphic, and would create efficiencies for updating pages. It would also greatly increase the technical quality of the channels by removing the distance and equipment each data source is now required to travel, from each City to the NMTV head-end, before it is sent out to subscribers. It was thought that franchise fees may exceed estimates for 2017. It was considered that those funds could be used to pay for the systems. The Executive Committee asked what the Operations Committee recommendation was. Staff stated that they supported the plan. It was agreed that the plan made sense and would improve both work flow and the quality of the channels. Fourth quarter franchise fees are not due until January 31, 2018. Any available funds can be considered at that point.

- Transporting HD signals from Cities to the NMTV head-end was discussed. H. Arnson stated that as each City upgraded to HD, equipment changes would need to be made in the infrastructure required to transport that signal. As Spring Lake Park has already upgraded to HD, Staff will contact Comcast to determine a process and cost for upgrading the transport system to HD.
- The third quarter franchise fee and PEG fees have been received. The numbers are positive.
- The 3rd quarterly meeting with CenturyLink has been scheduled for noon on Tuesday, November 15th, at the NMTV facility.
- The 2017 calendar of scheduled meetings for the Operations Committee, Executive Committee, and full Commission was provided.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- D. Swanson will be unable to attend the full Commission meeting. As all six remaining Commission members must attend for a quorum, if Blaine is absent, staff will make sure everyone else is planning to attend the meeting.

ADJOURN

Motion to adjourn made by D. Swanson. Second, C. Payment. Motion approved. The meeting was adjourned at 6:38 p.m.

EXECUTIVE COMMITTEE MINUTES

Meeting of October 4, 2016

Executive Cmte. Present: Matt Percy; Circle Pines, Carin Payment; Lexington, Dick Swanson; Blaine

Absent: J. Mason, Spring Lake Park

Others Present: Heidi Arnson; Executive Director, Rose Valez; Admin. Asst.

CALL TO ORDER

The Chair called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

A motion to approve the September 7, 2016 Executive Committee meeting minutes was made by D. Swanson. Second, C. Payment. Motion approved.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Staff reported on the HD upgrade. The Master Control equipment installation is nearly done. The video data from the old servers has been transferred to the new ones, and commissioning and training on the equipment is scheduled for mid-October. The complete switch-over to the new system is scheduled for October 17th. The channels will be done for a period of time that day, and all Cities will be sent notification that this is happening. The Studio A upgrade is also nearly finished. Training on several new pieces of studio equipment will take place the last week of October. This should leave plenty of time to work out any bugs so the studio is ready for the big live election night program. The truck is on schedule for completion, with the installation of truck equipment tentatively scheduled for November, but possibly into December. Studio B has been upgraded and is in use. After the HD upgrade is complete and paid for, new sets should be considered. The current sets are quite old and beat up. This will be quite obvious in the HD format. Staff is currently researching replacement sets. New sets could be paid for with money that had been reserved for a new production truck. The new production truck is being paid for with funds from the HD bond. That leaves the \$103,000 that was saved for the truck, available for set purchases, provided there are no overages in the original HD upgrade.
- NMTV staff are wrapping up this year's debate tapings. In all, 21 debates or spotlights were recorded, including MN House and Senate, Mayoral and City Council races, the Anoka County Board, and Centennial School Board. In addition to the debates, NMTV staff are also recording several League of Women Voters sponsored events.

- It was reported that the Operations Committee had begun a discussion regarding the value of NMTV services to Cities. The consensus was that Cities would like NMTV staff to take more responsibility for the content on City channels. H. Arnson stated that NMTV staff would be able to assume responsibility for the data pages on each City channel, freeing City staff from that duty. She also stated that any City related programs in the NMTV library could be scheduled for playback on City channels. To increase awareness of programming opportunities, NMTV staff will call various representatives of each City on a monthly basis to inquire as to whether there are any issues or events that the City would like produced as a news story or a stand-alone program. It would also be possible to produce Mayoral or City Council issue/summary programs if the City Mayors and Council persons would be interested in participating. The possibility of an upcoming staff opening that could be repurposed to a Communications Specialist position, geared toward City programming, was considered. The Committee did not want to create an additional position, citing a reduction of funds returning to Cities. Staff stated that all of these service additions could be provided without the addition of staff positions. The group agreed that it was a good discussion and that improving the technical quality and variety of programs on the City channels was a positive thing. Staff also noted that the Operations Committee was interested in obtaining viewer data through a viewer survey. The last viewer survey was conducted in early 2000 as a part of the last franchise renewal. It was thought that results from a viewer survey conducted in 2017 could be used in the upcoming franchise renewal. Staff will check with Legal Counsel to verify that.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

No new business was presented.

ADJOURN

Motion to adjourn made by C. Payment. Second, D. Swanson. Motion approved. The meeting was adjourned at 6:38 p.m.

**NORTH METRO TELECOMMUNICATIONS COMMISSION
UNAPPROVED OPERATIONS COMMITTEE MEETING NOTES**

Tuesday, December 6, 2016

CALL TO ORDER

The meeting began at 10:34 a.m.

MEMBERS PRESENT

B. Petracek, P. Antonen, D. Buchholtz, D. Krueger, C. Arneson, M. Ericson

MEMBERS ABSENT

J. Karlson

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of November 1, 2016 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- H. Arnson reported on the HD upgrade. A few items remain on the studio and master control punch lists, but the two areas are currently up and running. Sports Director, Kenton Kipp, is in Ohio examining the truck for final acceptance. It is expected that the truck will be delivered at NMTV on Monday December 12th. The new equipment for the truck has been delivered to NMTV and the install will begin upon the truck's arrival. Alpha Video has estimated that the install should be complete by mid-January.
- NMTV staff member, Eric Houston, has visited or been in contact with all seven Cities' staff members responsible for the community bulleting board pages. Most Cities were excited to update the data pages with pages designed by Eric. Several Cities declined the offer for future visits to continue updating pages. All City staff members think that the recommended Carousel Bulletin Board systems are a good idea. Some Cities have chosen to continue to manage their own bulletin boards until the Carousel systems are installed. Programming Coordinator, Michele Silvester, has been scheduling City or community related programming on the City channels. These programs include a Yellow Ribbon City Ceremony, a Veteran's Day program, the live NMTV election program, and NMTV news stories. H. Arnson requested that Michele be given permission to schedule additional programs on the City channels at her own discretion. Seeking permission from each City for every additional program scheduled has turned out to be quite cumbersome. City staff can always make any programming requests at any time if they are so inclined. The Operations Committee approved of that procedure. Michele will email her contact at each City regarding the decision. Additionally, NMTV staff have met with several Cities regarding their HD upgrades and equipment issues.

OLD BUSINESS

- There was no old business.

NEW BUSINESS

- There was no new business.

ADJOURNMENT

The meeting was adjourned at 10:53 a.m.

**NORTH METRO TELECOMMUNICATIONS COMMISSION
UNAPPROVED OPERATIONS COMMITTEE MEETING NOTES**

Tuesday, November 1, 2016

CALL TO ORDER

The meeting began at 10:37 a.m.

MEMBERS PRESENT

B. Petracek, P. Antonen, J. Karlson, D. Buchholtz, D. Krueger, C. Arneson

MEMBERS ABSENT

M. Ericson,

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of October 4, 2016 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- H. Arnson reported on the HD upgrade. Master Control, Studio B, and Studio A are essentially finished. Staff have been trained and the systems are being tested. Punch lists are being developed and issues addressed. It is expected that the system should work well for the live election night program. The production truck is slated for delivery either late November or early December. Alpha Video would then install the new equipment in the truck. It's possible that it could be done this year, but it may carry over into January. A change-order was sent that included several swap-outs of items that were no longer available. The replacement pieces were priced the same or less than the original pieces. Some head-sets and communications bases were also returned. The result of the change-order is a \$5,900 savings. Any credit due will be applied to the final bill. There may be change-orders for the truck equipment as well.
- Progress on improving content on City channels was reviewed. NMTV programming staff have been scheduling City or community related shows on the municipal channels in addition to the regularly scheduled meetings. All seven Cities will be carrying the live election night coverage. The ability to increase the number of times City meetings play was also introduced as a way to increase video content on City channels. Staff has also been working on data pages for the City SCALA and Power Point pages. Information that could be included on data pages was considered, and side-by-side comparisons of current pages and possible adaptations were provided. It was noted that staff will begin contacting relevant City staff and scheduling a time to meet to assume the responsibility of updating the data pages. Several City employees have asked that the meetings be scheduled after the elections. H. Arnson recommended that Tightrope based Carousel units be purchased for each City and housed in Master Control. These units would integrate with current NMTV scheduling software and hardware, provide HD quality data pages and video, automatically create a channel schedule page and up-next graphic, and would create efficiencies for updating pages. It would also greatly increase the technical quality of the channels by removing the distance and equipment each data source is now required to travel, from each City to the NMTV head-end, before it is sent out to subscribers. It was thought that franchise fees may exceed estimates for 2017. It was considered that those funds could be used to pay for the systems. The Committee thought it made sense and supported the plan. Fourth quarter franchise fees are not due until January 31, 2018. Any available funds can be considered at that point.

- Transporting HD signals from Cities to the NMTV head-end was discussed. H. Arnson stated that as each City upgraded to HD, equipment changes would need to be made in the infrastructure required to transport that signal. As Spring Lake Park has already upgraded to HD, Staff will contact Comcast to determine a process and cost for upgrading the transport system to HD.
- The third quarter franchise fee and PEG fees have been received. The numbers are positive.
- The 3rd quarterly meeting with CenturyLink has been scheduled for noon on Tuesday, November 15th, at the NMTV facility.
- The 2017 calendar of scheduled meetings for the Operations Committee, Executive Committee, and full Commission was provided.

OLD BUSINESS

- There was no old business.

NEW BUSINESS

- There was no new business.

ADJOURNMENT

The meeting was adjourned at 11:11 a.m.

**NORTH METRO TELECOMMUNICATIONS COMMISSION
UNAPPROVED OPERATIONS COMMITTEE MEETING NOTES**

Tuesday, October 4, 2016

CALL TO ORDER

The meeting began at 10:30 a.m.

MEMBERS PRESENT

B. Petracek, M. Ericson, P. Antonen, J. Karlson, D. Buchholtz, D. Krueger, C. Arneson

MEMBERS ABSENT

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of September 6, 2016 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- H. Arnson reported on the HD upgrade process. The Master Control equipment is nearly done. The video data from the old servers is being transferred to the new ones. Commissioning and training on the new equipment is scheduled for mid-October. The switch-over to the new system is expected to take place on October 17th. The Studio A upgrade is also underway. It is expected to be done before the last week of October. Training will take place the last week of October, leaving plenty of time to work out any bugs before the big live election night program. The truck is on schedule for completion and the equipment installation, for it, is planned for November. Studio B has been upgraded. The Committee asked about new sets for the studio. H. Arnson stated that the current sets were built the same time as the building and are quite beat-up. With HD equipment the flaws will be quite obvious. Staff is currently researching replacement set options. New sets could be paid for with money that had been reserved for a new production truck. The new production truck is being paid for with funds from the HD bond. That leaves the \$103,000, that was saved for the truck, available for set purchases. Purchasing new sets would not happen until after the HD upgrade is complete and all of the bills have been paid.

OLD BUSINESS

- There was no old business.

NEW BUSINESS

- The topic of the value of NMTV services to Member Cities was discussed. J. Karlson reported that H. Arnson had attended a Lino Lakes City Council work session to review services and to talk about their value. From this discussion came an additional conversation regarding what could be done to improve the quality of the City channels and to reduce the amount of work that City staff have to spend on the channel. Staff stated that a combination of approaches could be undertaken. Most Cities are still using analog or SD video acquisition and transmission equipment. As this equipment is upgraded to HD and HD modulators replace the old analog/SD modulators there will be

an improvement in the technical quality of the channels. With the HD upgrade taking place at NMTV, timelines for upgrading City equipment were considered. While upgrading equipment may take some time, other steps can be taken immediately to improve the content on the City channels and remove most of the burden for supplying content from City staff. H. Arnson stated that there are many City relevant programs in the NMTV library that could be played on the City channels. Examples included NMTV News stories, City events like parades or celebrations, debates, and any election related programming. If Cities would like NMTV to place these programs on the City channels that can be done immediately. H. Arnson also stated that while the News team currently contacts staff and watches City Council meetings for news story and other programming ideas, they can also make scheduled, monthly calls to various contacts at each City to ask if there is anything they would like to see covered in a news story or as a stand-alone program. Any new, regularly occurring programs, that Cities would like NMTV to produce, such as monthly Mayoral or City Council Summary or Comments programs can also be produced, but require the cooperation and time of the elected officials. H. Arnson also stated that NMTV staff could begin updating and maintaining each City's data pages that run on the channel between video programming. She said that NMTV staff could create graphically pleasing general pages that could work on all seven channels and then City specific pages would also be designed. An NMTV staff person could update the channels once or twice a month to keep the information relevant. This would remove the need for any City staff to be involved in programming City SCALA or Power Point data feeds. It was noted that a current NMTV staff position may be opening up soon, and that that position could be repurposed to be a Communications Specialist geared towards meeting Cities needs. The consensus was that the discussion regarding adding services for Cities was very positive and helpful and should continue. The Committee asked about viewer levels for the community channels. Staff stated that there is no way to know how many people are watching the channels, other than to perform a viewer survey. Viewer surveys are typically done as part of a franchise renewal, and the last one that was done for NMTV was completed in early 2000. The group thought it was a good idea to have another viewer survey conducted. Since the NMTC is only one year out from beginning franchise renewal proceedings, H. Arnson thought that data from a viewer survey conducted in early 2017 would likely be valid for franchise renewal needs assessment purposes. She will check with the Commission's Legal Counsel to verify. Costs for conducting a viewer survey will be approximately \$15,000 to \$16,000. It has not been budgeted for in 2017, but if the data can be used in franchise renewal the cost can be covered by money in reserve for the renewal.

ADJOURNMENT

The meeting was adjourned at 11:33 a.m.

NORTH METRO TELECOMMUNICATIONS COMMISSION
AND OPERATIONS COMMITTEE
2017 SCHEDULE OF MEETING DATES

OPERATIONS COMMITTEE MEETINGS

Operations Committee meetings will be held the Tuesday, before the first Wednesday of each month, at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 10:30 a.m.

January 3 rd	July 11 th
February 7 th	August 1 st
March 7 th	September 5 th
April 4 th	October 3 rd
May 2 nd	November 7 th
June 6 th	December 5 th

EXECUTIVE COMMITTEE MEETINGS

Executive Committee meetings will be held the first Wednesday of each month at the North Metro Community Television facility, at 12520 Polk St. NE, Blaine, MN 55434, beginning at 6:00 P.M.

January 4 th	July 5 th
February 8 th	August 2 nd
March 8 th	September 6 th
April 5 th	October 4 th
May 3 rd	November 8 th
June 7 th	December 6 th

FULL COMMISSION MEETINGS

Full Commission meetings will be held the third Wednesday of every month at Spring Lake Park City Hall, 1301 81st Ave. NE, Spring Lake Park, MN 55432, beginning at 6:00 PM.

January 18 th	July 19 th
February 22 nd	August 16 th
March 22 nd	September 20 th
April 19 th	October 18 th
May 17 th	November 22 nd
June 21 st	December 20 th

Level 3 Acquisition Will Completely Transform CenturyLink, Enterprise Market

telecompetitor.com/level-3-acquisition-will-completely-transform-centurylink-enterprise-market/

Joan Engebretson

If CenturyLink's plan to merge with Level 3 Communications is approved, the combined carrier will get 76% of its revenue from the enterprise and wholesale market, said a Level 3 executive today.

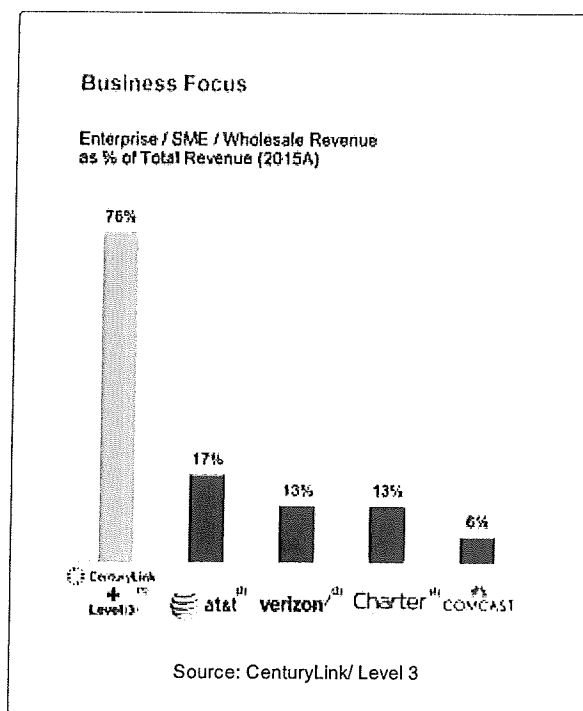
After the CenturyLink, Level 3 merger, the combined company would be the most heavily business-focused of the nation's five largest service providers by a long shot, according to data presented by Level 3 Chief Financial Officer Sunit Patel at the Bank of America Merrill Lynch Leveraged Finance Conference, which was also webcast.

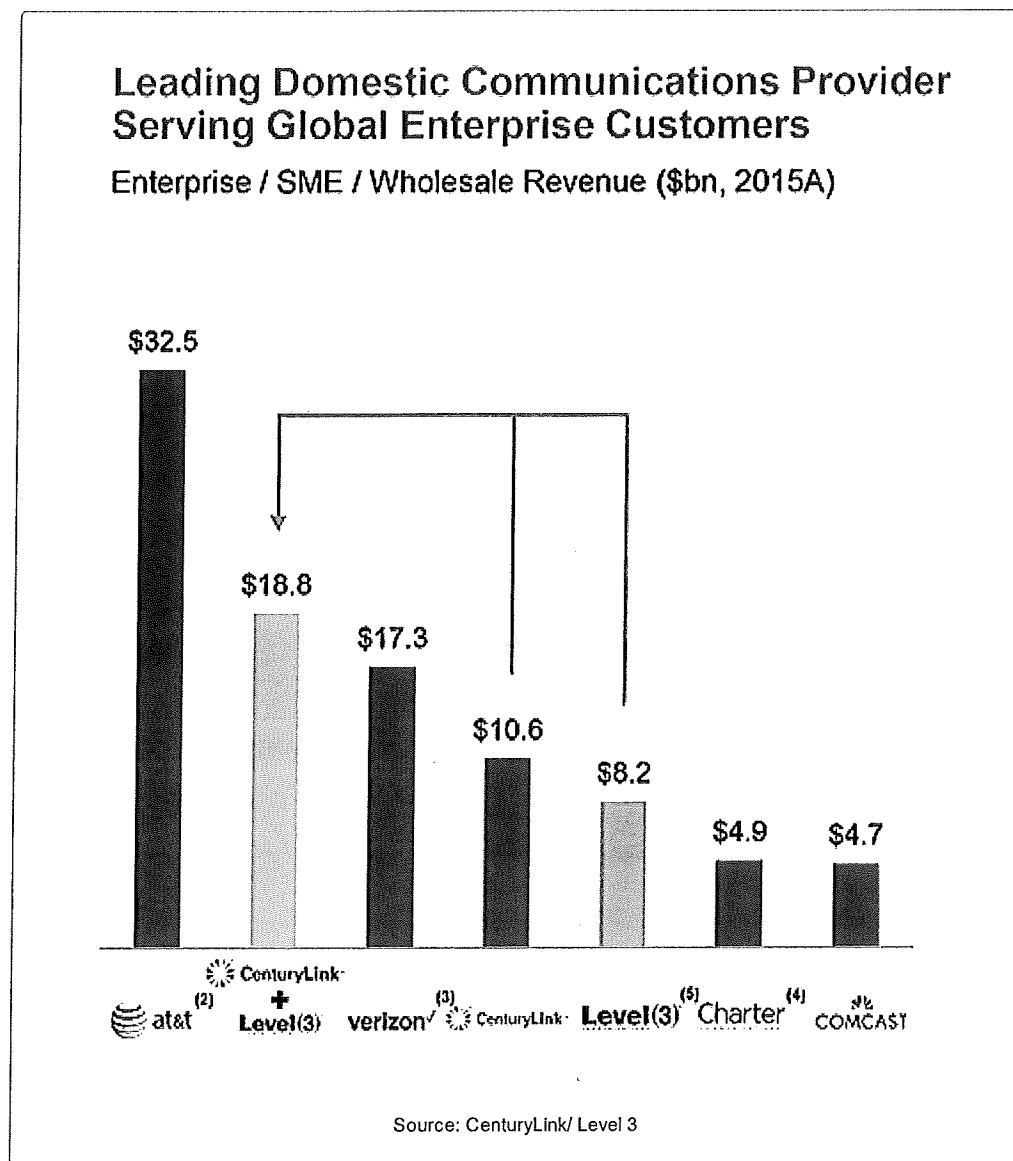


AT&T would be in the number two spot, with 17% of its revenue coming from enterprise and wholesale, followed by Verizon and Charter who are tied at 13% and Comcast, which gets just 6% of its revenues from the enterprise and wholesale market.

The combined Level 3/ CenturyLink enterprise and wholesale markets "really becomes the prime business of the company moving forward," said Patel.

At \$32.5 billion for 2015, AT&T would still have the largest overall enterprise and wholesale revenues after a CenturyLink/ Level 3 merger. But the merged company would be in the number two spot with combined CenturyLink enterprise and wholesale revenues of \$18.8 billion, followed by Verizon, Charter and Comcast.





As the second largest provider to enterprises in the U.S., the merged company will be able to “do more for customers, [have] better branding and [have] better presence in more places,” Patel said.

CenturyLink Enterprise Focus

Focusing on the enterprise and wholesale market would appear to be a smart choice for the company resulting from a CenturyLink, Level 3 merger. The latter was one of the most successful of the competitive carriers to emerge in the 1990s but that group has been shrinking as companies have gone out of business or been acquired. (Another remaining company in that group – XO Communications – is getting set to enter the Verizon fold.)

Meanwhile, CenturyLink – like other companies that began life as a monopoly phone company – has had to diversify to compensate for declining revenues in its traditional business. Companies in that group generally pursue one of three strategies or some combination of the three – wireless, residential broadband and the enterprise.

Unlike AT&T and Verizon, CenturyLink has no pure-play wireless business. And of the two remaining business options, the enterprise market would appear to have greater potential, particularly considering that the numbers discussed at the beginning of this post suggest that the company's chief competitors are primarily

focusing elsewhere.

According to CenturyLink CFO Stewart Ewing, the company won't shift its focus away from its residential business completely, however. During a question-and-answer session after today's presentation, Ewing said that within three years, CenturyLink plans to make 40 Mbps broadband available to 90% or more of the homes in its top 25 markets. In addition, 70% of homes in those markets are targeted to have 100 Mbps broadband available to them.

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The Washington Post

The Switch

'We don't need the FCC': A Trump adviser's proposal to dissolve America's telecom watchdog



By Brian Fung November 22 at 11:58 AM

A top adviser to Donald Trump on tech policy matters proposed all but abolishing the nation's telecom regulator last month, foreshadowing possible moves by the president-elect to sharply reduce the Federal Communications Commission's role as a consumer protection watchdog.

In an Oct. 21 blog post, Mark Jamison, who on Monday was named one of two members of Trump's tech policy transition team, laid out his ideal vision for the government's role in telecommunications, concluding there is little need for the agency to exist.

ADVERTISING

"Most of the original motivations for having an FCC have gone away," Jamison wrote. "Telecommunications network providers and ISPs are rarely, if ever, monopolies."

The FCC declined to comment for this story.

But the FCC's current leadership has disagreed strongly with that analysis. Its Democratic chairman, Tom Wheeler, has spoken of an Internet service "duopoly" in much of the country that limits competition. And he has compared telecommunications to the rail and telegraph networks of the 19th century, calling for new rules of the road as the Internet becomes the dominant communications platform of the 21st century.

Wheeler has used his agency to go after allegedly misbehaving companies, proposing record-setting fines against companies for slowing down "unlimited" data plans and for billing consumers for content and services they didn't ask for. He passed proactive regulations such as net neutrality to prohibit anticompetitive behavior. And, in an unprecedented step, Wheeler forced Internet providers to obey the same privacy rules that legacy phone companies must abide by when handling customer data.

Critics of the FCC have accused Wheeler of political favoritism, passing rules that appear to disproportionately benefit newer Internet companies and disadvantage big incumbent industries such as cable and telecoms. With Trump in the White House, Republicans are expected to roll back many of Wheeler's policies. In an interview Tuesday, Jamison said Wheeler has allowed politics to "infiltrate the FCC a lot more than is necessary."

"I teach regulation all over the world," said Jamison, who directs the Public Utility Research Center at the University of Florida. "The biggest fight is always to keep politics out of what's supposed to be an independent agency."

Jamison — along with Jeffrey Eisenach, the other member of Trump's tech transition team — both share ties to the American Enterprise Institute, an elite conservative think-tank in Washington. As part of the transition team, the two men

are expected to meet for briefings with the FCC's current leadership. Jamison declined to comment on his role in the transition team, which began its outreach to the FCC on Monday. Eisenach, whose previous clients have included Verizon, is viewed by policy analysts as an advocate of deregulation and a proponent of large mergers in the media and telecommunications industries.

"I think both Jeff and Mark envision a significantly pared-down agency," said Hal Singer, an economist at the George Washington University's Institute for Public Policy. "In their minds, proponents of regulation must demonstrate a market failure... This is a 180-degree turn from Wheeler's FCC, which began with a presumption that markets failed."

The Switch newsletter

The day's top stories on the world of tech.

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Jamison has argued that the FCC could be replaced by a much smaller agency charged with handing out licenses for wireless airwaves — essentially acting as a traffic cop for the spectrum over which cellphone calls, mobile data and TV signals travel.

Many of the FCC's existing functions could be farmed out, Jamison wrote in the blog post. Subsidies for phone and Internet service could be handled by state governments, while the Federal Trade Commission could handle consumer complaints and take action against abuses by companies. There are some details that were not addressed in the blog post due to time constraints, Jamison said Tuesday, such as the possible need for new state-level powers to address broadband monopolies.

In another blog post last week, Jamison acknowledged that dissolving an entire federal agency would likely take "strong leadership" to overcome bureaucratic inertia and political opposition to the plan.

With the looming prospect of a 3-2 majority in favor of Republicans at the FCC, and in light of Republicans' many objections to Wheeler's tenure, it isn't hard to imagine the GOP moving swiftly to limit the FCC's authority in 2017, tweeted Berin Szoka, president of the right-leaning think tank TechFreedom.

Republicans at the commission "will absolutely rule 706 isn't a grant of authority," Szoka said, referring to Section 706, one of the FCC powers the agency used to justify its net neutrality rules.

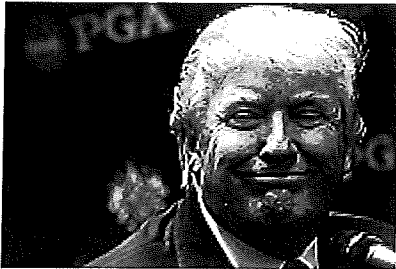
Brian Fung covers technology for The Washington Post, focusing on telecommunications and the Internet. Before joining the Post, he was the technology correspondent for National Journal and an associate editor at the Atlantic. [Follow @b_fung](#)

Trump Formally Picks Net Neutrality Opponents to Guide FCC

by Karl Bode

Tuesday Nov 22 2016 10:00 EST

President-elect Donald Trump this week formally made his selections to guide the FCC transition, and both are vehement opponents of net neutrality specifically and the FCC's role as a broadband consumer watchdog generally. Jeff Eisenach and former Sprint lobbyist Mark Jamison were formally named by Trump's transition team to oversee hiring and policy for the FCC. As noted previously, Eisenach is a think-tanker with long-standing ties to broadband companies.



Eisenach isn't just in control of selecting the new FCC boss, he's apparently also in the running for the position alongside Ajit Pai, another extreme opponet to net neutrality and the FCC as a consumer watchdog.

Pai, Eisenach and Jamison all played significant roles in trying to shoot down the net neutrality rules passed by the FCC last year. In fact, the trio have opposed nearly every consumer-friendly policy appointed during the FCC's recent (and historically uncharacteristic) stint as a strong consumer ally under current boss Tom Wheeler.

Eisenach has been both a consultant for Verizon and a fellow at the American Enterprise Institute, a deregulatory think tank that takes significant funding from the nation's biggest ISPs.

"Net neutrality would not improve consumer welfare or protect the public interest," Eisenach testified before a Senate Judiciary Committee in 2014. In an AEI blog post, Eisenach declared net neutrality to be "crony capitalism pure and simple."

Consumers disagree. With limited broadband competition and ISPs enjoying often comedic control over state legislatures, there's no organic market forces in place that keep ISPs on their best behavior when it comes to abusing their duopoly over the last mile. That's precisely why US consumers not only pay more for broadband than most developed countries, but also experience some of the worst customer service in *any sector in America*.

Both Eisenach and Jamison have consistently and repeatedly stated that they'd like to strip back the FCC's authority over broadband providers. That would not only put net neutrality at risk, but would also likely involve rolling back the FCC's recently passed consumer privacy protections. Those rules require that ISPs must be transparent with consumers and provide working opt out tools so users can chose not to have their data collected and sold.

Despite the fact that net neutrality generally has broad, bipartisan consumer support, Trump has repeatedly indicated he opposes the concept, a position that runs in contrast to his "populist" campaign rhetoric.

»[twitter.com/realDonaldTrump ... rc%5Etfw](https://twitter.com/realDonaldTrump/status/1054545454545454545)



November 7, 2016

Ms. Heidi Arnson
Cable Administrator
North Metro Telecommunications
12520 Polk Street Northeast
Blaine, MN 55434

Dear Heidi:

Last week Comcast and Netflix announced that the Netflix service will launch on millions of X1 devices across the country. Integrated throughout the platform, X1 customers with Netflix subscriptions will be able to easily browse and access over the Internet the extensive online collection of Netflix TV shows and movies alongside the live, on demand, DVR and web programming included with their Xfinity TV subscription.

Netflix content will be fully integrated into Xfinity On Demand, enabling X1 customers to watch past and current seasons of shows like *The Blacklist* and *How To Get Away With Murder*; or explore popular Netflix original series like *House of Cards*, *Orange is the New Black* and *Stranger Things*; or catch up on recent classics like *Breaking Bad*, *LOST* and *Mad Men*, all in one place.

By combining the TV libraries of Netflix and Xfinity On Demand, X1 customers can:

- Launch the Netflix app by simply saying "Netflix" into the X1 voice remote.
- Browse Netflix content alongside other on demand movies and shows.
- Search for an actor like "Adam Sandler" or "Kevin Spacey" and see everything they are in, across both Xfinity and Netflix.
- Start from the beginning of long-running shows like *The Walking Dead* or *Scandal*, with all prior seasons from Netflix and the current season from Xfinity, all in one place.

Current X1 and Netflix customers will be prompted to sign in when accessing the Netflix service on X1 for the first time. New Netflix customers will be able to sign up for a new Netflix membership directly on X1, have the service added to their Comcast bill and begin to immediately explore and enjoy the service on X1 or across devices.

As always, if you have any questions please don't hesitate to contact me at 651-493-5777.

Sincerely,

Karly Werner
Director, Government Affairs

Comcast Standardizing on Terabyte Plan

Top ISP is deploying usage-based broadband policy

BY JEFF BAUMGARTNER

Following months of trials, Comcast began the commercial rollout of a controversial usage-based broadband policy last week that charges consumers extra if they exceed monthly data allotments.

The new policy, to be applied in most of the MSO's markets by Nov. 1 (see sidebar), limits usage to 1 Terabyte (1,025 Gigabytes) per month before customers are charged \$10 per each additional bucket of 50 GBs.

Notably, those overage charges will not exceed \$200 each month no matter how much data a residential customer uses. Comcast is also giving customers two "courtesy" months before data overage fees would be applied.

NORTHEAST NOT INCLUDED

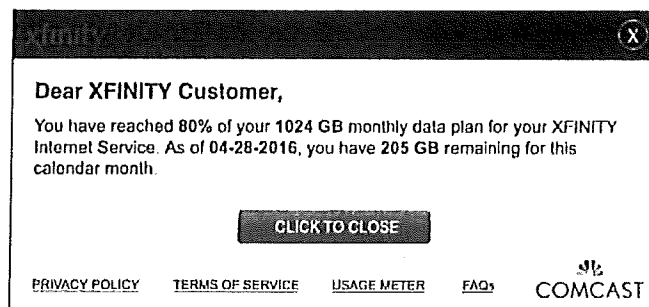
Comcast markets in the Northeastern U.S., including its hometown of Philadelphia, and in its Mid-Atlantic region, including Washington, D.C., are among the few areas that are not part of the MSO's current data plan rollout. Comcast has not announced if it will expand the policy to those areas.

In markets with the data plan, Comcast is also offering an unlimited data option that costs an additional \$50 per month, which is up from fees of \$30 to \$35 per month, depending on the market, that the operator had previously been testing.

For light Internet users, Comcast offers a "Flexible Data Option" for customers on its Economy Plus and Performance Starter high-speed tiers that provides an automatic \$5 credit if their total monthly usage is less than or equal to 5 GBs per month. On that plan, Comcast charges \$1 for each 1 GB of data used over the 5-GB threshold.

Comcast's data usage plans don't apply to Comcast Business Internet subs, customers on "Bulk Internet" agreements or customers who use the MSO's new Prepaid Internet service (offered in a handful of markets) or Gigabit Pro, service that uses fiber-to-the-premises technology.

With the commercial deployment, Comcast joins a growing mix of cable operators and Internet-service providers that have implemented



Comcast alerts customers when they are approaching or have exceeded their monthly data allotment.

usage-based Internet data policies, including AT&T, Mediacom Communications and Cox Communications. Altice USA-owned Suddenlink Communications also has a data plan policy that charges extra when customers exceed their monthly cap, along with a recently launched unlimited data option, but former Cablevision Systems properties now owned by Altice don't implement data caps. Charter Communications, per the order approving its acquisition of Time Warner Cable, is prohibited from imposing data caps or charging usage-based pricing on residential broadband service for seven years.

FCC TO INVESTIGATE CAPS

Usage-based broadband policies have taken heat from critics who see them as a way for cable operators to drive more revenue while also keeping over-the-top video competition in check. The Federal Communications Commission is looking into data-cap policies but has not set a timetable.

Comcast, meanwhile, reasons in its FAQ about the policy that its data plan "is based on a principle of fairness. ... Those who use more Internet data pay more. And those who use less Internet data pay less."

Comcast also stressed that about 99% of its customers don't use more than 1 TB in a month, and that median monthly usage is about 75 Megabytes.

To give customers a sense of how much data 1 TB is, Comcast's FAQ notes that it's roughly equal to streaming 600 to 700 hours of HD video, playing online games for more than 12,000 hours or streaming more than 15,000 hours of music.

Comcast provides an online meter that shows customers their data usage and also sends them an in-browser message and an email when they are close to or have exceeded the 1-TB cap. **O**

Mapping a Fat Pipeline

The bulk of Comcast's footprint will soon implement the MSO's data-usage policy.

Comcast's Terabyte usage plan is active in the following markets: Alabama (excluding the Dothan market); Arizona; Arkansas; Florida (Fort Lauderdale, Miami and the Keys); Georgia (excluding Southeastern Georgia); Illinois; Northern Indiana; Kentucky; Louisiana; Maine; Southwestern Michigan; Mississippi; Tennessee; Eastern Texas;

South Carolina; and Southwest Virginia.

The plan is set to become effective Nov. 1 in these additional markets: Dothan, Ala.; Houston; California; Colorado; Florida (North Florida, Southwest Florida and West Palm); Southeastern Georgia; Idaho; Indiana (Indianapolis and Central Indiana, Fort Wayne and Eastern Indiana); Kansas; Michigan (Grand Rapids/Lansing, Detroit and Eastern Michigan); Minnesota; Missouri; New Mexico; Western Ohio; Oregon; Utah; Washington; and Wisconsin.

— Jeff Baumgartner

Comcast Paying Record \$2.3 Million to Settle FCC Investigation

Commission says subs complained about billing for service and equipment not ordered
10/11/2016 11:17:00 AM Eastern

By John Eggerton
Follow @eggerton

The FCC's Enforcement bureau says the nation's largest cable operators, Comcast, has agreed to pay the largest civil penalty assessed a cable operator--\$2.3 million--to settle an investigation into whether it charged customers for services and equipment they did not authorize, or so-called "negative option billing."

Comcast says it was already making fixes and has been "laser focused" on customer service.

"It is basic that a cable bill should include charges only for services and equipment ordered by the customer—nothing more and nothing less," said Bureau Chief Travis LeBlanc. "We expect all cable and phone companies to take responsibility for the accuracy of their bills and to ensure their customers have authorized any charges."

The FCC said it had received "numerous" consumer complaints about being charged for premium channels or set-top boxes or DVRs even though they had declined those services or had not ordered the equipment.

The cable operator will also be required to implement "a detailed program for redressing disputed charges in a standardized and expedient fashion, and limits adverse action (such as referring an account to collections or suspending service) while a disputed charge is being investigated.

Comcast will send confirmation of any new products or charges separate from monthly bills. Comcast says it was already in the process of making such changes and agrees with the fixes.

Under the terms of the settlement, Comcast will implement a five-year compliance program to obtain "affirmative, informed consent" before charging for any new service or equipment.

It will also send confirmation of any new products or charges separate from monthly bills.

Comcast disputed the specific allegations' illegality, but agreed to the fine to terminate the investigation. "Comcast asserts that erroneous charges, including those occasioned by employee error, which do not involve deceit or the company's intentionally "duping" customers, cannot constitute prohibited negative option billing within the meaning of relevant authority or Commission precedent," the FCC said.

"We have been working very hard on improving the experience of our customers in all respects and are laser-focused on this," Comcast said in a statement. "We acknowledge that, in the past, our customer service should have been better and our bills clearer, and that customers have at times been unnecessarily frustrated or confused. That's why we had already put in place many improvements to do better for our customers even before the FCC's Enforcement Bureau started this investigation almost two years ago. The changes the Bureau asked us to make were in most cases changes we had already committed to make, and many were already well underway or in our work plan to implement in the near future."

"We do not agree with the Bureau's legal theory here, and in our view, after two years, it is telling that it found no problematic policy or intentional wrongdoing, but just isolated errors or customer confusion. We agree those issues should be fixed and are pleased to put this behind us and proceed with these customer service-enhancing changes."

At a June hearing on cable customer service and overcharges, Comcast SVP customer service Tom Karinshak was the first to testify, setting a general tone of contrition combined with pledges to do better and explanations of how that was already happening.

"Comcast and industry have not always made customer service the priority it should have been. I am sorry for that," he said. But he outlined the steps and investments Comcast had made and would make to improve the experience, including reassessing policies and fees.

Subject: One Terabyte Plan

From: "Baraga-Werner, Karly" <Karly_Baraga-Werner@comcast.com>

Date: 10/7/2016 10:51 AM

To: "Baraga-Werner, Karly" <Karly_Baraga-Werner@comcast.com>

Good Morning:

As you may have heard, Comcast is introducing a new 1 TB per month data plan in its West Division markets, including the Twin Cities, starting on November 1, 2016. Customers have been notified I recognize that you may get inquiries about this plan, and I want to be sure you have the information that you need or want in order to help.

Comcast has created an Xfinity Data Usage Center site to assist customers in understanding the new plan and to easily track and manage data on their own usage. This can be found at <https://dataplan.xfinity.com>. In short, a terabyte is a massive amount of data; enough to stream between 600 and 700 hours of HD video. In fact, less than one percent of our customers use over a terabyte of data a month. Typical customers only use about 72 GB per month (median). A terabyte of data is so massive that more than 99 percent of our customers are not impacted by this plan and can stream, game, surf, download, and do anything they want with their Internet service without having to think about the data they use.

And for the heaviest internet users who want to use more than 1 terabyte, we are giving them the option to have an unlimited data plan for an additional \$50 per month, or the option to pay \$10 for each additional block of 50 GB of data. These customers will be provided with two courtesy months, so will not be billed the first two times that a terabyte is exceeded.

I hope this information is helpful. If you have additional questions, please don't hesitate to call me.

Sincerely,

Karly Werner
Director, Government & Regulatory Affairs
Comcast- Twin Cities
10 River Park Plaza
St. Paul, MN 55107
(651) 493-5777 - office
(651) 900-9953 - cell