

NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING

June 21, 2017
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. 1-10**
 - 2.1. Approval of the minutes of the regular meeting, May 17, 2017
 - 2.2. Approval of the May financial reports and bill list
3. CITIZENS TO BE HEARD
4. NORTH METRO TV REPORT **pp. 11--24**
 - 4.1. Monthly update
5. REPORT OF EXECUTIVE COMMITTEE **pp. 25-41**
 - 5.1. 2018 NMTC Budget
 - 5.2. Summer Meeting Schedule
6. REPORT OF OPERATIONS COMMITTEE **p. 42-43**
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. 44-50**
14. ADJOURN

NORTH METRO TELECOMMUNICATIONS COMMISSION

UNAPPROVED MINUTES

Commission Meeting – May 17, 2017

CALL TO ORDER

Chair M. Percy called the regular meeting of the North Metro Telecommunications Commission to order at 6:04 p.m. at the Spring Lake Park city offices.

ROLL CALL

Directors Present:

Dick Swanson; Blaine, Mike Murphy; Lexington, Matt Percy; Circle Pines, Steve King; Centerville, Melissa Maher; Lino Lakes, Cindy Hansen; Spring Lake Park, Al Parranto; Ham Lake

Directors Absent:

Others Present:

Heidi Arnson; Executive Director, Rose Valez; Admin. Asst., Mike Bradley; Legal Counsel

Comcast Rep:

CenturyLink Rep:

CONSENT AGENDA

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

The April 19, 2017 minutes and April bill list and financial reports were approved as presented. **Motion for approval made by M. Murphy. Second, C. Hansen. A. Parranto abstained. 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 April and May. Topics included:

- Steps have been taken to improve the content and technical quality of the City channels. The Carousel graphics systems have been ordered and the kick-off meeting for their integration into master control has taken place.

Once the systems are installed NMTV staff will design and populate them with City approved graphics, video-shorts, promos, and other features. It was noted that scheduled programming on the City channels this April increased over 60% over scheduled programs during April of last year. Municipal Producer, Trevor Scholl, has gotten a strong, positive response from Cities and he is working on numerous projects. His first recurring series is called Mayor's Minutes. It features a mayor discussing current City issues. He has completed a show for Centerville and Blaine. He has spoken with all seven mayors, and the program will be produced as often as each mayor would like. Other shows that are playing on the City channels include news stories re-edited as stand alone pieces, and informational videos on topics such as bike helmet fitting, the senior safety and wellness fair, recycling in the parks, CivicReady application, Lexington Memorial Park softball tournament preview, Arrive Alive, and the Centennial Fire Awards. All of the videos are being produced in the HD format.

- The public access video club, under the direction of Studio Manager, Eric Houston, has produced their first episode of a new show called Connecting Anoka County. The program focuses on Anoka County non-profit organizations and their services. It is hosted by Stepping Stone Emergency Housing Director, Julie Jeppson. The first episode featured Anoka County Rotary Clubs.
- The graphics wrap on the new production truck has been completed. Pictures are on the NMTV Facebook page.
- New Video Engineer, Matt Waldron, has created a weekly learning opportunity for NMTV staff and interns. Every Thursday he is scheduling a workshop on a different topic. Sometimes they are geared toward new interns or part-timers to give them a good understanding of what will be expected of them on a truck shoot, and sometimes it is on an advanced aspect of video production or engineering for staff. The goal is to create a strong knowledge base among staff members so that there is a lot of knowledge redundancy. The classes have helped staff take advantage of the more advanced HD equipment in the studio and truck.
- The 16th Annual VIP Awards ceremony took place on Tuesday, May 2nd at the historic Heights Theatre. Volunteers, interns, and part-timers were awarded trophies and recognized for their contributions to community TV.

REPORT OF EXECUTIVE COMMITTEE/OPERATIONS COMMITTEE

D. Swanson reported on the following items:

- The Carousel units and Makito X transport system have been ordered and an Alpha project manager has been assigned.

- Commission Legal Counsel submitted a work plan for determining compliance with ADA closed Captioning rules. The project will help to determine NMTV and Member Cities' responsibilities, if any, concerning closed captioning.

MOTION: To participate in the Closed Captioning Work Plan, as presented by Legal Counsel, at a cost of no more than \$5,000. **Motion made by D. Swanson. Second, C. Hansen. Motion passed.**

- The Committee considered conducting a franchise fee review of Comcast. With franchise renewal starting at the end of the year, it was thought that it would be more cost effective to conduct a franchise fee review later, as part of the renewal.
- The next CenturyLink quarterly meeting is scheduled for Tuesday, June 6th at 11:30 a.m. at the NMTV studio. All were invited to attend.

REPORT OF LEGAL COUNSEL

M. Bradley reported on the following items:

- A legislative alert has been sent out by the LMC and MACTA regarding HF 739/SF 561. The wireless and cable industries are lobbying for the legislation which addresses the placement of wireless antenna on property that is located in the public rights-of-way. The legislation would also limit or eliminate local authority over the placement of these facilities. Local governments are encouraged to contact their legislators.
- There are two FCC proceedings to pay attention to. The first concerns accelerating wireless broadband deployment by removing barriers to infrastructure investment and the other is the same, except concerning wireline broadband deployment. The FCC is seeking comment on both proceedings.
- The FCC is poised to roll back net neutrality rules implemented during the Obama Administration. The last time net neutrality rules were considered, over 4 million comments were filed. The process is expected to last many months.
- The City of Seattle established a new rule prohibiting all companies holding a cable franchise from collecting and selling personal data, including browsing history. Comcast indicated this would not affect the company as they do not sell such information.

- Comcast is entering into the wireless phone business. The service will travel over wi-fi, not cellular networks.
- According to Bloomberg, Comcast and Charter have entered into a partnership that may allow the companies quicker access into the wireless market.

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

No report of directors was presented.

ADJOURN

The meeting was adjourned at 6:32 p.m. **The motion to adjourn was made by C. Hansen. Second, M. Murphy. Motion approved.**

The next meeting of the NMTC will be held on **Wednesday, June 21, 2017 at 6:00 p.m.** at the city offices of Spring Lake Park.

Mike Murphy; Secretary, NMTC

**NORTH METRO TELECOMMUNICATION
BILL LIST**

MAY 2017

Date	Check #	Payee	Amount
MAY	COMBINED	PAYROLL	37,285.97
MAY	COMBINED	IRS/US PAYABLE	13,299.23
MAY	COMBINED	MN REVENUE PAYABLE	2,170.41
MAY	COMBINED	PERA PAYABLE	6,941.48
MAY	COMBINED	PEACHTREE	38.40
MAY	COMBINED	DISCOVERY BENEFITS	2,660.25
13078	5/3/17	Richard D. Larson	376.38
13079	5/3/17	Rick Larson	31.71
13080	5/3/17	B Harris, Inc.	970.25
13081	5/3/17	Harrington Langer & Associates	9,250.00
13082	5/3/17	Commercial Steam Team	1,228.30
13083	5/3/17	Winter Green Lawn & Snow L.L.C.	400.00
13084	5/3/17	Terry Tronson	216.27
13085	5/12/17	Eric Houston	18.19
13086	5/12/17	Floyd Security / SRSI	126.93
13087	5/12/17	League of MN Cities	10,421.00
13088	5/12/17	League of MN Cities	1,642.00
13089	5/16/17	Heidi Arnson	94.29
13090	5/16/17	Green Lights Recycling, Inc	361.62
EFILE	5/1/17	Authorize.Net	25.00
EFILE	5/11/17	Chase Visa Card Services	6,733.71
EFILE	5/1/17	Virtual Merchant Credit Card	43.61
EPAY-01	5/3/17	Republic Services	109.11
EPAY-02	5/3/17	CenterPoint Energy	126.01
EPAY-03	5/3/17	Assurant Employee Benefits	737.67
EPAY-04	5/3/17	AT&T Wireless	380.93
EPAY-05	5/3/17	VERIZON WIRELESS	355.08
EPAY-06	5/3/17	Fleet One LLC	29.02
EPAY-07	5/12/17	U.S. Bank Card Service	2,250.26
EPAY-08	5/12/17	HealthPartners	10,808.95
EPAY-09	5/12/17	Connexus Energy	1,914.82
EPAY-10	5/12/17	City of Blaine-utilities	56.01
EPAY-11	5/16/17	Comcast	275.92
EPAY-12	5/16/17	POPP TELECOM	881.01
EPAY-13	5/16/17	T-Mobile	103.08
APRIL SALES TAX	5/21/17	MN Dept. of Revenue	10.00

112,372.87

North Metro Telecommunications Commission

Balance Sheet

May 31, 2017

ASSETS

Current Assets

Cash - Checking Account	\$	2,308,184.84
Petty Cash		150.00
A/R - NMTC		188,207.18
Prepaid Insurance - NMTC		13,314.26

Total Current Assets 2,509,856.28

Property and Equipment

Office Equipment - NMTC	2,061,716.78
Accum Deprec - NMTC	(2,365,770.53)
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 1,624,850.42

Other Assets

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

Total Assets \$ 4,207,196.70

LIABILITIES AND CAPITAL

Current Liabilities

A/P - NMTC	\$	5,355.00
Accrued Vacation		199,931.71
Accrued Wages		18,932.64
Franchise Fee App		883,889.23
Deferred In Related/Pension		54,575.00

Total Current Liabilities 1,162,683.58

Long-Term Liabilities

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

Total Liabilities 1,686,116.58

Capital

Net Equity	344,424.30
Net Equity - Media Ctr	(206,243.34)
Net Equity - NMTC	2,517,656.37
Net Income	(134,757.21)

Total Capital 2,521,080.12

Total Liabilities & Capital \$ 4,207,196.70

North Metro Telecommunications Comm

Cash Receipts Journal

For the Period From May 1, 2017 to May 31, 2017

Date	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
5/7/17	TAPE DUBS-CASH	TAPE DUBS-CASH Miscellaneous receipts	311.00	311.00
5/9/17	TAPE DUBS-CHECKS	TAPES DUBS - CHECKS Miscellaneous receipts	330.00	330.00
5/9/17	REIMB-HEALTH	FAMILY COVERAGE Miscellaneous receipts	1,120.00	1,120.00
5/9/17	REIMB-HEALTH	FAMILY COVERAGE Miscellaneous receipts	1,120.00	1,120.00
5/9/17	COMMERCIAL PROD	DRONE FOOTAGE/RENTAL-MATT WALDRON		500.00
		COMMERCIAL PRODUCTION-TJ Miscellaneous receipts	950.00	450.00
5/29/17	MAY CC SALES-VM	CREDIT CARD SALES - VIRTUAL MERCHANT		80.00
		Credit Card Sales	80.00	
5/30/17	INTEREST	INTEREST-COMMISSION CHECKING INTEREST - COMMISSION	1,098.50	1,098.50
			5,009.50	5,009.50

North Metro Telecommunications Comm

Check Register

For the Period From May 1, 2017 to May 31, 2017

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

Check #	Date	Payee	Amount
EFILE	5/1/17	Discovery Benefits	20.25
EFILE	5/1/17	Virtual Merchant Credit Card	43.61
EFILE	5/1/17	Authorize.Net	25.00
13078	5/3/17	Richard D. Larson	376.38
13079	5/3/17	Rick Larson	31.71
13080	5/3/17	B Harris, Inc.	970.25
13081	5/3/17	Harrington Langer & Associates	9,250.00
13082	5/3/17	Commercial Steam Team	1,228.30
13083	5/3/17	Winter Green Lawn & Snow L.L.C.	400.00
13084	5/3/17	Terry Tronson	216.27
EPAY-01	5/3/17	Republic Services	109.11
EPAY-02	5/3/17	CenterPoint Energy	126.01
EPAY-03	5/3/17	Assurant Employee Benefits	737.67
EPAY-04	5/3/17	AT&T Wireless	380.93
EPAY-06	5/3/17	Fleet One LLC	29.02
EPAY-05	5/3/17	VERIZON WIRELESS	355.08
EFILE	5/3/17	Discovery Benefits	1,750.00
EFILE	5/6/17	Discovery Benefits	445.00
PEACH	5/10/17	Peachtree/Sage Software	19.20
EFILE	5/10/17	MN Dept. of Revenue	1,042.84
EFILE	5/10/17	Public Employees Retirement	3,328.85
EFILE	5/10/17	IRS/US BANK	6,117.85
EFILE	5/11/17	Chase Visa Card Services	6,733.71
EPAY-07	5/12/17	U.S. Bank Card Service	2,250.26
EPAY-08	5/12/17	HealthPartners	10,808.95
EPAY-09	5/12/17	Connexus Energy	1,914.82
EPAY-10	5/12/17	City of Blaine-utilities	56.01
13085	5/12/17	Eric Houston	18.19
13086	5/12/17	Floyd Security / SRSI	126.93

North Metro Telecommunications Comm

Check Register

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13087	5/12/17	League of MN Cities	10,421.00
13088	5/12/17	League of MN Cities	1,642.00
13089	5/16/17	Heidi Arnson	94.29
13090	5/16/17	Green Lights Recycling, Inc	361.62
EPAY-11	5/16/17	Comcast	275.92
EPAY-12	5/16/17	POPP TELECOM	881.01
EPAY-13	5/16/17	T-Mobile	103.08
EFILE	5/20/17	Discovery Benefits	445.00
APRIL SALES TAX	5/21/17	MN Dept. of Revenue	10.00
PEACH	5/24/17	Peachtree/Sage Software	19.20
EFILE	5/24/17	MN Dept. of Revenue	1,055.39
EFILE	5/24/17	Public Employees Retirement	3,363.96
EFILE	5/24/17	IRS/US BANK	6,191.38
EFILE	5/31/17	IRS/US BANK	990.00
EFILE	5/31/17	MN Dept. of Revenue	72.18
EFILE	5/31/17	Public Employees Retirement	248.67
Total			<u>75,086.90</u>

North Metro Telecommunications Comm

General Journal

For the Period From May 1, 2017 to May 31, 2017

Date	Reference	Trans Description	Debit Amt	Credit Amt
5/1/17	ACCRUED VAC/COM/SICK	ACCRUED VAC/COMP/SICK ACCRUED VAC/COMP/SICK	101,121.83	101,121.83
5/1/17	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	10,308.00	10,308.00
5/30/17	ACCRUED DEPRECIATION	ACCRUED DEPRECIATION ACCRUED DEPRECIATION	12,900.00	12,900.00
5/30/17	ACCRUED VAC/COM/SICK	ACCRUED VAC/COM/SICK ACCRUED VAC/COM/SICK	102,641.60	102,641.60
5/30/17	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	18,781.44	18,781.44
Total			245,752.87	245,752.87

North Metro TV

May 2017 Update

Program Production

In May, a total of **98 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **61:15:00 hours of new programming**.

- 33 programs were produced by the public
- 43 programs were produced by NMTV staff
- 22 programs were produced by City staff



Van Shoots

The HD truck was used for **49:45:00** hours of production. Events produced live and recorded for additional playbacks include:

- Baseball: Blaine vs. Centennial
- Boys Lacrosse: Centennial vs. Blaine
- Softball: Spring Lake Park vs. Blaine
- Softball: Centennial vs. Spring Lake Park
- Boys Lacrosse: Wayzata vs. Blaine
- Boys Lacrosse: Spring Lake Park vs. Centennial
- Softball: 7AAAA QF: Duluth vs. Blaine
- Baseball: 7AAAA QF: Cambridge-Isanti vs. Blaine



Workshops

Workshop	Instructor	Organization	Students
DaVinci Academy Production Series, Class 3	Eric Houston	DaVinci Students	6
DaVinci Academy Production Series, Class 4	Eric Houston	DaVinci Students	6
DaVinci Academy Production Series, Class 5	Eric Houston	DaVinci Students	4
Intro to NMTV	Eric Houston	General Public	3
DaVinci Academy Production Series, Class 6	Eric Houston	DaVinci Students	7
DaVinci Academy Production Series, Class 7	Eric Houston	DaVinci Students	7
Camera	Eric Houston	General Public	6
DaVinci Academy Production Series, Class 8	Eric Houston	DaVinci Students	7
DaVinci Academy Production Series, Class 9	Eric Houston	DaVinci Students	5
Studio	Eric Houston	General Public	5

Workshop cont.	Instructor cont.	Organization cont.	Students cont
DaVinci Academy Production Series, Class 10	Eric Houston	DaVinci Students	4
Editing	Eric Houston	General Public	5
Xpression 102	Matt Waldron	Staff, interns, volunteers	1
Xpression 102	Matt Waldron	Staff, interns, volunteers	2
14 Workshops			68 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	205.75	58	174	46	80	\$675
February	165.75	65	41	14	672	\$411
March	131.5	41	98	45	0	\$305
April	118.5	60	34	40	0	\$157.50
May	192.25	81	58	16	473	\$215
TOTAL:	813.75	305	405	161	1,225	\$1,763.50

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.

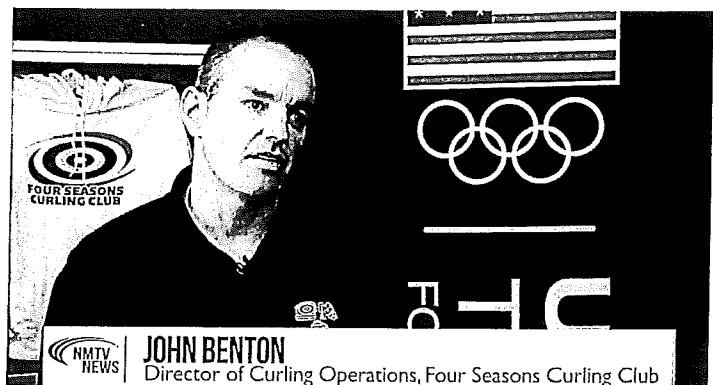
Month	Unique Individuals	Total Usage Hours
January	67	523.5
February	74	461.75
March	54	476.75
April	71	326.5
May	106	665
TOTAL PUBLIC USAGE:		2,453.5

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 May highlights include:

- Alexandra House Faces Grant Loss
- Olympic Trials Come to Blaine
- Anoka County Remembers Fallen Officers
- Spring Lake Park Business Enters Final Season
- Gander Mountain Closing?

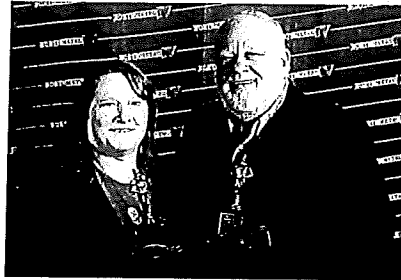


- Connexus Energy Creates Pollinator Friendly Solar Garden.
- Blaine's Weekly Outdoor Farmers Market

In addition to daily playbacks of North Metro TV News on the cable systems, there are over 390 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

VIP Awards

The 15th Annual VIP Awards Ceremony took place on Tuesday, May 2nd. For the third year the event was held at the Historic Heights Theatre. The Theatre staff had VIP Awards spelled out on the marquee, and our poster for the event was in the display case. The organist played until the ceremony started and popcorn and beverages were provided. A photography area was set up so people could have their pictures taken before the ceremony and after with their awards. We had a great turn-out and have heard nothing but compliments regarding the venue. In total, 28 trophies and many certificates of appreciation were given to some very deserving folks. The event was taped and each individual award recipient's segment is presented as a separate program. By doing this we could easily post each award winner's segment to YouTube and our website.



NMTV Sports and Social Media

New Sports Producer, Jeremy Millington, has been working to bring more NMTV sports to social media. New to the station are Facebook Live pre-game hits from the announcers down on the field before the game starts. They let viewers know what game is coming up and what you can expect to see during the live coverage of the event. They then produce in-game and final score updates on the Facebook feed and post upcoming games that are scheduled. After the live game is over, Jeremy puts together game summaries with highlights, music and announcer voice-overs. The game summaries are also posted to YouTube.

New Truck Graphics

The new truck graphics are done! It took a few weeks for Video Engineer and graphics guru, Matt Waldron, to design the wrap. Then the sign company came out and measured the vehicle. After that it took about a week for the actual work to be completed. The back of the truck includes the names of our Member Cities and the services that NMTV provides.



City Productions

Municipal Producer, Trevor Scholl, completed many of the programs that were requested by Cities during his first meetings. New meetings included Lexington and Lino Lakes staff. He introduced himself, explained the services he could provide and scheduled requested productions. Projects that were completed in May include:

- Blaine Mayor's Minutes
- Humane Society Adopt a Cat Month
- Centennial Lakes Police Dept. Body Cams
- 2017 Senior Safety & Wellness Fair
- Lexington Memorial Park Softball Preview
- Blaine Parks Recycling PSA
- Blaine Civic Ready App
- Blaine World Fest

Future programs being organized include:

- Tower Days Events
- Blaine Festival
- Spring Lake Park Mayor's Minutes
- Ham Lake DNR/Invasive Species
- Ham Lake Mayor's Minutes
- Lino Lakes YourGov App
- Lino Lakes Child Car Seat Safety
- Fetes Des Lacs
- Blue Heron Days
- Circle Pines Mayor's Minutes
- Lexington Mayor's Minutes
- Blaine Tip 411 App
- Business profiles
- Fire station recruitment needs for each department
- Explorers programs
- City comprehensive plan coverage
- Lexington Fall celebration

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

New Sports Producer

When Sports Producer, Matt Waldron, accepted the position of NMTV Video Engineer, his position opened up for the first time in fifteen years. The job was posted and resumes started coming in. After two weeks of interviews with some very qualified candidates, Jeremy Millington was offered the position. He has worked for the last nine years as a production specialist for the City of Coon Rapids producing local sporting events with their production truck. Previous to that he was a volunteer with North Metro TV. Jeremy will be producing high school sporting events with the new HD production truck. He will also be working to improve NMTV Sports presence on the website and social media. So, welcome back Jeremy!



Production equipment consulting for cities and schools

Blaine

- Assisted Roark with question regarding FS3 Frame Sync for conversions between the Chamber and the Cloverleaf Farms room at City Hall.
- Received an email from Roark regarding RFPs. Received proposals from Alpha Video and Z Systems on the Blaine City Hall upgrade. Scheduled a meeting with Roark and Eric to go over the proposals in detail.

Centerville

- Communicated with Teresa regarding upgrading equipment to HD. Centerville is ready to begin process. Emailed Mike Pouh at Alpha Video to arrange a time to go to Centerville for a site survey.

Circle Pines

- Circle Pines did not request any technical assistance in May.

Ham Lake

- Check with Comcast regarding progress on I-Net fiber install for transport of Ham Lake video signal from City Hall to NMTV head-end. Comcast says all that remains to be done is some splicing and equipment installations at their head-end. This should fix the video degradation in transport from Ham Lake to NMTV.

Lexington

- Lexington did not request any technical assistance in May.

Lino Lakes

- Finished researching live streaming options for Lino Lakes. Recommend Tightrope's Reflect Service. It comes with a yearly subscription but it is a cloud based service that won't require extraordinary bandwidth. Other options include the Ross MSE card that will stream a live output, but also require more bandwidth. Depending on viewers performance will be affected. Also, NMTV is having problems with a Ross MSE card that Ross has been unable to rectify. Waiting for information from NMTV website designers to make sure our Lino meeting page can accommodate the live stream.
- Emailed Jeff Karlson about dias upgrade. Asked Jeff a question for Z Systems regarding the top of the dias. Lino Lakes is currently not planning on a new top.
- Made calls to vendors to research streaming possibilities for Lino Lakes meetings.
- Made additional calls to vendors with more questions regarding live streaming solutions.
- Received Lino Lakes upgrade estimate from Z Systems for input. Included the block diagram and console elevation drawings.
- Emailed Jeff Karlson to schedule a meeting with Z Systems.

Spring Lake Park

- Went to Spring Lake Park with TJ to look into the issues with the cameras looking off. Began the diagnosis process.
- Went back to Spring Lake Park the next day and resolved all the issues with cameras and reprogrammed all the macro buttons on the software program. Also helped Wanda figure out how to use the graphics program and integrate it into the switch program.

All Cities

- Worked with Rit Das from Haivision regarding Makito X networking.
- Submitted change order for additional sync card and extra Makito X dual blade decoder for City upgrade. Will provide redundancy.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	517	296:49:48
Centerville	136	86:57:40
Circle Pines	268	131:10:04
Ham Lake	122	110:22:34
Lexington	281	289:44:24
Lino Lakes	94	84:10:24
Spring Lake Park	184	115:52:12
Totals:	1,602 Program Playbacks	1,105:07:06 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Connecting Anoka County	Julie Jeppson/Eric Houston	00:20:37
Chit Chat	Sharon Carlson	00:30:48
Off Constantly	David Bauer	00:31:24
Blaine High School Orchestra	Max Schwinghammer	00:12:03
The Undersea Kingdom	DaVinci Students/Eric P. 15Houtson	00:56:20

Title cont.	Producer cont.	Runtime cont.
Special Olympics on NMTV	Dave Bauer, Brett Wong, Eric Houston	01:39:01
We Did It! MN Special Olympics	Dave Buaer, Brett Wong, Eric Houston	00:02:37
The Undersea Kingdom Chapter 5	DaVinci Students, Eric Houston	00:16:00
60 Second Movie Reviews (2 episodes)	DaVinci Students/Eric Houston	00:02:00
Every Movie Ever (3 episodes)	Ben Daniels/Alex Johnson/Gavin Van Trease/Eric Houston	01:10:06
NMTV Game Time	Video Club	00:20:36
A Fresh New Day (4 episodes)	Anita Wardlaw	02:05:49
His Legacy TV (2 episodes)	Nonie Tanner	00:26:17
Cornerstone Church	Rick Bostrom	00:27:35
The Power of Love (2 episodes)	Rick Larson	01:00:00
LovePower (2 episodes)	Ann Sandell	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	04:23:55
Hope Church (3 episodes)	Cindy Hardy	01:57:44
Oak Park Moments (3 episodes)	David Turnidge	02:01:31
33 New Programs		20:24:23 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (5/9/17)	T.J. Tronson	01:03:54
Anoka County Board Meeting (5/23/17)	T.J. Tronson	00:44:04
Cable Commission Meeting	T.J. Tronson	00:28:45
Blaine High School Spring Band Concert	T.J. Tronson	02:00:00
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:03:10
Blaine Mayor's Minutes	Trevor Scholl	00:6:11
Humane Society Adopt A Cat Month	Trevor Scholl	00:03:54
Centennial Lakes Police Dept. Body Cams	Trevor Scholl	00:08:43
2017 Senior Safety & Wellness Fair	Trevor Scholl	00:06:03
Lexington Memorial Park Softball Preview	Trevor Scholl	00:02:00
Blaine Parks Recycling PSA	Trevor Scholl	00:00:51
Blaine CivicReady App	Trevor Scholl	00:02:18
Blaine World Fest	Trevor Scholl	00:05:17
NMTV VIP Awards Shorts (19 episodes)	Eric Houston	00:31:05
Baseball: Blaine/Centennial	Kenton Kipp	01:48:49
Boys Lacrosse: Centennial/Blaine	Kenton Kipp	01:36:09
Softball: Spring Lake Park/Blaine	Kenton Kipp	01:41:58
Softball: Centennial/Spring Lake Park	Kenton Kipp	01:49:57
Boys Lacrosse: Wayzata/Blaine	Kenton Kipp	01:44:08
Boys Lacrosse: Spring Lake Park/Centennial	Jeremy Millington	01:50:51
Softball: 7AAAA QF: Duluth/Blaine	Kenton Kipp	01:43:50
Baseball: 7AAAA QF: Cambridge-Isanti/Blaine	Kenton Kipp	02:03:17
Captains & Coaches: Blaine Trap & Skeet	Jeremy Millington	00:04:21
43 New Programs		20:49:35 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine Traffic Commission Meeting (5/2/17)	Blaine Staff	01:22:37
Blaine City Council Meeting (5/4/17)	Blaine Staff	02:13:31
Blaine Planning Commission Meeting (5/9/17)	Blaine Staff	00:11:59
Blaine Natural Resources Conservation Board Meeting (5/16/17)	Blaine Staff	00:39:27
Blaine City Council Meeting (5/18/17)	Blaine Staff	01:33:40
Blaine Park Board Meeting (5/23/17)	Blaine Staff	00:27:43
Centerville City Council Meeting (5/10/17)	Centerville Staff	02:21:01
Centerville City Council Meeting (5/24/17)	Centerville Staff	00:24:21
Circle Pines Park Board Meeting (5/2/17)	Circle Pines Staff	00:18:06
Circle Pines City Council Meeting (5/9/17)	Circle Pines Staff	00:28:38
Circle Pines Utility Commission Meeting (5/17/17)	Circle Pines Staff	00:56:41
Circle Pines City Council Meeting (5/23/17)	Circle Pines Staff	00:23:13
Ham Lake City Council Meeting (5/1/17)	Ham Lake Staff	01:14:49
Ham Lake Planning Commission Meeting (5/8/17)	Ham Lake Staff	00:06:12
Ham Lake City Council Meeting (5/15/17)	Ham Lake Staff	02:36:14
Ham Lake Planning Commission Meeting (5/22/17)	Ham Lake Staff	00:40:59
Lexington City Council Meeting (5/4/17)	Lexington Staff	00:34:00
Lexington City Council Meeting (5/18/17)	Lexington Staff	01:28:11
Lino Lakes City Council Meeting (5/8/17)	Lino Lakes Staff	01:43:46
Lino Lakes Planning & Zoning Commission Meeting (5/10/17)	Lino Lakes Staff	01:22:15
Lino Lakes City Council Meeting (5/22/17)	Lino Lakes Staff	01:13:07
Spring Lake Park City Council Meeting (5/15/17)	Spring Lake Park Staff	01:02:50
22 New Programs		20:24:24 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 2017

Programming Statistics	J	F	M	A	M	J	JU	A	S	O	N	D	17 Total	17 Average
Cablecast Programs	2550.00	2317.00	1852.00	2087.00	2537.00								11343.00	945.25
Cablecast Hours	1851.00	1568.00	1322.50	1508.50	1842.50								8092.50	674.38
Programs Produced - Public	27.00	23.00	25.00	31.00	25.00								131.00	10.92
Program Hours Produced - Public	14.75	18.25	15.50	15.50	12.00								76.00	6.33
Prog. Produced - Affiliated Public	6.00	8.00	9.00	9.00	8.00								40.00	3.33
Prog. Hours Produced - Affil. Public	6.00	9.50	8.50	8.00	8.50								40.50	3.38
Programs Produced - City Staff	21.00	20.00	20.00	24.00	22.00								107.00	8.92
Prog. Hours Produced - City Staff	16.25	23.50	17.50	21.50	20.50								99.25	8.27
Programs Produced - NMTV Staff	33.00	22.00	16.00	17.00	43.00								131.00	10.92
Prog. Hours Produced - NMTV Staff	17.50	18.00	11.50	13.00	20.45								80.45	6.70
Total Public Programs Produced	33.00	31.00	34.00	40.00	33.00								171.00	14.25
Total Staff Programs Produced	54.00	42.00	36.00	41.00	65.00								238.00	19.83
% Staff Produced Programs	87.00	73.00	70.00	81.00	98.00								409.00	34.08
% Public Produced Programs	62.07%	57.53%	51.43%	50.62%	66.33%								58.19%	58.19%
External Programs Submitted	37.93%	42.47%	48.57%	49.38%	33.67%								41.81%	41.81%
External Program Hours	81.00	18.00	33.00	22.00	23.00								177.00	14.75
Total New Programs	72.75	15.00	24.00	17.00	20.50								149.25	12.44
Total New Program Hours	168.00	91.00	103.00	103.00	121.00								586.00	48.83
Equipment Usage Statistics														
Facility Hours Available	208.50	199.00	246.00	200.00	229.00								1082.50	90.21
Public Field Equipment Uses	10.00	9.00	12.00	4.00	7.00								42.00	3.50
Studio A	36.25	84.00	39.75	19.50	34.00								213.50	17.79
% of Available Time	17.39%	42.21%	16.16%	9.75%	14.85%								19.72%	19.72%
Studio B	26.00	25.50	24.00	23.25	34.25								133.00	11.08
% of Available Time	12.47%	12.81%	9.76%	11.63%	14.96%								12.29%	12.29%
Public MAC A Edit Suite	118.00	115.75	101.25	71.00	89.50								495.50	41.29
% of Available Time	56.59%	58.17%	41.16%	35.50%	39.08%								45.77%	45.77%
Public MAC B Edit Suite	111.50	114.75	108.00	105.25	89.00								528.50	44.04
% of Available Time	53.48%	57.66%	43.90%	52.63%	38.86%								48.82%	48.82%
Public MAC C Edit Suite	138.50	103.50	133.00	68.75	133.50								577.25	48.10
% of Available Time	66.43%	52.01%	54.07%	34.38%	58.30%								53.33%	53.33%
Production Van Statistics														
Production Hours	14.25	30.00	14.00	16.00	49.75								124.00	10.33
Number of Van Shoots	2.00	4.00	2.00	3.00	8.00								19.00	1.58
Average Hours Per Shoot	7.13	7.50	7.00	5.33	6.22								6.53	0.86
Number of New Volunteers	2.00	3.00	0.00	2.00	5.00								12.00	1.00
Volunteer Hours	14.00	22.00	11.00	14.00	113.00								174.00	14.50
Public Access Statistics														
Number of Workshops	9.00	6.00	7.00	6.00	14.00								42.00	3.50
Number of Students	31.00	24.00	45.00	25.00	68.00								193.00	16.08
PAP Volunteer Hours	140.50	210.50	169.00	101.50	111.50								733.00	61.08
Total Public Facility Usage Hours	523.50	461.75	476.75	326.50	665.00								2453.50	204.46
Tours	0.00	0.00	0.00	2.00	0.00								2.00	0.17
Tour Attendees	0.00	0.00	0.00	26.00	0.00								26.00	2.17

CITY REPORT

May 2017

blaine centerville circle pines ham lake lexington lino lakes spring lake park

Video Production



Municipal Producer, Trevor Scholl, was able to meet with Lexington and Lino Lakes staff in May. He explained the services that he provides, met staff that he will be working with, and added requested projects to his shoot catalog. Trevor completed eight of the projects that had previously been requested. Staff members Ben Hayle, Danika Peterson, and T.J. Tronson also either produced programs or assisted in the production of programs for the City channels.

▪ May Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Mayor's Minutes Blaine	Trevor Scholl	00:06:03
Humane Society Adopt A Cat Month	Trevor Scholl	00:03:54
Centennial Lakes Police Dept. Body Cams	Trevor Scholl	00:08:43
2017 Senior Safety & Wellness Fair	Trevor Scholl	00:06:03
Lexington Memorial Park Softball Preview	Trevor Scholl	00:02:00
Blaine Parks Recycling PSA	Trevor Scholl	00:00:51
Blaine CivicReady App	Trevor Scholl	00:02:18
Blaine World Fest	Trevor Scholl	00:05:17
Anoka County Board Meeting (5/9/17)	T.J. Tronson	01:03:54
Anoka County Board Meeting (5/23/17)	T.J. Tronson	00:44:04
Cable Commission Meeting	T.J. Tronson	00:28:45

Some projects that Trevor is working on or is scheduled to produce include:

- Tower Days Events
- Blaine Festival
- Spring Lake Park Mayor's Minutes
- Ham Lake DNR/Invasive Species
- Ham Lake Mayor's Minutes
- Lino Lakes YourGov App
- Lino Lakes Child Car Seat Safety
- Fetes Des Lacs
- Blue Heron Days
- Circle Pines Mayor's Minutes
- Lexington Mayor's Minutes
- Blaine Tip 411 App
- Business profiles

- Fire station recruitment needs for each department
- Explorers programs
- City comprehensive plan coverage
- Lexington Fall celebration



Equipment Consulting/Technical Support

Blaine

- Assisted Roark with question regarding FS3 Frame Sync for conversions between the Chamber and the Cloverleaf Farms room at City Hall.
- Received an email from Roark regarding RFPs. Received proposals from Alpha Video and Z Systems on the Blaine City Hall upgrade. Scheduled a meeting with Roark and Eric to go over the proposals in detail.

Centerville

- Communicated with Teresa regarding upgrading equipment to HD. Centerville is ready to begin process. Emailed Mike Pouh at Alpha Video to arrange a time to go to Centerville for a site survey.

Circle Pines

- Circle Pines did not request any technical assistance in May.

Ham Lake

- Check with Comcast regarding progress on I-Net fiber install for transport of Ham Lake video signal from City Hall to NMTV head-end. Comcast says all that remains to be done is some splicing and equipment installations at their head-end. This should fix the video degradation in transport from Ham Lake to NMTV.

Lexington

- Lexington did not request any technical assistance in May.

Lino Lakes

- Finished researching live streaming options for Lino Lakes. Recommend Tightrope's Reflect Service. It comes with a yearly subscription but it is a cloud based service that won't require extraordinary bandwidth. Other options include the Ross MSE card that will stream a live output, but also require more bandwidth. Depending on number of simultaneous viewers, performance will be affected. Also, NMTV is having problems with a Ross MSE card that Ross has been unable to rectify. Waiting for information from NMTV website designers to make sure our Lino meeting page can accommodate the live stream.
- Emailed Jeff Karlson about dais upgrade. Asked Jeff a question for Z Systems regarding the top of the dais. Lino Lakes is currently not planning on a new top.
- Made calls to vendors to research streaming possibilities for Lino Lakes meetings.
- Made additional calls to vendors with more questions regarding live streaming solutions.
- Received Lino Lakes upgrade estimate from Z Systems for input. Included the block diagram and console elevation drawings.
- Emailed Jeff Karlson to schedule a meeting with Z Systems.

Spring Lake Park

- Went to Spring Lake Park with TJ to look into the issues with the cameras looking off. Began the diagnosis process.
- Went back to Spring Lake Park the next day and resolved all the issues with cameras and reprogrammed all the macro buttons on the software program. Also helped Wanda figure out how to use the graphics program and integrate it into the switch program.

All Cities

- Worked with Rit Das from Haivision regarding Makito X networking.

- Submitted change order for additional sync card and extra Makito X dual blade decoder for City upgrade. Will provide redundancy.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston and Tarkor Zehn, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in May:

Title	Producer	Runtime
Blaine Traffic Commission Meeting (5/2/17)	Blaine Staff	01:22:37
Blaine City Council Meeting (5/4/17)	Blaine Staff	02:13:31
Blaine Planning Commission Meeting (5/9/17)	Blaine Staff	00:11:59
Blaine Natural Resources Conservation Board Meeting (5/16/17)	Blaine Staff	00:39:27
Blaine City Council Meeting (5/18/17)	Blaine Staff	01:33:40
Blaine Park Board Meeting (5/23/17)	Blaine Staff	00:27:43
Centerville City Council Meeting (5/10/17)	Centerville Staff	02:21:01
Centerville City Council Meeting (5/24/17)	Centerville Staff	00:24:21
Circle Pines Park Board Meeting (5/2/17)	Circle Pines Staff	00:18:06
Circle Pines City Council Meeting (5/9/17)	Circle Pines Staff	00:28:38
Circle Pines Utility Commission Meeting (5/17/17)	Circle Pines Staff	00:56:41
Circle Pines City Council Meeting (5/23/17)	Circle Pines Staff	00:23:13
Ham Lake City Council Meeting (5/1/17)	Ham Lake Staff	01:14:49
Ham Lake Planning Commission Meeting (5/8/17)	Ham Lake Staff	00:06:12
Ham Lake City Council Meeting (5/15/17)	Ham Lake Staff	02:36:14
Ham Lake Planning Commission Meeting (5/22/17)	Ham Lake Staff	00:40:59
Lexington City Council Meeting (5/4/17)	Lexington Staff	00:34:00
Lexington City Council Meeting (5/18/17)	Lexington Staff	01:28:11
Lino Lakes City Council Meeting (5/8/17)	Lino Lakes Staff	01:43:46
Lino Lakes Planning & Zoning Commission Meeting (5/10/17)	Lino Lakes Staff	01:22:15
Lino Lakes City Council Meeting (5/22/17)	Lino Lakes Staff	01:13:07

Title cont.	Producer cont.	Runtime cont.
Spring Lake Park City Council Meeting (5/15/17)	Spring Lake Park Staff	01:02:50
22 New Programs		20:24:24 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional video programming produced by NMTV staff is also scheduled on the channels. The table below outlines how many times a video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	517	296:49:48
Centerville	136	86:57:40
Circle Pines	268	131:10:04
Ham Lake	122	110:22:34
Lexington	281	289:44:24
Lino Lakes	94	84:10:24
Spring Lake Park	184	115:52:12
Totals:	1,602 Program Playbacks	1,105:07:06 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. Eric Houston is currently updating the pages for Cities that have indicated interest in his assistance. He began updating the pages in March, where hundreds of new slides were created. In May, new slides were created upon request. New Tightrope Carousel graphics generators have been purchased for Cities and will be installed by July. At that time, Eric will be responsible for all City approved content on the Carousel units. The following work was done for City graphics pages in May:

- Blaine**
 - Created Carousel demo channel.
- Centerville**
 - No pages were updated.
- Circle Pines**
 - Create 3 new SCALA slides.
- Ham Lake**
 - No pages were updated.
- Lexington**
 - No pages were updated.
- Lino Lakes**
 - Created 21 graphics slides and a demo packet to show Jeff Karlson and City staff
 - Met with Jeff Karlson at Lino Lakes to review plans for the new Carousel
 - Spoke with Lisa, the Carousel point-person.
- Spring Lake Park**
 - Create 13 graphics slides

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in May:

Blaine

- 6 meetings bookmarked and placed on VOD.

Centerville

- 2 meetings placed on VOD.

Circle Pines

- 4 meetings bookmarked and placed on VOD.

Ham Lake

- 4 meetings bookmarked and placed on VOD.

Lexington

- 2 meetings placed on VOD.

Lino Lakes

- 3 meetings bookmarked and placed on VOD.

Spring Lake Park

- 1 meeting bookmarked and placed on VOD

Administrative



The three issues dealt with in May include the ongoing process for updating graphics generators and HD signal transport from Cities, and looking into participating in a ADA Closed Captioning compliance review and franchise fee payment review.

Carousel/Makito X

- Held meeting with Alpha project manager to plan installation and commissioning of Carousel units.
- Discover that there may be some savings over original bid price, due to less expensive newer model. Staff also feels that training is not necessary for the Makito X units, resulting in savings. Any franchise fees left after the purchase of the City equipment will be returned to Cities.

ADA Compliance Work Plan

- Talked with Commission attorney regarding participating in ADA Closed Captioning study with other franchise authorities.
- Discussed ADA Closed Captioning issues with Operations Committee and Commission.
- Signed up to participate in individualized ADA study to determine compliance with closed captioning rules.

Franchise Fee Review

- Looked into possibility of conducting franchise fee review on Comcast records.
- Determined it would make more sense to conduct franchise fee review as part of upcoming franchise renewal. Will include cost of conducting one in 2018 budget.

EXECUTIVE COMMITTEE MINUTES

Meeting of June 7, 2017

Executive Cmte. Present: Dick Swanson; Blaine, Matt Percy; Circle Pines, Cindy Hansen; Spring Lake Park, M. Murphy; Lexington

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 May 3, 2017 Executive Committee meeting minutes was made by C. Hansen. Second, M. Murphy. Motion approved.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- An update was given on progress to improve the quality and quantity of programming on the City channels. The Carousel graphics units are still in the process of being manufactured. Once they are installed and commissioned North Metro staff will provide Cities with two choices for design formats. After a format is chosen, the graphics pages, videos, and other information will be programmed on the units and they will then provide all graphics for the City channels. Municipal Producer, Trevor Scholl, continues to meet with City officials and to build a catalog of requested video projects. He finished eight projects in May. A new City Report was distributed. The report details City related work performed by North Metro staff over the previous month.
- The draft 2018 budget was reviewed. Overall operational costs increased by \$71,000 over the 2017 budget, due entirely to anticipated franchise renewal expenses. Personnel costs decreased by \$6,300 below the 2017 budget because of staffing changes in 2017. The personnel budget includes an up to 2.75% COLA increase. Benefits were budgeted at \$1,115 per employee, per month, based on benefits packages provided by Cities to their employees. Other highlights of the operations budget include a \$3,000 increase budgeted for office expenses. The increase will cover costs associated with increased bandwidth to accommodate anticipated increased data traffic from Cities. Capital expenses are budgeted at \$409,147. The majority of the capital budget is dedicated to the HD bond payment of \$229,215. Other capital expenditures recommended for 2018 include field equipment, Makito X HD transport systems for Cities, Tightrope streaming servers, and annual maintenance contracts for City and NMT Tightrope and Carousel equipment. Annual computer upgrades, software licenses, and music licenses are also included in the capital budget. Franchise fees returned to Cities have been budgeted at \$400,00. This is a \$55,000 increase over the previous year. The

Operations Committee recommended that the Cable Commission approve the 2018 NMTC budget as prepared.

MOTION: To approve the 2018 NMTC budget as presented. **Motion made by C. Hansen. Second, M. Murphy. Motion approved.**

- Increasing the PEG fee was discussed. The Operations Committee recommended doing so. The PEG fee could be increased by 7 cents per subscriber per month in 2018. The committee discussed dedicating any increase to a capital project such as replacing the facility roof. The roof is 13 years old, and was built utilizing 20 year shingles.

MOTION: To approve increasing the PEG fee by 7 cents for 2018. **Motion made by D. Swanson. Second, C. Hansen. Motion approved.**

- The Committee discussed canceling the July and August Executive and full Commission meetings.

MOTION: To cancel the July and August Executive and full Commission meetings. **Motion made by D. Swanson. Second, C. Hansen. Motion approved.**

OLD BUSINESS

No old business was presented.

NEW BUSINESS

No new business was presented.

ADJOURN

Motion to adjourn made by M. Murphy. Second, C. Hansen. Motion approved. The meeting was adjourned at 6:47 p.m.

2018 North Metro Telecommunications Commission

Budget

Talking Points

Overall Organizational Goals

- Work with Cities to improve quality and content of government channels, through HD equipment upgrades, signal transport solutions, live streaming, and content creation.
- Begin the franchise renewal process. Conduct needs assessments and fee reviews.
- Expand drone/video service to a commercial product.
- Continue to monitor the effects of competitive cable franchises in the North Metro.
- Produce high quality channel and web friendly programming that can be viewed using any device.
- Provide program playback, video transport, and channel management services, computer and video equipment maintenance and consulting services, internet streaming services for city meetings including meeting management software licenses and bookmarking services, program production and event coverage services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2018 are estimates based on previous allocations, planned spending for 2017, and estimated income.
- Estimated revenues include: Franchise fees based on the actual first quarter franchise fee payment. PEG fees are based on the actual first quarter PEG fee payment. Because of a franchise fee review settlement with Comcast, PEG funding through 2020 is no longer threatened by recent FCC orders. Other income includes dub fees, sponsorship spots, and production services such as tape transfers and drone services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses, capital expenses, the bond payment and the franchise fee payment to the cities. Franchise fees back to cities are budgeted at \$400,000. This \$55,000 more than was budgeted last year.
- The year end fund balances include:
 - The **Operating reserve** at 25% of the operating budget.
 - **Accrued vacation, sick and comp time**. The total value of owed vacation, sick, and comp time to employees.
 - The **Capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **truck replacement fund** was used to purchase studio sets in 2017. The funds were not needed for a new production truck, as the truck was replaced as part of the HD upgrade with bond funds.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, AC replacement and painting, carpet replacement etc.
- The **bond reserve** is currently closed out, as the building was paid off in 2015.
- The **franchise renewal fund** is a reserve fund for the NMTC's upcoming franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process costing approximately \$200,000 across a three year period. Moving to a formal negotiation process is more expensive. These costs include needs assessments, consulting, and legal fees. It is anticipated that up to \$100,000 of these funds could be utilized in 2018.

Budget

- The recommended operating budget for the organization totals \$1,292,053. This number represents a \$71,589 increase over last year's operating budget. The increase is due entirely franchise renewal related expenses.
- Budgeted capital purchases for 2017 are set at \$409,147. The majority of this amount is dedicated to the HD bond payment of \$229,215. While most of our equipment systems were upgraded in 2017, those upgrades did not include equipment for City channel signal transport or streaming, the editing facilities, field equipment, and miscellaneous items such as microphones, tripods and lights, which require replacing on a more frequent basis. Budgeted items for 2018 include field equipment, Makito X HD video transport systems for Cities, Tightrope streaming servers for Cities, and annual maintenance contracts for City and NMTV Tightrope and Carousel equipment. The total budgeted for video equipment replacement is \$151,932. The capital budget also includes routine computer/software upgrades, and software licenses.
- Franchise fees paid to the cities are budgeted at \$400,000. This is \$55,000 more than was budgeted last year.

Closing Points

- We have created a thriving and dynamic service for our cities, schools, producers, and viewers. Through program playback and channel management, internet streaming of city meetings including an agenda bookmarking tool, computer and network consulting, video equipment consulting, drone services, and video production services, our cities are seeing real benefits from their investment of franchise fees and PEG fees. Our cable subscribers are benefiting from this investment with educational opportunities, tape and film transfer services, and varied, informative and interesting programming regarding their communities.

- We are taking important steps to remain relevant in a media viewing world that expects high quality programming provided in a format that can be utilized on any device.
- 2018 will be a pivotal year for the Commission, as Cities upgrade equipment to the HD format and solutions for channel quality improvement are tested.

North Metro Telecommunications Commission

2018 FINANCIAL SUMMARY

Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$305,116
Accrued Vac, Sick, Comp	\$121,000
Capital Equip. Fund	\$245,356
Truck Replacement Fund	\$35,014
Bldg Repair Reserve	\$130,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

TOTAL: \$1,036,486

ESTIMATED REVENUES

Franchise Fees	\$1,220,000
PEG Fees	\$758,000
Other Income	\$20,000
Interest Income	\$3,200
Income From Reserve Funds	\$100,000

TOTAL: \$2,101,200

ESTIMATED EXPENDITURES

Operating Expenses	\$1,292,053
Capital Expenses: Equipment	\$179,932
Capital Expenses: Bond Payment	\$229,215
Franchise Fees Back to Cities	\$400,000

TOTAL: \$2,101,200

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$323,013	\$17,897
Accrued Vac, Sick, Comp	\$121,000	\$0
Capital Equip. Fund	\$227,459	-\$17,897
Truck Replacement Fund	\$35,014	\$0
Bldg Repair Reserve	\$130,000	\$0
Franchise Renewal Fund	\$100,000	-\$100,000
Bond Reserve	\$0	\$0

TOTAL: \$936,486 -\$100,000

North Metro Telecommunications Commission

Budget Line Item Supporting Information

Personnel

- The Personnel line-item decreased by \$6,314. The reduction can be attributed to staff changes in 2017 resulting in employees at lower pay grades. An up-to 2.75% cost of living increase is included in the above total.
- The "limited" part-time production assistant positions earn up to \$420 per month (up to 42 hours per month at \$10 per hour) and are not eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package is based on the benefits packages offered by the Member Cities to their employees. It is budgeted at \$1,115.00. This is a \$30 per employee, per month increase over the previous year.
- The NMTC's contribution to PERA will remain at 7.5% in 2018.

Administrative Expenses

- Budgeted administrative expenses are \$71,589 more than 2017. The increase is due entirely to franchise renewal related expenses.
- Tuition and training expenses comply with the revised employee handbook designating \$500 per employee per year for training purposes and to cover the expenses for IT staff's Microsoft and SCALA certification classes.

Production Expenses

- Budgeted production expenses remain the same as expenses for 2017. It is anticipated that maintenance costs will remain low on the two vehicles.
- All other production expenses remain near the 2017 level.

Office Expenses

- Office expenses are budgeted \$3,100 higher than the 2017 level.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, and monument sign coverage.
- Office supply line item includes all office supplies, and maintenance contracts on printers and copiers.

- The Telephone/Internet/Web Hosting line-item was increased by \$6,000 to reflect anticipated additional costs related to data transport for City video and data. NMTV continues to pay a fee to house video-on-demand content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. We have also incurred more costs with our wireless live transmission of sporting events. This line-item also includes the website maintenance contract, web hosting, telephone costs, and the annual phone software upgrade.
- Postage and subscriptions covers the cost of mailing dubs, equipment for contract maintenance, magazines, newspapers, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling.

Capital Expenditures

- The 2017 capital budget is set at \$409,147. Over half of this amount is dedicated to the HD bond payment of \$229,215. While the majority of our equipment systems were upgraded to the HD format in 2017, those upgrades do not include the editing facilities, field equipment, and miscellaneous items such as microphones, tripods, and lights that require replacing on a more frequent basis. Additional expenditures include data streaming and video transport systems for Cities that upgrade to HD in 2018, and service contracts for NMTV and City Tightrope servers and Carousel units. The 2018 capital equipment budget is set at \$151,932.
- Office equipment includes routine computer and software upgrades for office computers. It also includes software licensing fees.

Summary

- Operating expenses have been budgeted at \$71,589 more than in 2017. The increase is due entirely to anticipated franchise renewal expenses.
- Some field production equipment should be replaced in 2018. Other expenditures include Maxito X and Tightrope streaming equipment for transport of City HD signals. The office computer and software line-item remains at \$28,000. The bond payment is set at \$229,215.
- Franchise fees back to Cities are budgeted at \$400,000. This is a \$55,000 increase over the previous year.

2018 North Metro Telecommunications Commission Budget

[illegible]

2018

North Metro Telecommunications Commission Budget

[illegible]

2018
North Metro Telecommunications Commission Budget

	2016 ACTUAL	2017 BUDGET		2018 BUDGET	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	0	229,486	42,596	151,932	City Makitos, field equipment, streaming servers office systems, software licenses
Computer/Office Equipment/Sftwre	27,208	28,000	3,998	28,000	
Vehicles	0	0	0	0	
Building Expenditures	0	2,500	0	0	
Bond Payment	260,196	227,850	227,850	229,215	HD Upgrade
CAPITAL EXP. TOTAL:	287,404	487,836	274,444	409,147	
GRAND TOTAL:	1,302,590	1,708,300	669,713	1,701,200	

North Metro TV 2018 Equipment Budget

Master Control						
ID No.	Model No.	Make	Description	Qty	Cost	Total
2018-1	CBL-REFLECT-BND	Tightrope	Reflect Live & VOD Services Annual Cloud Based Reflection Service Plan	1	2500	2500
2018-2	CBL-CG330-SDI-HA	Tightrope	Tightrope Hardware Assurance for CBLG330-SDI & Annual Hardware Assurance	2	250	500
2018-3	CBL-SAS-CH-1YR	Tightrope	Cablecast Software Assurance per Channel 1-Year	24	375	9000
2018-4	CBL-FLEX4-1YR	Tightrope	SX4 Hardware Service Contract	6	800	4800
2018-5	CBL-VOD-PRO-BOX	Tightrope	VOD / PRO Tightrope Hardware & Service Contract	1	800	800
2018-6	CBL-STREAM-BOX	Tightrope	Tightrope Streaming Server Service Contract	2	250	500
2018-7	CONVCMIC/SH	Blackmagic	HD-SDI to HDMI Mini Converter for TV above Reception Area	1	150	150
2018-8			TV for Above Reception Area	1	500	500
2018-9			Wall Mount for TV Above Reception Area	1	150	150
2018-10			Monitor for Master Control VMON5 with Install & Router Update	1	1400	1400
2018-11	Livestream Server	Tightrope	Cablecast Live Stream Server Subscription - Add another 3-Channel Reflect Service	1	1200	1200
2018-12	Livestream Server	Tightrope	Cablecast Live Stream Server + Hardware & Install	3	3500	10500
2018-13	H.264 Encoder Install	Alpha Video	Alpha Install	1	2000	2000
2018-14	H.264 Encoder	Haivision	Makito X Encoder	3	6000	18000
2018-15	H.264 Encoder	Haivision	Makito Encoder 1st Generation with HD-SDI Input	1	500	500
2018-16	OpenGear Frame	Ross	Frame for Cards	1	2000	2000
2018-17	SFS-8622-A-R2A	Ross	AV Frame Synchronizer with Audio Embedding / De-Embedding	4	1400	5600
2018-18	SMX3000RMLV2U	APC	Smart-UPS X 3000VA/2700W	4	1500	6000
Control Room/Studio A						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
Control Room/Studio B						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
Production Truck						
ID No.	Model No.	Make	Description	Qty	Unit Price	Extended Price
2018-19	K2-ESA-1YR	Grass Valley	Dyno Service Contract			Total
2018-20	ME67	Sennheiser	Shotgun Camera Microphone	1	4000	4000
2018-21	MZW-67	Sennheiser	Foam Windscreen for ME67 Microphone	2	500	1000
2018-22	MKH 416-P48	Sennheiser	Short Shotgun Mic and Rycote Super-Shield Kit	4	60	240
2018-23	EW 100 ENG G3	Sennheiser	Wireless Microphone Combo System - G (566-608 MHz)	2	1350	2700
2018-24	AT875	Audio Technica	Short Condenser Shotgun Microphone Kit (w/shock mount)	2	850	1700
2018-25	AKG P2M185	Sennheiser	Boundary Layer Microphone with XLR Input	1	200	200
2018-26	MEB 114	Sennheiser	Cardioid Table Boundary Microphone (Black)	1	250	250
2018-27	3i-1813-5B-C	SKB	18' x 13' x 5' Case w/Cubed Foam	1	250	250
				5	200	1000
						11340
Sports Department						
ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2018-28	AG-HPX610P-JF	Panasonic	Camcorder AG-CV15 Viewfinder and Fujinon XA16x8A-XB4 Zoom Lens	1	16000	16000
2018-29	BV10	Benro	Twin Leg Aluminum Tripod Kit	1	900	900
2018-30	AJ-P2M064AG	Panasonic	64GB microP2 UHS-II Memory Card	2	750	1500
2018-31	AJ-P2AD1G	Panasonic	microP2 Memory Card Adapter	1	250	250
2018-32	AU-XP0256BG	Panasonic	256GB B Series expressP2 Memory Card for Varicam Series	1	1300	1300
2018-33	CC-HD20R	Porta Brace	Rolling Quick Draw Case (Black)	1	650	650
2018-34	292020808120	Rosco	2-Head LitePad Vector CCT Bagpack/Kit	1	2400	2400

2018-35	AGIMB-002	GoPro	GoPro Karma Grip Gimbal	1	400	400	23400
Public Access							
ID No.	Model No.	Make	Description	Qty	Unit Price	Total	
2018-36	504HD.538K	Manfrotto	Manfrotto 504HD Head w/536 3-Stage Carbon Fiber Tripod System	1	1300	1300	
2018-37	AG-UX90PJ	Panasonic	4K/HD Professional Camcorder	1	2300	2300	
2018-38	CS-DC3R	Porta Brace	Digital Camera Carrying Case (Black with Copper String)	1	200	200	
2018-39	UWP-D16	Sony	Integrated Digital Wireless Audio ENG Basic Kit	8	950	7600	
							11400
News Department							
ID No.	Model No.	Make	Description	Qty	Unit Price	Total	
2018-40	CHDX-501	GoPro	GoPro Hero 5 Black w/ LCD TouchScreen	1	500	500	
2018-41	AGIMB-002	GoPro	GoPro Karma Grip Gimbal	1	400	400	
2018-42	292030808120	Rosco	3-Head LitePad Vector CCT Location Lighting Kit	1	3700	3700	
2018-43	292020808120	Rosco	2-Head LitePad Vector CCT Backpack Kit	2	2300	4600	
							9200
Special Events							
ID No.	Model No.	Make	Description	Qty	Unit Price	Total	
2018-44	SDSSDXPS-480G-G25	SanDisk	480G SSD Cards for the new Drone	2	300	600	
2018-45	664	Sound Devices	Six-Channel Portable Production Mixer and Porta Brace Case Kit	1	5400	5400	
2018-46	XT-4	Eartec	COMSTAR XT-4 4-User Full Duplex Wireless Intercom System	1	3700	3700	
2018-47	ABP-47B	Auray	Aluminum Telescoping Boom Pole with Integrated XLR Cable (7')	1	300	300	
2018-48	210J9	K&M	Tripod Microphone Stand with Telescoping Boom (Black)	1	200	200	
2018-49	AT897	Audio-Technica	Line and Gradient Condenser Microphone	2	650	1300	
2018-50	MIKE 440	Sennheiser	Stereo Shotgun Microphone Kit with Fur Windshield	1	500	500	
							12000
Municipal Services							
ID No.	Model No.	Make	Description	Qty	Unit Price	Total	
2018-51	CT-CC-6	Cable Techniques	Coiled Camera-Mounted Shotgun Microphone Cable	1	50	50	
2018-52	2562A002	Canon	EF 28-135mm f/3.5-5.6 IS USM Lens	1	400	400	
2018-53	2477A002	Canon	Timer Remote Controller TC-80N3	1	150	150	
2018-54	3348B001	Canon	LC-E6 Charger for LP-E6 Battery Pack	1	75	75	
2018-55	CL1001	Giottos	Lens Cleaning Kit with Small Rocket Air Blower	1	20	20	
2018-56	C-ALP72UV	Hoya	72mm alpha MC UV Filter	1	40	40	
2018-57	AGIMB-002	GoPro	GoPro Karma Grip Gimbal	1	350	350	
2018-58	SLK-9211LB	Lowell	SlimLight 1 Pro 2 Blender Kit	1	1800	1800	
2018-59	LRW400CRBNA	Lexar	Professional USB 3.0 Dual-Slot Reader (UDMA 7)	1	25	25	
2018-60	MAMKBFRA4BHK	Manfrotto	BeFree Compact Travel Aluminum Tripod and Advanced Travel Backpack Kit	1	275	275	
							3185
Tech Shop Equipment							
ID No.	Model No.	Make	Description	Qty	Unit Price	Total	
			Cable Reels, Cable Ends, Small Tools, etc.....			5000	
							5000
Various Small Items							
ID No.	Model No.	Make	Description			Total	
-	-	-	Microphones, Headsets, Monitors, Speakers, Windscreens, etc.....			10000	
							10000
Grand Total							151625

NORTH METRO FRANCHISE FEE HISTORY

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Blaine	\$263,753.93	\$279,208.95	\$319,025.00	\$372,357.22	\$419,605.63	\$451,142.07	\$489,867.99	\$489,867.99	\$507,790.06	\$503,339.13	\$533,294.81	\$567,390.18	\$585,645.69	\$619,449.94	\$686,830.44
Centerville	\$17,019.97	\$17,335.34	\$20,596.00	\$24,471.73	\$27,709.99	\$30,394.00	\$33,396.69	\$33,396.69	\$34,466.27	\$32,296.67	\$33,949.63	\$35,408.93	\$37,140.41	\$38,397.37	\$43,277.43
Circle Pines	\$24,038.71	\$26,111.31	\$32,761.00	\$37,791.19	\$42,127.90	\$44,077.04	\$48,214.82	\$48,214.82	\$51,160.77	\$51,388.95	\$52,777.06	\$54,350.50	\$54,304.86	\$55,068.52	\$58,815.23
Ham Lake	\$58,094.40	\$61,562.41	\$72,454.00	\$89,622.56	\$101,055.23	\$110,300.91	\$120,788.01	\$120,788.01	\$126,979.69	\$131,446.66	\$139,834.48	\$147,412.39	\$152,919.27	\$160,540.12	\$174,071.97
Lexington	\$12,215.15	\$12,467.38	\$13,358.00	\$14,226.57	\$15,843.48	\$16,149.47	\$17,332.08	\$17,332.08	\$17,229.92	\$16,913.54	\$17,630.79	\$19,045.04	\$19,361.48	\$20,666.91	\$21,905.05
Lino Lakes	\$78,388.13	\$78,656.36	\$91,430.00	\$108,733.61	\$124,734.06	\$138,088.24	\$154,839.41	\$154,839.41	\$164,197.27	\$164,334.42	\$170,600.73	\$177,278.96	\$182,147.16	\$189,802.00	\$202,824.99
Spring Lake Park	\$41,874.85	\$41,883.42	\$45,333.00	\$48,737.21	\$52,724.02	\$55,191.43	\$58,168.63	\$58,168.63	\$57,343.08	\$58,600.64	\$61,520.23	\$63,916.34	\$65,641.10	\$66,231.13	\$69,664.14
Total Franchise Fee:	\$495,385.14	\$517,225.17	\$594,947.00	\$695,940.09	\$783,800.31	\$845,343.16	\$922,607.63	\$930,414.06	\$959,167.06	\$958,320.01	\$1,009,607.73	\$1,064,802.34	\$1,097,159.97	\$1,150,155.99	\$1,257,389.25
Increase Over Past Year	\$17,758.43	\$21,840.03	\$77,721.83	\$100,993.09	\$87,860.22	\$61,542.85	\$77,264.47	\$7,806.43	\$28,753.00	(\$847.05)	\$51,287.72	\$55,194.61	\$32,357.63	\$52,996.02	\$107,233.26
Budget/Other:	\$358,410.00	\$420,319.00	\$474,719.00	\$522,855.00	\$583,800.31	\$645,343.16	\$722,607.63	\$595,029.06	\$620,851.06	\$673,600.01	\$724,608.00	\$744,802.00	\$777,159.90	\$830,156.00	\$912,389.25
Back to Cities:	\$136,975.14	\$96,906.17	\$120,228.00	\$173,085.09	\$200,000.00	\$200,000.00	\$200,000.00	\$335,385.00	\$338,316.00	\$284,720.00	\$284,999.73	\$320,000.34	\$320,000.00	\$320,000.00	\$345,000.00



June 22, 2017

Karly Baraga-Werner
Comcast
10 River Park Plaza
St. Paul, MN 55107

Dear Karly:

Please be advised that the North Metro Telecommunications Commission has approved raising its PEG fee, as set forth in the Memorandum of Understanding, section 1-A, from \$3.16/per subscriber/per month to \$3.23/per subscriber/per month, effective January 1, 2018.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Heidi Arnson", written in a cursive style.

Heidi Arnson
North Metro Telecommunications Commission

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

Tuesday, June 6, 2017

CALL TO ORDER

The meeting began at 10:30 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

D. Krueger

OTHERS PRESENT

H. Arnsen

APPROVAL OF MEETING NOTES

The meeting notes of May 2, 2017 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- The Carousel units are still in the process of being manufactured. Once they are installed and commissioned NMTV staff will provide Cities with two choices for design formats. After a format is chosen, the graphics pages, videos, and other information will be programmed on the units and they will then provide all graphics for the City channels. Municipal Producer, Trevor Scholl continues to meet with City officials and to build a catalog of requested video projects. He finished eight projects in May. A new City Report was distributed. The report details City related work performed over the previous month.
- The recommended 2018 budget was reviewed. Overall, operational costs increased \$71,589 over the 2017 budget, due entirely to anticipated franchise renewal expenses. Personnel costs decreased by \$6,314 below the 2017 budget because of staffing changes in 2017. The personnel budget includes an up to 2.75% COLA increase. Benefits were budgeted at \$1,115 per employee, based on benefits packages provided by Cities to their employees. Other highlights of the operations budget include a \$3,000 increase budgeted for office expenses. The increase will cover costs associated with increased bandwidth to better transport live feeds from Cities. Capital expenses are budgeted at \$409,147. The majority of the capital budget is dedicated to the bond payment of \$229,215, for the HD upgrade. Other capital expenditures recommended for 2018 include field equipment, Makito X HD video transport systems for Cities, Tightrope streaming servers for Cities, and annual maintenance contracts for City and NMTV Tightrope and Carousel equipment. Annual computer upgrades, software licenses, and music licenses are also included in the capital budget. Franchise fees returned to Cities have been budgeted at \$400,000. This is a \$55,000 increase over the previous year. The Operations Committee recommends that the Cable Commission approve the 2018 NMTC budget as prepared.
- The Committee discussed increasing the PEG fee in 2018. According to the Memorandum of Understanding the PEG fee can be increased by the average CPI, as recorded by the Bureau of Labor Statistics, for the previous year. That would amount to a 2.1% increase, or 7 cents per subscriber per month. The majority of the group moved to increase the fee. J. Karlson was opposed to increasing the fee. The PEG fee has not been increased since 2013.

- The Committee elected to cancel the July and August meetings. A meeting can be rescheduled if something needs to be addressed.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

No new business was presented.

ADJOURNMENT

The meeting was adjourned at 11:28 a.m.



May 25, 2017

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

RE: Introducing Xfinity xFi

Dear Heidi:

Sometimes the only way to create the experience you want for customers is to build a whole new product. This was true when we realized we had to transform the video experience to reflect an explosion of content, need for personalization and shift to on-demand viewing. The resulting product, X1, dramatically changes video. Now we're doing the same for Wi-Fi.

We live in a world where more things are connected than ever; we are all inseparable from our mobile devices, and our homes are rapidly becoming full of smart appliances and gadgets as the Internet-Of-Things adoption accelerates. However, while our homes have got smarter, Wi-Fi has not kept pace.

Your Wi-Fi should be as smart as you are. That's why we created Xfinity xFi.

Available now, xFi reimagines your home Wi-Fi experience and gives you the coverage, control and visibility you need for your digital life. It's a cloud managed service that combines leading hardware like the xFi Advanced Gateway, and the xFi Wi-Fi Gateway, with applications that span iOS, Android, Web and even to your television via X1 with Voice control. Here is a quick review of the launch features:

- **Get online fast:** Getting started with xFi is as easy as downloading an app. If you can swipe and tap, you can manage your connected home with xFi; no more confusing onboarding experiences for Internet and Wi-Fi. Once you're online, xFi makes it easy to do things like recover your password, create profiles for members of your household and add new devices to the network.
- **Make it personal:** Your home is more than just devices, create profiles for your family members to manage your Wi-Fi at the personal level.
- **Decide who – and what – goes online:** With xFi, you have visibility-to and control-of access to your network at the person or device level. You can pause Wi-Fi for dinner, set bedtime limits for kids, and keep tabs on when and how your network is being used. In testing, we realized that pausing the Internet was a great way to find our kids (just follow the indignant shouts).
- **Protect your kids:** xFi comes packaged with easy-to-use, parental controls. That way, you can have peace of mind that children can use the Internet to learn and have fun, without the risk of stumbling into inappropriate content.

- **Keep everything running smooth:** If one of your connected devices isn't working the way it's supposed to, xFi can help you figure out what's going wrong, and quickly get everything working again. For example, today if a video app on your streaming device isn't playing properly, you don't know if it's the device, the app, your TV, your internet service ... or something else. With xFi, you can troubleshoot by device, pinpoint the cause of the problem and quickly get back to streaming.
- **Keep your network safe and secure:** More connected devices in our homes means more technology that we need to keep safe and secure. xFi can protect your connected devices from phishing and malware and lets you keep easier tabs on devices that may not have screens, or be readily accessible. Combined with the available firewalls in the xFi Gateways, this provides the first perimeter of protection and peace of mind for your home.
- **Manage from anywhere:** xFi is a cloud-based service, giving you control over your home Wi-Fi from anywhere from the simple-to-use Web and Mobile Apps. If an unknown device joins your network, a notification will alert you and allow you to take action such as instantly pausing the device's network access.

This is just the start. xFi is more than a product, it is a platform for innovation in Wi-Fi. Just as we do with X1, we will continue to release innovative customer-centric features as we move forward. A major update is already planned for later in the year, when we will release our zero-configuration xFi Wi-Fi Pods. With the Pods customers will be able to create seamless Wi-Fi for any size or shape home simply by plugging them in an available power-outlet. xFi will automatically, and continuously, configure the customer's Wi-Fi (mesh) to match their use and home.

We would be happy to host you at our Comcast Office in St. Paul if you would be interested to learn more about our products and services at our on-site Learning Lab.

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

Sincerely,



Karly Werner
Director, Government Affairs

More than 105,000 Comcast Cares Day Volunteers Improve Communities Worldwide



For the third straight year, more than 100,000 volunteers worldwide participated in one of our strongest company traditions: Comcast Cares Day. Here in the Twin Cities Region we had over 2,200 volunteers at 14 different sites all throughout the metro.

Our employees, their friends and families rolled up their sleeves and joined with our community partners to give back at more than 1,000 local projects across the U.S. and in 22 other countries. We also hit a milestone with more than 5 million total service hours donated since Comcast Cares Day began in 2001.

Mark your calendar for the next Comcast Cares Day on April 21, 2018! ☐

Comcast Leaders and Achievers Scholarship Program



Our signature scholarship program rewards young people for getting involved in their schools and making positive change in their communities.

Each year, Comcast asks principals and guidance counselors to help us identify the best and the brightest high school seniors for recognition as Comcast Leaders and Achievers. In recognition of their community service, academic achievement and leadership skills, winners receive one-time college scholarships. Since the first Leaders and Achievers were recognized in 2001, Comcast has awarded more than \$26 million in scholarships to help nearly 25,000 students pursue higher education.

This year the Twin Cities recognized 34 students at an event at the newly renovated Minnesota State Capitol. The students received their respective awards along with their parents, teachers and school counselors. We also want to thank all of the elected officials that came to the event to congratulate their student. ■

Comcast NBCUniversal Named A Top 10 Company by LinkedIn



Comcast NBCUniversal has been named to LinkedIn's Top Companies for 2017, ranking 10th among companies where the world wants to work now.

LinkedIn's Top Companies list calculates actions taken by LinkedIn's more than 500 million users, and weighs three main metrics - job applications, engagement and retention - in forming their list of top companies. The analysis was run on companies with over 500 employees, according to the site, and leverages insights into both jobseekers and current employees.

Comcast NBCUniversal, which employs approximately 159,000 full-time and part-time workers, has appeared on several top workforce lists this year. The company ranked 19th on DiversityInc's 2017 top 50 companies list, and was also named a top 50 corporation for inclusive majority business opportunities by Omnikal, marking Comcast NBCUniversal's 12th consecutive year as a top company for supplier diversity.

In addition, Comcast NBCUniversal also ranked 4th on *GI Jobs Magazine's* 2017 military friendly employer list, and *Military Spouse* magazine ranked Comcast NBCUniversal No. 1 among its annual Top 100 list. And on May 18, Comcast NBCUniversal was ranked 8th by the *Military Times* as a 2017 "Best for Vets Employers." LinkedIn cited Comcast NBCUniversal's commitment to both military hiring and a diverse supply chain in its list. ■

New on X1: Added Improvements to Personalize Your TV Experience

Quicker. Better. Faster. Three words the X1 team always keeps in mind when planning, developing and launching new features to the platform. This month's X1 enhancements focus on just that:

Personalized Screensaver

Last month, in addition to a series of landscape images that populate the screensaver, we added the ability to select a rotation of animals or entertainment images instead. This month, we're making the screensaver even more personal by letting customers use their own photos as the backdrop. If enabled, the screen saver will rotate through photos from a connected Facebook, Instagram or Flickr social account.

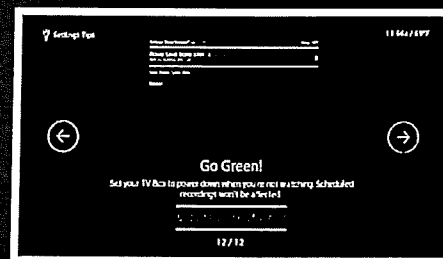
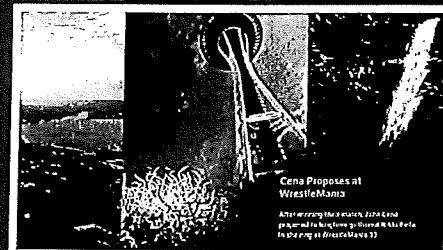


Easily Browse Saved/Purchased Content

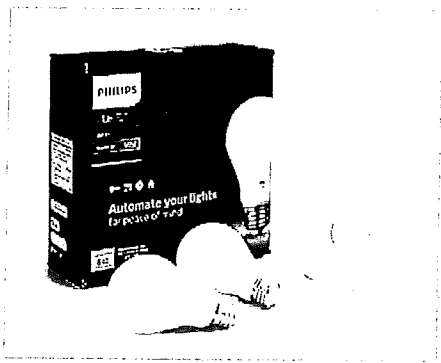
To help customers find their purchased content more quickly, we've reorganized the purchases folder within the saved menu into three rows; movies, TV shows and kids. Individually purchased TV episodes are grouped by series.

Power Saver Mode

Power saver lets customers put their X1s on standby to reduce power usage - to as low as a night light in some cases - without affecting important functions like recording shows or movies or watching them on other devices within the home. The setting can be activated at any time by saying "power down" into the X1 voice remote. Additionally, saying "go green" will let you update your power settings so that the box automatically powers down after a set time of inactivity. Pushing any button on the remote will power it back up in seconds and customers will see a "welcome back" screen telling them how hours of energy were conserved. ■



Comcast and Philips Lighting Partner to Offer Xfinity Home Customers Smarter Home Security and Automation Experience



Comcast today announced a partnership with Philips Lighting (Euronext Amsterdam ticker: LIGHT), a global leader in lighting, to brighten Xfinity Home customers' smart homes and deliver a seamless home security and automation experience.

Customers can now easily manage and control their Philips Hue connected lighting system through the Xfinity Home mobile app. They can also create "rules," or automated commands, that synchronize their lights with home security and other smart home functions for increased peace of mind. For instance, customers can automatically turn their lights on or off when they arm their security system when they leave for work, or automatically turn their lights on when dark, so their home appears occupied.

X1 customers with Xfinity Home service can also use their X1 voice remote to call up many home security and smart home commands. Customers can say "Xfinity Home Cameras," to see their camera feeds, or "Xfinity Home Arm" and "Xfinity Home Disarm" to arm and disarm their security systems. In the near future, even more features and capabilities will be added to X1, so Xfinity Home customers can use their voice to control their Philips Hue connected lighting system.

Comcast continuously expands its Xfinity Home partner program by integrating best-in-class third-party devices, like the Philips Hue connected lighting system, to give customers a single experience that connects and manages their home security and automation needs. Philips Hue is interoperable with more than 600 apps, products and platforms from other brands and developers to transform how customers experience and interact with light in their home.

Contact Us

Allison Harte
State Director, Government Affairs
(651) 452-9270
Allison.Harte@comcast.com

Kate Hensing
Manager, External Affairs
(651) 493-5778
Kate.Hensing@comcast.com

Jill Hornbacher
Director, External Affairs
(651) 493-5040
Jill.Hornbacher@comcast.com

Sasha Meyer
Specialist, Community Investment
(651) 493-5426
Sasha.meyer@cable.comcast.com

Dave Kyberg
Sr. Manager, External Affairs
(651) 493-5201
Dave.Kyberg@comcast.com

Ron Orlando
Vice President, External Affairs
(651) 286-4517
Ron.Orlando@comcast.com

Kathy Werner
Director, External Affairs
(651) 493-5777
Kathy.Werner@comcast.com



Wireless-Cable Deal Likely, Later if Not Sooner

Industry's MVNO efforts could spur deal-making once scale is reached



BY MIKE FARRELL

@MikeFCable

CABLE'S LATEST ATTEMPT to crack the wireless code — the multiple virtual network operator agreements Comcast and Charter Communications have struck with Verizon Communications — could provide the economic basis for a successful run in what has been an elusive market for the industry.

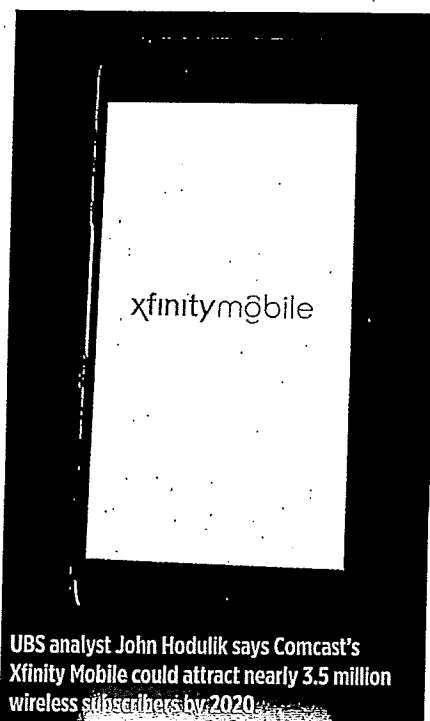
But as the service matures, those same economics could push the companies toward a deal with a wireless company in the next several years, according to some analysts.

Both Comcast and Charter Communications have activated MVNO agreements with Verizon, with Comcast expected to launch its Xfinity Mobile product across its footprint this month. Charter is expected to launch its wireless offering in 2018.

In a research note, UBS telecom analyst John Hodulik wrote that the U.S. track record for MVNOs is mixed: The most successful, American Movil's Tracfone, has attracted 25 million customers over the past two decades, but its margins are razor-thin.

In Europe, cable operators have had better success, with Liberty Global's Telenet wireless offering, launched in 2006, attracting nearly 10% of the market.

Telenet, the largest cable operator in Belgium, has an MVNO with Orange, that nation's biggest wireless carrier. But Orange has benefitted most from regulatory changes that shortened the duration of wireless contracts from 24 months to six months. With more customers up for grabs, Telenet was able to attract a large chunk of subscribers mainly



through discount pricing — it offers service for 20% to 30% less than incumbents.

MVNOs Don't Scale Well

But Telenet eventually hit a wall. As data usage climbed, it became economically feasible to own the infrastructure, and Telenet acquired wireless carrier BASE in 2015.

"Telenet ultimately acquired BASE in order to control its own wireless destiny as growing data usage made it more attractive to own mobile infrastructure," Hodulik wrote. "As we have said previously, we believe

MVNO economics get more challenging as the business scales and data traffic grows, suggesting Comcast and Charter could pursue a similar approach in time."

According to Hodulik, Comcast and Charter have the potential of taking a significant chunk of the wireless business — a combined 10% by the end of 2020 — also largely on price discounting.

Comcast announced its Xfinity Mobile product in April and initially tested the service with employees. It is scheduled to be offered to all Comcast customers in its footprint this month.

Xfinity Mobile is mainly about flexibility, both with plans and with pricing. Customers can choose unlimited data or pay-as-you-go plans, and pricing ranges from \$45 per month per line for its top-of-the-line X1 platform subscribers to \$65 per month per line for any customer who buys any package that includes Xfinity Internet. Even at the top of the range Comcast beats AT&T's initial price of \$90 for the first line and Verizon's \$80.

At those prices, Hodulik believes Comcast can take a serious piece of the wireless market. He estimated the MSO could attract nearly 3.5 million wireless subscribers by 2020, with Charter snagging 2.5 million.

"Assuming similar market growth, we estimate gains at Comcast and Charter will pressure phone net adds at the existing players in 2018, pushing AT&T and Verizon further into the red while crimping growth at T-Mobile and Sprint," Hodulik wrote.

WIRELESS WORLD

Comcast and Charter could eventually capture a combined 10% share of the wireless market, according to UBS estimates (in thousands, except percentages)

	2017E		2018E		2019E		2020E	
	Subs	Penetration	Subs	Penetration	Subs	Penetration	Subs	Penetration
Comcast	497	1%	1,490	3%	2,529	4%	3,463	6%
Charter	0	0%	712	1%	1,630	3%	2,456	4%
Total	497	1%	2,202	4%	4,159	7%	5,919	10%

Source: UBS estimates

Wireless growth has already been slowing but the UBS analyst sees AT&T's wireless customers actually declining from 77.8 million in 2016 to about 76 million by 2018 while Verizon wireless customers dip from 108.8 million in 2016 to 107.8 million in 2018. For T-Mobile and Sprint, which have had a bit of a growth spurt in the past two years — T-Mobile added more than 7 million customers between 2014 and 2016 and Sprint added 1.8 million — that pace will slow.

Hodulik expects T-Mobile to end 2018 with 40.2 million customers (up 5 million from 2016) and Sprint to end 2018 with nearly 32 million customers, up by about 300,000 customers from 2016.

Retention Aid, Not Cash Cow

Pivotal Research Group CEO and senior media analyst Jeff Wlodarczak said those levels of wireless subscribers are reasonable, but added that he believes for Comcast and Charter the wireless offering is more of a retention tool.

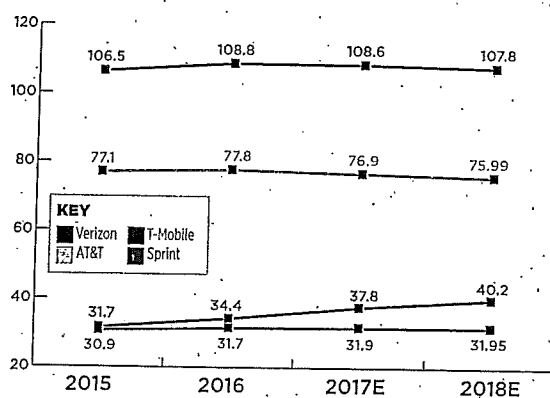
That, he said, should help lower subscriber churn, and in the event the quad play, becomes more important domestically,

should give them early experience with the product. But MVNO economics don't necessarily lend themselves to big profits, he added.

Low profit expectations have been a trend in the wireless business for the past few years. According to Hodulik, EBITDA growth peaked in the sector in 2015 at 23%, falling to 1% growth in the first quarter of this year. Margins have been strong — overall, about 37.7% in 2016, a level that is expected to be maintained in 2017 — but are expected to slow going forward as capital expenditures, on the decline for the past

WIRELESS MARKET

The top two wireless providers will see postpaid subscriber growth decline in the next few years, while the smaller providers gain share. (in millions)



SOURCE: Company reports, UBS estimates



At 10% penetration, Comcast and Charter could turn on the pressure for incumbents, driving losses at AT&T and Verizon while slowing growth at T-Mobile and Sprint — and quite possibly make the economics work for buying a carrier — and owning the infrastructure.

three years, begin to tick up.

Whether Comcast or Charter would acquire a wireless carrier in the future is unclear. For now, the two have agreed, under a wireless partnership to share platforms and equipment reached in April, not to make a large wireless purchase without the other's permission for at least a year. That doesn't preclude a joint purchase, but most analysts take it to mean the two will sit out any M&A for the next 12 months.

Dish Spectrum in Sights?

With Sprint and T-Mobile possibly off the table, that leaves Dish Network.

Dish has wireless spectrum, and the need for a partner to help build it out. According to its FCC license agreements, it has to build out 70% of the country by 2020. Hooking up with a large cable operator could help.

Wlodarczak said any deals are probably well off in the future. And he doesn't believe there is any need to rush.

"I am actually not convinced cable needs to do a wireless deal, but if they are serious about getting into wireless, I think it would better to buy [T-Mobile] now," Wlodarczak said. ■

The Surprisingly Narrow Title II Decision

D.C. Circuit's ruling suggests common-carrier rules didn't do as intended

I HAVE TO CONFESS that, at the time the U.S. Court of Appeals for the D.C. Circuit upheld the Federal Communications Commission's 2015 Title II order, I did not focus on the court's analysis of the First Amendment claims raised by other parties. Only after reading the concurrence in the recent court decision declining to rehear the appeal did I understand the panel majority's view of the scope of the Title II order.

In short, the court's rejection of the First Amendment claims was based largely on a very narrow reading of the FCC's order — a reading that would suggest that, for all its baggage, Title II is not even an effective tool for doing what it was supposed to do — prevent blocking or slowing of certain Internet traffic by ISPs that are purportedly undisciplined by market forces.

Disclosure Matters

According to the concurrence, which was written by Judges Sri Srinivasan and David S. Tatel (the same judges who wrote the underlying decision), "the net-neutrality rule applies only to 'those broadband providers who hold themselves out as neutral, indiscriminate conduits' to any content of a subscriber's own choosing." The concurrence goes on to say, "The rule does not apply to an ISP holding itself out as providing something other than a neutral, indiscriminate pathway — i.e., an ISP making sufficiently clear that it provides a filtered service involving the ISP's exercise of editorial discretion."

I was surprised by this, though I should



HANK
HULTQUIST
AT&T

not have been, since the FCC's own lawyer implicitly conceded this point during oral argument. And even supporters of Title II now appear to agree that its scope is limited to ISPs that don't offer a "curated experience." However, in the past, Title II supporters often alleged that without reclassification, ISPs would be free to block unpopular opinions or viewpoints that they disagreed with. In the understanding of the D.C. Circuit panel majority, it seems that the Title II order does not touch such practices as

long as an ISP clearly discloses its blocking plans to customers. Before reading the concurrence, I assumed that the FCC's rules would actually prevent ISPs from engaging in "editorial discretion."

It is also noteworthy that Judges Srinivasan and Tatel did not limit this rather

"It appears that only market forces, and not FCC rules, prevent ISPs from doing virtually everything that proponents of the Title II order feared."

significant limitation on the impact of the order to blocking of Internet traffic. Rather, they explain that it "would also be true of an ISP that engages in other forms of editorial

intervention, such as throttling of certain applications chosen by the ISP, or filtering of content into fast (and slow) lanes based on the ISP's commercial interests." Wow. ISPs are not only free to engage in content-based blocking, they can even create the long-dreaded fast and slow lanes so long as they make their intentions sufficiently clear to customers.

Market Forces Rule

At the end of the day, it appears that only market forces, and not FCC rules, prevent ISPs from doing virtually everything that proponents of the Title II order feared. Which is ironic, to say the least.

But the real question here is: Are Judges Srinivasan and Tatel correct? I don't think this is a purely academic question. If they are not correct, then the court did not ever really reach the First Amendment claims made on appeal, which has implications for

whatever the FCC might try to do in its latest net-neutrality proceeding. Alternatively, if they are correct, then the Title II order is the equivalent of a seriously underdressed emperor. ■

Hank Hultquist is senior vice president of federal regulatory at AT&T. To read the full blog, visit multichannel.com/June5.