

NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING

September 21, 2016
6:00 p.m.

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

AGENDA

1. CALL TO ORDER/ROLL CALL
2. CONSENT AGENDA **pp. 1-12**
 - 2.1. Approval of the minutes of the regular meeting, June 15, 2016
 - 2.2. Approval of the June, July, and August financial reports and bill lists
3. CITIZENS TO BE HEARD
4. NORTH METRO TV REPORT **pp. 13--27**
 - 4.1. Monthly update
5. REPORT OF EXECUTIVE COMMITTEE **pp. 28-31**
 - 5.1. HD Upgrade Update
 - 5.2. New Closed Captioning Reporting Rules
6. REPORT OF OPERATIONS COMMITTEE **pp. 32-33**
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. 34-38**
14. ADJOURN

NORTH METRO TELECOMMUNICATIONS COMMISSION

UNAPPROVED MINUTES

Commission Meeting – June 15, 2016

CALL TO ORDER

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

ROLL CALL

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

Directors Absent: Jeanne Mason; Spring Lake Park, Melissa Maher; Lino Lakes

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

Comcast Rep:

CenturyLink Rep:

CONSENT AGENDA

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

The May 18, 2016 minutes, and the May bill list and financial reports were approved as presented. **Motion for approval made by A. Parranto. Second, C. Payment. Motion passed.**

CITIZENS TO BE HEARD

None present.

REPORT OF NORTH METRO TV

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

- Instructor, Eric Houston, wrapped up three class series in May, including the Davinci Academy after-school workshop, the Northside Christian School production series and his documentary series. All workshops resulted in programming for the channel.

- North Metro TV's public access department received three national Telly Awards this year. The Telly awards recognize excellence in cable and web programming. The three winning programs were a PSA produced as a class project by the Pine School in Lino Lakes, a Video Tips & Tricks instructional video, and a firefighter recruiting video. All of the videos were produced by members of the North Metro TV video club, or students, under the instruction of Eric Houston.
- NMTV drone operator, T.J. Tronson, is attending pilot ground school and doing actual flight training up to twice a week. He was also a speaker at the MACTA Conference last week regarding using drones. The Cable Commission is having T.J. trained as a private pilot in order to comply with FAA commercial drone rules. This will allow NMTV to expand the services provided with the drone to our Member Cities and to private entities for a fee.
- Bids have been accepted for the HD upgrade. Vendors are being notified and the purchasing process is beginning.
- Staff is organizing the second quarterly meeting with CenturyLink. It will take place some time in August. Details will be forwarded to all.

REPORT OF EXECUTIVE COMMITTEE/OPERATIONS COMMITTEE

C. Payment reported on the following items:

- The recommended 2017 NMTC budget was reviewed. Overall operational costs increased \$31,180, over the 2016 budget, due entirely to salary adjustments and a benefit increase. Personnel costs reflect the final step in the recommended step-pay-plan changes, and an up-to 2.5% COLA increase. Benefits were budgeted at \$1,085 per employee, based on benefits packages provided by Cities to their employees. The remaining parts of the Operations budget, not pertaining to personnel, were reduced by \$6,500 compared to the 2016 budget. Capital expenses are budgeted at \$339,836. The majority of the capital budget is dedicated to the bond payment of \$227,850, for the HD upgrade. Other capital expenditures recommended for 2017 include edit suites, field cameras, a commercial drone package, microphones, equipment maintenance contracts, and tripods and lights for field production. Annual computer upgrades, software licenses, and building signage updates are also included in the capital budget. Franchise fees returned to Cities have been budgeted at \$345,000. This is a \$25,000 increase over the previous year. A recommended NMTC budget must be provided to Cities by August 1st

MOTION: To recommend approval of the 2017 NMTC budget as presented. **Motion made by C. Payment. Second, D. Swanson. Motion approved.**

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- The City of Oak Grove has inquired as to whether NMTV would consider offering the on-line meeting services that are provided to Member Citeis, to Oak Grove, for a fee. The Commission thought it could be done for \$400 a month, provided a contract allowing for dissolution of the agreement, for any reason, is drawn up.

MOTION. To approve offering on-line meeting services to the City of Oak Grove for no less than \$400 per month. **Motion made by S. King. Second, C. Payment. Motion passed.**

- The summer meeting schedule was discussed. It was determined that the July and August meetings should be canceled. If events arise that require attention a meeting can be scheduled.

MOTION: To cancel the July and August Executive Committee and full Commission meetings. **Motion made by S. King. Second, A. Parranto. Motion passed.**

REPORT OF LEGAL COUNSEL

No report was presented.

REPORT OF COMCAST

No report was presented.

REPORT OF CENTURYLINK

No report was presented.

NEW BUSINESS

No new business was presented.

OLD BUSINESS

No old business was presented.

REPORT OF DIRECTORS

No reports were presented.

ADJOURN

The meeting was adjourned at 6:16 p.m. **The motion to adjourn was made by A. Parranto. Second, C. Payment. Motion approved.**

The next meeting of the NMTC will be held on **Wednesday, September 21, 2016 at 6:00 p.m.** at the city offices of Spring Lake Park.

Jeanne Mason; Secretary, NMTC

**NORTH METRO TELECOMMUNICATION
BILL LIST**

AUGUST 2016

Date	Check #	Payee	Amount
AUGUST	COMBINED	PAYROLL	52,029.23
AUGUST	COMBINED	IRS/US PAYABLE	18,870.70
AUGUST	COMBINED	MN REVENUE PAYABLE	3,102.66
AUGUST	COMBINED	PERA PAYABLE	10,349.35
AUGUST	COMBINED	PEACHTREE	59.20
AUGUST	COMBINED	DISCOVERY BENEFITS	1,012.50
12935	8/3/16	Hawk Aviation Inc.	1,000.00
12936	8/3/16	Terry Tronson	159.13
12937	8/3/16	Richard D. Larson	375.00
12938	8/8/16	Green Lights Recycling, Inc	178.56
12939	8/8/16	Winter Green Lawn & Snow L.L.C.	1,206.29
12940	8/8/16	Floyd Security / SRSI	135.95
12941	8/8/16	Bradley Hagen & Gullikson, LLC	840.00
12942	8/9/16	U.S. Bank Card Service	229.37
12943	8/9/16	Christopher Dummer	500.00
12944	8/18/16	Jared Nelson	70.00
12945	8/18/16	Ryan Manning	50.00
12946	8/18/16	Laila Bensaad-Johnson	70.00
12947	8/22/16	Richard Kocinski	17.57
12948	8/31/16	Eric Houston	35.70
EFILE	8/1/16	Authorize.Net	42.94
EFILE	8/11/16	Chase Visa Card Services	3,190.95
EFILE	8/19/16	Discover Credit Card	500.00
EFILE	8/1/16	Virtual Merchant Credit Card	14.82
EPAY-01	8/8/16	Connexus Energy	1,524.99
EPAY-02	8/8/16	Republic Services	93.42
EPAY-03	8/8/16	Assurant Employee Benefits	804.08
EPAY-04	8/8/16	Fleet One LLC	169.06
EPAY-05	8/8/16	VERIZON WIRELESS	355.08
EPAY-06	8/8/16	CenterPoint Energy	25.35
EPAY-07	8/8/16	AT&T Wireless	380.93
EPAY-08	8/15/16	Sam's Club	165.68
EPAY-09	8/24/16	HealthPartners	10,482.13
EPAY-10	8/24/16	POPP TELECOM	774.10
EPAY-11	8/24/16	City of Blaine-utilities	186.72
EPAY-12	8/24/16	Comcast	275.92
EPAY-13	8/25/16	T-Mobile	103.10
JULY SALES TAX	8/15/16	MN Dept. of Revenue	135.00

109,515.48

**NORTH METRO TELECOMMUNICATION
BILL LIST**

JULY 2016

Date	Check #	Payee	Amount
JULY	COMBINED	PAYROLL	37,268.50
JULY	COMBINED	IRS/US PAYABLE	12,076.81
JULY	COMBINED	MN REVENUE PAYABLE	2,016.83
JULY	COMBINED	PERA PAYABLE	6,706.18
JULY	COMBINED	PEACHTREE	41.60
JULY	COMBINED	DISCOVERY BENEFITS	4,007.50
12921	7/5/16	Noah Davis	500.00
12922	7/5/16	Richard D. Larson	300.00
12923	7/5/16	Matthew Waldron	56.14
12924	7/6/16	Winter Green Lawn & Snow L.L.C.	1,668.50
12925	7/11/16	Terry Tronson	260.59
12926	7/17/16	U.S. Bank Card Service	2,641.37
12927	7/19/16	Print Central	119.98
12928	7/19/16	Service Fire Protection	655.00
12929	7/19/16	Metro Sales, Inc.	690.73
12930	7/19/16	INTERSTATE COMPANIES, INC	655.96
12931	7/19/16	Floyd Security / SRSI	144.02
12932	7/19/16	Eric Houston	65.90
12933	7/21/16	Marissa G. Groechel	500.00
12934	7/26/16	Benjamin Hayle	42.86
EFILE	7/1/16	Authorize.Net	33.07
EFILE	7/10/16	Chase Visa Card Services	1,828.33
EFILE	7/1/16	Virtual Merchant Credit Card	15.58
EPAY-01	7/5/16	VERIZON WIRELESS	355.08
EPAY-02	7/5/16	Fleet One LLC	357.03
EPAY-03	7/5/16	Republic Services	93.42
EPAY-04	7/5/16	Assurant Employee Benefits	804.08
EPAY-05	7/5/16	AT&T Wireless	380.93
EPAY-06	7/11/16	CenterPoint Energy	36.21
EPAY-07	7/14/16	Connexus Energy	2,996.50
EPAY-08	7/14/16	HealthPartners	9,958.29
EPAY-09	7/14/16	Sam's Club	235.10
EPAY-10	7/18/16	City of Blaine-utilities	220.85
EPAY-11	7/18/16	Comcast	275.92
EPAY-12	7/18/16	POPP TELECOM	774.47
EPAY-13	7/18/16	Federal Express	19.01
JUNE SALES TAX	7/20/16	MN Dept. of Revenue	146.00
			88,948.34

NORTH METRO TELECOMMUNICATION**BILL LIST**

JUNE 2016

Date	Check #	Payee	Amount
JUNE	COMBINED	PAYROLL	36,103.04
JUNE	COMBINED	IRS/US PAYABLE	12,909.01
JUNE	COMBINED	MN REVENUE PAYABLE	2,114.57
JUNE	COMBINED	PERA PAYABLE	6,947.81
JUNE	COMBINED	PEACHTREE	40.00
JUNE	COMBINED	DISCOVERY BENEFITS	1,012.50
12890	6/1/16	Damian Kussian	355.57
12891	6/6/16	INTERSTATE COMPANIES, INC	533.00
12892	6/6/16	Winter Green Lawn & Snow L.L.C.	428.50
12893	6/6/16	Bradley Hagen & Gullikson, LLC	1,365.00
12894	6/6/16	Richard D. Larson	225.00
12895	6/6/16	Harrington Langer & Associates	4,000.00
12896	6/6/16	U.S. Bank Card Service	1,172.86
12897	6/15/16	Terry Tronson	377.82
12898	6/20/16	INTERSTATE COMPANIES, INC	6.27
12899	6/22/16	Hawk Aviation Inc.	1,000.00
12900	6/22/16	Aid Electric Corporation	339.78
12901	6/30/16	Mellisa Maher	135.00
12902	6/30/16	Jeanne M. Mason	135.00
12903	6/30/16	Steve King	135.00
12904	6/30/16	Carin Payment	135.00
12905	6/30/16	Al Parranto	135.00
12906	6/30/16	Danika Peterson	36.66
12907	6/30/16	City of Blaine	15,329.01
12908	6/30/16	City of Blaine	124,812.47
12909	6/30/16	City of Centerville	950.59
12910	6/30/16	City of Centerville	7,739.95
12911	6/30/16	City of Circle Pines	1,363.27
12912	6/30/16	City of Circle Pines	11,100.12
12913	6/30/16	City of Ham Lake	3,973.13
12914	6/30/16	City of Ham Lake	32,350.21
12915	6/30/16	City of Lexington	509.45
12916	6/30/16	City of Lexington	4,148.07
12917	6/30/16	City of Lino Lakes	4,696.04
12918	6/30/16	City of Lino Lakes	38,236.28
12919	6/30/16	City of Spring Lake Park	1,639.34
12920	6/30/16	City of Spring Lake Park	13,347.94
EFILE	6/1/16	Authorize.Net	26.50
EFILE	6/1/16	Virtual Merchant Credit Card	13.54
EPAY-01	6/6/16	Assurant Employee Benefits	804.08
EPAY-02	6/6/16	Republic Services	90.13
EPAY-03	6/6/16	Fleet One LLC	126.00
EPAY-04	6/6/16	VERIZON WIRELESS	355.08
EPAY-05	6/6/16	CenterPoint Energy	49.51
EPAY-06	6/10/16	AT&T Wireless	380.48
EPAY-07	6/15/16	City of Blaine-utilities	140.00
EPAY-08	6/15/16	Comcast	275.92
EPAY-10	6/15/16	HealthPartners	9,958.29
EPAY-11	6/20/16	POPP TELECOM	774.31
EPAY-P01	6/30/16	Richard R. Swanson	135.00
MAY SALES TAX	6/8/16	MN Dept. of Revenue	289.00

343,256.10

North Metro Telecommunications Commission

Balance Sheet

August 31, 2016

ASSETS

Current Assets

Cash - Checking Account	\$	2,189,017.95
Petty Cash		150.00
A/R - NMTC		188,207.18
Prepaid Insurance - NMTC		13,314.26

Total Current Assets 2,390,689.39

Property and Equipment

Office Equipment - NMTC	2,061,716.78
Accum Deprec - NMTC	(2,236,770.53)
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 1,753,850.42

Other Assets

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

Total Assets \$ 4,217,029.81

LIABILITIES AND CAPITAL

Current Liabilities

A/P - NMTC	\$	5,355.00
Accrued Wages		151.20
Franchise Fee App		883,889.23
Deferred In Related/Pension		54,575.00

Total Current Liabilities 943,970.43

Long-Term Liabilities

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

Total Liabilities 1,467,403.43

Capital

Net Equity	281,644.60
Net Equity - Media Ctr	(206,243.34)
Net Equity - NMTC	2,517,656.37
Net Income	156,568.75

Total Capital 2,749,626.38

Total Liabilities & Capital \$ 4,217,029.81

North Metro Telecommunications Comm

Cash Receipts Journal

For the Period From Aug 1, 2016 to Aug 31, 2016

Date	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
8/10/1	TRUCK PRODUCTION	TRUCK PRODUCTION-ARABESQUE DANCE		1,638.00
		CREW COSTS-ARABESQUE DANCE		510.00
		Miscellaneous receipts	2,148.00	
8/10/1	TRUCK PRODUCTION	TRUCK PRODUCTION-COLUMBIA HEIGHTS 2016 PARADE		900.00
		CREW COSTS-COLUMBIA HEIGHTS 2016 PARADE		500.00
		Miscellaneous receipts	1,400.00	
8/10/1	REFUND	FINAL AUDIT OVER CHARGE		43.00
		League of MN Cities	43.00	
8/10/1	TAPE DUBS-CHECK	TAPE DUBS-CHECKS		70.00
		Miscellaneous receipts	70.00	
8/10/1	TAPE DUBS-CASH	TAPE DUBS-CASH		147.00
		Miscellaneous receipts	147.00	
8/10/1	REIMBURSEMENT	SHARED EDUCATIONAL EXPENSE/TJ TRONSON		250.00
		Miscellaneous receipts	250.00	
8/11/1	JULY/AUG PAYPAL	PAYPAL JULY SALES		452.73
		PAYPAL AUGUST PARTIAL		9.31
		PAYPAL	462.04	
8/27/1	AUG CC SALES-AMEX	CREDIT CARD SALES - AMERICAN EXPRESS		15.00
		CREDIT CARD CHARGES - VIRTUAL MERCHANT	0.59	
		Credit Card Sales	14.41	
8/28/1	AUG CC SALES-AUTH	CREDIT CARD SALES - AUTHORIZE.NET		1,132.02
		Credit Card Sales	1,132.02	
8/29/1	AUG CC SALES-VM	CREDIT CARD SALES - VIRTUAL MERCHANT		100.00
		CREDIT CARD SALES - VIRTUAL MERCHANT		170.00
		Credit Card Sales	270.00	
8/31/1	INTEREST	INTEREST-COMM CHECKING		301.10
		INTEREST - COMMISSION	301.10	
			6,238.16	6,238.16

North Metro Telecommunications Comm

Check Register

For the Period From Aug 1, 2016 to Aug 31, 2016

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

Check #	Date	Payee	Amount
EFILE	8/1/16	Discovery Benefits	22.50
EFILE	8/1/16	Virtual Merchant Credit Card	14.82
EFILE	8/1/16	Authorize.Net	42.94
PEACH	8/3/16	Peachtree/Sage Software	20.80
12935	8/3/16	Hawk Aviation Inc.	1,000.00
12936	8/3/16	Terry Tronson	159.13
12937	8/3/16	Richard D. Larson	375.00
EFILE	8/3/16	IRS/US BANK	6,119.89
EFILE	8/3/16	MN Dept. of Revenue	1,017.66
EFILE	8/3/16	Public Employees Retirement	3,410.69
EPAY-03	8/8/16	Assurant Employee Benefits	804.08
EPAY-01	8/8/16	Connexus Energy	1,524.99
EPAY-02	8/8/16	Republic Services	93.42
EPAY-04	8/8/16	Fleet One LLC	169.06
EPAY-05	8/8/16	VERIZON WIRELESS	355.08
EPAY-06	8/8/16	CenterPoint Energy	25.35
EPAY-07	8/8/16	AT&T Wireless	380.93
12938	8/8/16	Green Lights Recycling, Inc	178.56
12939	8/8/16	Winter Green Lawn & Snow L.L.C.	1,206.29
12940	8/8/16	Floyd Security / SRSI	135.95
12941	8/8/16	Bradley Hagen & Gullikson, LLC	840.00
12942	8/9/16	U.S. Bank Card Service	229.37
12943	8/9/16	Christopher Dummer	500.00
EFILE	8/11/16	Chase Visa Card Services	3,190.95
EFILE	8/13/16	Discovery Benefits	495.00
EPAY-08	8/15/16	Sam's Club	165.68
JULY SALES TAX	8/15/16	MN Dept. of Revenue	135.00
PEACH	8/17/16	Peachtree/Sage Software	19.20
EFILE	8/17/16	IRS/US BANK	6,066.07

North Metro Telecommunications Comm

Check Register

For the Period From Aug 1, 2016 to Aug 31, 2016

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

Check #	Date	Payee	Amount
EFILE	8/17/16	MN Dept. of Revenue	1,017.66
EFILE	8/17/16	Public Employees Retirement	3,361.44
12944	8/18/16	Jared Nelson	70.00
12945	8/18/16	Ryan Manning	50.00
12946	8/18/16	Laila Bensaad-Johnson	70.00
EFILE	8/19/16	Discover Credit Card	500.00
12947	8/22/16	Richard Kocinski	17.57
EPAY-09	8/24/16	HealthPartners	10,482.13
EPAY-11	8/24/16	City of Blaine-utilities	186.72
EPAY-12	8/24/16	Comcast	275.92
EPAY-10	8/24/16	POPP TELECOM	774.10
EPAY-13	8/25/16	T-Mobile	103.10
EFILE	8/27/16	Discovery Benefits	495.00
PEACH	8/31/16	Peachtree/Sage Software	19.20
12948	8/31/16	Eric Houston	35.70
EFILE	8/31/16	IRS/US BANK	6,066.07
EFILE	8/31/16	MN Dept. of Revenue	1,017.66
EFILE	8/31/16	Public Employees Retirement	3,361.44
EFILE	8/31/16	MN Dept. of Revenue	49.68
EFILE	8/31/16	IRS/US BANK	618.67
EFILE	8/31/16	Public Employees Retirement	215.78
Total			57,486.25

North Metro Telecommunications Comm

General Journal

For the Period From Aug 1, 2016 to Aug 31, 2016

Date	Reference	Trans Description	Debit Amt	Credit Amt
8/1/16	ACCRUED VAC/COM/SICK	ACCRUED VAC/COMP/SICK		99,564.81
		ACCRUED VAC/COMP/SICK	99,564.81	
	Total		99,564.81	99,564.81

North Metro TV

August 2016 Update

Program Production

In August, a total of **79 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **55:15:00 hours of new programming**.

- 47 programs were produced by the public
- 11 programs were produced by NMTV staff
- 21 programs were produced by City staff



Van Shoots

The van was used for **8:00:00 hours of production**. The following events were videotaped:

- Centerville Fetes Des Lacs Parade
- Lino Lakes Blue Heron Days Parade



Workshops

Workshop	Instructor	Organization	Students
Tips & Tricks Shoot	Eric Houston	Video Club	3
Tips & Tricks Shoot	Eric Houston	Video Club	3
Bad Movie Bros Shoot	Eric Houston	Video Club	2
Screenwriting	Eric Houston	Anoka County Library Staff	3
Tips & Tricks Shoot	Eric Houston	Video Club	3
Intro to Camera	Eric Houston	US Army Recruitment Office Staff, Blaine	1
Garage Deals Taping	Eric Houston	Video Club	7
Movie Class	Eric Houston	Video Club	6
8 Workshops			28 Students

Home Movie Transfers

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

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

Public Usage Stats

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

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

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 August highlights include the 3M Championships contributions to Allina, Night to Unite in Lino Lakes, the Lexington election quandary, Might Axe hops farm in Ham Lake, and the day long safety camp at Blue Heron Elementary School. In addition to daily

playbacks of North Metro TV News on the cable system, there are over 315 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.



Flight School Update

T.J. Tronson is in the home stretch for his pilot training. His flights in August focused on tower work, night flights, cross-wind landings and other flight maneuvers. He is preparing for his FAA

check ride. The Commission is having T.J. trained as a private pilot in order to comply with FAA commercial drone rules. NMTV has a drone for internal, Member City, and occasional commercial use. The organization is interested in expanding commercial drone services.

Parade season wraps up

NMTV covered our final two parades in August. Staff and volunteers both videotaped and participated in the Centerville Fetes des Lacs and Lino Lakes Blue Heron Days parades. Public access producers displayed posters of their shows (when it wasn't raining) and business cards with info about our home movie transfer service and LOTS of candy were distributed to parade watchers. The business cards generated a lot of interest and some people even requested additional cards. We took pictures of folks watching the parade and posted those to our Facebook page. We get lots of views from people looking for their pictures. We were able to fly the drone on the Fetes des Lacs parade route, but weather prohibited a drone flight during the Blue Heron Days parade.



Fall Season of Sports Den premieres

The end of August means the beginning of a brand new season of high school sports. With that the 14th season of Sports Den premiered on August 22nd. Host Kenton Kipp and his team of interns, volunteers and part-timers gather footage from the weeks games from all three of the high schools we cover. The hosts of the show give a weekly summary of games and scores along with showing video highlights. The show also includes the Coaches and Captains segment which features team Coaches and student Captains from various sports talking about their sport, training and plans for the year.



PR bits and pieces

- Shot footage for several days in Centerville before and after Fetes des Lacs.
- Getting final graphics and sound bites done for Make.
- Took pictures during Fetes des Lacs and Blue Heron Days parades and posted to Facebook.
- Was on vacation and had emergency surgery. Out for over half of the month.

Production equipment consulting for cities and schools

Ham Lake (5 hrs)

- Purchase and install three new HD monitors to replace old SD monitors in control room.
- Check on SCALA system power failure. Refer to Rose.

Centerville (7 hrs)

- Put together rough estimate for HD conversion
- SCALA frozen. Rebooted and started program.

Circle Pines (6 hrs)

- Put together rough estimate for conversion to HD.

Blaine (6 hrs)

- Continue to meet with Alpha Video and Roark Haver to finalize bid and plans for HD upgrade
- SCALA went down. System recently affected by storm. Referred to Rose.

Lino Lakes (1 hr)

- Provide info for renting sound system for parade.
- Production staff wires and powers sound system for parade announcers.

Lexington (1 hr)

- SCALA locked up. Re-boot and start program.

Computer/Networking consulting for cities and schools**Blaine**

- SCALA system affected by energy strike. At first it seemed that the mother board and all internal systems may have been fried. Upon further examination it turned out both systems only needed power supply units and video cards replaced, saving several thousand dollars. The Network System Manager was also removed for testing, and returned.

Ham Lake

- Checked on SCALA system failure. Found the mouse connection had pulled from the system and was lodged inside the rack. Once all connections were established the system responded.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	203	218:14:05
Centerville	17	20:49:35
Circle Pines	141	137:23:01
Ham Lake	42	24:36:48
Lexington	91	61:30:59
Lino Lakes	23	38:18:28
Spring Lake Park	81	70:36:28
Totals:	598 Program Playbacks	571:29:24 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
It's Only Food With Chef John Politte (6 episodes)	John Politte	00:58:32
G20 Shorts	Doug Martin	00:04:00
Chit Chat With Robyn West	Sharon Carlson	00:23:58
NMTV Tricks & Tips: Shotgun Mic	NMTV Video Club	00:02:00
Bad Movie Bros	NMTV Video Club	00:36:48
Ultimate Issues (2 episodes)	Nonie Tanner	00:44:33
Giving In Grace Christian Center (4 episodes)	Stevie Lindsey	04:02:09
Will The Real Church Please Stand Up (3 episodes)	Doug Martin	01:33:00
Grace to Overcome	Doug Martin	00:59:15
Cornerstone Church (4 episodes)	Rick Bostrom	01:59:11
Lovepower (6 episodes)	Ann Sandell	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:03:10
Oak Park Moments ((7 episodes)	David Turnidge	04:17:16
Hope Church (2 episodes)	Cindy Hardy	01:29:06
47 New Programs		29:13:26 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (8/9/16)	T.J. Tronson	00:42:57
Anoka County Board Meeting (8/23/16)	T.J. Tronson	00:42:51
Blaine Safety Camp City Council Version	T.J. Tronson	00:05:10
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:00:57
Sports Den Top 20 Plays	Kenton Kipp	00:26:31
Centerville Fetes Des Lacs Parade	Kenton Kipp/Matt Waldron	00:45:53
Lino Lakes Blue Heron Days Parade	Kenton Kipp/Matt Waldron	00:51:10
Sports Den (2 episodes)	Kenton Kipp/Matt Waldron	00:56:26
11 New Programs		05:31:55 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (8/4/16)	Blaine Staff	01:44:21
Blaine Planning Commission Meeting (8/10/16)	Blaine Staff	00:42:52
Blaine City Council Meeting (8/18/16)	Blaine Staff	01:19:35
Blaine Park Board Meeting(8/23/16)	Blaine Staff	01:04:50
Centerville City Council Meeting (8/10/16)	Centerville Staff	00:34:20
Centerville City Council Meeting (8/24/16)	Centerville Staff	01:29:18
Circle Pines City Council Meeting (8/10/16)	Circle Pines Staff	00:52:07
Circle Pines Planning Commission Meeting (8/15/16)	Circle Pines Staff	00:28:50
Circle Pines Utility Commission Meeting (8/17/16)	Circle Pines Staff	01:07:00
Circle Pines City Council Meeting (8/23/16)	Circle Pines Staff	00:50:57
Ham Lake City Council Meeting (8/1/16)	Ham Lake Staff	00:45:02
Ham Lake Planning Commission Meeting (8/8/16)	Ham Lake Staff	00:23:46
Ham Lake City Council Meeting (8/15/16)	Ham Lake Staff	00:43:48
Ham Lake Park & Trees Meeting (8/17/16)	Ham Lake Staff	00:50:57
Lexington City Council Meeting (8/4/16)	Lexington Staff	00:51:42
Lexington City Council Meeting (8/18/16)	Lexington Staff	00:33:58
Lino Lakes City Council Meeting (8/8/16)	Lino Lakes Staff	00:45:18
Lino Lakes Planning & Zoning Meeting (8/10/16)	Lino Lakes Staff	01:31:34
Lino Lakes City Council Meeting (8/22/16)	Lino Lakes Staff	02:32:27
Spring Lake Park City Council Meeting (8/1/16)	Spring Lake Park Staff	01:17:14
Spring Lake Park City Council Meeting (8/15/16)	Spring Lake Park Staff	00:24:29
21 New Programs		20:27:40 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.

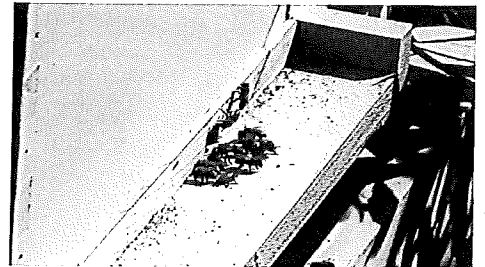
North Metro TV

July 2016 Update

Program Production

In July, a total of **97 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **79:30:00 hours of new programming**.

- 45 programs were produced by the public
- 33 programs were produced by NMTV staff
- 19 programs were produced by City staff



Van Shoots

The van was used for **62:15:00 hours of production**. The following events were videotaped:

- USA Cup Weekend: 7/15: 3 Games
- USA Cup Weekend: 7/16: 3 Games
- USA Cup Weekend: 7/17: 3 Games
- USA Cup Opening Ceremonies
- USA Cup: 7/20: 3 Games
- USA Cup: 7/21: 4 Games
- USA Cup: 7/22: 3 Games
- USA Cup: 7/23: 1 Game



Workshops

Workshop	Instructor	Organization	Students
Intro to NMTV	Eric Houston	General Public	1
Game Show Night	Eric Houston	Video Club	9
Basic Camera	Eric Houston	General Public	4
Garage Deals Taping	Eric Houston	Video Club	11
Intermediate Camera	Eric Houston	Video Club	4
Editing	Eric Houston	General Public	4
Classic TV Class	Eric Houston	Video Club	14
7 Workshops			47 Students

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film	DVDs	Fees Paid
January	262.25	137	54	0	\$950
February	124.0	37	43	6	\$110
March	288.5	129	21	3	\$225
April	243.0	106	23	69	\$525
May	183.25	94	10	59	\$190
June	137.75	91	46	60	\$166
July	156.00	97	30	0	\$220

Public Usage Stats

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

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

Production Highlights

NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of the our Member Cities. Some July highlights include a new bee colony behind Blaine City Hall, Centerville's Fetes des Lacs plans, rules for political campaign signs, the Wounded Warriors high 5 tour, and the annual Patriot Motorcycle ride. In addition to daily playbacks of North Metro TV News on the cable system, there are over 305 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.



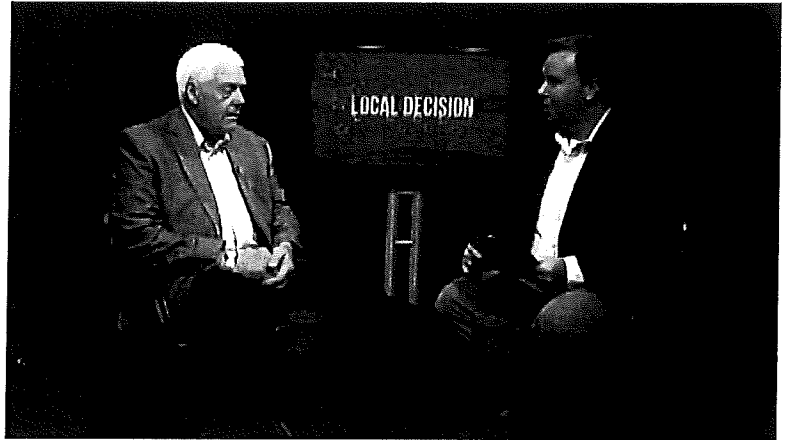
Flight School Update

T.J. Tronson is very close to having his pilot's license. He has been participating in night flights and has taken and passed (with flying colors) the written examination. He is now wrapping up his solo flights and preparing for the oral exam and practical test with an FAA flight examiner. The Commission is having T.J. trained as a private pilot in order to comply with FAA commercial

drone rules. NMTV has a drone for internal, Member City, and occasional commercial use. The organization is interested in expanding commercial drone services.

Local Decision 2016 Primaries

The news team is already deeply ensconced in election season. All candidates involved in a primary contest were invited into the studio to tape a candidate spotlight interview with Ben. All 15 primary candidates scheduled an interview, with 14 completing the process. That is a 93% participation rate, which is our highest to date. Those interviews were edited into five programs that will be cablecast between July 29 and August 8. Races covered include Blaine Mayor, Blaine City Council Ward 1, Blaine City Council Ward 3, Anoka County Commissioner District 3, and the MN House 31B Republican primary. All candidates were also invited to submit their bios for display on the northmetrotv.com election pages. General election coverage will ramp up toward the end of August.



USA Cup Soccer

As always, July is a busy soccer month for North Metro TV. Staff, interns, and volunteers rallied their forces to cover the Opening Ceremonies and 20 USA Cup games, including the pre-USA Cup weekend games and one of the championship matches on the following Saturday. (Unfortunately weather prevented us from covering all of the championship matches on that Saturday.) It was a very well coordinated and time intensive production schedule but everyone worked together to make the week very successful. During the matches, our marketing team worked the crowd to direct folks to northmetrotv.com to purchase DVD copies of their games. This is the first year we required purchases be made via credit card through our website. It was a much more streamlined and manageable process. The individual games sold for \$15. Orders of 10 or more DVDs were sold for \$10 each.



PR bits and pieces

- Secured sponsorship with Dixie Blue and Umbria Pizzeria for USA Cup.
- Create new USA Cup flyer to provide info on games covered and generate on-line sales of DVDs. Distributed at all games. Worked the tent and posted pictures during games to our Facebook page which generated a lot of response and activity on our page.
- Edited Make.
- Shot and edited last two artist spots for Make.
- Continued scouting and networking in Centerville. Captured some excellent footage.

Production equipment consulting for cities and schools

No production equipment consulting was requested.

Computer/Networking consulting for cities and schools

Blaine

- Trouble shoot SCALA problems. Start system rebuild.

Ham Lake

- Trouble shoot SCALA problems. Disconnected cable reconnected.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	109	179:53:07
Centerville	11	10:26:46
Circle Pines	129	117:24:02
Ham Lake	40	19:32:05
Lexington	71	44:17:35
Lino Lakes	27	40:55:43
Spring Lake Park	101	111:16:57
Totals:	488 Program Playbacks	523:46:15 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Imprisoned Show	Brandt Schubbe	00:51:11
Chit Chat	Sharon Carlson	00:19:00
Jefferson Street Promo	Brice Kahle	00:03:11
A Fresh New Day (8 episodes)	Anita Wardlaw	02:31:10
His Legacy TV (14 episodes)	Nonie Tanner	03:59:47
Giving In Grace Christian Center	Stevie Lindsey	00:36:39
Grace to Overcome (6 episodes)	Doug Martin	02:46:32
Cornerstone Church (2 episodes)	Rick Bostrom	00:57:22
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:10:40
Hope Church	Cindy Hardy	00:51:11
45 New Programs		24:28:13 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (7/12/16)	T.J. Tronson	00:28:39
Anoka County Board Meeting (7/28/16)	T.J. Tronson	00:26:57
Blaine Safety Camp	T.J. Tronson	00:17:50
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:03:40
On Tap	Danika Peterson/Ben Hayle	00:27:09
Local Decision 2016: Blaine Mayor Primary Candidates	Danika Peterson/Ben Hayle	00:31:37
Local Decision 2016: Blaine Council Ward 1 Primary Candidates	Danika Peterson/Ben Hayle	00:30:23
Local Decision 2016: Blaine Council Ward 3 Primary Candidates	Danika Peterson/Ben Hayle	00:30:03
Local Decision 2016: Anoka County Commissioner District 3 Primary Candidates	Danika Peterson/Ben Hayle	00:30:45
Local Decision 2016: MN House 31B Republican Primary Candidates	Danika Peterson/Ben Hayle	00:10:07
USA Cup Weekend: Rev Sc/Milwaukee	Kenton Kipp/Matt Waldron	01:12:33
USA Cup Weekend: Fusion/RYSA	Kenton Kipp/Matt Waldron	01:14:04
USA Cup Weekend: Rio/Elite IL	Kenton Kipp/Matt Waldron	01:14:48
USA Cup Weekend: Manitoba/SD	Kenton Kipp/Matt Waldron	01:02:37
USA Cup Weekend: WI/IL	Kenton Kipp/Matt Waldron	01:13:38
USA Cup Weekend: Fusion/Valley United	Kenton Kipp/Matt Waldron	01:03:35
USA Cup Weekend: St. Croix/Thunder B	Kenton Kipp/Matt Waldron	01:15:54

Title cont.	Producer cont.	Runtime cont.
USA Cup Weekend: MN/Thunder Bay	Kenton Kipp/Matt Waldron	01:14:53
USA Cup Weekend: Elite IL/San Jose IL	Kenton Kipp/Matt Waldron	01:43:19
USA Cup Opening Ceremonies	Kenton Kipp/Matt Waldron	01:13:04
USA Cup: CC United MN/NAVA TX	Kenton Kipp/Matt Waldron	01:37:47
USA Cup: Intra MN/Gremio IL	Kenton Kipp/Matt Waldron	01:45:11
USA Cup: Euro FC MN/Alaska	Kenton Kipp/Matt Waldron	01:35:42
USA Cup: Eagan MN/Botafogo MN	Kenton Kipp/Matt Waldron	01:19:45
USA Cup: Mexico/Neena WI	Kenton Kipp/Matt Waldron	01:18:11
USA Cup: Iceland/Euro FC MN	Kenton Kipp/Matt Waldron	01:13:51
USA Cup: LUFC MN/Chicago	Kenton Kipp/Matt Waldron	01:00:28
USA Cup: NSSA MN/ Cloquet	Kenton Kipp/Matt Waldron	01:49:00
USA Cup: North Metro MN/Rio	Kenton Kipp/Matt Waldron	01:37:48
USA Cup: Alaska/Blaine	Kenton Kipp/Matt Waldron	01:59:09
USA Cup: Blaine/Canada	Kenton Kipp/Matt Waldron	02:02:41
33 New Programs		34:45:08 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine Planning Commission Meeting (7/12/16)	Blaine Staff	00:47:33
Blaine City Council Meeting (7/14/16)	Blaine Staff	01:57:52
Centerville City Council Meeting (7/13/16)	Centerville Staff	00:16:22
Centerville City Council Meeting (7/27/16)	Centerville Staff	02:08:03
Circle Pines City Council Meeting (7/12/16)	Circle Pines Staff	00:56:42
Circle Pines Utility Commission Meeting (7/20/16)	Circle Pines Staff	00:40:08
Circle Pines City Council Meeting (7/26/16)	Circle Pines Staff	01:28:23
Ham Lake City Council Meeting (7/5/16)	Ham Lake Staff	00:41:16
Ham Lake Planning Commission Meeting (7/11/16)	Ham Lake Staff	00:14:25
Ham Lake City Council Meeting (7/18/16)	Ham Lake Staff	00:32:11
Ham Lake Park & Trees Meeting (7/20/16)	Ham Lake Staff	00:33:12
Lexington City Council Meeting (7/7/16)	Lexington Staff	00:48:25
Lexington City Council Meeting (7/21/16)	Lexington Staff	00:22:25
Lino Lakes Park Board Meeting (6/6/16)	Lino Lakes Staff	00:39:49
Lino Lakes Planning & Zoning Meeting (7/9/16)	Lino Lakes Staff	02:09:02
Lino Lakes City Council Meeting (7/11/16)	Lino Lakes Staff	01:02:05
Lino Lakes City Council Meeting (7/25/16)	Lino Lakes Staff	01:56:55
Spring Lake Park City Council Meeting (7/5/16)	Spring Lake Park Staff	00:37:29
Spring Lake Park City Council Meeting (7/18/16)	Spring Lake Park Staff	01:31:45
Spring Lake Park Planning Commission Meeting (7/25/16)	Spring Lake Park Staff	01:26:01
19 New Programs		20:10:14 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

June 2016 Update

Program Production

In June, a total of **74 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **64:00:00 hours of new programming**.

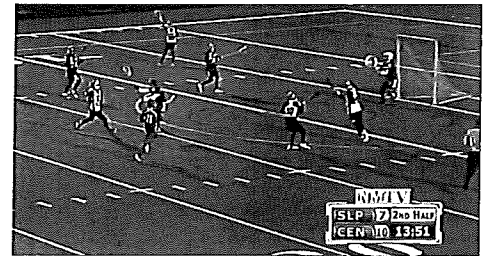
- 33 programs were produced by the public
- 23 programs were produced by NMTV staff
- 18 programs were produced by City staff



Van Shoots

The van was used for **54:45:00 hours of production**. The following events were videotaped:

- Girls Lacrosse: Section 7 QF: Irondale vs. Blaine
- Boys Lacrosse: Section 7 QF: Forest Lake vs. Blaine
- Arabesque Dance Recital 2016
- Centennial Graduation
- Blaine Graduation
- Girls Lacrosse: Section 7 CH: Centennial vs. Blaine
- Spring Lake Park Tower Days Parade
- Blaine Area Little League Baseball: Mallards vs. Kingfish
- Blaine Area Little League Baseball: Express vs. Bullfrogs
- Columbia Heights Jamboree Days Parade
- Blaine Festival Parade



Workshops

Workshop	Instructor	Organization	Students
Editing	Eric Houston	General Public	1
Color Correction	Eric Houston	Video Club	12
Movie Screening & Discussion: Edward Scissorhands	Eric Houston	Video Club	6
Bad Movie Bros Shoot	Eric Houston	Video Club	4
Field Production	Eric Houston	Anoka County Library Staff	7
Camera	Eric Houston	General Public	2
6 Workshops			32 Students

Home Movie Transfers

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

Month	Hours Transferred	Tapes	Film	DVDs	Fees Paid
January	262.25	137	54	0	\$950
February	124.0	37	43	6	\$110
March	288.5	129	21	3	\$225
April	243.0	106	23	69	\$525
May	183.25	94	10	59	\$190
June	137.75	91	46	60	\$166

Public Usage Stats

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

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25
May	166	955.50
June	78	511.75

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 June highlights include a cancer fighting bicycle challenge, Relay for Life, camping at Bunker Hills, the Happy, Healthy, Fit challenge, Summer Food Fest, the TCP reaching out to the community, and the Spring Lake Park and Blaine summer festivals. In addition to daily playbacks of North Metro TV News on the cable system, there are over 295 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.



Anoka County Library Workshop

Studio Manager, Eric Houston, taught a field production class to seven Anoka County Library staff members, representing three different branches and the Library central office. In addition to the class, they discussed how North Metro TV and the Library could work together in the future. Their goal is to create short instructional videos to help explain how to use library services, and they would also like to record events that take place at the library.

Graduations and Parades!

We've wrapped up graduations and started our summer parade season! As always, we have a crew taping each parade with the production truck and a crew marching in the parade. Once again, we had special t-shirts made for everyone doing the marching. The fronts are emblazoned with North Metro Television and the backs list all of the parades we'll be marching in. We take pictures of parade watchers, and post them to our Facebook page. We hand a business card to each photography subject directing them to our website to view and share our pictures. We typically get between 4,000 and 8,000 views per parade. This year we also



distributed cards with information about our dubbing service. Along with staff, marching in the parade, some of our local producers join us, to publicize their own programs. If they produce a series through NMTV, they can display a poster of their show. Last, but most certainly not least, we gently hand candy out to the very eager crowds. Two parades down...two to go!! The City of Columbia Heights also contracted with NMTV to tape their Jamboree Days parade

Flight School Update

T.J. Tronson has finished ground school at Hawk Aviation and is now preparing for the written examination. He has about ten hours of flight time with an instructor completed and will soon begin his fifteen solo flight hours. Once he passes the written exam he will need to undergo an oral exam and pass a practical test with an FAA flight examiner. He says he is still really enjoying the process. The Commission is having T.J. trained as a private pilot in order to comply with FAA commercial drone rules. NMTV has a drone for internal, Member City, and occasional commercial use. The organization is interested in expanding commercial drone services.

Drone Presentation at MACTA

T.J. was a presenter at the June 9th MACTA (Minnesota Association of Cable Television Administrators) Conference. North Metro TV is one of the only local community television facilities in Minnesota utilizing a drone, and the session was a popular one. T.J. talked about the various ways the drone has improved the video services and productions we produce. He shared a 20 minute video demonstrating the dramatic affect the drone footage has on a final production. A representative from the FAA was also a presenter. We received many inquiries regarding contracting with us for drone footage by other community television facilities.



PR bits and pieces

- Released artist Caitlin Karolczak's video short which had a very positive response with a reach of 16,600 people and 1,440 views on NMTV's Vimeo account.
- Shot more video and interviews for "Make."
- Took pictures at the Spring Lake Park parade. Those pictures reached 4,300 people on NMTV's Facebook page.
- Met with Centerville City officials to network and get a good idea of what we can capture at the new Fetes des Lacs for the City promo.

Production equipment consulting for cities and schools

Ham Lake (4 hrs)

- Unable to control SCALA computer. Tried re-boot. Turns out keyboard and mouse were disconnected.
- Installed returned/repaired switcher in training room. Tested each input.

Computer/Networking consulting for cities and schools

No computer or networking consulting was requested.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	142	197:59:50
Centerville	15	10:55:22
Circle Pines	129	66:40:36
Ham Lake	23	10:46:50
Lexington	87	53:31:04
Lino Lakes	29	46:22:03
Spring Lake Park	48	41:55:06
Totals:	473 Program Playbacks	428:10:51 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
It's Only Food	Chef John Politte	00:15:50
Bad Movie Bros: No Retreat, No Surrender	Public Access Video Club	00:55:48
A Fresh New Day	Anita Wardlaw	00:04:38
His Legacy TV (6 episodes)	Nonie Tanner	03:20:09
Grace to Overcome (5 episodes)	Doug Martin	02:27:59
Cornerstone Church (4 episodes)	Rick Bostrom	01:54:09
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting (3 episodes)	Theresa Stasica	03:08:33
Oak Park Moments (2 episodes)	David Turnidge	01:25:43
Hope Church (2 episodes)	Cindy Hardy	01:26:17
33 New Programs		20:59:06 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (6/14/16)	T.J. Tronson	00:39:43
Anoka County Board Meeting (6/28/16)	T.J. Tronson	00:41:45
North Metro Cable Commission Meeting	T.J. Tronson	00:16:06
Blaine City Council Meeting/ Public Hearing	T.J. Tronson	02:32:15
Arrive Alive Full Presentation	T.J. Tronson	00:57:36
Blaine Festival 2016: Inside the Parade	T.J. Tronson	00:07:19
North Metro TV News (3 episodes)	Danika Peterson/Ben Hayle	01:00:25
MN Legislative Session Wrap-Up	Ben Hayle	00:43:45
Artist Caitlin Karolczak	Damian Kussian	00:03:51
Girls Lacrosse: Sec 7 QF: Irondale/Blaine	Kenton Kipp/Matt Waldron	01:34:22
Boys Lacrosse: Sec 7 QF: Forest Lake/Blaine	Kenton Kipp/Matt Waldron	01:37:06
Arabesque Dance Recital 2016	Kenton Kipp/Matt Waldron	02:27:05
Centennial Graduation	Kenton Kipp/Matt Waldron	01:27:12
Blaine Graduation	Kenton Kipp/Matt Waldron	01:15:33
Girls Lacrosse: Sec 7 CH: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:44:10

Title cont.	Producer cont.	Runtime cont.
Spring Lake Park Tower Days Parade	Kenton Kipp/Matt Waldron	01:12:14
Blaine Area Little League Baseball: Mallards/Kingfish	Kenton Kipp/Matt Waldron	01:05:42
Blaine Area Little League Baseball: Express/Bullfrogs	Kenton Kipp/Matt Waldron	01:34:16
Columbia Heights Jamboree Days Parade	Kenton Kipp/Matt Waldron	01:25:54
Blaine Festival Parade	Kenton Kipp/Matt Waldron	01:10:38
Girls Lacrosse State QF: Blaine/Prior Lake	Kenton Kipp/Matt Waldron	01:20:45
23 New Programs		24:57:42 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (6/2/16)	Blaine Staff	01:36:57
Blaine Planning Commission Meeting (6/14/16)	Blaine Staff	00:20:56
Blaine City Council Meeting (6/16/16)	Blaine Staff	02:32:16
Centerville City Council Meeting (6/8/16)	Centerville Staff	00:40:40
Centerville City Council Meeting (6/22/16)	Centerville Staff	00:45:44
Circle Pines City Council Meeting (6/14/16)	Circle Pines Staff	00:11:13
Circle Pines Utility Commission Meeting (6/15/16)	Circle Pines Staff	00:06:18
Circle Pines City Council Meeting (6/28/16)	Circle Pines Staff	00:42:56
Ham Lake City Council Meeting (6/6/16)	Ham Lake Staff	00:39:34
Ham Lake Planning Commission Meeting (6/13/16)	Ham Lake Staff	00:17:38
Lexington City Council Meeting (6/2/16)	Lexington Staff	00:46:32
Lexington City Council Meeting (6/16/16)	Lexington Staff	00:17:32
Lino Lakes Park Board Meeting (6/6/16)	Lino Lakes Staff	00:39:49
Lino Lakes Planning & Zoning Meeting (6/8/16)	Lino Lakes Staff	03:57:38
Lino Lakes City Council Meeting (6/13/16)	Lino Lakes Staff	01:55:34
Lino Lakes City Council Meeting (6/27/16)	Lino Lakes Staff	00:52:55
Spring Lake Park City Council Meeting (6/6/16)	Spring Lake Park Staff	00:55:37
Spring Lake Park City Council Meeting (6/27/16)	Spring Lake Park Staff	00:38:27
18 New Programs		17:58:16 New Hours

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

EXECUTIVE COMMITTEE MINUTES

Meeting of September 7, 2016

Executive Cmte. Present: Matt Percy; Circle Pines, Carin Payment; Lexington; J. Mason, Spring Lake Park, Dick Swanson; Blaine

Absent:

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

CALL TO ORDER

The Chair called the meeting to order at 6:02 p.m.

APPROVAL OF MINUTES

A motion to approve the June 1, 2016 Executive Committee meeting minutes was made by J. Mason. Second, C. Payment. Motion approved.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Progress on the HD upgrade was discussed. The Master Control upgrade will begin on September 13th. It is expected to take three weeks to complete. There will be a short amount of down-time when the channels will be off-line. All Cities will be notified when this will occur. The Studio A upgrade will begin during the third week of the Master Control work. It is also expected to take three weeks. Training on new equipment will take place the last week of October with the hope that everything will be in place for the live election night program. The Studio B upgrade has been completed and will be the primary studio during the upgrade of Studio A. There have been some issues regarding the production truck build. After months of engineering meetings and discussions Gerling and Alpha Video cannot find a way to fit the upgraded air-conditioning unit into the truck without compromising production space or creating weight distribution problems. It was recommended that the truck chassis be upgraded to allow for placing the air-conditioning unit in the belly bay. This will solve all of the storage, space, and weight distribution problems. The chassis upgrade will cost approximately \$9,980. The total cost of the upgrade would remain below the budgeted \$2,000,000. The Committee supported the recommendation.
- The FCC has approved new closed captioning reporting rules that will affect public access television programmers. As a result of the rules, NMTV will need to certify either compliance with or exemption from closed captioning to the FCC, register a contact person with the FCC, and respond to complaints regarding quality or availability of closed captioning. Staff will be working with Legal Counsel to prepare a report regarding the Commission's responsibilities. The deadline for certifying status with the FCC is July 1, 2017.

- NMTV staff is gearing up for election related programming. Debates are being scheduled for the MN Senate, House, School Boards, City Council, Mayoral, and Anoka County Board races. Staff produces a very comprehensive live election results program on election night.

OLD BUSINESS

No old business was presented.

NEW BUSINESS

No new business was presented.

ADJOURN

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

Subject: [Members] New Closed Captioning Requirements

From: Jacob Abramson <Jacob.Abramson@surpriseaz.gov>

Date: 8/25/2016 3:56 PM

To: "'members@lists.natoa.org'" <members@lists.natoa.org>

Released yesterday by the FCC. Still digesting all of the info here.

<http://m.bbklaw.com/?t=40&an=58789&format=xml>

Reporting and Compliance Requirements

AUGUST 24, 2016

The Federal Communications Commission published a Final Rule in the Federal Register on Tuesday, imposing new reporting requirements on public, educational and governmental access programming with respect to the closed captioning of video programming on television. These obligations include:

New requirements to certify compliance with or exemption from the FCC's closed captioning rules; Introduction of a "burden-shifting" model for the resolution of complaints about closed captioning; and Introduction of a new "Video Programmer Registration" system in which PEG access stations will have to provide contact information into the FCC's website.

The rules, which apply broadly to the industry as a whole and not simply to PEG programmers, go into effect on Sept. 22.

Federal regulations governing cable television largely divide the world into video programming distributors and video programmers. PEG access stations are video programmers, not VPDs. But the new rule also defines what is a video programming owner, and this will likely impact PEG access stations. Programming owners are defined as entities that either license programming to a distributor, or act as a distributor in licensing video programming intended for households.

So while PEG access programmers are generally *not* considered VPDs, new regulations are being imposed upon PEG access stations either in their existing role as video programmers, or in their new role as program owners.

Previously, the obligation to provide closed captioning information fell primarily on VPDs. The obligations borne by video programmers and video program owners were, in most respects, subsidiary to the VPD's obligation to ensure closed captioning. In this Final Rule, that has changed. Video programmers have new compliance obligations.

Most significantly, the obligation to provide closed captioning has been broadened from one primarily falling on VPDs to one falling on both VPDs and video programmers, including programming owners.

Mandatory Certification

The order puts in place new requirements to make certification of closed caption mandatory, and to make such certification directly to the FCC. The new rule makes it mandatory that each video programmer certify that its programming complies with the closed captioning rule and complies with the

agency's quality standards. The new trigger for compliance is a new section 79.1(m), "Video programmer certification," which requires that, by July 1, 2017, or prior to making video programming available, "each video programmer shall submit a certification to the Commission through a web form located on the Commission's website...."

Importantly for PEG programmers, video programmers may either attest to their compliance, attest to the fact that all of the video programmer's programs are exempt from closed captioning rules (and state the category of exemption claimed by the video provider), or both certify compliance and note exemptions.

Burden Shifting for Complaints

When complaints are received about the quality or existence of closed captioning, the VPD has the initial burden of reviewing the source of the problem and whether its equipment is causing the absence of closed captioning. If the VPD cannot address the complaint upon investigation, the burden shifts to the video programmer. Complaints may be filed either with the FCC or with the VPD.

Video Programmer Registration

Previously, VPDs were responsible for providing the FCC with contact information for the receipt and handling of closed captioning complaints. This contact database was known as the "VPD Registry." With the additional responsibility now imposed upon video programmers, the FCC is creating a Video Programmer Registration system for the handling of closed captioning complaints. Video programmers must update changed information within 10 business days. This information is to be submitted through a web form on the FCC website, through which compliance certifications will also be submitted. The Consumer and Governmental Affairs Bureau will be responsible for the development of such forms.

The Alliance for Community Media, the national association of PEG programmers and stations, is seeking a waiver of rules for PEG access programmers that distribute on exempt channels. In a letter to the FCC, the group highlighted the concern that the new definition of a video programming owner "could mean tens of thousands of ordinary citizens and organizations – Cub Scouts, gospel choirs, political candidates, and community groups of every possible stripe – will be required to certify to the Commission on a yearly basis that their programming is exempt due to their distribution on exempt PEG channels."

Importantly, the list of "exempt programs and providers" remains unchanged. For PEG access stations, the most important of these existing exemptions include programming for which the captioning requirement has been waived by the FCC, locally produced non-news programming with no repeat value and locally produced educational programming.

The FCC's new closed captioning rules impose obligations upon video programmers, including certification of compliance or exemption to the FCC, meeting the burden of responding to complaints about absent or erroneous closed captioning that cannot be addressed by the VPD, and providing registration and contact information to the FCC. Although the standards for exemption or waiver for PEG programming have not been changed, PEG access stations now have additional reporting requirements and compliance rules.

For more information about these rules and how they may impact your agency, contact the attorney authors of this Legal Alert listed at right in the Telecommunications practice group, or your BB&K attorney.

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

Tuesday, September 6, 2016

CALL TO ORDER

The meeting began at 10:32 a.m.

MEMBERS PRESENT

B. Petrack, M. Ericson, P. Antonen, J. Karlson, D. Buchholtz

MEMBERS ABSENT

D. Krueger, C. Arneson

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of June 7, 2016 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- Mike Ericson was named the Chair of the group, to complete the retired Jim Keinath's term.
- Staff reported on the progress of the HD upgrade. The Master Control upgrade will begin on September 13th. It is expected to take three weeks to complete. There will be a short amount of down-time when the channels will be off-line. All Cities will be notified when this will occur. The Studio A upgrade will begin during the third week of the Master Control work. It is also expected to take three weeks. Training on new equipment will take place the last week of October with the hope that everything will be in place for our live election night program. The Studio B upgrade has been completed and will be our primary studio during the upgrade of Studio A. There have been some issues regarding the production truck build. After months of engineering meetings and discussions Gerling and Alpha Video cannot find a way to fit the upgraded air-conditioning unit into the truck without compromising production space or creating weight distribution problems. It was recommended that the truck chassis be upgraded to allow for placing the air conditioning unit in the belly bay. This will solve all of the storage, space, and weight distribution problems. The chassis upgrade will cost approximately \$9,980. The total cost of the entire upgrade still would remain below the budgeted \$2,000,000. The group supported the upgrade.
- The FCC has approved new closed captioning rules that will affect public access television programmers. As a result of the rules, NMTV will need to certify either compliance with or exemption from closed captioning to the FCC, register a contact person with the FCC, and respond to complaints regarding quality or availability of close captioning. Staff will be working with Legal Counsel to prepare a report regarding the Commission's responsibilities. The deadline for certifying status with the FCC is July 1, 2017.
- Staff is gearing up for election related programming. Debates are being scheduled for the MN Senate, House, school boards, City Council, Mayoral, and Anoka County Board races. Staff produces a very comprehensive live election results program on election night.

OLD BUSINESS

- There was no old business.

NEW BUSINESS

- Patrick Antonen was welcomed to the group.

ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

Kagan: Cable Future Bright

Broadband, improved video metrics will drive revenue through 2026 8/11/2016 11:25 AM Eastern



By: Mike Farrell

Residential cable revenue is expected to rise 8.6% from \$108.4 billion in 2016 to \$117.7 billion by 2026, fueled by a slightly improved outlook for the video business and continued growth in broadband, according to an SNL Kagan report.

Factoring in additional sales on the commercial side and total cable revenue is expected to rise from \$130.57 billion in 2016 to \$140.99 billion in 2026, or about 8% over the 10-year period, according to Kagan.

Kagan said several factors will drive future results: continued subscriber growth as broadband subscriptions swell by more than 8 million over the next 10 years to 71 million customers; and a slowdown in the decline of video customer additions as basic video rolls are expected to decline by an annual compounded growth (CAGR) rate of 1.5% to 45.4 million by 2026, compared to 1.7% in last year's 10-year projection. Finally, while there continues to be worries around reduced spending on multichannel video, especially around advanced services (Kagan estimates total residential video revenue will dip 0.5% over the next 10 years), advertising revenue is expected to grow at a 4.3% clip through 2026 to reach \$6.3 billion.

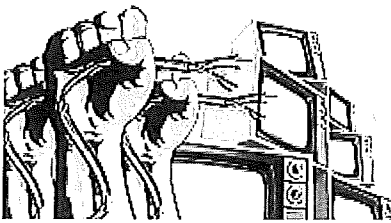
"Like many industries, cable isn't immune to shifting preferences, but continued growth in broadband may propel revenue growth on both the residential and commercial end," said Tony Lenoir and Ian Olgeirson, the SNL Kagan researchers behind the report, in a statement. "Despite ongoing declines in video, the next 10 years look pretty good for this sector."

JD Power Claims Cord Cutters The 'Least Satisfied' TV Viewers

by Karl Bode

Friday Aug 26 2016 16:20 EDT

A new survey by JD Power and Associates claims that cord cutters are less satisfied consumers than those that bundle streaming services with traditional cable. JD Power's study measured customer satisfaction on six key video points: performance and reliability; content; cost of service; ease of use; communication; and customer service. Scores for each measure are reflected in an index based on a 1,000-point scale.



When the tallies were in, JD Power found that overall satisfaction is lowest among cord cutters (802), followed closely by cord nevers (807), while satisfaction is highest among cord stackers (826) and cord shavers (822).

That those paying for **both** streaming and traditional TV are more satisfied shouldn't be all that surprising, given they're paying significantly more money for a significantly larger volume of overall content. By keeping their cable connection they're also able to watch live sports, one of the biggest things preventing many users from cutting the cord and likely the biggest reason for the satisfaction spike.

There's also the little fact that many broadcasters and cable companies intentionally and consistently go out of their way to make watching video content without cable cumbersome and annoying, when they aren't busy trying to curtail streaming operators by restricting content licensing or implementing usage caps, concepts the study doesn't even begin to address.

Still the report has a number of interesting embedded factoids, such as the fact that 60% of streaming customers are "cord stackers" (subscribe to traditional cable and streaming services), 23% are cord shavers (those that keep cable but pare down their options to save costs), 13% are cord cutters (just streaming, not traditional TV) and 4% are "cord nevers" (having never subscribed to traditional cable and only signing up for streaming).

"The streaming video customer experience appears to be stratifying across the different subscriber segments, with pay TV service still having a major effect on the overall streaming video experience," says the firm. "Part of the reason is demographics. Customers who only stream are younger than those who also have TV. Nearly two-fifths (37%) of customers who only stream are 18-34 years old, compared with 30% of those who also have TV. Notably, 52% of cord nevers are 18-34."

Many cable industry executives I've spoken to honestly believe that cord cutting is just a phase, and many of these Millennials will sign up for cable when they settle down and have kids. However, that seems like an overly optimistic prognostication, one usually not supported by actual Millennials.

Pines School students recognized for PSA



Pines School students recognized for PSA

North Metro TV Studio Manager Eric Houston poses for a photo with a Telly Award. He said the most special thing about receiving the award is who he gets to share it with, in this case students from the Pines School day program.

Posted: Tuesday, June 21, 2016 9:15 am | *Updated: 12:24 pm, Tue Jun 21, 2016.*

By Shannon Granholm /Staff Writer | [0 comments](#)

LINO LAKES — Around 25 students from the Pines School day program along with North Metro TV were among 13,000 entries from all 50 states and five continents for a Telly Award; they received a Silver Telly for creating a public service announcement (PSA) on anti-bullying.

Although North Metro TV has won 10 Telly Awards, this is the first Silver Telly they have received for public access, meaning the community helped to create the video rather than the station's staff members.

"I was thrilled. It is a pretty big honor. In my job whenever I receive an award, the most special thing is who I get to share it with, and in this case it is a group of kids who don't have it as easy as a lot of other kids," said North Metro TV Studio Manager Eric

Houston. "It is a group of kids with different and often more difficult challenges than the average kid, so for them to get this recognition and confirmation of their hard work is a really big deal and really special."

The Telly Award, which was founded in 1979, is the premier award honoring the finest film and video productions, groundbreaking web commercials, videos and films and outstanding local, regional and Cable TV commercials and program.

Houston visited the students (grades 8-12) in the Social Skills class on six occasions to tell the group about his profession and what it entails.

"Community education is a part of our mission here at North Metro TV. We are a community TV station and we take that very seriously; we are TV for the community. A big part of my job is to teach free classes to our community all about all the different aspects of television and video production," he said.

Houston added that he didn't get into TV production until college, and he always wished he could have been exposed to it in high school or middle school. "When I can provide [a video production outlet] to our area, it is something I enjoy very much," he said.

Students in the Pines School day program are required to be in the Social Skills class. The course is designed to make various connections throughout the community with businesses and expose the students to careers they may not be aware of.

"It is to teach them different things that they wouldn't learn on their own; expose them to different careers that are out there, rather than the ones that they have in their head already," said lead teacher Lisa Vojtech. "Eighty-five percent of your success in life depends on your social skills, your ability to interact with others. That percentage goes up even further when you are involved in the juvenile corrections system. We figure we have got this time with these kids, and what better time to teach them the valuable things that they can use in school, outside of school, in the community and in their families?"

The course explores topics such as self-regulation, mindfulness (yoga, guided imagery, meditation and visualization), bullying/harassment, cyber-safety, anger and stress management, self respect, healthy relationships and interviewing/job search skills.

The class has guest speakers at least once a week. Houston was one of those speakers. Houston introduced the class to the world of video production and, for a culminating project, helped the students create a PSA on a topic of their choosing, anti-bullying.

"They operated all of the equipment, came up with what they wanted to say. I was certainly there to facilitate, but as much as possible this was their baby," Houston said.

Vojtech said this about the group: "I was so proud of the kids because they are usually not recognized for positive things. They really reached outside of their box, and I think they would be really proud of themselves for taking on a challenge like this."

Internet Essentials' Progress Report

Distribution

By Sarah Plombon | August 24, 2016 |

Comcast's Internet Essentials program has connected 3 million low-income Americans (or 750,000 families) to low-cost, high-speed internet at home, according to the Internet Essentials Five Year Progress Report released today (August 24). The announcement was made by David L. Cohen, Comcast Corporation's senior evp and chief diversity officer, and the program's national spokesperson Jackie Joyner-Kersey, a six-time Olympic medalist. The duo began their multi-city tour for the program's sixth back-to-school season following their announcement.

Over the next six weeks, Cohen and Joyner-Kersey will stop in Chicago, Houston, San Francisco, Denver and Philadelphia. At each city, the duo will announce, on behalf of Comcast, more than \$2 million total in grants to community-based organizations that provide digital literacy training and internet access.

The report stated other Internet Essentials' achievements since the launch of the program in 2011. Comcast has invested over \$300 million in cash and in-kind support to help fund digital literacy training and educational initiatives. In five years, the program has distributed 54,000 subsidized computers (at less than \$150 apiece) and has partnered with more than 9,000 community partners to spread the word. Internet Essentials has impacted nearly 4.4 million people through its national and local nonprofit community partners. Comcast had donated more than \$1.8 million in grants to create Internet Essentials Learning Zones, which are areas around the country (such as Atlanta, Baltimore, Chicago) where nonprofit partners work together to increase internet access and family-focused digital literacy. The program is offered at more than 55,000 schools in 39 states and the District of Columbia. The Internet Essentials English and Spanish websites, as well as its Online Learning Center, has had more than 6.4 million visitors. Additionally, Comcast has broadcasted 8.5 million public service announcements, which is valued at nearly \$110 million.

The report follows Comcast's recent announcement to expand the program's eligibility to those households receiving HUD assistance. With 2 million HUD-assisted homes in Comcast's network, the expansion means that more than just school-aged children and their families will receive access to low-cost, high-speed internet at home. "In the last five years, we've learned that no single company or government program is ever going to fix the digital divide and that solving a big, difficult societal issue like this takes nothing short of a movement," said Cohen. "We are so proud that thousands of community partners around the country have helped us make a meaningful dent in the digital divide."

- See more at: <http://www.cablefax.com/distribution/internet-essentials-progress-report?sthash.2L8qYZYG.mjjo#sthash.2L8qYZYG.zcRmwLGx.dpuf>