

**NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING**

September 19, 2018  
6:00 p.m.

**SPRING LAKE PARK CITY OFFICES  
1301 81<sup>st</sup> 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 20, 2018
  - 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--34**
  - 4.1. Monthly update
5. REPORT OF EXECUTIVE COMMITTEE **pp. 35-70**
  - 5.1. Drone Model Ordinance and Usage Policies
  - 5.2. CenturyLink Franchise Issues
  - 5.3. Draft NMTC letter in Opposition to New Wireless Rules
6. REPORT OF OPERATIONS COMMITTEE **p. 71-72**
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. 73-92**
14. ADJOURN



# **NORTH METRO TELECOMMUNICATIONS COMMISSION**

## **UNAPPROVED MINUTES**

**Commission Meeting – June 20, 2018**

### **CALL TO ORDER**

Chair D. Swanson called the regular meeting of the North Metro Telecommunications Commission to order at 6:01 p.m. at the Spring Lake Park city offices.

### **ROLL CALL**

**Directors Present:** Dick Swanson; Blaine, Al Parranto; Ham Lake, Cindy Hansen; Spring Lake Park, Mike Murphy; Lexington, Steve King; Centerville

**Directors Absent:** Dale Stoesz; Lino Lakes, Jennifer Rauner; Circle Pines

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

**Comcast Rep:**

**CenturyLink Rep:**

### **CONSENT AGENDA**

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

The May 16, 2018 minutes, and the May bill list and financial reports were approved as presented. **Motion for approval made by C. Hansen. Second, M. Murphy. Motion passed unanimously.**

### **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:

- A lot of year end events were taped in May, including the annual Centennial School District's Centennials Got Talent Show, the spring Blaine band concert, three plays, and this year's version of Arrive Alive. The Blaine and Centennial High School graduation ceremonies were produced live.

- The North Metro TV summer schedule is busy with City celebrations, parades and USA Cup Soccer. NMTV will be partnering with the National Sports Center to provide TV and web coverage of games and events.
- The new Ham Lake HD system has had the bugs worked out and is performing well. The video is a vast improvement. Circle Pines is ready to select a vendor for their upgrade, and Centerville is moving forward with bids. Lexington has received an estimate for an upgrade. Once all seven Cities have been upgraded to HD, NMTV will obtain an HD channel from Comcast for the Cities.
- Blaine Police Chief, Brian Podany, asked North Metro TV to record Officer Steve Nanny's memorial service. All of the video will be given to the Police Department to share with the family and to use as they wish.

**REPORT OF EXECUTIVE COMMITTEE/OPERATIONS COMMITTEE**

M. Murphy reported on the following items:

- The recommended 2019 budget was reviewed. Goals for 2019 include expanding accessibility of City channels by providing live streaming of channels 24-hours-a day, transitioning all Cities to HD, obtaining an HD City channel from Comcast, creating OTT apps for community programming, and continuing with the franchise renewal. Operating expenses were budgeted at \$13,525 more than the 2018 budget. There were reductions in anticipated administrative expenses, but increases in building and personnel costs. The personnel budget includes an up to 2.75% COLA increase and step increases for three employees. Benefits were budgeted at \$1,145 per employee, based on benefits packages provided by Cities to their employees. Capital expenses are budgeted at \$450,615. A little over half of the capital budget is dedicated to the bond payment of \$230,475, for the HD upgrade. Other capital expenditures recommended for 2019 include streaming servers and Makito X transport equipment for Cities, maintenance and support contracts for equipment, a wireless microphone system for Studio A, two tripod systems for the truck, and some field equipment. Annual computer upgrades, software licenses, and music licenses are also included in the capital budget, along with money for some parking lot repairs. Franchise fees returned to Cities have been budgeted at \$400,000. This is the same amount as last year. The Operations Committee recommends that the Cable Commission approve the 2019 NMTC budget as prepared.

**MOTION:** To approve the 2019 NMTC budget as presented. **Motion made by M. Murphy. Second, C. Hansen. Motion passed unanimously.**



- Increasing the PEG fee was considered. The Operations Committee recommended doing so. The PEG fee could be increased by 7 cents per subscriber per month in 2019.

**MOTION:** To approve increasing the PEG fee by 7 cents for 2019. **Motion made by M. Murphy. Second, C. Hansen. Motion passed unanimously.**

- The franchise fee and PEG fee audits of Comcast are underway.
- The quarterly meeting with CenturyLink took place on May 23rd, 2018. CenturyLink is no longer promoting the PRISM TV service and does not intend to renew the franchise agreement.
- The group discussed canceling the July and August meetings. The August meeting could be rescheduled if necessary.

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

#### **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 of Directors were presented.

**ADJOURN**

The meeting was adjourned at 6:25 p.m. **The motion to adjourn was made by M. Murphy. Second, C. Hansen. Motion approved.**

The next meeting of the NMTC will be held on **Wednesday, September 19, 2018 at 6:00 p.m.** at the city offices of Spring Lake Park.

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Dale Stoesz; Secretary, NMTC

**NORTH METRO TELECOMMUNICATION  
BILL LIST**

**AUGUST 2018**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
AUGUST	COMBINED	PAYROLL	53,268.23
AUGUST	COMBINED	IRS/US PAYABLE	17,751.75
AUGUST	COMBINED	MN REVENUE PAYABLE	3,227.18
AUGUST	COMBINED	PERA PAYABLE	10,553.78
AUGUST	COMBINED	PEACHTREE	57.60
AUGUST	COMBINED	DISCOVERY BENEFITS	3,302.50
13344	8/1/18	Richard D. Larson	316.00
13345	8/1/18	Rick Larson	19.93
13346	8/1/18	Corporate Mechanical	738.00
13347	8/6/18	Alpha Video & Audio, Inc	395.00
13348	8/6/18	INTERSTATE COMPANIES, INC	533.00
13349	8/6/18	Siemens Industry, Inc	323.00
13350	8/8/18	Donald A. Foster	566.00
13351	8/8/18	Coastal Wintergreen LLC	1,352.00
13352	8/8/18	Floyd Security / SRSI	126.93
13353	8/8/18	Richard M Palermo	14.00
13354	8/8/18	Kenton Kipp	15.00
13355	8/8/18	Randy L Thill	10.00
13356	8/8/18	Kelly J McGinley	10.00
13357	8/8/18	Matthew Bishop	10.00
13358	8/20/18	Heidi Arnson	135.59
13359	8/20/18	Siemens Industry, Inc	1,531.00
13360	8/29/18	League of MN Cities	128.00
EFILE	8/1/18	Authorize.Net	30.68
EFILE	8/16/18	Chase Visa Card Services	2,078.67
EFILE	8/1/18	Virtual Merchant Credit Card	83.67
EPAY-01	8/2/18	POPP TELECOM	209.91
EPAY-02	8/3/18	Comcast	285.92
EPAY-03	8/3/18	T-Mobile	103.16
EPAY-04	8/4/18	Principal Financial Group	440.85
EPAY-05	8/12/18	AT&T Wireless	387.62
EPAY-06	8/14/18	Republic Services	161.34
EPAY-07	8/14/18	SA Fleet-Wex Bank	280.79
EPAY-08	8/14/18	Comcast Business 100M/100M	756.78
EPAY-09	8/15/18	CenterPoint Energy	29.30
EPAY-10	8/15/18	U.S. Bank Card Service	1,334.50
EPAY-11	8/22/18	HealthPartners	11,602.45
EPAY-12	8/26/18	City of Blaine-utilities	292.08
EPAY-13	8/26/18	Connexus Energy	1,970.43
JULY SALES TAX	8/15/18	MN Dept. of Revenue	89.00

**114,521.64**

**NORTH METRO TELECOMMUNICATION  
BILL LIST**

JULY 2018

Date	Check #	Payee	Amount
JULY	COMBINED	PAYROLL	42,145.65
JULY	COMBINED	IRS/US PAYABLE	13,155.47
JULY	COMBINED	MN REVENUE PAYABLE	2,295.99
JULY	COMBINED	PERA PAYABLE	7,300.53
JULY	COMBINED	PEACHTREE	49.60
JULY	COMBINED	DISCOVERY BENEFITS	2,832.50
13327	7/3/18	Richard D. Larson	287.00
13328	7/9/18	BIOCLEAN Mobile Wash, Inc.	47.67
13329	7/9/18	Aid Electric Corporation	821.84
13330	7/9/18	Bradley Law, LLC	4,060.00
13331	7/10/18	Coastal Wintergreen LLC	790.00
13332	7/10/18	Metro Sales, Inc.	661.53
13333	7/17/18	Charlie Beattie	375.00
13334	7/17/18	Green Lights Recycling, Inc	89.28
13335	7/17/18	Poster Compliance Center	69.95
13336	7/17/18	Cody J. Bauleke	500.00
13337	7/17/18	Matthew Bishop	150.00
13339	7/17/18	Donald A. Foster	300.00
13340	7/23/18	Advantage Construction Inc	1,089.99
13341	7/23/18	Corporate Mechanical	811.93
13342	7/23/18	Grass Valley USA, LLC	6,572.00
13343	7/23/18	Floyd Security / SRSI	126.93
EFILE	7/1/18	Authorize.Net	29.23
EFILE	7/16/18	Chase Visa Card Services	11,525.24
EFILE	7/1/18	Virtual Merchant Credit Card	16.13
EPAY-01	7/2/18	POPP TELECOM	123.71
EPAY-02	7/3/18	Comcast	285.92
EPAY-03	7/3/18	T-Mobile	103.16
EPAY-04	7/4/18	Principal Financial Group	433.59
EPAY-05	7/9/18	SA Fleet-Wex Bank	368.85
EPAY-06	7/1/18	Dept of Empl and Eco Development	60.26
EPAY-07	7/12/18	AT&T Wireless	387.62
EPAY-08	7/14/18	Republic Services	158.49
EPAY-09	7/15/18	Comcast Business 100M/100M	756.78
EPAY-10	7/16/18	CenterPoint Energy	28.54
EPAY-11	7/17/18	U.S. Bank Card Service	673.90
EPAY-12	7/22/18	HealthPartners	11,602.45
EPAY-13	7/26/18	City of Blaine-utilities	129.29
EPAY-14	7/26/18	Connexus Energy	2,091.88
EPAY-15	7/30/18	Federal Express	179.42
JUNE SALES TAX	7/15/18	MN Dept. of Revenue	121.00
JUNE SALES TAX	7/15/18	MN Dept. of Revenue	121.00

**113,729.32**

**NORTH METRO TELECOMMUNICATION  
BILL LIST**

**JUNE 2018**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Amount</b>
JUNE	COMBINED	PAYROLL	38,223.85
JUNE	COMBINED	IRS/US PAYABLE	12,381.69
JUNE	COMBINED	MN REVENUE PAYABLE	2,209.82
JUNE	COMBINED	PERA PAYABLE	7,070.10
JUNE	COMBINED	PEACHTREE	38.40
JUNE	COMBINED	DISCOVERY BENEFITS	962.50
13306	6/4/18	Richard D. Larson	384.75
13307	6/4/18	Rick Larson	27.37
13308	6/4/18	Jeremy Millington	106.05
13309	6/4/18	Matthew Waldron	44.23
13310	6/4/18	Harrington Langer & Associates	1,000.00
13311	6/4/18	FirstCom Music	1,922.00
13312	6/4/18	Corporate Mechanical	239.50
13313	6/6/18	B Harris, Inc.	1,925.00
13314	6/6/18	B Harris, Inc.	5,074.00
13315	6/6/18	League of MN Cities	9,146.00
13316	6/6/18	Coastal Wintergreen LLC	2,434.00
13317	6/6/18	Ashpaugh & Sculco, CPA, PLC	6,000.00
13318	6/6/18	Terry Tronson	239.42
13319	6/14/18	Craig Schanbacher	125.00
13320	6/18/18	Alpha Video & Audio, Inc	2,388.00
13321	6/30/18	Steven D. King	135.00
13322	6/30/18	Alan M. Parranto	135.00
13323	6/30/18	Michael A. Murphy	135.00
13324	6/30/18	Dale K. Stoesz	135.00
13325	6/30/18	Cynthia A. Hansen	135.00
13326	6/30/18	Jennifer Rauner	135.00
EPAY-01	6/1/18	POPP TELECOM	831.86
EPAY-02	6/3/18	Comcast	285.92
EPAY-03	6/3/18	T-Mobile	103.16
EPAY-04	6/5/18	SA Fleet-Wex Bank	240.77
EPAY-05	6/5/18	Principal Financial Group	433.59
EPAY-06	6/12/18	AT&T Wireless	385.43
EPAY-07	6/13/18	CenterPoint Energy	80.59
EPAY-08	6/14/18	Republic Services	157.34
EPAY-09	6/14/18	Comcast Business 100M/100M	756.78
EPAY-10	6/21/18	U.S. Bank Card Service	800.86
EPAY-11	6/22/18	HealthPartners	11,602.45
EPAY-12	6/26/18	City of Blaine-utilities	102.19
EPAY-13	6/26/18	Connexus Energy	1,902.42
EPAY-P01	6/30/18	Richard R. Swanson	135.00
EFILE	6/1/18	Authorize.Net	26.20
EFILE	6/16/18	Chase Visa Card Services	7,417.93
EFILE	6/1/18	Virtual Merchant Credit Card	29.85
MAY SALES	6/15/18	MN Dept. of Revenue	42.00

**118,086.02**

# North Metro Telecommunications Commission

Balance Sheet  
August 31, 2018

## ASSETS

### Current Assets

Cash - Checking Account	\$ 2,418,164.35
Petty Cash	150.00
A/R - NMTC	168,868.06
Prepaid Insurance - NMTC	14,543.48

Total Current Assets 2,601,725.89

### Property and Equipment

Office Equipment - NMTC	1,285,000.85
Accum Deprec - NMTC	(1,931,500.79)
Bond Equipment 2016	1,985,000.00
Building-Polk/125	1,503,204.17
Land-Polk/125	225,700.00

Total Property and Equipment 3,067,404.23

### Other Assets

Deferred Out Related/Pension	163,031.00
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Total Other Assets 163,031.00

Total Assets \$ 5,832,161.12

## LIABILITIES AND CAPITAL

### Current Liabilities

A/P - NMTC	\$ 1,260.00
Accrued Payroll Taxes & W/H's	449.54
PERA PAYABLE - PRIOR	(768.59)
Accrued Vacation	95,742.22
Accrued Wages	35,861.40
Franchise Fee App	991,433.01
Due to City of Blaine	762,119.00
Due to City of Centerville	47,261.00
Due to City of Circle Pines	67,778.00
Due to City of Ham Lake	197,534.00
Due to City of Lexington	25,328.00
Due to City of Lino Lakes	233,475.00
Due to City of Spring Lake Par	81,504.00
Deferred In Related/Pension	132,827.00

Total Current Liabilities 2,671,803.58

### Long-Term Liabilities

Net Pension Liability	632,009.00
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Total Long-Term Liabilities 632,009.00

Total Liabilities 3,303,812.58

### Capital

Net Equity	386,721.40
Net Equity - Media Ctr	(206,243.34)
Net Equity - NMTC	2,517,656.37
Net Income	(169,785.89)

Total Capital 2,528,348.54

Total Liabilities & Capital \$ 5,832,161.12

# North Metro Telecommunications Comm

## Cash Receipts Journal

For the Period From Aug 1, 2018 to Aug 31, 2018

Date	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
8/8/18	TAPE DUBS-CHECKS	TAPE DUBS-CHECKS Miscellaneous receipts	53.20	53.20
8/10/1	JULY PAYPAL	JULY PAYPAL PAYPAL	158.11	158.11
8/25/1	AUG CC SALES-VM	AUGUST CREDIT CARD SALES-VIRTUAL MERCHANT Credit Card Sales	315.00	315.00
8/26/1	AUG CC SALES-AUTH	AUGUST CREDIT CARD SALES-AUTHORIZE.NET AUGUST CREDIT CARD SALES-AUTHORIZE.NET-FEES Credit Card Sales	3.57 118.43	122.00
8/27/1	AUG CC SALES-VM	AUGUST CREDIT CARD SALES-VIRTUAL MERCHANT Credit Card Sales	862.00	862.00
8/28/1	TAPE DUBS-CASH	TAPE DUBS-CASH Miscellaneous receipts	30.00	30.00
8/28/1	TAPE DUBS-CHECKS	TAPE DUBS-CHECKS Miscellaneous receipts	75.00	75.00
8/28/1	AUG CC SALES-AUTH	AUGUST CREDIT CARD SALES-AUTHORIZE.NET AUGUST CREDIT CARD SALES-AUTHORIZE.NET-FEES Credit Card Sales	10.71 358.29	369.00
8/29/1	AUGUST PAYPAL	AUGUST PAYPAL PAYPAL	149.85	149.85
8/30/1	AUGUST CC-AMEX	AUGUST CREDIT CARD SALES-AMEX AUGUST CREDIT CARD SALES-AMEX-FEES Credit Card Sales	1.96 48.04	50.00
8/31/1	INTEREST	INTEREST-COMMISSION CHECKING INTEREST - COMMISSION	3,593.64	3,593.64
			<b>5,777.80</b>	<b>5,777.80</b>

# North Metro Telecommunications Comm

## Check Register

For the Period From Aug 1, 2018 to Aug 31, 2018

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

Check #	Date	Payee	Amount
EFILE	8/1/18	Discovery Benefits	22.50
EFILE	8/1/18	Authorize.Net	30.68
EFILE	8/1/18	Virtual Merchant Credit Card	83.67
EFILE	8/1/18	Discovery Benefits	470.00
13344	8/1/18	Richard D. Larson	316.00
13345	8/1/18	Rick Larson	19.93
13346	8/1/18	Corporate Mechanical	738.00
EPAY-01	8/2/18	POPP TELECOM	209.91
EPAY-02	8/3/18	Comcast	285.92
PEACH	8/3/18	Peachtree/Sage Software	19.20
EFILE	8/3/18	Public Employees Retirement	3,478.28
EFILE	8/3/18	IRS/US BANK	5,392.97
EFILE	8/3/18	MN Dept. of Revenue	991.50
EPAY-03	8/3/18	T-Mobile	103.16
EPAY-04	8/4/18	Principal Financial Group	440.85
13347	8/6/18	Alpha Video & Audio, Inc	395.00
13348	8/6/18	INTERSTATE COMPANIES, INC	533.00
13349	8/6/18	Siemens Industry, Inc	323.00
EFILE	8/6/18	Discovery Benefits	1,870.00
13350	8/8/18	Donald A. Foster	566.00
13351	8/8/18	Coastal Wintergreen LLC	1,352.00
13352	8/8/18	Floyd Security / SRSI	126.93
13354	8/8/18	Kenton Kipp	15.00
13355	8/8/18	Randy L Thill	10.00
13356	8/8/18	Kelly J McGinley	10.00
13353	8/8/18	Richard M Palermo	14.00
13357	8/8/18	Matthew Bishop	10.00
EPAY-05	8/12/18	AT&T Wireless	387.62
EPAY-06	8/14/18	Republic Services	161.34



# North Metro Telecommunications Comm

## Check Register

For the Period From Aug 1, 2018 to Aug 31, 2018

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

Check #	Date	Payee	Amount
EPAY-07	8/14/18	SA Fleet-Wex Bank	280.79
EPAY-08	8/14/18	Comcast Business 100M/100M	756.78
JULY SALES TAX	8/15/18	MN Dept. of Revenue	89.00
EFILE	8/15/18	Discovery Benefits	470.00
EPAY-09	8/15/18	CenterPoint Energy	29.30
EPAY-10	8/15/18	U.S. Bank Card Service	1,334.50
EFILE	8/16/18	Chase Visa Card Services	2,078.67
PEACH	8/17/18	Peachtree/Sage Software	19.20
EFILE	8/17/18	Public Employees Retirement	3,512.27
EFILE	8/17/18	IRS/US BANK	5,935.96
EFILE	8/17/18	MN Dept. of Revenue	1,102.11
13358	8/20/18	Heidi Arnson	135.59
13359	8/20/18	Siemens Industry, Inc	1,531.00
EPAY-11	8/22/18	HealthPartners	11,602.45
EPAY-12	8/26/18	City of Blaine-utilities	292.08
EPAY-13	8/26/18	Connexus Energy	1,970.43
EFILE	8/29/18	Discovery Benefits	470.00
13360	8/29/18	League of MN Cities	128.00
PEACH	8/31/18	Peachtree/Sage Software	19.20
EFILE	8/31/18	Public Employees Retirement	3,516.51
EFILE	8/31/18	IRS/US BANK	5,944.01
EFILE	8/31/18	MN Dept. of Revenue	1,103.63
EFILE	8/31/18	MN Dept. of Revenue	29.94
EFILE	8/31/18	Public Employees Retirement	46.72
EFILE	8/31/18	IRS/US BANK	478.81
<b>Total</b>			<b>61,253.41</b>

# North Metro Telecommunications Comm

## General Journal

For the Period From Aug 1, 2018 to Aug 31, 2018

Date	Reference	Trans Description	Debit Amt	Credit Amt
8/1/18	ACCRUED VAC/COM/SICK	ACCRUED VAC/COMP/SICK ACCRUED VAC/COMP/SICK	98,637.67	98,637.67
8/1/18	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	17,285.24	17,285.24
8/31/18	ACCRUED DEPRECIATION	ACCRUED DEPRECIATION ACCRUED DEPRECIATION	12,900.00	12,900.00
8/31/18	ACCRUED VAC/SIC/COMP	ACCRUED VAC/SIC/COMP ACCRUED VAC/SIC/COMP	95,742.22	95,742.22
8/31/18	ACCRUED WAGES	ACCRUED WAGES ACCRUED WAGES	12,346.60	12,346.60
	<b>Total</b>		<b>236,911.73</b>	<b>236,911.73</b>

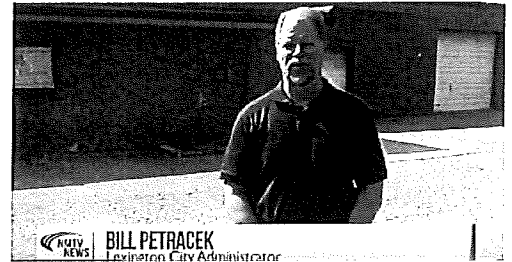
# North Metro TV

August 2018 Update

## Program Production

In August, a total of **92 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **65:00:00 hours of new programming**.

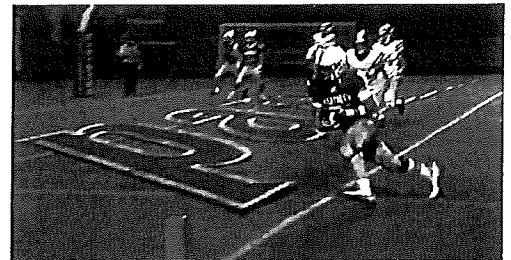
- 37 programs were produced by the public
- 32 programs were produced by NMTV staff
- 22 programs were produced by City staff



## Van Shoots

The HD truck was used for **11:45:00** hours of production. Events produced live and recorded for additional playbacks include:

- Lino Lakes Blue Heron Days Parade
- Football: Irondale vs. Spring Lake Park



## Workshops

Workshop	Instructor	Organization	Students
Editing	Eric Houston	General Public	13
Camera	Eric Houston	General Public	1
Camera	Eric Houston	General Public	2
Gilligan's Island Lecture	Eric Houston	Edgewood Senior Living	13
Early Film Treasures Lecture	Eric Houston	Anoka County History Center	12
Studio	Eric Houston	General Public	3
Camera	Eric Houston	General Public	2
James Bond Lecture	Eric Houston	Edgewood Senior Living	17
Intro to NMTV	Eric Houston	General Public	1
Movie Night - The Magnificent Ambersons	Eric Houston	Video Club	7
<b>10 Workshops</b>			<b>71 Students</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
April	128.00	52	53	17	781	\$195.00
May	59.00	29	18	9	0	\$460.00
June	133.75	45	36	31	475	\$354.00
July	166.5	27	54	28	230	\$200.00
August	224.5	64	11	62	649	\$1,157.00
<b>TOTAL:</b>	<b>1,073.50</b>	<b>379</b>	<b>347</b>	<b>256</b>	<b>3,945</b>	<b>\$4,686.00</b>

## 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, municipal, or educational.

Month	Unique Individuals	Total Usage Hours
January	111	460
February	112	685.25
March	117	552.25
April	47	295.5
May	103	409.25
June	116	556.75
July	101	513.25
August	106	612.75
<b>TOTAL PUBLIC USAGE:</b>		<b>4,085.00</b>

## 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:

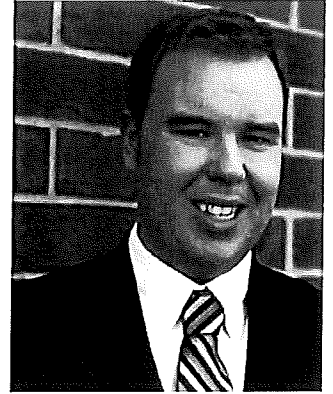
- Battle of the Badges Blood Drive
- Freezing Away the Pain
- Night to Unite
- Perry Wins Last 3M Championship
- Blue Heron Days
- Blaine is Ready for Voters
- Celebrating the Last 3M Championship
- Major Development Project in Lexington
- 105th Avenue Construction Complete



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 515 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

### Farewell to Ben

NMTV News Producer, Ben Hayle, will be leaving his job after 13 years of employment. He was recently hired as the Communications Coordinator for the City of Blaine. This is a newly created position at the City. While we are all happy for the excellent opportunity for Ben, he will be sorely missed. The one bright side is that, as the Communications Coordinator for Blaine, we will still get to work with him often. The search for his replacement has begun. Resumes are due in mid-September and we hope to have someone on board by early October. Unfortunately this will impact our usual election related coverage. We will do as much as we can, but Ben's political knowledge and on-camera moderating was an integral part of our program.



### Drone Service Gears Up

Special Events Coordinator and Commercial Drone Operator, T.J. Tronson had some time this month to create some publicity videos for the NMTV drone service. Two promos with service and contact information were linked to NMTV website, played on the channels, and are also posted to the NMTV YouTube and FaceBook pages. The promos highlight the various flights T.J. has recorded and list the services we can provide. As a reminder, all of the commercial



services we provide are available to the Member Cities at no cost. Lino Lakes took advantage of this service in August with a request for aerial shots of the City for their website. Cable Commission Legal Counsel recently completed Drone Usage Policies for staff and we are incorporating the policies and reporting requirements into our services.

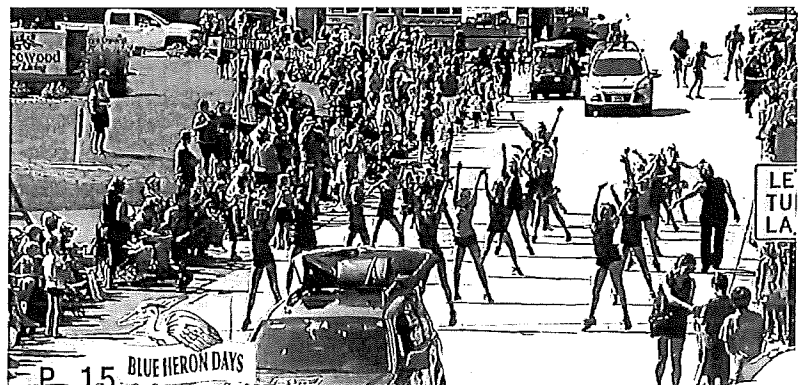
### Lectures On Location

It was another big month for our on-location lecture series. Instructor, Eric Houston, presented his Gilligan's Island: Behind the Scenes of the Three Hour Tour and James Bond: 50 Years of 007, at Edgewood Senior Living. The residents seem to enjoy the classes and Eric has been asked to return for two more classes next month. He also presented his Early Film Treasures: 1888-1896 lecture at the Anoka County History Center. They were also pleased with the presentation and have asked Eric back to present a class in December. He is now putting together two new lectures. The first is called Movie Dictionary, which will present definitions of movie terms, like gaffer, along with fun clips, and a class focusing on monster movie that he hopes to have ready for the Halloween season.



### Blue Heron Days Celebration

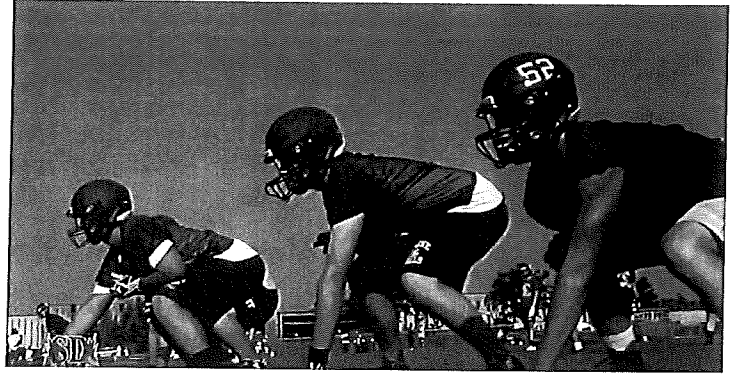
North Metro TV wrapped up its summer festival season with coverage of the Lino Lakes Blue Heron Days events. Municipal Producer, Trevor Scholl created a short video previewing the event, the News Department produced a story on the event, the Sports Department recorded the parade with the HD production truck, staff and volunteers marched in the parade, and Special



Events Coordinator, T.J. Tronson put together a video highlighting the Lino Lakes folks who came out to watch the parade.

### Return of High School Sports

The end of August means the beginning of a new season of high school sports. The Sports team jumped right in with the production of 10 episodes of Coaches & Captains, which highlights coaches, players and team objectives for the new school year. Three games, including soccer and football, were covered live and recorded for additional playbacks. Sports Den, the weekly sports highlight show also started its new season with two episodes in August. This year the Sports Department is also producing a short video highlight of every game they produce. Those highlights are available on the NMTV YouTube page.



### City Productions

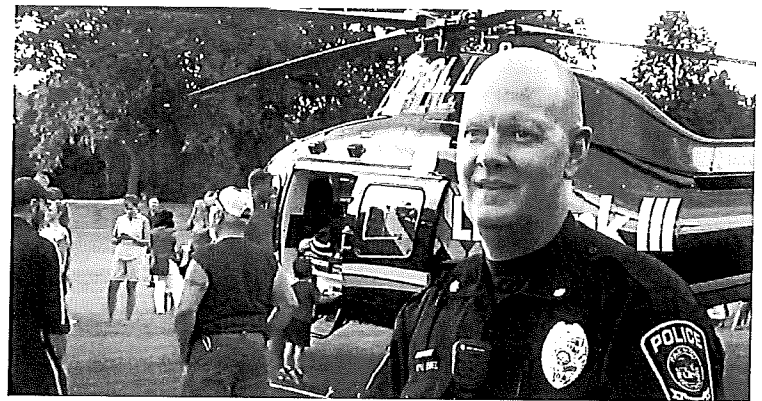
Municipal Producer, Trevor Scholl, completed four projects in August including Lino Lakes Blue Heron Days coverage.

Projects completed include:

- Blue Heron Days Preview
- Night to Unite
- Waldoch Farm Garden Tours
- Blaine Community Gardens

New and ongoing projects include:

- Ham Lake senior dance day
- Talking with Centennial Police regarding several videos
- Business profile on Urban Air Adventure Park
- Scheduling more Mayor's Minutes
- Circle Pines City promo
- Lino Lakes organics recycling
- Open to Business, each Cities involvement
- Arranging interviews with each City's economic developer about Open to Business



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.

### Production equipment consulting for cities and schools

#### Blaine

- No equipment consulting was necessary.

#### Centerville

- 8/31/18: Audio not displaying on the left channel. Fixed the problem in the Audio90 Processor Card in dashboard by duplicating channel 1 audio onto channel 2 so viewers at home can at least hear the audio out of their right speaker. Notified Tightrope as this is a temporary fix.

#### Circle Pines

- 8/28/18: Talked with Z Systems regarding upgrade. Should happen the last week of October.
- 8/31/18: Low channel audio. Restarted the Carousel that was causing the low audio. Still a little low, so boosted it using the Audio Processor Card in dashboard. Boosted the levels by +12db and it sounds much better.

#### Ham Lake

- No equipment consulting was necessary.

#### Lexington

- No equipment consulting was necessary.

#### Lino Lakes

- 8/1/18: Rusty Ray emailed with questions about the set-up and signal transmission. Michele went over the signal path and they performed a test to verify everything was tested, working, and understood.  
**Spring Lake Park**
- No equipment consulting was necessary.  
**All Cities**
- 8/6/18: Due to the loss of internet the Makito X devices stopped transmitting feeds from Cities. All feeds returned to normal.
- 8/13/18: All City Carousel units went down. Restarted all of them. Called Tightrope to report.
- 8/20/18: After Tightrope repaired the Carousels they required data updating. Ran the update scripts, shutting off the automatic updates that interfere with the broadcast on TV. Went in and reset all the display adapters to get them all to match and appropriately air on the channels.
- 8/28/18: Restart Carousels. File naming structures may be problematic. Tightrope recommends not using any special characters when naming files. Files are being renamed with no special characters.

### City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	232	249:30:20
Centerville	52	56:41:30
Circle Pines	151	69:28:53
Ham Lake	107	98:43:00
Lexington	103	94:12:30
Lino Lakes	103	80:36:18
Spring Lake Park	161	190:43:08
<b>Totals:</b>	<b>988 Program Playbacks</b>	<b>623:42:42 Hours of Video Programming on Channels</b>

### Programs Produced by the Public

Title	Producer	Runtime
Black and White or Gray (2 episodes)	Jason Anderson/Brad Sanford	00:50:34
Nocked & Loaded TV	Dave Perkins	00:35:45
Every Movie Ever (3 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	01:11:26
Bad Movie Bros	Video Club/Eric Houston	00:38:33
Puzzled (4 episodes)	Gavin Van Trease/Eric Houston	07:30:21
Cornerstone Church (3 episodes)	Rick Bostrom	01:22:57
Christ Lutheran Church (5 episodes)	Jacob Nessman/Chance Amundson	05:37:15
The Power of Love (6 episodes)	Rick Larson	03:00:00
LovePower (6 episodes)	Ann Sandell	06:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:52:41
Hope Church (4 episodes)	Cindy Hardy	02:47:59
<b>37 New Programs</b>		<b>32:27:31 New Hours</b>

## Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (8/14/18)	T.J. Tronson	00:23:18
Anoka County Board Meeting (8/28/18)	T.J. Tronson	00:19:34
Blue Heron Days Parade From the Inside	T.J. Tronson	00:02:50
NMTV News (6 episodes)	Danika Peterson/Ben Hayle	02:07:51
Minnesota Soda Festival at Blue Sun Soda Shop	Danika Peterson	00:04:58
Ham Lake Farmer's Market	Danika Peterson	00:04:50
Centennial Library Closes for Remodel	Danika Peterson/Ben Hayle	00:03:47
Lexington Redevelopment Project	Ben Hayle	00:02:58
Blue Heron Days Preview	Trevor Scholl	00:04:00
Night to Unite	Trevor Scholl	00:03:26
Waldoch Farm Garden Tours	Trevor Scholl	00:03:17
Blaine Community Gardens	Trevor Scholl	00:06:15
Blue Heron Days Parade	Kenton Kipp/J. Millington	00:51:52
Girls Soccer: Armstrong/Blaine	Kenton Kipp/J. Millington	01:46:01
Boys Soccer	Kenton Kipp/J. Millington	01:46:33
Football: Irondale/Spring Lake Park	Kenton Kipp/J. Millington	02:28:13
Sports Den (2 episodes)	Kenton Kipp/J. Millington	00:49:23
Coach & Captains: Spring Lake Park Football	Kenton Kipp/J. Millington	00:03:25
Coach & Captains: Blaine Swim and Dive	Kenton Kipp/J. Millington	00:04:35
Coach & Captains: Centennial Swim and Dive	Kenton Kipp/J. Millington	00:03:38
Coach & Captains: Centennial Volleyball	Kenton Kipp/J. Millington	00:03:14
Coach & Captains: Blaine Boys Soccer	Kenton Kipp/J. Millington	00:02:59
Coach & Captains: Centennial Girls Soccer	Kenton Kipp/J. Millington	00:04:07
Coach & Captains: Spring Lake Park Girls Tennis	Kenton Kipp/J. Millington	00:03:10
Coach & Captains: Blaine Girls Tennis	Kenton Kipp/J. Millington	00:03:04
Coach & Captains: Blaine Football	Kenton Kipp/J. Millington	00:03:33
Coach & Captains: Centennial Football	Kenton Kipp/J. Millington	00:03:45
<b>32 New Programs</b>		<b>11:39:39 New Hours</b>

## Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (8/2/18)	Blaine Staff	01:33:38
Blaine Planning Commission Meeting (8/15/18)	Blaine Staff	01:06:57
Blaine City Council Meeting (8/16/18)	Blaine Staff	01:28:13
Blaine Natural Resources Conservation Board Meeting (8/21/18)	Blaine Staff	00:21:053
Blaine Park Board Meeting (8/28/18)	Blaine Staff	00:51:28
Centerville City Council Meeting (8/8/18)	Centerville Staff	01:35:04
Centerville City Council Meeting (8/22/18)	Centerville Staff	01:02:47
Circle Pines City Council Meeting (8/15/18)	Circle Pines Staff	00:24:10
Circle Pines Utility Commission Meeting (8/15/18)	Circle Pines Staff	00:55:43
Circle Pines City Council Meeting (8/28/18)	Circle Pines Staff	00:05:47
Ham Lake City Council Meeting (8/6/18)	Ham Lake Staff	01:00:36
Ham Lake Planning Commission Meeting (8/13/18)	Ham Lake Staff	00:33:05



<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime cont.</b>
Ham Lake City Council Meeting (8/20/18)	Ham Lake Staff	00:38:15
Ham Lake Planning Commission Meeting (8/27/18)	Ham Lake Staff	00:30:00
Lexington City Council Meeting (8/2/18)	Lexington Staff	01:18:14
Lexington City Council Meeting (8/16/18)	Lexington Staff	00:38:08
Lino Lakes Environmental Board Meeting (8/1/18)	Lino Lakes Staff	01:14:14
Lino Lakes Planning & Zoning Meeting (8/8/18)	Lino Lakes Staff	01:26:13
Lino Lakes City Council Meeting (8/13/18)	Lino Lakes Staff	00:16:05
Lino Lakes City Council Meeting (8/27/18)	Lino Lakes Staff	00:22:42
Spring Lake Park City Council Meeting (8/6/18)	Spring Lake Park Staff	02:14:15
Spring Lake Park City Council Meeting (8/20/18)	Spring Lake Park Staff	00:48:44
Spring Lake Park Planning Commission Meeting (8/27/18)	Spring Lake Park Staff	00:34:05
<b>23 New Programs</b>		<b>21:00:16 New Hours</b>

If you have any questions or comments regarding this monthly report please contact  
Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

# NORTH METRO TV

## Production Statistics 2018

Programming Statistics														18 Total	18 Average
	J	F	M	A	M	J	JU	A	S	O	N	D			
Cablecast Programs	2644.00	2465.00	2625.00	1393.00	2506.00	2302.00	2940.00	2720.00					19595.00	1632.92	
Cablecast Hours	2108.00	1995.75	1948.75	1182.75	2103.50	1928.50	2376.00	2118.75					15762.00	1313.50	
Programs Produced - Public	19.00	27.00	24.00	22.00	18.00	23.00	15.00	31.00					179.00	14.92	
Program Hours Produced - Public	12.25	12.50	7.75	13.50	10.50	20.50	11.50	26.75					115.25	9.60	
Prog. Produced - Affiliated Public	8.00	10.00	2.00	12.00	11.00	7.00	8.00	6.00					64.00	5.33	
Prog. Hours Produced - Affil. Public	5.25	6.50	4.00	10.50	11.50	4.50	7.50	5.75					55.50	4.63	
Programs Produced - City Staff	21.00	21.00	26.00	26.00	21.00	22.00	21.00	23.00					181.00	15.08	
Prog. Hours Produced - City Staff	20.75	23.50	24.00	27.25	23.00	24.50	18.25	21.00					182.25	15.19	
Programs Produced - NMTV Staff	31.00	29.00	26.00	18.00	56.00	29.00	53.00	32.00					274.00	22.83	
Prog. Hours Produced - NMTV Staff	21.00	16.50	17.50	12.00	32.00	25.50	54.00	11.50					190.00	15.83	
Total Public Programs Produced	27.00	37.00	26.00	34.00	29.00	30.00	23.00	37.00					243.00	20.25	
Total Staff Programs Produced	52.00	50.00	52.00	44.00	77.00	51.00	74.00	55.00					455.00	37.92	
Total Internal Programs Produced	79.00	87.00	78.00	78.00	106.00	81.00	97.00	92.00					698.00	58.17	
% Staff Produced Programs	65.82%	57.47%	66.67%	56.41%	72.64%	62.96%	76.29%	59.78%					65.19%	65.19%	
% Public Produced Programs	34.18%	42.53%	33.33%	43.59%	27.36%	37.04%	23.71%	40.22%					34.81%	34.81%	
External Programs Submitted	33.00	19.00	18.00	21.00	28.00	20.00	23.00	14.00					176.00	14.67	
External Program Hours	24.50	14.00	14.25	16.00	23.00	14.50	16.50	11.50					134.25	11.19	
Total New Programs	112.00	106.00	96.00	99.00	134.00	101.00	120.00	106.00					874.00	72.83	
Equipment Usage Statistics															
Facility Hours Available	196.00	188.00	216.00	161.00	201.00	208.00	167.00	247.00					1584.00	132.00	
Public Field Equipment Uses	6.00	12.00	11.00	9.00	8.00	8.00	12.00	11.00					77.00	6.42	
Studio A	73.75	76.25	72.75	28.00	41.00	67.25	44.75	46.50					450.25	37.52	
% of Available Time	37.63%	40.56%	33.68%	17.39%	20.40%	32.33%	26.80%	18.83%					28.42%	28.42%	
Studio B	5.75	28.25	7.50	31.75	5.50	17.00	25.50	33.00					154.25	12.85	
% of Available Time	2.93%	15.03%	3.47%	19.72%	2.74%	8.17%	15.27%	13.36%					9.74%	9.74%	
Public MAC A Edit Suite	102.75	81.25	98.50	48.25	59.50	108.25	157.50	157.75					813.75	67.81	
% of Available Time	52.42%	43.22%	45.60%	29.97%	29.60%	52.04%	94.31%	63.87%					51.37%	30.48%	
Public MAC B Edit Suite	101.00	70.25	84.50	94.25	64.00	50.00	53.00	65.25					582.25	48.52	
% of Available Time	51.53%	37.37%	39.12%	58.54%	31.84%	24.04%	31.74%	26.42%					36.76%	36.76%	
Public MAC C Edit Suite	79.75	67.50	92.25	46.75	25.50	94.25	86.75	100.00					592.75	49.40	
% of Available Time	40.69%	35.90%	42.71%	29.04%	12.69%	45.31%	51.95%	40.49%					37.42%	37.42%	
Production Van Statistics															
Production Hours	38.00	60.50	26.75	22.25	48.75	60.00	85.00	11.75					353.00	29.42	
Number of Van Shoots	6.00	8.00	4.00	4.00	7.00	9.00	7.00	2.00					47.00	3.92	
Average Hours Per Shoot	6.33	7.56	6.69	5.56	6.96	6.67	12.14	5.88					7.51	2.45	
Number of New Volunteers	3.00	2.00	1.00	1.00	1.00	9.00	0.00	1.00					18.00	1.50	
Volunteer Hours	29.00	40.00	4.00	12.00	32.00	108.00	159.00	2.00					386.00	32.17	
Public Access Statistics															
Number of Workshops	11.00	11.00	10.00	1.00	6.00	11.00	8.00	10.00					68.00	5.67	
Number of Students	78.00	65.00	105.00	1.00	9.00	80.00	71.00	71.00					480.00	40.00	
PAP Volunteer Hours	146.75	216.50	159.50	101.00	109.50	205.75	159.25	168.75					1267.00	105.58	
Total Public Facility Usage Hours	460.00	685.25	552.25	295.50	409.25	556.75	513.25	612.75					4085.00	340.42	

# North Metro TV

July 2018 Update

## Program Production

In July, a total of **97 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **91:15:00 hours of new programming**.

- 23 programs were produced by the public
- 53 programs were produced by NMTV staff
- 21 programs were produced by City staff



## Van Shoots

The HD truck was used for **85:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- USA Cup Soccer Weekend, 7/13/18, 4 Games
- USA Cup Soccer Weekend, 7/14/18, 4 Games
- USA Cup Soccer Weekend, 7/15/18, 6 Games
- USA Cup Soccer, 7/18/18, 3 Games
- USA Cup Soccer, 7/19/18, 4 Games
- USA Cup Soccer, 7/20/18, 4 Games
- USA Cup Soccer, 7/21/18, 6 Games
- USA Cup Soccer Opening Ceremonies



## Workshops

Workshop	Instructor	Organization	Students
Editing	Eric Houston	Toastmasters	6
Lighting	Eric Houston	Video Club	10
Bad Movie Bros Taping	Eric Houston	Video Club	2
James Bond: 50 Years of 007	Eric Houston	Mary Ann Young Senior Center	16
Star Trek: Behind the Scenes of the Final Frontier	Eric Houston	Edgewood Senior Living	12
Batman: the 1960's TV Sensation	Eric Houston	Edgewood Senior Living	15
Camera	Eric Houston	General Public	1
This is Orson Welles	Eric Houston	General Public	9
<b>8 Workshops</b>			<b>71 Student</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
April	128.00	52	53	17	781	\$195.00
May	59.00	29	18	9	0	\$460.00
June	133.75	45	36	31	475	\$354.00
July	166.5	27	54	28	230	\$200.00
<b>TOTAL:</b>	<b>849</b>	<b>315</b>	<b>336</b>	<b>194</b>	<b>3,296</b>	<b>\$3,529.00</b>

## 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, municipal, or educational.

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April	47	295.5
May	103	409.25
June	116	556.75
July	101	513.25
<b>TOTAL PUBLIC USAGE:</b>		<b>3,472.25</b>

## 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 July highlights include:

- Summer Food Fest Helps Local Charity
- USA Cup Soccer Features Off-Field Fun
- Spring Lake Park Finds Radium in Water
- Centerview Elementary Nears Completion
- Safety Camp Aims to Prevent Injuries
- Centerville Celebrates Fetes des Lacs



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 505 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

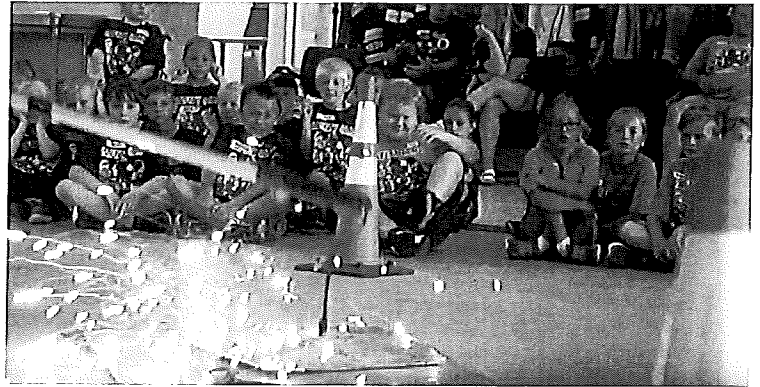
### Your City Staff

One episode of Your City Staff was produced in July. It featured Julie Bartell, the City Clerk for Lino Lakes. The episode highlighted the work she does for the City of Lino Lakes and her past experience and favorite parts of the job. The videos are presented as a news story on North Metro TV News, and then edited into a stand alone video for the corresponding City Channel. If anyone has a suggestion for future features, please let Ben and Danika know!



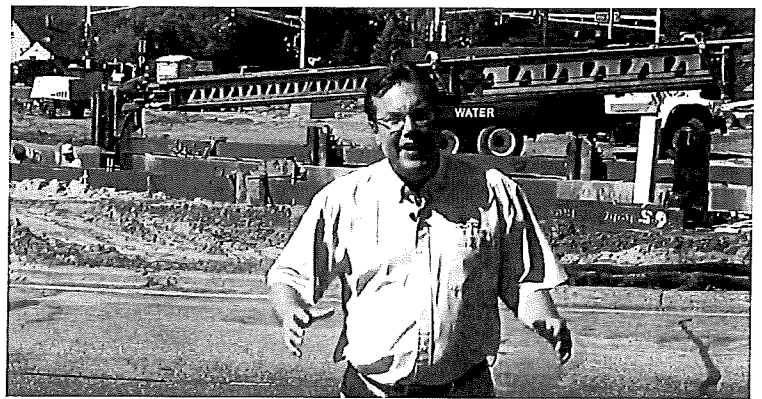
### Safety Camp

T.J. Tronson completed his 22nd Blaine Safety Camp production in July. He recorded the presentations and activities and then put together a short highlight program. He always puts together the video presentation for campers and their parents for the second night of camp. The highlight version of the event is used for playback on channel 15, the Blaine City Channel and is also posted on the North Metro TV Youtube page. As always, a link was provided for embedding on the Blaine website.



### Mayor's Minutes

It was a big month for Mayor's Minutes! Three episodes, including Blaine, Circle Pines, and Centerville were completed. Municipal Producer and Circle Pines Mayor Dave Bartholomay had a little fun with the Circle Pines episode by imitating the Paul Wellstone commercial. The video had the appearance of the Mayor jumping from one site to the next in a very enthused manner! It was fun to put together. The show is a casual report by the Mayor of what is going on in each City. It is generally pretty short...around three to five minutes...and is intended to give Cities a forum to highlight issues, plans and accomplishments. And now the race is on to find more fun and creative ways to shoot the Mayor's Minutes!



### 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 31 USA Cup games, including the pre-USA Cup weekend games. All of the games were live on TV and via the North Metro TV website, and the National Sports Center website in full HD. It was a very well coordinated and time intensive production schedule but everyone worked together to make the week very successful. This year, NMTV and the National Sports Center worked together to cover the action on one of the better fields. The Sports Center provided shore power and an internet connection, making the live streaming of the

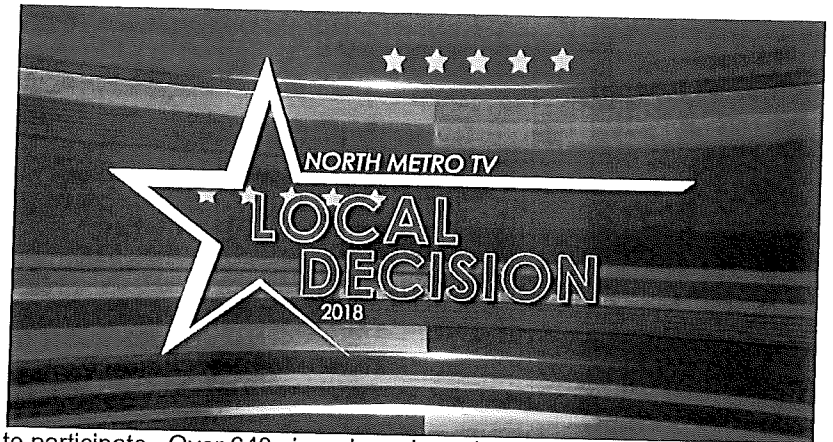


games seamless. Utilizing the wireless option, which we usually do, can be problematic when a lot of people are using their cell phones in an area.

### Local Decision 2018 Primaries

And we're off! The 2018 election season has started. Danika Peterson and Ben Hayle started the primary season by creating web pages for the the primary candidates. Each candidate was sent an invitation to send a picture and bio for the web page. All of the candidates were also invited to participate in one-on-one interviews so voters could get to know them. Candidates for the MN House 31B Republican, Blaine City Council Ward 2, and Anoka County

Commissioner District 4 Primaries chose to participate. Over 640 views have been logged on our Youtube Local Decision 2018 page. NMTV was also contracted to produce two candidate forums for the City of Columbia Heights.



### City Productions

Municipal Producer, Trevor Scholl, completed seven projects in July including three episodes of Mayor's Minutes and Fetes des Lacs event coverage. Projects completed include:

- Blaine Mayor's Minutes
- Centerville Mayor's Minutes
- Circle Pines Mayor's Minutes
- Fetes des Lacs Preview
- Lexington Farmer's Market
- Fetes des Lacs 2018
- Circle Pines Community Gardens



New and ongoing projects include:

- Blue Heron Days preview
- Ham Lake senior dance day
- Community garden project for Blaine is shot, adding more b-roll
- Talking with Centennial Police regarding several videos
- Business profile on Urban Air Adventure Park
- Scheduling more Mayor's Minutes
- Circle Pines City promo
- Lino Lakes organics recycling
- Open to Business, each Cities involvement
- Arranging interviews with each City's economic developer about Open to Business

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.

### Production equipment consulting for cities and schools

#### Blaine

- No equipment consulting was necessary.

#### Centerville

- No equipment consulting was necessary.

#### Circle Pines

- No equipment consulting was necessary.

#### Ham Lake

- 7/2/18: Removed/recycled old equipment from Ham Lake.

#### Lexington

- No equipment consulting was necessary.

#### Lino Lakes

- 7/24/18: Noticed graphics and timing issues with meeting recording. Called Jeff Karlson to see if any assistance was needed. None needed at this time.

#### Spring Lake Park

- No equipment consulting was necessary.



## City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	292	395:36:45
Centerville	66	86:36:42
Circle Pines	163	90:38:17
Ham Lake	136	95:22:50
Lexington	125	43:57:11
Lino Lakes	105	74:29:01
Spring Lake Park	206	221:29:40
<b>Totals:</b>	<b>1,093 Program Playbacks</b>	<b>1,008:10:26 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

Title	Producer	Runtime
Black and White or Gray	Jason Anderson/Brad Sanford	00:25:04
Toastmasters Live (2 episodes)	Cheri Jacobson/Lee Howard	01:25:53
Every Movie Ever (2 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frienschuh, Gavin Van Trease/Eric Houston	00:49:24
A Fresh New Day: Abound - Guard Your Heart	Anita Wardlaw	00:48:06
Cornerstone Church	Rick Bostrom	00:29:00
Christ Lutheran Church (4 episodes)	Jacob Nessman	04:33:02
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	03:34:05
Oak Park Moments (6 episodes)	David Turnidge	04:01:08
<b>23 New Programs</b>		<b>19:05:42 New Hours</b>

## Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (7/10/18)	T.J. Tronson	00:23:03
Anoka County Board Meeting (7/24/18)	T.J. Tronson	00:35:43
Blaine Safety Camp	T.J. Tronson	00:14:57
Anoka County District 4 Candidate Forum	T.J. Tronson	01:00:34
Columbia Heights Mayoral Candidate Forum	T.J. Tronson	01:05:26
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:01:36
Your City Staff: Julie Bartell	Danika Peterson	00:04:58
Ham Lake Farmer's Market	Danika Peterson	00:02:25
Local Decision 2018: MN House 31B Republican Primary	Ben Hayle	00:30:12
Local Decision 2018: Blaine City Council Ward 2 Primary	Ben Hayle	00:31:09
Local Decision 2018: Anoka County Commissioner 4 Primary	Ben Hayle	00:40:51
Centerville Mayor's Minutes Summer 2018	Trevor Scholl	00:06:10
Blaine Mayor's Minutes Summer 2018	Trevor Scholl	00:05:48

Circle Pines Mayor's Minutes Summer 2018	Trevor Scholl	00:03:15
Fetes des Lacs Preview	Trevor Scholl	00:03:34
Lexington's Farmer's Market	Trevor Scholl	00:03:08
Fete Des Lacs 2018	Trevor Scholl	00:02:05
Circle Pines Community Gardens	Trevor Scholl	00:05:30
Centerville Fetes Des Lacs Parade	Jeremy Millington	00:41:28
USA Cup Weekend: Lakehead Express/Rush WI	Kenton Kipp/J. Millington	00:58:05
USA Cup Weekend: FCKC Milan/Tokiwagi Gakuen HS	Kenton Kipp/J. Millington	01:17:22
USA Cup Weekend: Sociedade Hipica de Campinas/Lakehead Express	Kenton Kipp/J. Millington	01:07:45
USA Cup Weekend: WSEU Red/Mayas FC Academy	Kenton Kipp/J. Millington	01:09:35
USA Cup Weekend: Mankato United/Dakota United SC	Kenton Kipp/J. Millington	01:16:39
USA Cup Weekend Sociedade Hipica de Campinas/Tempo Chaos	Kenton Kipp/J. Millington	01:15:18
USA Cup Weekend: Dakota United SC/Rush WI	Kenton Kipp/J. Millington	01:09:08
USA Cup Weekend: WWFC Wildcats/Tempo Phoenix	Kenton Kipp/J. Millington	01:18:07
USA Cup Weekend: Eden Prairie SC+ Red/Rush WI	Kenton Kipp/J. Millington	01:03:16
USA Cup Weekend: Rockford Olympic/KM Torhout	Kenton Kipp/J. Millington	01:05:00
USA Cup Weekend: Bonivital SC Flames/Rush WI	Kenton Kipp/J. Millington	01:30:33
USA Cup Weekend: Allouez Stampede/Lifezone Gladiators FC	Kenton Kipp/J. Millington	01:38:05
USA Cup Weekend: Mayas FC Academy/KM Torhout	Kenton Kipp/J. Millington	01:41:55
USA Cup Weekend: REV SC Academy/Gjellerasen IF	Kenton Kipp/J. Millington	01:48:20
USA Cup Soccer: Wheeling United SC/Edian SC	Kenton Kipp/J. Millington	01:29:25
USA Cup Soccer: Black Hills Rapids/Hartford United	Kenton Kipp/J. Millington	01:29:14
USA Cup Soccer: Colegio Mexico/Crow Trace FC	Kenton Kipp/J. Millington	01:51:16
USA Cup Soccer: Edina SC/Maplebrook Arsenal	Kenton Kipp/J. Millington	01:32:47
USA Cup Soccer: Maplebrook/Sherwood Park Phoenix	Kenton Kipp/J. Millington	01:34:25
USA Cup Soccer: Blaine SC EDT/Gjellerasen IF	Kenton Kipp/J. Millington	01:35:26
USA Cup Soccer: Soo City United/Blaine SC Travel 1	Kenton Kipp/J. Millington	01:41:07
USA Cup Soccer: Fusion SC Navy/Cloegio Menor San Francisco	Kenton Kipp/J. Millington	01:50:06
USA Cup Soccer: A.S. Truitier/KM Torhout	Kenton Kipp/J. Millington	01:28:21
USA Cup Soccer: Tonka Fusion Elite/MN ODP	Kenton Kipp/J. Millington	01:25:45
USA Cup Soccer: FCR Jr Developmental/Black Hills Rapids	Kenton Kipp/J. Millington	02:00:15
USA Cup Soccer: MN Thunder Academy/Nationals Canada Black	Kenton Kipp/J. Millington	01:30:32
USA Cup Soccer: Maplebrook/Edina SC	Kenton Kipp/J. Millington	01:28:44
USA Cup Soccer: Sporting St. Croix/SCool Games Chevrolet	Kenton Kipp/J. Millington	01:27:26
USA Cup Soccer: St. Paul Blackhawks/REV SC Academy	Kenton Kipp/J. Millington	01:13:48



USA Cup Soccer: St. Paul Blackhawks FC/Sporting St. Croix Academy	Kenton Kipp/J. Millington	01:52:56
USA Cup Soccer: REV SC Academy / Sporting St. Croix Academy	Kenton Kipp/J. Millington	01:25:33
USA Cup Soccer Opening Ceremonies	Kenton Kipp/J. Millington	01:15:03
<b>53 New Programs</b>		<b>53:52:09 New Hours</b>

## Programs Produced by City Staff

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Title	Producer	Runtime
Blaine City Council Meeting (7/5/18)	Blaine Staff	02:13:06
Blaine Planning Commission Meeting (7/10/18)	Blaine Staff	01:19:04
Blaine Park Board Meeting (7/24/18)	Blaine Staff	00:45:17
Centerville City Council Meeting (7/11/18)	Centerville Staff	01:56:00
Centerville City Council Meeting (7/25/18)	Centerville Staff	00:49:17
Circle Pines City Council Meeting (7/10/18)	Circle Pines Staff	00:20:57
Circle Pines Utility Commission Meeting (7/18/18)	Circle Pines Staff	00:24:51
Circle Pines City Council Meeting (7/24/18)	Circle Pines Staff	00:18:51
Ham Lake City Council Meeting (7/2/18)	Ham Lake Staff	00:10:44
Ham Lake Planning Commission Meeting (7/9/18)	Ham Lake Staff	01:40:15
Ham Lake City Council Meeting (7/16/18)	Ham Lake Staff	01:05:11
Ham Lake Park & Tree Commission Meeting (7/18/18)	Ham Lake Staff	00:48:15
Ham Lake Planning Commission Meeting (7/23/18)	Ham Lake Staff	00:27:55
Lexington City Council Meeting (7/5/18)	Lexington Staff	00:16:33
Lexington City Council Meeting (7/19/18)	Lexington Staff	00:04:55
Lino Lakes City Council Meeting (7/9/18)	Lino Lakes Staff	00:28:52
Lino Lakes Planning & Zoning Commission Meeting (7/11/18)	Lino Lakes Staff	01:00:57
Lino Lakes City Council Meeting (7/23/18)	Lino Lakes Staff	00:46:51
Spring Lake Park City Council Meeting (7/2/18)	Spring Lake Park Staff	01:01:39
Spring Lake Park City Council Meeting (7/16/18)	Spring Lake Park Staff	01:18:29
Spring Lake Park Planning Commission Meeting (7/23/18)	Spring Lake Park Staff	01:49:01
<b>21 New Programs</b>		<b>18:16:17 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

# North Metro TV

June 2018 Update

## Program Production

In June, a total of **81 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **75:00:00 hours of new programming.**

- 30 programs were produced by the public
- 29 programs were produced by NMTV staff
- 22 programs were produced by City staff



## Van Shoots

The HD truck was used for **60:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- Girls Lacrosse: Section 7 Semi-Final: Forest Lake vs. Blaine
- Blaine High School Graduation
- Girls Lacrosse: Section 7 Championship: Champlin Park vs. Blaine
- Softball: State Class AAAA Quarter Final: Centennial vs. Shakopee
- Spring Lake Park Tower Days Parade
- Centennial High School Graduation
- Girls Lacrosse: State Quarter-Final: Blaine vs. Lakeville North
- Columbia Heights Jamboree Days Parade (Paid Contract)
- Blaine Festival Parade



## Workshops

Workshop	Instructor	Organization	Students
Camera	Eric Houston	General Public	1
Open Night Studio	Eric Houston	General Public	10
Gilligan's Island: Behind the Scenes of the Three Hour Tour	Eric Houston	Spring Lake Park & Rec	8
Editing	Eric Houston	General Public	10
Editing	Eric Houston	General Public	1
Camera	Eric Houston	General Public	2
Batman: The 1966 Television Sensation	Eric Houston	General Public	4
Early Film Treasures: 1888-1896	Eric Houston	Edgewood Senior Living Center	16
Camera	Eric Houston	General Public	6
Jim Henson & the Muppets	Eric Houston	General Public	5
Early Film Treasures: The Great Train Robbery	Eric Houston	General Public	17
<b>11 Workshops</b>			<b>80 Student</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
February	120.5	41	53	15	1,164	\$780.00
March	167.5	64	0	74	237	\$381.00
April	128.00	52	53	17	781	\$195.00
May	59.00	29	18	9	0	\$460.00
June	133.75	45	36	31	475	\$354.00
<b>TOTAL:</b>	<b>682.50</b>	<b>288</b>	<b>282</b>	<b>166</b>	<b>3,066</b>	<b>\$3,329.00</b>

## 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, municipal, or educational.

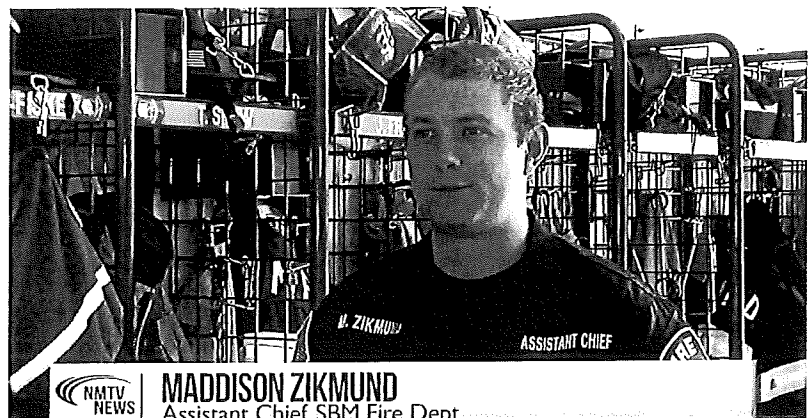
Month	Unique Individuals	Total Usage Hours
January	111	460
February	112	685.25
March	117	552.25
April	47	295.5
May	103	409.25
June	116	556.75
<b>TOTAL PUBLIC USAGE:</b>		<b>2,959.00</b>

## 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:

- Stepping Stone Buys a House
- Blaine Festival Preview
- Blaine Sees Busy Building Season
- PGA Tour Coming to Blaine
- NEW NSC Courts are Open
- Blaine Police Remember Steve and Susie Nanney
- USA Cup 2018 Preview
- In Person Absentee Voting is Open
- SBM Fire Gets New Vehicle



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 490 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.

## Your City Staff

One episode of Your City Staff was produced in June. It featured David Olson, Park Maintenance, for the City of Circle Pines. The episode highlighted the work he does for the City of Circle Pines and favorite parks and activities. The videos are presented as a news story on North Metro TV News, and then edited into a stand alone video for the corresponding City Channel. If anyone has a suggestion for future features, please let Ben and Danika know!



## Traveling Film Class

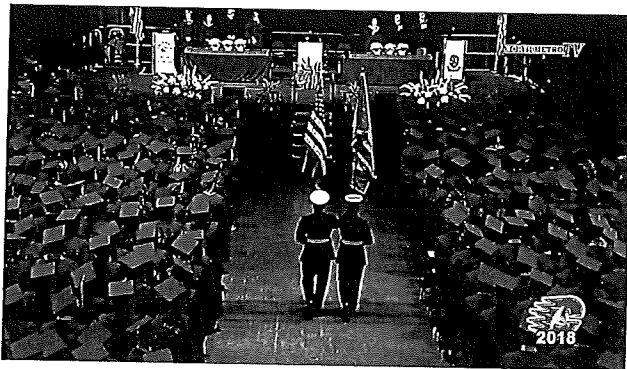
Instructor, Eric Houston has really ramped up his traveling film lectures, both in variety and locations. Now, in addition to Early Film Treasures: 1888-1896, he has added several additional topics including:

- Gilligan's Island: Behind the Scenes of the Three Hour Tour
- Batman: The 1966 Television Sensation
- Jim Henson and the Muppets
- Early Film Treasures: The Great Train Robbery
- Actor & Film Director, Orson Welles

He is booked for a series of classes at Edgewood Senior Living in Blaine, taught a second class at Spring Lake Park City Hall, will host bi-monthly classes at the Anoka County History Center starting in August, and is scheduled to teach four classes over the next six months at Anoka County Libraries.

## Graduations and Parades

It wouldn't be June without graduations and the start of "parade season." Both the Blaine and Centennial High School graduation ceremonies were streamed live on the website, on the channels, and were recorded for additional playbacks. Flyers are distributed to students, as part of their graduation packets, letting them know that dvds are available for sale on the NMTV website. Spring Lake Park High School chooses to record its graduation ceremony internally. June also includes coverage of three parades. Things start off with the Spring Lake Park Tower Days Parade, followed by a paid gig recording the Columbia Heights Jamboree Days Parade, and ending with the Blaine Festival parade. NMTV records all of the parades and also has a team comprised of staff, community producers, and volunteers marching and gently distributing candy in each one.



## Open Studio

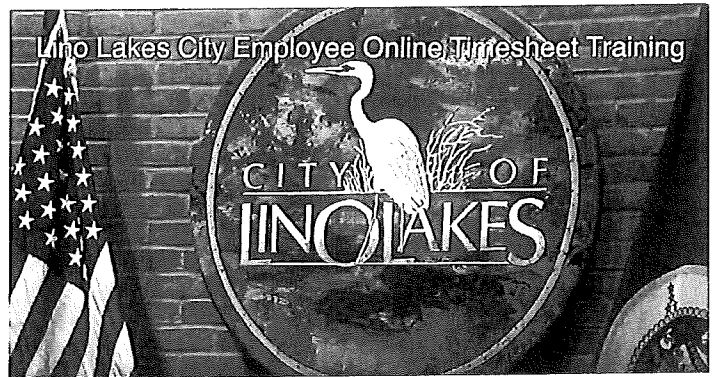
Eric Houston held his third Open Studio night on June 5th. During Open Studio anyone with a show idea can come into the studio and Eric and his team of volunteers will crew the shoot. At the end of the evening, the producer has a finished program, everyone has had a great time, and we have new shows for the public access channel. Ten volunteers showed up to help three producers make TV. A new episode of Hockey Society, a new travel program called Travel Talk, and a new work-out show were produced. Open Studio night is turning out to be a popular event!

## Drone Contract

T.J. Tronson spent some time at Carleton College, with the NMTV drone, shooting aerials of the college and surrounding area for a fund raiser they are having. This is the second time that Carleton College has contracted with NMTV for drone footage.

## Internal City Video Projects

In addition to producing videos for playback on the channels and website, NMTV staff also work with Cities to produce videos intended for internal use only. An example of that is the Employee Online Timesheet Training video that Trevor Scholl produced for the City of Lino Lakes. Staff are also happy to work with Cities to cover any other event they may want recorded for whatever reason. An example of this would be the funeral of Officer Nanney and his wife Susie. The video was produced for the Blaine Police Department to do with as they wish and was not publicly displayed.



## City Productions

Municipal Producer, Trevor Scholl, completed five projects in June and worked on several more, including Mayor's Minutes for Blaine, Centerville, and Circle Pines. Projects completed include:

- Lino Lakes Electronic Time Entry (A video produced for the City for internal staff use)
- Tower Days Fireworks Time Lapse
- Blaine Festival Preview
- Blaine Festival Pig Races
- Blaine Outdoor Farmer's Market



New and ongoing projects include:

- Mayor's Minutes for Circle Pines, Centerville, and Blaine
- Community garden projects for Circle Pines and Blaine are shot, adding more b-roll
- Farmers market project for Lexington
- Talking with Centennial Police regarding several videos
- Lining up Fetes des Lacs coverage
- Lino Lakes organics recycling
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business

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.

## Production equipment consulting for cities and schools

### **Blaine**

- 6/22/18: Stopped by City Hall to pick up a bad power supply. Emailed Comcast to replace it.
- 6/25/18: Called Roark Haver to let him know that Comcast would be stopping by to replace the bad power supply.

### **Centerville**

- No equipment consulting was necessary.

### **Circle Pines**

- 6/4/18: Emailed and called Patrick Antonen to discuss the quotes from Alpha Video and Z Systems. Relayed recommendations.
- 6/19/18: Circle Pines chose Z Systems for their HD upgrade.
- 6/25/18: Patrick emailed Z System purchase agreement for review. Matt reviewed the agreement and sent a thumbs up.

### **Ham Lake**

- 6/18/18: Went to City Hall to review the new system operation with City staff. Went through operation with Nicole.
  - 6/18/18: Spoke to Denise regarding quality of old council chamber TVs. Had previously decided not to upgrade them to save money. May now want to upgrade them.
  - 6/18/18: Fixed white balance on the document camera. Tweaked other setting to improve picture quality.
  - 6/18/18: Watched live meeting. Looks good. Excellent use of graphics, and quality of video and audio.
  - 6/18/18: Went to fire station. Saw that ethernet power injector was blinking orange. Ordered a new power injector.
  - 6/22/18: Ham Lake Carousel kept knocking programs off the air looking for updates. Typed in code to get rid of it.
  - 6/25/18: Can't watch Kipro files. Would have to purchase Mac Drive to transfer the files to a PC to store them. Suggested watching the meetings on the NMTV website.
  - 6/26/18: Replaced power supply that injected power into the ethernet cable that powered the panel and the panel came back on-line. Emailed Don Krueger to let him know.
  - 6/28/18: Went to City Hall to talk about file and DVD options. Staff having trouble with file transfer and conversion, which is common after an SD to HD upgrade. Went over process and purpose of equipment.
- Lexington**
- No equipment consulting was necessary.
- Lino Lakes**
- No equipment consulting was necessary.
- Spring Lake Park**
- No equipment consulting was necessary.

## City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	169	252:31:38
Centerville	31	64:07:40
Circle Pines	129	72:29:48
Ham Lake	55	50:59:48
Lexington	90	73:07:09
Lino Lakes	86	80:17:57
Spring Lake Park	99	90:30:53
<b>Totals:</b>	<b>659 Program Playbacks</b>	<b>684:04:53 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

Title	Producer	Runtime
Chit Chat: Lori Norman	Sharon Carlson	00:27:23
Black and White or Gray	Brad Sanford/Jason Anderson	00:28:44
Every Movie Ever Made (2 episodes)	Joe Scholz, Rick Bostrom, Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	00:54:26
It's Only Food (6 episodes)	John Politte	00:52:30
A Fresh New Day Fitness	Anita Wardlaw	00:20:08
Travel Talk	Judy Peterson	00:28:34
Hockey Society	Alan Porter	00:13:18
Puzzled (2 episodes)	Gavin Van Trease/Eric Houston	11:34:06
A Fresh New Day	P. 32 Anita Wardlaw	00:49:36

Title cont.	Producer cont.	Runtime cont.
Cornerstone Church (3 episodes)	Rick Bostrom	01:22:25
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	01:57:55
Oak Park Moments (5 episodes)	David Turnidge	02:34:04
<b>30 New Programs</b>		<b>25:05:01 New Hours</b>

## Programs Produced by NMTV Staff

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Title	Producer	Runtime
Anoka County Board Meeting (6/12/18)	T.J. Tronson	00:41:32
Anoka County Board Meeting (6/26/18)	T.J. Tronson	00:49:13
NMTC Meeting (6/20/18)	Trevor Scholl	00:23:16
NMTV News (4 episodes)	Danika Peterson/Ben Hayle	01:31:05
Your City Staff: David Olson	Danika Peterson/Ben Hayle	00:02:48
New SBM Vehicle	Danika Peterson/Ben Hayle	00:03:27
Early Voting	Danika Peterson/Ben Hayle	00:03:03
Blaine Development Update Summer 2018	Danika Peterson/Ben Hayle	00:05:27
Officer Steve Nanney and Susie Nanney Funeral (Internal Police Department Video, Not For Public Viewing)	Danika Peterson/Ben Hayle	01:00:00
Tower Days Fireworks Time Lapse	Trevor Scholl	00:00:45
Lino Lakes Electronic Time Entry (Internal Staff Instructional Video)	Trevor Scholl	00:10:52
Blaine Festival Preview	Trevor Scholl	00:02:35
Blaine Festival: Pig Races	Trevor Scholl	00:03:02
Blaine Outdoor Farmer's Market	Trevor Scholl	00:02:35
Arabesque Dance 2018	Kenton Kipp/J. Millington	02:14:30
Girls Lacrosse: Sec. 7 SF: Forest Lake/Blaine	Kenton Kipp/J. Millington	01:58:09
Blaine High School Graduation	Kenton Kipp/J. Millington	01:21:02
Boys Lacrosse: Section 7 Final: Centennial vs. Duluth East	Kenton Kipp/J. Millington	01:41:00
Girls Lacrosse: Section 7 Championship: Champlin Park/Blaine	Kenton Kipp/J. Millington	01:47:45
Spring Lake Park Tower Days Parade	Kenton Kipp/J. Millington	01:13:06
Softball: State Class AAAA QF: Centennial /Shakopee	Kenton Kipp/J. Millington	01:58:58
Centennial High School Graduation	Kenton Kipp/J. Millington	01:33:10
Girls Lacrosse: State QF: Blaine/Lakeville North	Kenton Kipp/J. Millington	01:46:22
Baseball: State AAAA SF: Blaine/Stillwater	Kenton Kipp/J. Millington	02:11:17
Jamboree Days Parade (Paid Contract)	Kenton Kipp/J. Millington	01:24:15
Blaine Festival Parade	Kenton Kipp/J. Millington	01:19:03
<b>29 New Programs</b>		<b>25:28:17 New Hours</b>

## Programs Produced by City Staff

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Title	Producer	Runtime
Blaine Traffic Commission Meeting (6/5/18)	Blaine Staff	00:31:42
Blaine City Council Meeting (6/7/18)	Blaine Staff	01:38:21
Blaine Planning Commission Meeting (6/12/18)	Blaine Staff	01:06:38
Blaine Natural Resources Conservation Meeting (6/19/18)	Blaine Staff	00:30:21
Blaine City Council Meeting (6/21/18)	Blaine Staff	02:38:26
Centerville City Council Meeting (6/13/18)	Centerville Staff	02:29:02
Centerville City Council Meeting (6/27/18)	Centerville Staff	02:11:32
Circle Pines City Council Meeting (6/12/18)	Circle Pines Staff	00:21:10
Circle Pines Utility Commission Meeting (6/13/18)	Circle Pines Staff	00:36:41
Circle Pines City Council Meeting (6/25/18)	Circle Pines Staff	00:53:12
Ham Lake City Council Meeting (6/4/18)	Ham Lake Staff	00:10:44
Ham Lake City Council Meeting (6/18/18)	Ham Lake Staff	01:40:15
Ham Lake Planning Commission Meeting (6/25/18)	Ham Lake Staff	01:05:11
Lexington City Council Meeting (6/7/18)	Lexington Staff	00:51:50
Lexington City Council Meeting (6/21/18)	Lexington Staff	00:25:37
Lino Lakes City Council Meeting (6/11/18)	Lino Lakes Staff	01:27:34
Lino Lakes Planning & Zoning Commission Meeting (6/13/18)	Lino Lakes Staff	01:06:59
Lino Lakes City Council Meeting (6/25/18)	Lino Lakes Staff	00:31:02
Lino Lakes Environmental Board Meeting (6/27/18)	Lino Lakes Staff	01:20:57
Spring Lake Park City Council Meeting (6/4/18)	Spring Lake Park Staff	00:45:35
Spring Lake Park City Council Meeting (6/18/18)	Spring Lake Park Staff	01:09:22
Spring Lake Park Planning Commission Meeting (6/25/18)	Spring Lake Park Staff	00:58:57
<b>22 New Programs</b>		<b>24:31:08 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).



## **EXECUTIVE COMMITTEE MINUTES**

Meeting of September 5, 2018

Executive Cmte. Present: Mike Murphy; Lexington, Cindy Hansen; Spring Lake Park, Dale Stoesz; Lino Lakes, Dick Swanson; Blaine

Absent:

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

### **CALL TO ORDER**

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

### **APPROVAL OF MINUTES**

**A motion to approve the June 6, 2018 Executive Committee meeting minutes was made by D. Stoesz. Second, M. Murphy. Motion approved.**

### **EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT**

- Staff met with Matt Fulton, Polco National Engagement Director, in July to learn about Polco's Civic Engagement tool and how it might benefit the Member Cities. The tool is intended to be a means of communicating city issues with residents, determining resident sentiment and opinions regarding that issue, and a unique way for cities to crowdsource and brainstorm ideas for solutions to problems. The Operations Committee was familiar with the tool and did not wish to purchase it at this time. The Executive Committee agreed.
- Legal Counsel, Mike Bradley, completed the commissioned model drone ordinance, drone usage policies for staff, and an explanatory memo. The documents were emailed to the City Managers. It is not required that the Member Cities adopt a drone ordinance, but the model drone ordinance can be adopted by Cities if and when they so choose. NMTV staff will be implementing the usage policies.

**MOTION:** To approve implementation of the recommended drone usage policies as prepared by Legal Counsel. **Motion made by C. Hansen. Second, D. Stoesz. Motion approved.**

- A memo from Legal Counsel, Mike Bradley, regarding the impact of CenturyLink's decision to cease promoting PRISM TV on current franchises and franchise renewal was reviewed. The memo outlines several franchise compliance issues and recommends that the Commission take action. It is recommended that a notice of franchise violation be sent to CenturyLink regarding the outlined issues.

**MOTION:** To issue a Notice of Franchise Violation to CenturyLink regarding franchise compliance issues as outlined in Legal Counsel's memo. **Motion made by C. Hansen. Second, M. Murphy. Motion approved.**

- FCC actions intended to accelerate wireless broadband deployment and what effects that might have on local governments control of their public rights-of-way and local franchising were discussed. A letter will be sent to the FCC, on behalf of the Commission, regarding the recent actions.
- The City meeting video-on-demand schedule was revisited. Time frames for meetings that are available on VOD and long term storage issues were discussed. Each City will determine what schedule works best for it.
- News Producer, Ben Hayle, will be leaving NMTV after 13 years of employment. He was recently hired by the City of Blaine to be its Communications Coordinator. Resumes for his replacement are due September 14th. Interviews are planned for the week of the 17th. While co-workers are very happy for Ben, his absence will have a big impact on NMTV's usual election related programming this year.

#### **OLD BUSINESS**

- There was no old business.

#### **NEW BUSINESS**

- There was no new business.

#### **ADJOURN**

**Motion to adjourn made by M. Murphy. Second, C. Hansen. Motion approved. The meeting was adjourned at 6:35 p.m.**

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NORTH METRO TELECOMMUNICATIONS COMMISSION MEMO

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TO: OPERATIONS COMMITTEE AND CABLE COMMISSION  
FROM: HEIDI ARNSON  
SUBJECT: POLCO CIVIC ENGAGEMENT TOOL  
DATE: 8/29/2018

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I met with Matt Fulton, Polco National Engagement Director, in July to learn about Polco's Civic Engagement tool and how it might benefit our member cities.

Polco is a technology tool for community engagement. With the tool a city can ask survey style questions of citizens, provide background information/maps related to the question, and receive responses that can be analyzed and measured. The tool is intended to be a means of communicating city issues with residents, determining resident sentiment and opinion regarding that issue, and a unique way for cities to crowdsource and brainstorm ideas for solutions to problems.

Several Minnesota communities are utilizing the tool, including New Brighton and Fridley. To see an example of how the tool is being used, go to [www.polco.us/fridley](http://www.polco.us/fridley). The city has posted several questions, along with supporting materials to its citizenry. You can also view the responses.

Typically, cities purchase contracts with Polco on an individual basis. Matt and I discussed the possibility of the Commission serving as an umbrella organization for our member cities. He offered a 20% discount on the individual city costs, and offered a free contract for the Commission. The cost he quoted was \$15,600.

If cities are interested in this service, we could include it in the NMTC budget going forward. Obviously, the 2019 budget has been finalized, but we could take money from reserves for 2019 if necessary. I would need to verify the discount carries to 2019, and ask about future costs.

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NORTH METRO TELECOMMUNICATIONS COMMISSION MEMO

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TO: OPERATIONS COMMITTEE AND CABLE COMMISSION  
FROM: HEIDI ARNSON  
SUBJECT: DRONE POLICIES AND MODEL ORDINANCE  
DATE: 8/29/2018

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As you may recall, in March the Operations Committee recommended that the Cable Commission participate in a drone policy and model ordinance project, through the Commission's legal counsel, and the Cable Commission approved doing so.

The project has been completed and the usage policies and model ordinance are available for disbursement. Legal counsel has also prepared a staff memo that can be used by cities when considering the ordinance. I have electronic files that I will forward to each city.

**STAFF MEMO**  
**Drone Ordinance**

**INTRODUCTION**

The City is one of seven member cities of the North Metro Telecommunications Commission ("NMTC"). In March 2018, NMTC engaged the law firm of Bradley Berkland Hagen & Herbst LLC to draft a policy governing municipal drone use and a drone ordinance for NMTC's member cities. The ordinance is now before the City Council for consideration.

**DISCUSSION**

NMTC's outside attorney, Mike Bradley, Bradley Berkland Hagen & Herbst LLC, in consultation with NMTC's Executive Director, Heidi Arnson, drafted a Drone Ordinance and Municipal Drone Policy governing NMTC's drone operations. Both documents are attached to this Staff Memo for consideration.

Drone Policy

Under current federal law, most, if not all, government drone operations are exempt from federal regulation. The Drone Ordinance fills this void by setting forth the procedures and operating principles that NMTC must follow to ensure safe and reliable drone operations.

The Drone Policy requires that all NMTC drone operations, whether performed by a NMTC employee or an independent contractor retained by NMTC, must comply with applicable state and federal law. This includes obtaining any necessary authorizations or exemptions from the Federal Aviation Administration. The Drone Policy also requires that drone operators must record certain operational information, such as a preflight inspection or a flight report, with NMTC's Executive Director. The Drone Policy requires that this information be stored in accordance with NMTC's data retention policy. Under this policy, this information may be publicly available by request. The purpose of making this information publicly available is to provide transparency to the public and to ensure them that NMTC and the City are operating drones for the public's benefit and in a safe and ethical manner.

Drone Ordinance

The Drone Ordinance has two primary aspects: (1) it requires a permit for operating a drone above City-owned or managed lands and waters, and (2) it criminalizes certain drone uses, such as invasion of privacy.

As is indicated in the ordinance, there is an existing body of federal law that regulates the use of drones in federal airspace. Because the City does not have jurisdiction in federal airspace, this ordinance seeks only to manage drone use over City-owned or managed lands and waters. While this ordinance sets forth certain limitations on the operation of a drone in these areas, this ordinance further authorizes the City Manager to promulgate additional rules governing drone use over these City-owned or managed lands and waters (i.e., drone operations in certain parks may be banned by the City Manager).

Prior to operating a drone over City-owned or managed lands or waters, this ordinance requires a drone user to obtain a permit from the City. These permits are intended to be required for each individual drone operation subject to this ordinance. To obtain a permit, a drone user must provide information

relating to a drone operation such as time, location, duration, and purpose of the operation. In this way, the user is also providing notice to the City of the user's drone operation. The ordinance also requires that the user submit a Drone Permit Fee to the City. The amount of this fee may be determined by the City Manager.

While operating a drone, the ordinance makes it unlawful to operate a drone so as to interfere with law enforcement, firefighting, or any other government emergency operations. The ordinance also makes it unlawful for a user to operate a drone in a reckless manner that creates a risk of serious physical injury to another or damage to property of another.

This ordinance also protects the City's resident's privacy by making it a criminal offense to operate a drone in any manner constituting a nuisance, an invasion of privacy, or trespass. For example, the ordinance makes it a criminal act to use a drone to record a video of an individual where they have a reasonable expectation of privacy, such as inside their home.

#### **RECOMMENDATION**

That the City: (1) hold a public hearing on the Drone Ordinance, (2) at a following City Council Meeting, take action on the Drone Ordinance, and (3) adopt written findings of fact to support the action taken.

# Model Municipal Drone Policy

September 12, 2018

Prepared by:  
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## I. Scope and Purpose

This policy applies to all employees of the North Metro Telecommunications Commission ("the Commission") and any independent contractors retained by the Commission to operate a Small Unmanned Aircraft on behalf of the Commission.

The purpose of this policy is to set forth procedures and operating principles whereby the Commission can ensure safe and reliable operation of drones. This includes both the Commission's own Operations as well as Operations performed by other individuals, businesses, or government entities using the Commission's drones. Safe drone operation requires that every Operation team member understand this policy and other applicable laws and regulations to limit potential injuries, property damage, and privacy infringement. While this policy specifically addresses drone usage, this policy's core tenets and principles should be applied to operation of any Unmanned Aircraft in the Commission.

The United States Federal Aviation Administration ("FAA") has enacted its own regulations governing recreational, educational, and commercial use of drones. These regulations differ based on the operator and type of aircraft being flown. However, drone use by public entities, such as local governments, are largely exempt from the FAA's regulations.<sup>1</sup> This policy addresses those gaps in federal law by creating processes and procedures for ensuring safe drone usage by the Commission and its independent contractors. While this policy is specific to the Commission, it is the Commission's goal to comply with federal law to create a policy that is easy to understand and follow. Accordingly, as federal regulations are updated, this policy will be changed to reflect those updates.

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<sup>1</sup> See 49 U.S.C. § 40102(a)(41). See also FAA Advisory Circular No. 00-1.1A at ¶ 6(f) (Feb. 12, 2014).

## II. Municipal Drone Operations

The following sections and subsections discuss the Commission's policy governing its own drone Operations. This includes Operations conducted by the City using drones it has rented or leased, and does not otherwise own. These sections outline the processes and procedures the Commission must follow to ensure that the Commission is operating drones in a safe and ethical manner and to comply with federal and state law.

### A. Operating Requirements

This section describes how a drone should be operated by Commission personnel, including independent contractors. It is important for the Commission to not only ensure that a drone is safe for flight prior to every Operation but to maintain a written or electronic record of every Operation as well. Not only does Minnesota state law require the Commission to maintain these records, but these records are critical to providing transparency to the public about the Commission's Operations. These records are maintained in a Flight Packet, which is the recording tool that the Commission will use to determine whether the Commission is complying with this policy and conducting Operations in a safe and ethical manner.

#### 1. Flight Packet

A Flight Packet is the recording of all information related to an Operation. The purpose of a Flight Packet is to create an open, transparent record of the Commission's drone usage. All Flight Packets must contain:

- a written record of the Remote Pilot's a preflight inspection;
- a Flight Plan;
- a Flight Report;
- a copy of the Remote Pilot's insurance certificate covering drone operation; and
- any other information deemed relevant by the Remote Pilot.

A Flight Packet must be created for every Operation the Commission undertakes. An Operation's Remote Pilot is responsible for ensuring a Flight Packet is properly prepared and submitted to the Administrator, but it is every Operation team member's responsibility to assist the Remote Pilot in any way necessary. The Administrator must ensure that each Flight Packet is filed in accordance with the Commission's data retention policy.

#### *a) Flight Plan*

A Flight Plan must be completed by a Remote Pilot as part of an Operation's preflight activities and ultimately be included in the Operation's Flight Packet. A Flight Plan's purpose is to show the Commission's residents how their health, safety, and welfare were considered prior to an Operation. To that end, every Flight Plan must contain at least the following information.

- a statement of the Operation's purpose or objective;
- a summary of how this purpose or objective will be achieved;
- an impact statement showing consideration of surrounding buildings and other topography;
- an impact statement showing consideration of weather patterns; and

- an impact statement showing consideration of nearby airports, hospitals, schools, and special events.

A sample Flight Plan can be found in Appendix A of this document.

#### (1) Operating Limitations – Waivers

If an Operation's purpose or objective cannot be completed without the Remote Pilot violating their FAA authorization, the Remote Pilot should identify whether a waiver can nonetheless be obtained from the FAA. If a waiver can be obtained, the Remote Pilot must obtain an operational waiver prior to conducting the Operation. If a waiver cannot be obtained, the Remote Pilot must suspend the Operation until such time as a waiver becomes available. The following is a list of activities prohibited by the FAA under a Part 107 authorization but for which a waiver is obtainable:

- operation from a moving vehicle or aircraft;
- nighttime operation;
- operation without visual line of sight;
- use of a visual observer not in compliance with federal law;
- simultaneous operation of multiple drones;
- yielding the right of way;
- operation over people;
- operation in certain airspace;
- exceeding groundspeed of more than 100 miles per hour;
- exceeding altitude of 400 feet;
- maintain a flight visibility of less than 3 statute miles; and
- flying within 500 feet below a cloud or within 2,000 feet horizontally from a cloud.<sup>2</sup>

#### (2) Privacy Considerations

The Commission is committed to protecting and respecting the privacy of its residents and visitors. In creating a Flight Plan, all Remote Pilots must consider the impact an operation will have on individual privacy and should seek to eliminate or minimize this impact. If an operation will impact an individual's privacy, the Remote Pilot should consult with the Administrator before commencing the operation. Whenever practical, the Commission strongly encourages a Remote Pilot to inform any affected third parties if the Remote Pilot believes the third party's privacy will be violated.

#### (3) Minnesota Government Data Practices Act

Prior to any Operation, a Remote Pilot must consult with the Commission's data practices compliance official for compliance with the Minnesota Government Data Practices Act and the Commission's data retention policy. Consistent with the Minnesota Government Data Practices Act, all government data generated by a drone during an Operation is subject to Minn. Stat. Ch. 13 and the Commission's corresponding data retention policy. Such data includes, but is not limited to any pictures, videos, audio recordings, and flight tracking information during an Operation.

#### *b) Preflight Inspection*

A preflight inspection is a written document whose purpose is to show that a drone is safe to use in an Operation. Immediately prior to conducting an Operation, a Remote Pilot must conduct a preflight

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<sup>2</sup> 14 C.F.R. § 107.205

inspection of a drone's air worthiness, including all associated equipment, such as remote controls. A preflight inspection should also address environmental concerns, such as weather conditions, and assess how those concerns are expected to impact an Operation. In accordance with federal law, a Remote Pilot must review at least the following as part of their preflight inspection:

- local weather conditions;
- local airspace and flight restrictions;
- the location of people and property near a drone's expected flightpath; and
- and other ground-level hazards.<sup>3</sup>

A sample preflight inspection can be found in Appendix B of this document.

#### *c) Flight Report*

After conclusion of an Operation, the Remote Pilot must complete a Flight Report at the Remote Pilot's earliest possible convenience. A Flight Report's purpose is to document whether an Operation was successful and any unexpected issues that the Remote Pilot encountered. Over time, as these issues are documented, the Commission and its Remote Pilots will be able to more effectively develop Flight Plans to avoid these issues. Examples of issues that must be included in a Flight Report include:

- how damage to a drone occurred;
- how damage to personal property occurred; and
- the cause of any deviations from the Flight Plan.

A sample Flight Report can be found in Appendix C of this document.

## 2. Independent Contractors

From time to time, the Commission may engage an independent contractor that is otherwise not affiliated with the Commission to operate a drone on the Commission's behalf. It will be important for the Commission to ensure that its independent contractors have properly registered their aircraft and are authorized by the FAA to operate the aircraft on behalf of the Commission. It will be the duty of the Administrator to ensure that all independent contractors and their equipment, including drones, are properly licensed and that every independent contractor adheres to this policy, including creating a Flight Packet. Additionally, it will be the Administrator's responsibility to ensure that all intellectual property rights arising under an independent contractor's agreement are assigned or transferred to the Commission.

When engaging an independent contractor to perform an Operation on behalf of the Commission, the Administrator must require the independent contractor to sign a written agreement formalizing the relationship between the Commission and the independent contractor. The Administrator or an authorized representative must also sign this agreement. All independent contractor agreements must include the following terms:

- the independent contractor must indemnify and hold harmless the Commission for any liability arising from the contractor's drone operations;

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<sup>3</sup> 14 C.F.R. § 107.49(a).

- the independent contractor must obtain insurance of at least \$300,000 to protect against any such liability, and a certificate showing the Commission as an additionally insured must be provided to the Commission;<sup>4</sup>
- a copy of the independent contractor's remote pilot certification; and
- an acknowledgement and understanding of this policy.

A sample independent contractor agreement can be found in Appendix D of this document.

## B. Pilot Requirements

No Operation may occur without a Remote Pilot approved and assigned to the Operation by the Administrator. To qualify as a Remote Pilot under this policy, an individual must hold a valid Remote Pilot Airman Certificate granted by the FAA, and a copy of this certificate must be provided to the Commission prior to any Operation. Typically, this will be a Part 107 authorization but may vary from time to time. All Remote Pilots should have a copy of their authorization certificate with them during an Operation.

It is the Commission's policy that all Remote Pilots must participate in annual flight training to ensure our Remote Pilots are educated and trained in how to safely and ethically operate drones. It is important that all Remote Pilots not only maintain their FAA authorizations but continue to grow their skills as well.

As previously discussed, a Remote Pilot is responsible for creating an Operation's Flight Plan and Flight Report and for performing a preflight inspection. In addition, during an Operation, the Remote Pilot is responsible for piloting the drone and ensuring that the Operation's purpose or objective are achieved in a manner that complies with this policy. When piloting a drone, the Remote Pilot must comply with the Operating Guidelines discussed in this policy and is responsible for ensuring that all Operation team members comply as well. It is permissible under this policy and federal law for an Operation team member other than a Remote Pilot to pilot a drone, but such piloting must be done under the direct supervision of the Remote Pilot.

Finally, consistent with federal law, during an Operation, either the Remote Pilot or another designated Operation team member ("Visual Observer") must maintain visual line-of-sight with the drone at all times. Assistive technologies such as virtual reality headsets may not be used to create or maintain visual line-of-sight between a Remote Pilot or their designee and a drone.<sup>5</sup> If an individual does utilize an assistive technology when piloting a drone, then another Operation team member must act as a Visual Observer. In any instance where a Visual Observer is utilized, the Visual Observer must be able to communicate quickly and effectively with the pilot at all times during an Operation (i.e., through the use of walkie-talkies).

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<sup>4</sup> Consistent with Minn. Stat. § 360.59, all independent contractors must obtain and provide proof of aircraft insurance of at least \$300,000 per occurrence for bodily injury to non-passengers.

<sup>5</sup> Under federal law, prescription glasses and contact lenses are the only assistive technologies that may be used to maintain visual line-of-sight with a drone. 14 C.F.R. § 107.31.

## C. Drone Requirements

### 1. Registration

As required by federal law, all drones owned by the Commission must be registered with the FAA under Part 107.<sup>6</sup> It is the Administrator's responsibility to ensure that all Commission-owned drones are registered with the FAA and that these registrations are properly maintained. If a drone is owned by an independent contractor who has been retained by the Commission, the drone must additionally be registered with MNDOT.<sup>7</sup> No unauthorized drones may be operated by or on behalf of the Commission.

### 2. Weight Restrictions

All drones operated by or on behalf of the Commission must weigh less than 55 lbs. including any attachments, such as cameras or other data collection equipment, that will be used during an Operation. If a Remote Pilot determines that a drone weighing more than 55 lbs. must be used for an Operation, the Remote Pilot must seek approval from the Administrator before beginning the Operation. Drones weighing more than 55 lbs. require a separate FAA authorization that the Commission may need to obtain if the use of such a drone is mandatory for completing an Operation.<sup>8</sup> Alternatively, the Administrator may suspend the Operation until such time as use of a drone weighing less than 55 lbs. becomes viable for the Operation.

### 3. Maintenance

All Commission-owned drones must be periodically inspected and maintained in accordance with FAA and manufacturer recommendations to ensure that every drone remains safe and reliable to operate in public. It is the Administrator's responsibility to ensure these activities are undertaken on at least a monthly basis. Inspection and maintenance activities should occur more frequently as a drone is being used more frequently. Key inspection and maintenance activities include:

- updating drone firmware or software;
- updating drone equipment firmware or software;
- charging batteries to at least 50% or greater based on manufacturer recommendations;
- inspecting and cleaning motors and propellers;
- calibrating inertia sensors, compasses, camera gimbals, and remote controllers;
- performing routine maintenance activities in accordance with manufacturer recommendations;

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<sup>6</sup> <https://faadronezone.faa.gov/#/>

<sup>7</sup> <http://www.dot.state.mn.us/aero/aircraftregistration/index.html>

<sup>8</sup> FAA Modernization and Reform Act of 2012, Pub. L. 112-95, 126 Stat. 11, 13 (2012).

**Appendix A: Sample Flight Plan**

**Remote Pilot**

Click or tap here to enter text.

**Remote Pilot Certificate Number**

Click or tap here to enter text.

**Flight Team Members**

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Drone Model**

Click or tap here to enter text.

**Drone FAA Registration Number**

Click or tap here to enter text.

**Operation Date**

Click or tap to enter a date.

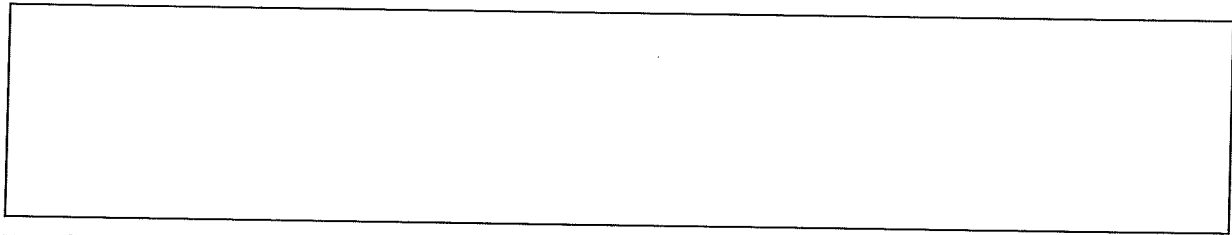
**Operation Time**

Click or tap here to enter text.

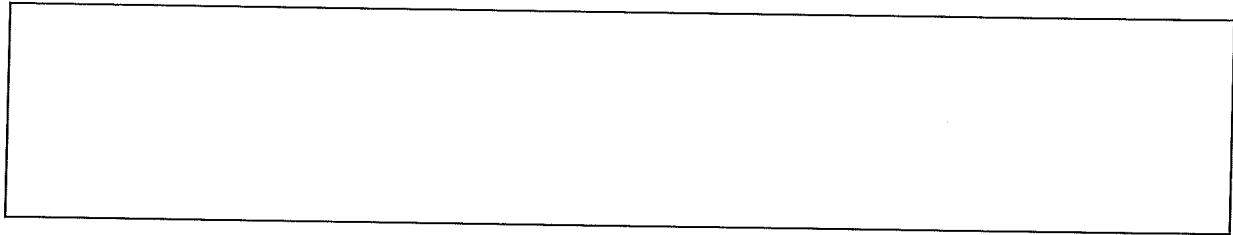
**Operation Purpose or Objective**

**Operation Description**

**Surrounding Buildings and Other Topography Impact Statement**



**Weather Patterns Impact Statement**



**Nearby Hospitals, Schools, and Special Events Impact Statement**



## Appendix B: Sample Preflight Inspection Checklist

## Remote Pilot

Click or tap here to enter text.

## Remote Pilot Certificate Number

Click or tap here to enter text.

## Flight Team Members

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

### Drone Model

Click or tap here to enter text.

## Drone FAA Registration Number

Click or tap here to enter text.

**Operation Date**

Click or tap to enter a date.

### Operation Time

Click or tap here to enter text.

## Preflight Checklist

Using the checklist below, please indicate whether each of the following conditions has been satisfied. If a condition has not been satisfied, please explain in the Notes section of this document.

Item	Acceptable Condition	
Airspace	The airspace is unrestricted, or an appropriate authorization has been obtained.	<input type="checkbox"/>
	Potential obstructions near the intended flight path have been identified.	<input type="checkbox"/>
	People and property near the intended flight path have been identified.	<input type="checkbox"/>
Weather	Visibility is at least 3 miles, wind is less than 15 mph, and there is no precipitation.	<input type="checkbox"/>
Physical Inspection	Airframe	<input type="checkbox"/>
	Propellers	<input type="checkbox"/>
	Drone Battery	<input type="checkbox"/>
	Controller Battery	<input type="checkbox"/>
	Display Device Battery	<input type="checkbox"/>
	Memory Card	<input type="checkbox"/>
Visual Observer	If a visual observer is being utilized in the Operation, the visual observer is present, has been briefed, and is ready.	<input type="checkbox"/>
Take-Off Location	The take-off location is clear of obstructions, including overhead obstructions.	<input type="checkbox"/>

## Notes

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## Appendix C: Sample Flight Report

**Remote Pilot**

Click or tap here to enter text.

**Remote Pilot Certificate Number**

Click or tap here to enter text.

**Operation Date**

Click or tap to enter a date.

**Operation Time**

Click or tap here to enter text.

**Variances from Operation Description in Flight Plan**

Variation	Description	Time

**Covered Data**

Description	Location	Time

**Damage to Persons or Property**

Description	Location	Time

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**FOR ADMINISTRATOR USE ONLY**

Date Received: Click or tap to enter a date.

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Administrator's Printed Name

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Administrator's Signature

## **Appendix D: Sample Independent Contractor Agreement**

This agreement for drone-related services ("Agreement") is between the **[INSERT COMMISSION]** ("the Commission") and **[INSERT NAME OF INDEPENDENT CONTRACTOR]**, an independent contractor ("the Contractor"). The Commission and the Contractor may be referred to herein each as a "Party" or collectively as "the Parties."

**Whereas**, the Contractor is engaged in the business of providing drone-related services to its customers;

**Whereas**, the Contractor is lawfully authorized to provide such services;

**Whereas**, the Commission desires to contract with the Contractor to provide drone-related services on a short-term basis.

**Therefore**, in consideration of the mutual promises contained herein, the parties agree as follows:

### **1. Independent Contractor Relationship**

This Agreement does not create, and the Commission and the Contractor stipulate and agree that this Agreement shall not be construed to create, any agency, employer-employee, or master-servant relationship by or between the Contractor or the Contractor's agents or employees, and the Commission or the Commission's agents or employees. To the contrary, each party shall have full and complete independent authority to select the means, methods, and manner for its performance under this Agreement except as set forth herein. Neither Party shall have any power or authority to bind the other.

### **2. Scope of Services and Compensation**

The Contractor shall perform for the Commission the drone-related services described in Schedule A ("the Services"). Upon completion of the Services satisfactory to the Commission, the Commission shall pay the Contractor **[INSERT COMPENSATION]**. The Contractor shall not receive any payment for work found by the Commission to be unsatisfactory or performed in violation of federal, state, or local law. Prior to receiving any payment, the Contractor shall provide the Commission with a completed Flight Packet consistent with the Commission's Drone Policy. If the Contractor fails to submit a Flight Packet to the Commission's satisfaction within ten (10) business days of completion of the Services, the Commission reserves the right to assess a reasonable monetary penalty against the Contractor per day that a Flight Packet has not been submitted beyond the ten (10) day period.

If the Contractor determines that the Services cannot be completed within the period of time or on the date or dates required in Schedule A, it is the duty of the Contractor to notify the Commission as soon as practicable of the delay. The Contractor agrees that the Commission shall not be obligated to pay Operator for any Services performed after the period of time, the date, or the dates specified in Schedule A. In the event this Agreement is terminated prior to the Contractor's completion of the Services satisfactory to the Commission, the Contractor shall be entitled to payments for any portion of the Services performed to the Commission's satisfaction.

The Contractor will not be reimbursed for any expenses incurred without the Commission's prior written consent to incur such expenses, including, but not limited to, travel expenses.

### **3. Minnesota Government Data Practices Act**

The Commission and the Contractor must both comply with the Minnesota Government Data Practices Act as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Agreement. The remedies for a violation of the Minnesota Government Data Practices Act are codified at Minn. Stat. § 13.08.

The Contractor agrees to provide the Commission with all data obtained from the performance of the Services, including, but not limited to, images, videos, audio recordings, and flight or other object tracking data. The Contractor acknowledges understands that data provided to the Commission may become public under the terms of the Minnesota Government Data Practices Act or the Commission's data retention policy. The Contractor warrants that it will transfer all rights to any data obtained to the Commission, including any copyrights, when the data is delivered to the Commission. In addition, the Contractor agrees that it will not retain any copies of the data and will not resell or provide any of the data to any other person or entity without the express written permission of the Commission, and the Contractor will otherwise assist the Commission in any manner deemed necessary for the Commission's compliance with the Minnesota Government Data Practices Act or the Commission's data retention policy.

If the Contractor receives a request to release any data created under this Agreement, the Contractor shall immediately notify the Commission. The Contractor shall not release any data prior to receiving instructions from the Commission allowing the Contractor to do so.

Pursuant to Minnesota and other applicable law, the Contractor consents to the Commission's disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification to federal and state agencies.

### **4. Intellectual Property Rights**

The Commission shall own all rights, title, and interest in any domestic and international intellectual property rights arising under this Agreement, including, but not limited to, copyrights, patents, trade secrets, and trademarks arising from the Works. The Works include, but are not limited to, inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks, whether in tangible or electronic forms, paid for under this Agreement and created by the Contractor, its employees, agents, or subcontractors, either individually or jointly with another, in the Contractor's performance under this Agreement. To the extent possible, all copyrights arising under this Agreement shall be deemed works made for hire. The Contractor shall assign all rights, title, and interest it may have in the Works and any associated intellectual property rights to the Commission. The Contractor shall execute any documents and perform all other acts necessary to transfer or record the Commission's ownership interest in the Works.

This Agreement does not assign, license, or in any other way transfer any intellectual property rights from the Commission to the Contractor.

### **5. Commission's Administrator**

The Commission’s authorized representative is **[INSERT NAME OF ADMINISTRATOR]** or their successor (“the Administrator”). The Administrator shall be responsible for monitoring the Contractor’s performance under this Agreement and possess the requisite authority to accept the Services provided under this Agreement.

The Contractor’s authorized representative is **[INSERT NAME OF INDEPENDENT CONTRACTOR]** or their successor. If the Contractor’s authorized representative changes at any time during the term of the Agreement, the Contractor shall immediately notify the Commission.

**6. Term and Termination**

This Agreement shall commence on the Effective Date and, unless terminated earlier pursuant to this Section, shall terminate at the conclusion of the rendering of the Services to the Commission’s satisfaction. **[Vince: If no “Date to be Completed” is specified in Schedule A, there should be a term limitation inserted here (i.e., This Agreement will expire three (3) months from the Effective Date.)]**

This Agreement may be terminated by the Commission by providing written notice to the Contractor at least ten (10) business days prior to the Commission’s intended termination date. Additionally, the Commission may terminate this Agreement at any time without written notice if the Commission determines that the Contractor has materially breached any terms of this Agreement, and the Contractor has failed to remedy such breach or breaches within ten (10) business days of receiving written notice of such breach or breaches from the Commission.

**7. Indemnities; Limitation of Liability**

The Contractor shall defend and hold harmless the Commission and its employees, affiliates, officers, directors, and other independent contractors from and against any and all claims, demands, complaints, or other actions from third parties, including, but not limited to, employees of either Party or government agencies, arising from or relating to this Agreement, including, but not limited to, any claim for personal injury, death, property damage, or damage to the environment, to the extent caused or arising out of the Contractor’s willful misconduct, breach of this Agreement, or any other violation of applicable law. The claims covered hereunder shall include all settlements, losses, liabilities, judgments, court costs, reasonable attorney’s fees, fines, penalties, and other litigation cost or expenses arising from or related to such claims.

In no event shall either Party have any liability to the Contractor for any lost profits, loss of use, procurement costs of substitute equipment or services, or delays or for any indirect, special, incidental, exemplary, consequential, or punitive damages or penalties, however caused, and whether in contract, tort, or under any other theory or combined theories of liability.

**8. Insurance**

The Contractor shall maintain insurance in the amounts specified below and shall have the Commission as an additional insured on these policies for any occurrence arising out of this Agreement or any Services provided by the Contractor, in the form of a Certificate of Insurance issued to the Commission from the underwriting insurance company, with respect to the following coverages:

General Liability	<b>[INSERT LIMIT]</b>
Automotive	<b>[INSERT LIMIT]</b>

Worker's Compensation  
Employer's Liability

[INSERT LIMIT]  
[INSERT LIMIT]

## **9. Aircraft Operation**

No Services may be performed until this Agreement has become effective. In performing the Services, the Contractor shall operate all drones in accordance with any applicable regulations and the Commission's Drone Policy, of which the Contractor has been provided a physical or electronic copy.

The Contractor represents and warrants that they are duly authorized by the Federal Aviation Administration, Minnesota Department of Transportation, and any other regulatory body of competent jurisdiction to perform the Services for the Commission. The Contractor is expressly prohibited from performing any portion of the Services without first possessing any necessary authorizations, including, but not limited to, FAA flight exemptions, and providing a copy of these authorizations to the Commission. During the term of this Agreement, in the event that the Federal Aviation Administration, Minnesota Department of Transportation, or other regulatory body of competent jurisdiction takes any action against the Contractor, the Contractor's authorizations, or other authority to offer or perform the Services, the Contractor shall immediately notify the Commission. The Contractor represents and warrants that any flight team member engaged or retained by the Contractor also possesses any necessary authorizations and any requisite skills to assist the Contractor in performing the Services.

The Contractor further represents and warrants that any equipment used in performing the Services is airworthy and safe to operate in connection with the Contractor's performance of the Services. The Contractor represents and warrants that it has inspected and maintained the equipment in compliance with all applicable law and the Commission's Drone Policy.

The Contractor further represents and warrants that it and its flight team members will comply with the Commission's Drone Policy in performing the Services.

It is the sole obligation of the Contractor to report any accidents, incidents, or other reportable events to the appropriate governmental agency, including but not limited to the FAA and NTSB. If the Contractor makes any such reports for events arising out of the Contractor's performance of the Services, the Contractor shall immediately provide notice and a copy of any submitted report to the Commission.

## **10. Drug and Alcohol Policy**

Unless further restricted by local regulatory authorities, the Contractor agrees and warrants that neither the Contractor nor any other non-Commission employee acting as a flight team member shall act as a flight team member, including acting as a Remote Pilot, while under the influence of alcohol or any drug impairing the person's ability to perform their required duties. No person may act as a flight team member within eight (8) hours of consuming an alcoholic beverage.

## **11. Commission Audits**

Under Minnesota law, the Contractor's books, records, documents, and accounting procedures and practices relevant to the Contractor's performance under this Agreement shall be subject to examination by the Commission for a period commencing on the termination date of this Agreement and for a period of six (6) years.

## **12. Applicable Law and Venue**

Minnesota law, without regard to its choice-of-law provision, governs this Agreement. Venue for all legal proceedings arising out of this Agreement must be in the appropriate state or federal court with competent jurisdiction in [INSERT COMMISSION COUNTY], Minnesota.

## **13. Disputes**

Before commencing any litigation arising out of any dispute between the Contractor and the Commission in connection with this Agreement, the Parties shall first attempt to resolve the matter in good faith.

## **14. Miscellaneous**

Neither Party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior express written consent of the other Party.

Except as otherwise set forth herein, no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof. Waiver by either Party of any default of the other will not operate to excuse the defaulting party from further compliance with this Agreement, nor will any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

Regardless of completion of the Services or termination of this Agreement for any reason, all provisions in this Agreement containing representations, warranties, releases, defense obligations and indemnities, and all provisions relating to confidentiality, insurance, disclaimer or certain remedies, limitations of liability, dispute resolution, governing law, and all causes of action which arose prior to completion or termination, survive indefinitely until, by their respective terms, they are no longer operative or are otherwise limited by an applicable statute of limitations.

The Contractor shall not publicly or privately claim that the Commission endorses its products or services.

This Agreement may be modified or amended only if the modification or amendment is made in writing and is signed by both Parties.

If any term, provision, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect and shall in no way be affected, and such invalid or unenforceable term, provision, or covenant shall be deemed modified to the minimum extent necessary to make it consistent with applicable law.

This Agreement may be executed in any number of counterparts, each of which will be deemed an original of this Agreement, and which together will constitute one and the same instrument.

This Agreement, including attached Schedules, represents the complete and exclusive agreement between the Parties regarding the subject matter of this Agreement, and supersedes all oral and written communications, negotiations, representations, or agreements in relation to that subject matter made or entered into before the Effective Date.

[INSERT COMMISSION]

[INSERT NAME OF INDEPENDENT CONTRACTOR]

\_\_\_\_\_  
[INSERT NAME OF ADMINISTRATOR], Administrator [INSERT NAME OF SIGNATORY], Independent  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Schedule A**

Activity	Date to be Completed	Compensation
		\$
		\$
		\$
	<b>Total</b>	\$

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NORTH METRO TELECOMMUNICATIONS COMMISSION MEMO

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TO: OPERATIONS COMMITTEE AND CABLE COMMISSION  
FROM: HEIDI ARNISON  
SUBJECT: CENTURYLINK FRANCHISE VIOLATION NOTICE  
DATE: 8/29/2018

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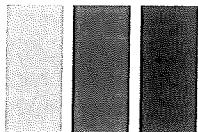
Included in your packet is a memorandum from Commission Legal Counsel outlining several franchise compliance issues with CenturyLink.

Violations have been identified in the areas of:

- CenturyLink is no longer aspiring to complete a reasonable build-out of its cable system within five years. This would be a violation of the franchise.
- CenturyLink is no longer competing for cable service customers and is not even trying to have market-based success. This is a violation of the franchise.
- CenturyLink is not expending any effort to deploy its system in a shorter time than required. This is a violation of the franchise.

Because we are in the franchise renewal window with CenturyLink (whether they plan to pursue renewal or not) this action will likely impact any franchise renewal. To avoid a possible waiver argument, Legal Counsel recommends that the Commission address the compliance issues now, rather than wait until renewal.

As such, staff recommends that the Commission issue a notice of franchise violation to CenturyLink. To date, one other Commission Executive Committee has already done so. (the South Washington Executive Committee)



Bradley

MEMORANDUM

**To: Clients with CenturyLink Cable Franchises**  
**From: Mike Bradley and Vince Rotty**  
**Re: Impact of CenturyLink's Decision to Cease Promoting Prism TV on Current Franchises and Franchise Renewal**  
**Date: July 11, 2018**

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**Background**

During its quarterly meetings with our local franchising clients, CenturyLink has confirmed reports that it is no longer actively marketing Prism TV.<sup>1</sup> While Prism TV is technically still available for purchase from CenturyLink, potential customers are only able to obtain a Prism TV subscription by directly calling CenturyLink and specifically requesting Prism TV service. Additionally, Prism TV is only being offered at CenturyLink's undiscounted "rack rate." The end result is essentially no growth and certainly no concerted effort to grow the Prism TV cable product. Instead, consumers are being offered an option to bundle a DIRECTV subscription with a CenturyLink internet subscription.<sup>2</sup> Because DIRECTV offers a separate

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<sup>1</sup> It is suspected that current Prism TV subscribers will be phased out over time, leading to the eventual termination of Prism TV. *See* CenturyLink, Inc., Form 10-Q (Nov. 9, 2017) ("The costs of purchasing video programming have risen significantly in recent years and continue to rise. Moreover, an increasing number of consumers are receiving access to video content through video streaming or other services pursuant to new technologies for a nominal or no fee, which will likely reduce demand for more traditional video products, such as the satellite TV services that we resell and our Prism TV services."). *See also* Daniel Frankel, *CenturyLink is no longer working to expand Prism TV service*, FierceCable (Apr. 10, 2018), <https://www.fiercecable.com/cable/centurylink-no-longer-working-to-expand-prism-tv-service>; Bernie Arnason, *Will CenturyLink Ditch IPTV Too? OTT's Appeal May Sink Prism TV*, Telecompetitor (Feb. 9, 2017), <http://www.telecompetitor.com/will-centurylink-ditch-iptv-otts-appeal-may-sink-prism-tv/>.

<sup>2</sup> DIRECTV is presently a subsidiary of AT&T and does not have any relationship with CenturyLink other than allowing CenturyLink to resell its services. *See* AT&T Inc., *2017 Annual Report* (2018), available at <https://investors.att.com/~media/Files/A/ATT-IR/financial-reports/annual-reports/2017/complete-2017-annual-report.pdf>.

satellite television service, neither CenturyLink nor DIRECTV are currently required to obtain a cable franchise.

A central issue in deciding whether to grant a cable franchise to CenturyLink was the manner in which CenturyLink would build-out its cable system to serve its entire franchise area.<sup>3</sup> The recent decision of CenturyLink to essentially cease offering Prism TV has raised compliance issues with its current cable franchises in this region (“the Franchises”), which in turn may impact cable franchise renewal. This memorandum addresses both issues.

### **I. Franchise Compliance**

Each of the Franchises has similar language requiring a reasonable build-out of each franchising jurisdiction. This commitment for a reasonable build-out includes (1) an aspiration to build-out an entire franchise area within five years, (2) an initial mandatory build-out commitment, and (3) an additional build-out commitment contingent on CenturyLink’s marketplace success.

Each of the Franchises states in-part that “[CenturyLink] aspires to provide cable service to all households within the City by the end of the initial term of this Franchise [(five years)].”<sup>4</sup> Since CenturyLink is no longer actively marketing or selling Prism TV, it is reasonable to conclude that CenturyLink no longer even aspires to complete a reasonable build-out of its cable system within five years. This would be a violation of the Franchises.

Upon information and belief, CenturyLink has complied with the initial minimum build-out commitment in each franchise area. The additional build-out language requires additional build-out (above the initial mandatory build-out) based on CenturyLink’s marketplace success.

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<sup>3</sup> See Staff Report on CenturyLink Cable Franchise Application (2015/2016) (hereinafter “Staff Report”).

<sup>4</sup> Section 1.2(a)(5) of the Franchise sets forth line extension obligations but limits applicability of these obligations until CenturyLink achieves at least 50% market penetration.

Under this commitment, CenturyLink is required to “make its best efforts to complete such deployment within a shorter period of time.”<sup>5</sup> It is reasonable to conclude that CenturyLink is not in compliance with this additional build-out provision of the Franchises for two primary reasons.

First, CenturyLink is making no concerted effort to have any market-based success. It has essentially given up on its cable product. The premise behind the market based success build-out language is that CenturyLink would actually try to compete in the marketplace. In this way, the franchising authorities in this region were induced by the promises made by CenturyLink in its franchise applications to bring competition to the cable marketplace. Indeed, the purpose of the Franchises is to allow CenturyLink “to install, construct, operate, and maintain a cable communications system *to provide cable service*.”<sup>6</sup> Today, CenturyLink is no longer competing for cable service customers and is not even trying to have market-based success, which violates the Franchises.

Second, CenturyLink was to use its best efforts to complete its additional build-out faster than the time required by the Franchises. CenturyLink has failed to use its best efforts to deploy within a shorter period of time, because it is expending no effort, which also violates the Franchises.

## **II. Cable Franchise Renewal**

Next, we examine the effects of CenturyLink’s termination of Prism TV’s expansion on any franchise renewal proceedings. In addition to its violations of the current Franchises, CenturyLink’s termination of Prism TV’s expansion is also likely to affect how the franchising

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<sup>5</sup> Staff Memo on CenturyLink Cable Franchise.

<sup>6</sup> It is important to note that a cable system is only a theoretical grouping of cable facilities used to provide cable service (i.e., transmit video programming).<sup>6</sup> A cable system is not an independent system or network of facilities used to provide only cable service. Often, other services, namely Internet service, are simultaneously provided using the same facilities that are used to provide cable service. However, any facilities not used to provide cable service that might otherwise be connected to a cable system are not considered part of the cable system.

authorities may evaluate any renewal proposal received from CenturyLink. Pursuant to the federal formal franchise renewal process, each jurisdiction must ultimately consider whether:

- (A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
- (B) the quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the system, has been reasonable in light of community needs;
- (C) the operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal; and
- (D) the operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.<sup>7</sup>

These four factors are the only criteria that a franchising authority may consider when evaluating a formal renewal proposal. No other factors may be considered.<sup>8</sup> Several actions CenturyLink made after the Franchises were granted may impact renewal as discussed below.

#### **A. Compliance with Material Terms of the Existing Franchise and Applicable Law**

This factor allows a franchising authority to review a franchisee's past franchise compliance when evaluating a renewal proposal. This review includes behavior that is mandated either by law or a franchise. A failure to comply with requirements set forth by either source of law may serve as grounds for a preliminary assessment that a franchise should not be renewed.

##### **1. Compliance with Material Terms of the Existing Franchise**

As previously discussed, the Franchises require CenturyLink to diligently work towards substantially building out the franchise areas during the term of the Franchises. By essentially eliminating Prism TV, CenturyLink has effectively ceased its build-out efforts. As a result, it would be reasonable to conclude that CenturyLink has failed to comply with material terms of the Franchises.

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<sup>7</sup> 47 U.S.C. § 546(c)(1).

<sup>8</sup> See 47 U.S.C. § 546(d). The specific process for acting on a renewal proposal is not discussed in detail in this document but can be found in 47 U.S.C. § 546(d).

## 2. Compliance with Other Applicable Law

CenturyLink has been sued for its billing practices by the Minnesota Attorney General.<sup>9</sup> The Minnesota Attorney General alleged CenturyLink has committed consumer fraud in violation of Minn. Stat. § 325F.69 and deceptive trade practices in violation of Minn. Stat. § 325D.44. These allegations included specific references to affected customers located in some of the franchise areas. If the Attorney General's allegations are true, then this would be a violation of the Franchises and applicable law. Accordingly, it would be reasonable to conclude that in addition to failing to comply with its Franchises, CenturyLink has also failed to comply with applicable law.

### **B. Quality of the Operator's Service**

This factor allows a franchising authority to consider whether an incumbent franchisee has provided a quality of service that would be considered "reasonable in light of community needs" when determining whether to renew a franchise.<sup>10</sup> This analysis includes examination of a franchisee's "signal quality, response to consumer complaints, and billing practices."<sup>11</sup>

As previously discussed, CenturyLink has been sued for its billing practices by the Minnesota Attorney General. The Attorney General's allegations, if true, would support a conclusion that the quality of CenturyLink's service has been poor.

### **C. Financial, Legal, and Technical Ability**

This factor allows a franchising authority to consider whether an incumbent franchisee possesses the requisite "financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the [franchisee's] proposal" when determining whether to renew a

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<sup>9</sup> See Complaint, State of Minnesota v. CenturyLink, No. 02-cv-17-3488 (Minn. Tenth Judicial District July 12, 2017).

<sup>10</sup> 47 U.S.C. § 546(c)(1)(B). See also Minn. Stat. § 238.084, subd. 1(t).

<sup>11</sup> *Id.*

franchise or issue a preliminary assessment that the franchise should not be renewed.<sup>12</sup> This factor's analysis is only concerned with a franchisee's capability to prospectively perform under a renewed franchise, as the renewed franchise has been proposed by the incumbent franchisee. Analysis under this factor will depend on a separate financial analysis, which has yet to be completed. However, since the Franchises were granted, CenturyLink purchased Level 3 for approximately \$34 billion and stopped marketing Prism TV. These actions reasonably lead to questions surrounding CenturyLink's prospective financial and technical qualifications.

#### **D. Future Cable-Related Community Needs and Interests**

This factor allows a franchising authority to consider whether an incumbent franchisee has satisfied community needs and interests when determining whether to renew a franchise. These needs and interests will be identified by each jurisdiction separately. Presumably, build-out of each jurisdiction will remain an important need, and it may be one of many considerations under this review criteria.

#### **E. Informal Renewal Procedures**

To date, CenturyLink has preserved its formal renewal rights with only one local franchising authority. CenturyLink may nevertheless seek to renew its Franchises through the informal renewal process.<sup>13</sup> Under federal law, CenturyLink may submit a renewal proposal subject to informal renewal procedures at any time.<sup>14</sup> It is reasonable for a franchising authority to evaluate an informal renewal proposal in light of the formal renewal factors described above, but there is no legal requirement to follow the formal renewal process when evaluating an

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<sup>12</sup> 47 U.S.C. § 546(c)(1)(C). *See also* Minn. Stat. § 238.084, subd. 1(l).

<sup>13</sup> *Id.* ("Notwithstanding the provisions of subsections (a) through (g) of this section, a cable operator may submit a proposal for the renewal of a franchise pursuant to this subsection at any time.").

<sup>14</sup> Although CenturyLink has not chosen to preserve its formal renewal rights in many franchise areas, it may nevertheless engage in franchise renewal discussions closer to the end of a franchise's term if CenturyLink's business objectives change between now and then. There is no requirement that formal renewal rights must be preserved for informal renewal to be available.



informal renewal proposal. We will address this process, including the criteria each jurisdiction should consider when acting upon an informal renewal request, in a separate memo if and when it is necessary.

### **III. Conclusion**

We recommend informing your policymakers that CenturyLink may not be in compliance with its existing cable franchise due to its decision to stop marketing and essentially stop selling Prism TV. They should also be advised that this action by CenturyLink will also likely impact its franchise renewal. To avoid a possible waiver argument, we recommend addressing the compliance issue now rather than waiting to address it in renewal.

[INSERT LETTERHEAD HERE]

August \_\_, 2018

VIA ELECTRONIC FILING

Ms. Marlene H. Dortch, Secretary  
Federal Communications Commission  
445 Twelfth Street, SW Washington, DC 20554

**Re:** *Ex Parte Presentation, Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment, WT Docket No. 17-79; Accelerating Wireline Broadband Deployment by Removing Barriers to Infrastructure Investment, WC Docket No. 17-84; Streamlining Deployment of Small Cell Infrastructure, WT Docket No. 16-421*

Dear Ms. Dortch:

The North Metro Telecommunications Commission (the “NMTC”) is a municipal joint powers association consisting of the following Minneapolis, Minnesota, suburban cities: Blaine, Lexington, Lino Lakes, Spring Lake Park, Ham Lake, Circle Pines, and Centerville. The NMTC agrees with the *ex parte* letter filed by the National League of Cities and NATOA dated June 21, 2018, and offers the following additional observations and concerns for the above-referenced dockets.

#### **Preemption of Local Government Proven Ineffective**

In Minnesota, Small Cell legislation preempting local governments was passed under the presumption that it would allow widespread deployment of small cell wireless facilities to improve wireless networks throughout the state. Since the passage of the Minnesota Small Cell Act, there have been only \_\_ permits issued for the construction of small wireless facilities. The premise of preempting local authority in order to encourage rapid deployment of Small Cell Wireless Networks is a folly.

#### **FCC Preemption of Local Government is Unlawful**

The FCC does not have legal authority to preempt local government. *See* NATOA, Notice of *Ex Parte*, dated June 21, 2018.

#### **Consumer Protection**

##### **a. Ensuring Coverage to Rural and Suburban Areas of the Country**

The FCC has a duty to protect all wireless consumers in the United States. Yet, there is nothing in any of the FCC’s recent orders or rulemaking procedures that seek to ensure that all Americans have access to Small Cell Wireless Networks. While it may be more likely that Small Cell Wireless Networks will be prevalent in large metropolitan areas with highly dense populations, it is not likely that rural areas or even suburban areas will be fully covered (if at all). This is evident from the fact that the NMTC area (suburban Minneapolis) has had very little deployment to date. Even in large metropolitan areas, there is nothing to protect economically

disadvantaged areas from being unserved. Rather than preempt local governments, the FCC should empower local governments with rules requiring buildout to entire communities.

**b. Rules addressing customer service**

The FCC has opened multiple dockets related to Small Cell deployment, yet it has failed to implement even one rule to protect consumers. The roll-out of 5G wireless will give wireless providers access to even more customer data. We encourage the FCC to address consumer protection issues, such as consumer privacy, restrictions on the aggregation and sharing of data, data security, and customer billing. As the federal agency entrusted with protecting consumers in the United States, it is imperative that the FCC seek to address consumer protection to the maximum extent possible under existing laws.

**c. Ensuring Emergency Communications**

Wireless networks are being increasingly relied upon by citizens in the event of emergencies. As such, it is important to safeguard these citizens by addressing emergency facilities in the event of a natural disaster or act of domestic terrorism. For example, Hurricanes Irma and Harvey caused a great amount of damage and flooding in the Houston and Gulf Coast areas in 2017. Only those areas that required cell tower power supplies to be buried underground were unaffected. Conversely, in those areas where power supplies were left above ground, cellular networks suffered, and emergency services were more difficult to provide. In Minnesota, weather related emergencies occur due to extreme cold, snow, ice, and wind. While wireless providers are often resistant to undergrounding due to increased cost and time requirements, the FCC should seek to protect consumers in times of emergencies. FCC rules should require the undergrounding of certain equipment to ensure adequate wireless communications services during times of weather emergencies.

**d. Protection from Excessive Carrier Rates**

As dependence on wireless services continues to increase, the FCC should seek to protect consumers, particularly economically disadvantaged consumers, from being charged excessive rates for wireless service. This is particularly true as the industry may consolidate down to only 3 providers.

**Anti-Competitive Industry Behavior**

We have become aware of some wireless industry companies that are aggressively seeking poles, even if they don't have customers or even plans to construct Small Cell Facilities on the poles in the near future. This behavior eliminates poles from other providers that may have more immediate plans. This causes delays and increased costs to wireless competitors. It also causes additional burdens on property located in the Public Right-of-Way. The FCC has done nothing to ensure this type of anti-competitive behavior is prohibited.

**Failure to Conduct basic Due Diligence Before Applying for Permits**

We have been made aware that some Wireless Industry applicants for Small Wireless Facilities Permits and authorizations fail to conduct basic due diligence prior to applying. There have been applicants that only did a Google Map search to identify a pole location. The company insisted it needed to construct a new pole in front of a school and on top of a water main. Basic due diligence would have shown that there were multiple existing poles across the

street that were eligible for a small cell wireless attachment. It is apparent that local governments have been unfairly blamed for delays where the wireless industry has failed to come in prepared prior to seeking approvals.

### **Potential Impact on Cable Franchises**

The NMTC has cable franchises with two different cable franchise providers. We are concerned that any action taken by the FCC to preempt local government as it relates to services provided by wireless providers may have unintended consequences on other Public Right-of-Way users, namely, cable providers. FCC rules must be clear that should a wireless provider provide video services over its system, which includes significant fiber and antennas in the public right-of-way, it must enter into a cable franchise with the relevant local government entity. Failure to do so, may negatively impact the NMTC's existing cable franchise agreements, which contain provisions such as level playing field requirements. In most instances, as is the case with the NMTC, the cable franchise agreements were entered into before the delivery of cable service over a wireless service (but with significant fiber and antennas in the public right-of-way) was ever understood to be a possibility. Local cable franchising authority must be protected.

Thank you for the opportunity to submit comments on these issues.

Sincerely,

**[INSERT SIGNATURE]**

**[INSERT SIGNATORY NAME]**

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

Tuesday, September 4, 2018

**CALL TO ORDER**

The meeting began at 10:35 a.m.

**MEMBERS PRESENT**

P. Antonen, B. Petracek, D. Buchholtz, D. Krueger, M. Statz

**MEMBERS ABSENT**

J. Karlson, C. Arneson

**OTHERS PRESENT**

H. Arnson

**APPROVAL OF MEETING NOTES**

The meeting notes of June 5, 2018 were approved by consensus.

**EXECUTIVE DIRECTOR REPORT**

- H. Arnson met with Matt Fulton, Polco National Engagement Director, in July to learn about Polco's Civic Engagement tool and how it might benefit the Member Cities. The tool is intended to be a means of communicating city issues with residents, determining resident sentiment and opinions regarding that issue, and a unique way for cities to crowdsource and brainstorm ideas for solutions to problems. If the Commission acted as the umbrella for the group, a 20% discount was offered along with free membership for the Commission. The discussion focused on communicating with residents and the various ways cities already do that, costs, staff members who would be responsible for creating questions and reporting results, and the mission of the Commission and whether serving as the umbrella for this product fit within its mission. The group decided that they would not be interested in purchasing the Polco Civic Engagement tool at this time.
- Commission Legal Counsel, Mike Bradley, completed the commissioned model drone ordinance, drone usage policies for NMTV or City staff, and a staff memo. The documents were emailed to the Operations Committee. It is not required that the Member Cities adopt a drone ordinance, but the model drone ordinance can be adopted by Cities if and when they so choose. NMTV staff are already implementing the drone usage policies.
- A memo from Legal Counsel, Mike Bradley, regarding the impact of CenturyLink's decision to cease promoting Prism TV on current franchises and franchise renewal was included in the packet. The memo outlines several franchise compliance issues and recommends that the Commission issue a notice of franchise violation to CenturyLink. The Committee recommended that the Commission do so.
- The Committee discussed FCC actions intended to accelerate wireless broadband deployment and what effects that might have on local governments control of their public rights of way. A letter will be sent to the FCC on behalf of the Commission regarding concerns with recent FCC actions.
- The City meeting video-on-demand time parameters were reconsidered. Of concern is how long Cities would like meetings to be available via the website for video-on-demand, and whether Cities want meetings to be saved on servers, or deleted, as soon as they are removed from VOD availability. Most Cities wanted meetings to be removed from VOD

after 120 days. A chart of Cities' wishes is being composed and given to the Programming Coordinator for follow-through.

- News Producer, Ben Hayle, will be leaving NMTV after 13 years of employment. He was recently hired by the City of Blaine to be its Communications Coordinator. Resumes for his replacement are due September 14th. Interviews are planned for the week of the 17th. While co-workers are very happy for Ben, his absence will have a big impact on NMTV's usual election related programming this year.

#### **OLD BUSINESS**

- There was no old business.

#### **NEW BUSINESS**

- There was no new business.

#### **ADJOURNMENT**

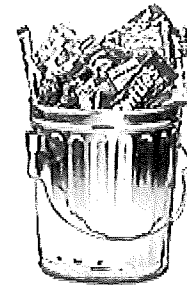
The meeting was adjourned at 11:58 a.m.

# CenturyLink: No More "Empty Calorie" Revenue Business Lines For Us, Video Chief Among Them

[telecompetitor.com/centurylink-no-more-empty-calorie-revenue-business-lines-for-us-video-chief-among-them/](https://telecompetitor.com/centurylink-no-more-empty-calorie-revenue-business-lines-for-us-video-chief-among-them/)

Joan Engebretson

CenturyLink year-over-year revenue declines of approximately 2% during the second quarter of 2018 were due, in part, to the company's decision to offload unprofitable business, said Jeff Storey, CenturyLink president and chief operating officer, on the company's earnings call yesterday. He had a colorful way of describing the CenturyLink strategy.



"We do not focus . . . on empty calorie revenue; that is contracts or services with very low or no margin," said Storey, according to a conference call transcript from Seeking Alpha.

## CenturyLink Strategy

Storey said he firmly believes that "growing free cash flow per share is a key driver to increasing shareholder value" and shedding unprofitable or barely profitable business is key to achieving that, along with driving a great customer experience and investing capital to drive growth and reduce operational costs.

He pointed to two examples of "empty calorie" revenue that CenturyLink has shed. Last quarter, he said, CenturyLink noted that it was discontinuing its linear and over-the-top consumer video products. He also pointed to certain specific customer contracts that CenturyLink Executive Vice President and Chief Financial Officer Sunit Patel referenced on the earnings call.

Patel noted that the company terminated an "unprofitable government contract" in the enterprise business unit and renegotiated "a large contract" with a European Global Accounts customer that "reduced revenue but will improve EBITDA performance."

Storey pledged to continue to evaluate CenturyLink's existing business and move away from unprofitable revenue.

Despite the revenue hit, Storey said, "our focus is to align our time, our capital and our resources to our more highly profitable opportunities." He added that focusing on higher margin revenue is "another lever to effectively align our sales team, improve adjusted EBITDA and grow free cash flow."

CenturyLink is not alone in scaling back its video business. Video providers have complained for years about escalating content costs that have eroded margins and some have decided to de-emphasize the business. That strategy has worked particularly well for Cable One, which now claims to have the highest margin in the cable industry.

The decision to phase out CenturyLink’s over-the-top video business as well as its linear TV business was a bit of a surprise, however. The OTT video offering was launched less than a year before the decision was made to phase it out and the company had said it believed OTT was key to broadband growth.

The company doesn’t necessarily have to have its own OTT video offering to achieve that goal, however. I would expect to see it making deals to provide OTT video offerings from other companies — if the terms offered meet CenturyLink’s minimum margin requirements.

*Image courtesy of flickr user wyn lok*

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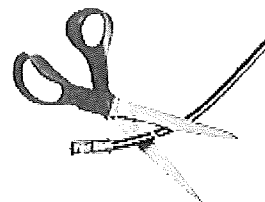
# Video Cord Cutting Survey Shows Less Interest Than You Might Expect

[telecompetitor.com/video-cord-cutting-survey-shows-less-interest-than-you-might-expect/](http://telecompetitor.com/video-cord-cutting-survey-shows-less-interest-than-you-might-expect/)

Phil Britt

Despite all of the publicity cord-cutting is receiving, those who still have cable, satellite or telco television service plan to keep it, according to a new video cord cutting survey from GfK MRI.

Nearly three in four (71%) of all US consumers who have cable, satellite, or telco TV service have no plans to drop it. The figure is highest among the oldest age group (50 and over, 80%), dropping from there. Nearly seven in 10 (69%) in the 35-to-49 age group have no cord-cutting plans. For the 18-to-34 age group, the figure is 58%.



Somewhat surprisingly, a significant number of pay-TV subscribers are adding – not cutting — corded services rather than replacing them, with more than half (55%) of pay-TV “loyalists” stacking subscription streaming video or other services on top of cable or satellite access. More than three quarters (76%) of 18-to-34 loyalists are “stackers.”

“The fact is that pay-TV services still account for most of the TV watching that happens in the US,” said Amy Hunt, VP of TVideo Media Sales at MRI, in a prepared [press release](#) about the video cord cutting survey. “Many of their subscribers simply cannot imagine a new way of doing things. But as younger generations more comfortable with streaming technologies set up households, cable and satellite companies need to find ways to remain attractive and relevant.”

More than half (52%) of older (50-plus) pay-TV loyalists have never streamed and only access TV through traditional pay-TV services.

A 2017 video cord cutting survey from Tivo found 17% of U.S. households [without pay TV](#).

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# How the Broadband Deployment Advisory Committee Could Shape Cities' Digital Future



By Angelina Panettieri in broadband internet, General, Infrastructure, Legislation, Technology, White House on July 30, 2018

Last week in Washington, DC, the thirty members of the Broadband Deployment Advisory Committee gathered at the Federal Communications Commission to develop and agree to debate new model state and local laws for broadband deployment.

The group comprised one elected official and five total representatives of state or local governments — along with a wide range of members representing telecommunications companies, academic institutions known for their opposition to municipal broadband investment, and stakeholders representing the National Grange and LGBT Technology Partnership & Institute.

Together, they represented the committee charged with writing state and local laws on broadband deployment. But with just a handful of local government officials onboard, the ramifications for cities could be serious.

Established by FCC Chairman Ajit Pai in 2017, the Broadband Deployment Advisory Committee, or BDAC, was created to “make recommendations to the Commission on how to accelerate the deployment of high-speed Internet access, or “broadband,” by reducing and/or removing regulatory barriers to infrastructure investment.” This charge explicitly included the creation of state and local model codes for broadband deployment.

In response, NLC collaborated with other local government groups to submit the names of 26 elected and appointed local officials who could offer the needed expertise to expand broadband availability while empowering local authorities. When the membership of the group was announced, however, only one representative of local government was included — Mayor Sam Liccardo of San Jose, California.

Additionally, the group began its work with the assumption that state and local governments presented a barrier to broadband deployment, not an asset, with the establishment of a “Removing State and Local Regulatory Barriers Working Group.” That group lacked any local representation, as did the group tasked with drafting a state model code.

NLC, along with the U.S. Conference of Mayors and the National Association of Counties, raised substantial opposition over the coming months, calling on the FCC to

address this blatant inequity in the BDAC's composition. This advocacy eventually caught the attention of members of Congress, who joined our call to fix the BDAC.

The group's membership has also been plagued with controversy. The originally-appointed chair of the BDAC, was arrested for wire fraud in April 2018, triggering further concern from Congress.

Finally, months of delay, the FCC eventually added two additional local officials — Councilmember Andy Huckaba of Lenexa, Kansas, and Larry Hanson, Executive Director of the Georgia Municipal Association.

But by then the damage had already been done. In January 2018, Mayor Liccardo publicly resigned from the BDAC in protest. Over the past months, a model state code had been drafted that would effectively eliminate municipal broadband, establish state franchising, and harshly limit local authority over wireless infrastructure.

Local representatives had spent hundreds of hours of work on documents for the BDAC, only to repeatedly be outnumbered and outgunned by industry participants to ensure that the final products stripped local authority. Meanwhile, as Mayor Liccardo noted in his resignation letter, the BDAC was doing nothing to address the digital divide for rural and low-income Americans.

The remaining local officials have stayed in the BDAC, trying to mitigate the harms threatened by industry-authored model state and local laws. NLC was successfully added to the BDAC, represented by David Young, Fiber and Rights of Way Manager for the City of Lincoln, Nebraska. Amid contentious debate, local BDAC representatives were able to make some positive changes during the BDAC meeting this week. In particular, local representatives successfully advocated for the removal of certain unfunded mandates and a state franchising structure in the state model code.

However, we remain concerned about the composition and processes of the BDAC. The current membership of the BDAC — which, as of publication, was not publicly available anywhere on FCC's website — continues to be dominated by industry interests. After months of research into the rates and fees actually charged by cities for wireless infrastructure siting, the FCC has prevented release of the data and reduced it to a footnote on page 3 of a working group report. During contentious debates, the BDAC chair, Elizabeth Bowles, the President of Aristotle, called for a re-vote on several items — something that would never be allowed during a city council meeting by Robert's Rules of Order.

If this is the approach that the FCC continues to take on broadband deployment issues, particularly on anticipated small cell wireless infrastructure deployment regulations, NLC fears that community control of infrastructure will continue to be sacrificed in the name of reducing private industry overhead and boosting profits, with no guaranteed return for consumers.

During the most recent public meeting of the BDAC, Chairman Pai told participants that he intended to task the group with additional work focusing on network resilience and recovery after disasters such as hurricanes and wildfires. NLC will work in the coming months to ensure that these new efforts are focused on enabling local recovery from disasters, not using emergencies as leverage to override local planning and local concerns.




***About the Author:** Angelina Panettieri is the Principal Associate for Technology and Communication at the National League of Cities. Follow her on twitter at [@AngelinainDC](#).*

## Comcast Streams TV Outside the Box



The Bauminator  
 Jeff  
 Baumgartner,  
 Senior Editor,  
 Light Reading

9/7/2018

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Reducing its reliance on MSO-supplied set-top boxes just a smidge, Comcast this week launched the beta version of its Xfinity Stream app for 2017 and 2018 Samsung smart TVs that supports the service provider's live TV, VoD and cloud DVR services.

The app relays content, which includes local broadcast channels, to the home through a managed IP video connection. That means the video is not streamed "over-the-top" via the public Internet and, therefore, doesn't count against the customer's high-speed Internet data usage policy.



Comcast's Xfinity Stream app for Samsung TVs supports many but not all features and services that customers get on a fully-fledged X1 box supplied by the MSO.

And while this approach does not require a traditional set-top box, consumers who use this option still need to connect the TV to a cable modem or gateway that's used with the home's Comcast Corp. (Nasdaq: CMCSA, CMCSK) Internet service (that includes leased modems as well as retail modems that are certified to work on Comcast's network). Though Comcast's video service enters the home via a separately managed IP stream, "partner devices" like Roku players and Samsung smart TVs still need an Internet connection to run their operating systems, Comcast points out.

One advantage of using a retail device to access Comcast's pay-TV service is avoiding a device lease fee that comes with a Comcast-supplied set-top box. Plus, customers will get a credit if they use one of these retail devices as their "primary outlet" and don't rent out any boxes from Comcast. During the beta phase, Comcast isn't charging an additional outlet fee for these supported retail devices, but notes in the [fine print](#) that "[p]ricing may change in the future."

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We'll see if, despite this wiggle room, Comcast does the right thing and keeps that fee off the table when the beta tag is removed. If they don't, I think it would be a bad move.


Unlike retail [TiVo Inc.](#) (Nasdaq: TIVO) boxes that support Comcast's pay-TV service today (using QAM/MPEG transport, not IP), there's no clunky CableCARD needed for these newer IP-streamed, app-based options. Plus, charging an extra outlet fee kills the spirit why this is being done in the first place -- some consumers don't want operator-supplied boxes and fee avoidance is one big reason why.

And while Comcast's app for Roku devices and Samsung connected TVs share many similarities to the operator's service on X1 boxes, some features on X1 aren't supported on retail devices, such as control through the X1 voice remote, movie and TV shows rentals offered Comcast's on-demand service, pay-per-view events and native X1 apps (sports, My Account, etc.).

Even with these somewhat minor caveats, the beta app launch on Samsung smart TVs does represent an important step forward in Comcast's support for retail devices. (Comcast has supported VoD on Samsung smart TVs, but this is the first time its live TV and cloud DVR services have been supported on that platform.) And more retail streaming platforms are expected to be supported via Comcast's Xfinity TV Partner Program.

Another tidbit tucked away in the FAQ: Comcast lets its pay-TV subs stream on up to five devices simultaneously (including Roku devices, Samsung TVs, tablets, smartphones and laptops), and as many as 45 devices can be registered on a customer's account.

— Jeff Baumgartner, Senior Editor, [Light Reading](#)

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# TIS18: Video's Not Dead, It's Just Riding on Broadband

Panel says pairing broadband with OTT is helping to solve video dilemma

Mike Farrell

Jul 30, 2018

Anaheim – Video isn't quite dead yet, it's just taking a different train, according to a Monday (July 30) panel session at The Independent Show here. And small operators are finding ways to pair content offerings with broadband to satisfy changing consumer habits.

At the opening session, "Tackling the Challenge of Change... and Everything Else," *Multichannel News* managing director, content Mark Robichaux and a panel of executives at top mid-sized and small operators picked apart the business, which has been dominated over the past few years by broadband and commercial services. The panel insisted that despite high programming costs and changing viewing habits, video is still an important arrow in cable's quiver.

Video is taking a different form and instead traditional lineups packed with linear networks, smaller operators are offering the product through broadband apps and OTT services.

Schurz Communications vice president, cable Brian Lynch agreed that the video business has evolved, but added the industry has seen this before.

"The video challenge is a real one, but we've survived DirecTV and Dish [Network] in 1993 to 1995. The outcome of that was we got better and stronger," Lynch said. "I think the same thing is going to happen with the onset of OTT. It's a clear risk, we have time to solve this, but the main focus has to remain high-speed data."

Fidelity Communications president John Colbert said while broadband and business services are the profit centers, less expensive forms of video are gaining traction with consumers.

"The challenge is to find how do we provide video and find a way to do it less expensively. I'm still long on this industry," Colbert said. "We still have the best pipe in the house."

Still, Colbert said most of Fidelity's new customers are single-play broadband. In the last 36 months Fidelity grew broadband by 36,000 customers, half of whom were single-play broadband subscribers. He added that making it easier for customers to navigate between different OTT services has helped grow that segment.

“The ease of that transition supports the fundamental growth of high-speed data,” Colbert said. “Video consumption is going up.”

At Cable One, which was one of the first cable operators to move broadband to the front seat years ago, chief operating officer Michael Bowker said ease of use is essential for success.

“Our goal is we don’t view [video] as friend or foe,” Bowker said. “We want to enable our customers to have access to consume the video product however they want. If they’re doing that over my HSD pipes, then I win in that scenario.”

Broadband is fueling most of the growth of small cable and it doesn’t show any signs of letting up soon. Colbert said in some recently acquired markets, penetration rates are in the high 30% range.

“I don’t see why we can’t have 70% penetration,” in those markets, Colbert said.

Small operators are at an advantage in rural areas because the competition can’t always invest the capital to offer superior speeds. That has even been the case for newer players.

At Allo Communications, which has overbuilt several markets in Nebraska and Colorado with fiber, the company has captured 80% to 90% market share in business services in some locations. It is expecting similar results in Lincoln, Neb., when it completes its fiber build there later this year.

“The avalanche is coming,” Allo president Brad Moline said.



# 5G Fixin' to Become 'Largest Existential Threat' to Broadband Providers – Analysts

News Analysis

Jeff Baumgartner, Senior Editor, Light Reading

8/30/2018

Speedy fixed 5G services are sizing up to be bullies that will steal some of cable broadband's lunch money, according to Cowen Inc.'s recent analysis of the emerging technology.

With cable operators largely viewed as home connectivity companies, "we see 5G fixed wireless broadband as the largest existential threat to broadband providers, by far," Cowen's analysts concluded in an industry update report issued earlier this month.

Though AT&T Inc. (NYSE: T) will factor into that mix, Cowen views Verizon Communications Inc. (NYSE: VZ) and T-Mobile US Inc. as the largest threats to cable's lucrative and high-margin broadband business. For its part, Verizon has identified four markets for its 2018 5G fixed wireless launch (Houston, Indianapolis, Sacramento, and Los Angeles). (See Indy Is Verizon's 4th Fixed 5G City.)

T-Mobile, meanwhile, has talked about ambitious plans to capture 10 million broadband subs by 2024, largely targeting cable's footprint, Cowan noted. The firm is also somewhat skeptical of those claims, particularly with respect to 5G network capacity in non-rural areas, given the political posturing around these comments as T-Mobile and Sprint Corp. (NYSE: S) attempt to merge. (See T-Mobile: 5G Lets Us Take Broadband Across America.)

Still, T-Mobile's stated plan with 5G broadband is to provide speeds in excess of 100 Mbit/s to two-thirds of the US population by 2021, and to 90% of the US population by 2024, Cowen points out.

Back to Verizon, Cowen notes that Verizon will focus its efforts in top markets where it has deep fiber networks, augmented by its acquisition of XO Communications, and where it is not the incumbent (the firm says Verizon is a top five fiber provider in 16 of the top 30 US cities where it's not the incumbent LEC), indicating that Verizon's bent on being a disruptive force. (See Verizon Completes XO Fiber Buy; 5G Stage Set.)

In terms of the sheer number of homes under threat, Comcast Corp. (Nasdaq: CMCSA, CMCSK) and AT&T are the most exposed to Verizon's 5G fixed wireless threat, according to Cowen's analysis:

**Table 1: Illustrative Households at Risk by Verizon Fixed Wireless**

MSO	Households at Risk	% of Base
Comcast	2,181,075	8.3%
Charter Communications	1,080,670	4.7%
Cox Communications	446,145	7.9%
Altice USA	0	0.0%
AT&T	2,195,337	15.2%
CenturyLink	688,577	13.8%

Assumed BB % cable: 45% | Assumed BB% ILECs: 35% | Assumed Verizon take rate: 25%

Source: US Census, Kagan, Atlantic-ACM, Cowan.

With an assumed 25% Verizon win rate, about 2.1% of Comcast's broadband subs and roughly 1.2% of Charter Communications Inc. customers could defect to Verizon's fixed wireless offering. That represents a "limited risk" considering the multiyear timeframe to deploy, Cowen's analyst noted.

In its "worst case" analysis, Cowen sees Verizon and T-Mobile using 5G fixed wireless to secure an 11.6% penetration by 2024.

But any risk could spell troubling news for cable operators as they continue to lose video subs and as the consumer broadband sector shows signs of saturation and slower rates of sub growth in recent quarters (Q2 2018 was a recent, surprising exception as broadband unit growth rose 2.4%).

US cable operators have some serious turf to protect. To say they's been dominating consumer broadband would be a major understatement. In Q2 2018, the top US MSOs added about 585,000 broadband subs while the nation's largest telcos lost about 130,000, according to Leichtman Research Group Inc. (LRG).

— Jeff Baumgartner, Senior Editor, Light Reading

# The Surprisingly Good News About Cord-Cutting

Jonathan Berr Contributor i

The truth about "cord cutters" — people who quit pay-TV service — is more complicated than it's often portrayed in the media.

Veteran analyst Craig Moffett argued in a recent client note that the rate of subscriber declines for cable, satellite and telecom TV services improved in the second quarter to 3.3%, from 3.4%, the second straight quarter of gains.

"And let's be clear. Nobody is suggesting that a tenth of 1% inflection in the rate of decline of traditional pay TV subscriptions is definitive proof of, well, anything," writes Moffett, founding partner of MoffettNathanson. "Certainly, no one would suggest that the cord-cutting phenomenon is behind us."

However, the notion that cord-cutting represents an ever-worsening existential crisis for media companies is simplistic at best. To be sure, consumers are plenty mad at their pay-TV providers, which have jacked up prices at three times the rate of inflation since 2013 and provided dismal customer service for years. Most people, though, haven't taken the leap to cancel their pay TV service, and those who do oftentimes haven't actually "cut the cord."

Two of the biggest providers of skinny channel bundles are satellite TV companies Dish Network (Sling TV) and AT&T's DirecTV (DirecTV Now). It seems crazy to consider Sling TV and DirecTV clients to have "cut the cord" since pay-TV companies are continuing to make money off them. Analysts at eMarketer, however, take the opposite view, as do other experts.

"A consumer can feel like they are cutting the cord, and you can exaggerate the amount of pay TV losses by not including the internet-delivered services," Leichtman Research Group's Bruce Leichtman said in an interview. "It's really just a shell game."

It's a critical issue since Sling TV had more than 2.3 million subscribers as of the most recent quarter while DirecTV Now serves more than 1.8 million clients. AT&T recently launched an even skinnier bundle called AT&T Watch that appeals to viewers not interested in sports. Other companies including Verizon and T-Mobile may get into the skinny bundle business, which UBS expects to represent 25% of all pay-TV subscriptions by 2022.

The dirty secret about internet-based TV services is that they are far more profitable for the pay-TV industry than their traditional lines of business. Unlike video, high-speed internet is growing. Leichtmann estimates that the largest cable and telephone providers had 455,000 net additional broadband Internet subscribers in the most recent quarter compared, topping the 235,000 gain from a year earlier.

That's why Comcast CEO Brian Roberts and other top industry executives use the term "broadband-centric." Comcast also makes up the losses from its video business with gains at its NBCUniversal business, which operates two broadcast networks and 12 cable channels, along with its theme park business.

Recent data released by the Philadelphia-based company indicates that most cord-cutters don't stray far because many have no other viable alternatives given the poor state of broadband competition in many markets. An average Comcast customer uses 150 gigabytes per month and has 11 connected devices in their homes thanks to the proliferation of online video.

Consumers nowadays often have multiple cords tying them to a service provider. According to Comcast, nearly 70% of its residential customers in its most recent quarter received at least two Xfinity products because of the bundle discounts. Pricing will continue to be an issue for the industry going forward as new entrants such as Apple mull whether to jump into the market.

# POTs and PANs

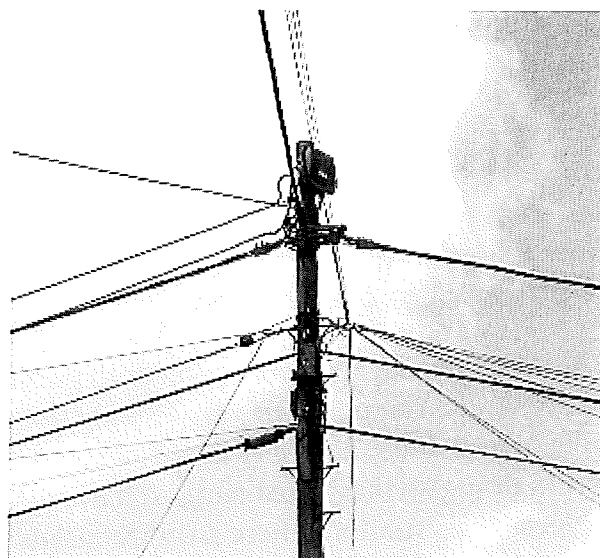
## Pretty Advanced New Stuff from CCG Consulting

August 29, 2018

### One Touch Make Ready

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(<https://potsandpansbyccg.com/2014/06/09/att-wants-to-sell-its-abandoned-copper/telephone-cables/#main>) Earlier this month in WC Docket No. 17-84 (<https://docs.fcc.gov/public/attachments/FCC-18-111A1.pdf>) and WT Docket No. 17-79 the FCC released new rules for one touch make ready (OTMR) for connecting wires to poles. These new rules allow a new attacher to a pole to use a single contractor to perform *simple make-ready work*, which they define as work where “existing attachments in the communications space of a pole could be transferred without any reasonable expectation of a service outage or facility damage and does not require splicing of any existing communication attachment or relocation of an existing wireless attachment.” These new rules will go into effect on February 1, 2019 or sooner, after 30 days, if the new rules are published in the Federal Register announcing approval by the Office of Management and Budget.



The OTMR rules don't apply to more complex make-ready work where poles need to be replaced or where existing cables must be cut and spliced to accomplish the needed changes. The new rules don't cover wireless attachments, so this is not an order that lets wireless companies place devices anywhere on poles at their choice (something the wireless companies are lobbying for). These rules also don't apply to any work done above the power space at the top of poles.

For those not familiar with make-ready, a new attacher must pay to rearrange existing wires if there is not enough space on the poles for the new wire to meet safety standards. In most cases this can be accomplished by shifting existing wires higher or lower on the pole to create the needed clearance.

Possibly the most interesting part of the new order is that the FCC says that a new attacher is not responsible for the cost of fixing problems that are due to past attachers being out of compliance with safety codes. The reality is that most make-ready work is due to past attachers not spacing their wires according to code. This FCC language opens the door for new attachers to argue that some of the cost of make-ready should be charged to past attachers. Anybody who wants to make

such claims needs to photograph and document existing violations before doing the work. I can foresee big fights over this issue after the make-ready work is completed.

These rules end some of the practices that have made it time consuming and costly to put a new wire on a pole. Existing rules have allowed for sequential make-ready, where each existing utility can send out a crew to do the work, adding extra time as each separate crew coordinates the work, as well as adding to the cost since the new attacher has to pay for the multiple crews.

The new rules don't apply everywhere and to all pole owners. There is still an exception for poles owned by municipalities and by electric cooperatives. The rules also don't automatically apply to any state that has its own set of pole attachment rules. There are currently 22 states that have adopted at least some of their own pole attachment rules and the states still have the option to modify the new FCC rules. Expect delays in many states past the February 1 effective date as states deliberate on the issue. Interestingly, there are also two cities, Louisville, KY and Nashville, TN, that have already adopted their own version of OTMR and the order does not say if local governments have this right.

The order considerably shortens the time required to perform simple make ready. There are many nuances in the new time line that make it hard to condense to a paragraph, but the time lines are considerably shorter than the previous FCC rules. The FCC also shortened the time line for some of the steps for complex make-ready. Unfortunately, in many cases it's the complex make-ready time lines that will still impact a project, because a few poles needing complex make ready can delay implementation of a new fiber route.

The order encourages pole owners to publish a list of contractors that are qualified to do the make ready work. The new rules also define the criteria for selecting a contractor in the case where the pole owner doesn't specify one. Pole owners can veto a suggested contractor from the new attacher, but in doing so they must suggest a qualified contractor they find acceptable. Not mentioned in the order is the situation where a utility insists on doing all work themselves.

As a side note, this order also prohibits state and local governments from imposing moratoria on new wireless pole attachments. The ruling doesn't stop states from imposing new rules, but it prohibits them from blocking wireless carriers from getting access to poles.

Overall this is a positive order for anybody that wants to add fiber to existing poles. It simplifies and speeds up the pole attachment process, at least for simple attachments. It should significantly hold down pole attachment costs by allowing one contractor to do all of the needed work rather than allowing each utility to bill for moving their own wires. There are still some flaws with the order. For instance, although the time frames have been reduced, the pole attachment process can still take a long time when complex pole attachment work is needed. But overall this is a much needed improvement in the process that has caused most of the delays in deploying new fiber.

Posted by [CCGConsulting](#) in [Regulation - What is it Good For?](#)  
Tagged: [FCC](#), [One Touch Make Ready](#), [OTMR](#)

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# **Comcast installed Wi-Fi gear without approval—and this city is not happy**

## **After Comcast broke a city's rules, cable lobby asked FCC to preempt them.**

Jon Brodtkin - 7/27/2018, 12:23 PM

Comcast recently installed Wi-Fi equipment in public rights of way without permits in the city of Corvallis, Oregon. But instead of settling the matter locally, a cable lobby group that represents Comcast told the Federal Communications Commission that it should override municipal permitting processes such as the one in Corvallis. In doing so, the cable lobby group made "misleading and inaccurate" allegations about what actually happened in the Comcast/Corvallis dispute, according to city officials.

NCTA—The Internet & Television Association, the cable industry's chief lobby group, told the FCC last month that it "should declare that local governments may not abuse routine permitting processes for construction activity as a backdoor way of extracting unwarranted authorizations and fees from cable operators and otherwise delaying the deployment of new facilities."

NCTA's filing provided several examples allegedly demonstrating that cities and towns are unreasonably holding up network construction. These examples prove that "cable operators are facing unwarranted impediments in their efforts to deploy state-of-the-art broadband networks as a result of abusive permitting requirements," the NCTA claimed.

Of Corvallis and Comcast, NCTA wrote:

A community in Oregon has refused to issue permits allowing installation of Wi-Fi equipment on cable facilities, on the grounds that the equipment does not support cable service, even though the equipment is used in part to allow cable subscribers to watch subscription video programming on their mobile devices.

### **City: Comcast needs permit for Wi-Fi service**

But that isn't what happened at all, Corvallis City Manager Mark Shepard told the FCC in a letter yesterday:

NCTA's letter references a 'community in Oregon' that 'has refused to issue permits allowing installation of Wi-Fi equipment....' NCTA does not name the community that it is accusing in this statement. Corvallis has been addressing Comcast's unauthorized placement of Wi-Fi equipment in the rights of way ('ROW'), without either applying for the necessary permits or consulting with the City prior to installing its Wi-Fi equipment,

so to the extent this allegation is referring to Corvallis it is misleading and inaccurate. Corvallis strongly objects to NCTA's characterization of its actions as 'abuses' when it is Comcast that has failed to follow generally applicable City codes and the terms and conditions of its negotiated franchise agreement.

Here's what really happened, Shepard told the FCC:

There are two issues regarding Comcast's installation of Wi-Fi equipment in the City's ROW. Initially, Comcast installed Wi-Fi units in the City's ROW without application for construction permits. These installations would require a construction permit per Comcast's franchise agreement. When the City inquired about the units, the installation and their function, Comcast stated that in addition to allowing wireless access to video services, the units also provided non-cable service to non-cable customers, even though Comcast's franchise does not authorize use of the ROW to provide non-cable services to the general public. The City encouraged Comcast to apply for a telecom franchise to remedy the situation, just as the City would require a franchised telecommunications provider to obtain a cable franchise prior to using the ROW to provide cable services.

The construction is apparently for Comcast's network of public Wi-Fi hotspots, which can be used by cable subscribers or by non-cable subscribers for a fee. Corvallis has more than 54,000 residents.

The NCTA's "blatant misconstrual of facts casts a cloud" over the lobby group's assertions, Shepard wrote. Given that, Shepard told the FCC that it should "not rely on NCTA's vague accusations against Corvallis or any other unnamed jurisdiction" in its decision-making.

"Further, the City objects to NCTA's proposals as stated in the letter, which would require Corvallis to ignore the terms of its negotiated franchise with Comcast and create disparities in the City's application of its otherwise generally applicable rights of way use requirements," Shepard wrote.

The FCC next month will vote on a related proposal, which it says will "preempt, on an expedited case-by-case basis, state and local laws that inhibit the rebuilding or restoration of broadband infrastructure after a disaster." The proposal would also preempt "state and local moratoria on telecommunications services and facilities deployment." But it's not clear whether the FCC will act on the NCTA proposal that led to the conflict with Corvallis.

We contacted Comcast and the NCTA today and will update this story if we get any response.

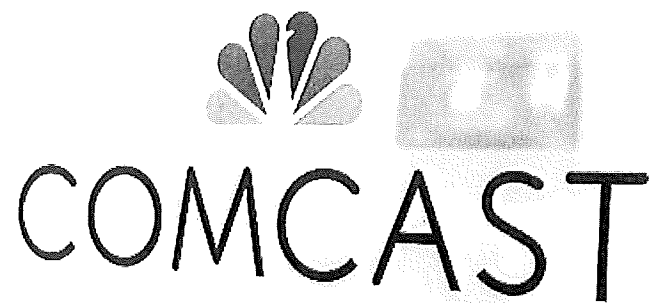
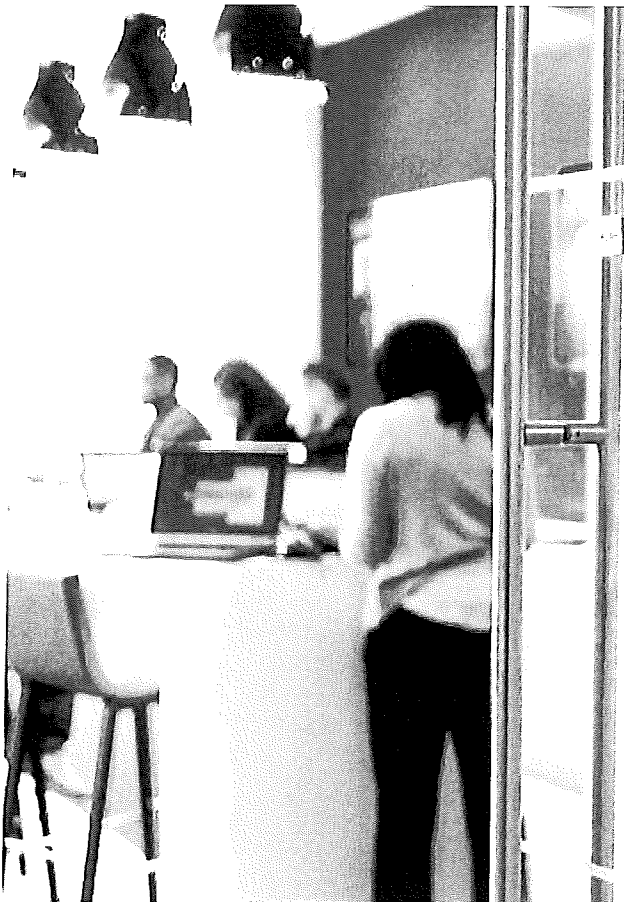




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## cast could lose as many as 430,000 video subscribers in 2018, analyst says

1 Munson | Jul 27, 2018 12:12pm



Comcast might be in store for a bumpy year, as one media analyst is predicting significant losses for the company's video subscriber base.

Macquarie Capital's Amy Yong is forecasting Comcast's net video subscriber losses could total 123,000 during the third quarter and 430,000 for 2018.

"Competition from VMVPDs continues, accelerated by increased marketing spend; integration of third-party apps like Netflix/YouTube into the X1 platform should help," Yong wrote in a research note.

Losing 430,000 subscribers in 2018 would mark a significant acceleration over 2017, when Comcast lost a net 186,000 video subscribers, according to nScreenMedia analyst Colin Dixon. But losing 123,000 in the third quarter would represent a slight improvement over the same quarter one year ago, when Comcast lost 125,000 subscribers.

Comcast began fiscal 2018 on a strong start, at least relative to its pay TV competitors. The company was the only provider to add video subscribers; it added 42,000 while the industry as a whole coughed up 621,627, thanks in large part to AT&T's DirecTV and Uverse platforms.

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"Taken together, consensus estimates for EBITDA, earnings, and FCF are headed higher, and by more than just the beat from this quarter. The ts bode well for Cable equities generally; they should help restore confidence in the bull thesis, characterized by strong broadband growth led with operating leverage and declining capital intensity, driving powerful growth in FCF," wrote New Street Research analyst Jonathan ilin in a research note.

aBank analyst Jeff Fan saw long-term positives coming out of Comcast's lower cable CPE capex.

e surpassing the 50% X1 penetration mark about a year ago, CMCSA's CPE capex has dropped 20% y/y driven by lower volume and lower unit We believe this supports lower long-term capex intensity assumptions in valuing cable operators on the X1 platform," Fan wrote in a note.

while VMVPDs could be eating into Comcast's video subscriber totals, the same services may be helping NBCUniversal's bottom line, according ferries analyst John Janedis.

iments on the strength of the ad performance were consistent with our expectations, with NBC CPMs up ~11% and cable nets up 7% to 9%," dis wrote in a research note. "Improvement in sub losses to ~-1% from -1.5% to -2% helped by VMVPDs should help the negative narrative for those that are part of the packages (we view Comcast as un-droppable in future negotiations). LT, VMVPD churn will be a swing factor for subs."

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