

NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING

December 20, 2023

6:00 p.m.

1301 81st Ave NE

Spring Lake Park, Minnesota

AGENDA

1. Call to Order/Roll Call
2. Public Comments
3. Changes to the Agenda
4. Consent Agenda [pp. 1-24](#)
 - a. Minutes of regular meeting of September 20, 2023
 - b. Minutes of Executive Committee meeting of December 6, 2023
 - c. Minutes of Operations Committee meeting of October 19, November 9, and December 5, 2023
 - d. Financial report for the period ending November 30, 2023
5. Executive Director Report
 - a. Quarterly Report [pp. 25-32](#)
6. Legal Counsel Report
 - a. Quarterly Report [pp. 33-47](#)
7. Old Business
 - a. Executive Director Letter of Resignation [p. 48](#)
 - b. Next Steps for Merger Consideration [p. 49](#)
8. New Business
 - a. Interim Co-Executive Director Job Descriptions [pp. 50-56](#)
 - b. Interim Co-Executive Director Compensation [p. 57](#)
 - c. City of Fridley RFP for Production Services [p. 58](#)
9. Recommended Reading [pp. 59-69](#)
10. Community Calendar
 - A. Next Meeting Dates:
 - a. Operations Committee –January 2, 2024
 - b. Executive Committee – February 7, 2024
 - c. Cable Commission – February 21, 2024
11. Adjournment

NORTH METRO TELECOMMUNICATIONS COMMISSION

UNAPPROVED MINUTES

Commission Meeting – September 20, 2023

CALL TO ORDER

Chair D. Stoesz called the regular meeting of the North Metro Telecommunications Commission to order at 6:00 p.m.

ROLL CALL

Directors Present: Dale Stoesz; Lino Lakes, Barbara Goodboe-Bisschoff; Spring Lake Park, Chris Massoglia; Blaine, D. Love; Centerville, Matt Percy; Circle Pines, Brandon Winge; Lexington, Jesse Wilken; Ham Lake

Directors Absent:

Others Present: Mike Bradley; Legal Counsel, Heidi Arnson; Executive Director

PUBLIC COMMENT

There was no public comment.

CHANGES TO THE AGENDA

No changes were made to the agenda

CONSENT AGENDA

- **Minutes, Financial Reports**

The June 15, 2023 NMTC meeting minutes, September 6, 2023 Executive Committee meeting minutes, August 1, and September 7, 2023 Operations Committee meeting minutes and the financial reports were approved as presented. **Motion for approval made by D. Love. Second, C. Massoglia. Motion passed.**

REPORT OF EXECUTIVE DIRECTOR

H. Arnson reported on the following items:

- North Metro TV has entered into an agreement with Neighborhood Sports Network to provide games to be streamed over the NSPN.TV app. NSPN holds the streaming contract with the Minnesota State High School League and was looking for organizations willing to supply better quality coverage of games. The agreement covers a trial period, from August 31st to November 30, 2023. NMTV will be compensated up to 70% for all attributed monthly and annual subscriptions and for any downloads of games. During the trial period games will not be streamed live on Youtube or NMTV streaming channels, but they will still be sent out live on the cable channels. Links have been placed on the NMTV website, Youtube channel, and social media outlets directing viewers to the NSPN.TV app. This is an income source that has been considered for some time, as it fits the goal of earning money without changing NMTV's mission, and only affects those not currently contributing financially to NMTV's operation.
- North Metro TV is providing a new series of internet literacy classes intended for senior citizens. The series includes: Internet Basics, How to search the Internet, How to Send an Email, and Look out for Scams. Classes have been scheduled at the Mary Ann Young Center throughout the fall. Those classes filled so quickly the attendance level was increased. NMTV is also talking with the Rookery and the Ham Lake Senior Center regarding offering the classes at those venues.
- City meetings can now be accessed as a podcast. NMTV is talking with cities to determine whether they are interested, which meetings they would like to provide as a podcast, and how long to make them available on the players. It is one more distribution method NMTV can offer cities at no additional cost. The podcasts will be available on Amazon, Spotify, iHeart and Apple.
- Election coverage for Lino Lakes, Circle Pines and several school board races is underway. Bios and pics have been posted on the website and one-on-one candidate interviews are wrapping up. In addition to being available on Youtube, the NMTV website and channels, the interviews will also be available as a podcast.
- Special Events Coordinator, T.J. Tronson, and North Metro TV were unanimously chosen to receive the League of Women Voters *Friend of the League* Award at a September ceremony. T.J. attended the ceremony and was given a watercolor, painted from a screen shot, from one of his drone flights.

REPORT OF LEGAL COUNSEL

M. Bradley reported on the following items:

- The open seat on the FCC has been filled. As such, it is likely we will see a bit more activity from the FCC.
- Comments were submitted to the FCC in support of requiring cable companies to provide subscribers with an all-in price on clear and understandable bills.
- The Office of Broadband Development in Minnesota has issued their draft digital opportunity plan. Legal Counsel will be submitting comments on behalf of the Commission to encourage the Office of Broadband Development to consider using their municipal partners for making sure that all citizens have equal access to broadband. One of the best ways to do that is to encourage the state legislature to allow franchising of broadband companies.

NEW BUSINESS

- Blaine Commission Member, Chris Massoglia, told the Commission that the Blaine City Council plans to workshop his idea to merge with another cable commission. Commissioner Massoglia stated that it was a preliminary consideration of an idea. With the uncertainty that comes with that process, the Executive Director search has been put on hold, with the expectation that an interim director will be named.

OLD BUSINESS

- With the uncertainty that comes with exploration into whether it is a good idea to merge with another cable commission, the Executive Director search has been put on hold, with the expectation that an interim director will be named.

COMMUNITY CALENDAR

Upcoming meetings include:

1. The Operations Committee on October 3, 2023
2. The Executive Committee Meeting on December 6, 2023
3. The Cable Commission Meeting on December 20, 2023

ADJOURN

The meeting was adjourned at 6:27 p.m. **Motion for approval made by B. Goodboe-Bisschoff. Second, M. Percy. Motion passed unanimously.**

Brandon Winge; Secretary, NMTC

EXECUTIVE COMMITTEE MINUTES

Meeting of December 6, 2023

Executive Cmte. Present: Dale Stoesz; Lino Lakes; Brandon Winge; Lexington, Chris Massoglia; Blaine

Absent: Barbara Goodboe-Bisschoff; Spring Lake Park

Others Present: Heidi Arnson; Executive Director, Eric Houston; Interim Co-ED, Danika Peterson; Interim Co-ED

CALL TO ORDER

The Chair called the meeting to order at 6:01 p.m.

APPROVAL OF MINUTES

A motion to approve the September 6, 2023 Executive Committee meeting minutes was made by B. Winge. Second, C. Massoglia. Motion passed unanimously.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Preliminary numbers from NSPN.TV show that 181 of their subscriptions were attributed to the NMTV referral code. Along with downloads and the fee paid to record the Centennial/Stillwater football game, NMTV will receive, at a minimum, \$2,511. In addition to receiving compensation for viewers streaming NMTV programming, NMTV also gained the ability to stream state tournament games that were previously not allowed. The relationship with NSPN.TV and the National Sports Center also helped us with the streaming job we recently completed for the Sports Center. Since the arrangement has gone well and been beneficial, the plan is to continue with it through the winter sports season.
- Special Events Coordinator, T.J. Tronson worked with organizers to cover the annual Veterans Day program at Blaine High School. He was assisted by Municipal Coordinator, Trevor Scholl. The event was live streamed and is available on all NMTV platforms.
- NMTV was hired by the National Sports Center to live stream a weekend event November 10th through the 12th. The NSC was streaming the event through NSPN.TV but needed a crew to do the recording. There were some bandwidth issues that NMTV staff was able to largely solve. The Sports Center will pay NMTV \$11,000 for coverage of the event.
- City podcasts remain popular. With six of the seven member cities participating, for select meetings, there were 108 downloads of city meetings in November.
- Third quarter Comcast franchise and PEG fee reports were discussed.
- YouTube views of Lino Lakes candidate interviews totaled 1,267 the first week of November. There were 1,595 total voters in the Lino Lakes election this year.

OLD BUSINESS

- H. Arnson submitted her letter of resignation.

MOTION: To accept H. Arnson's resignation as of January 12, 2024. **Motion for approval made by: C. Massoglia. Second: B. Winge. Motion approved unanimously but less than enthusiastically. The sentiment was appreciated.**

- The group discussed next steps for considering options for the organization moving forward. The group noted that it would be a good idea to make sure that all member cities are interested in exploring mergers with other entities, before contacting other organizations. It was thought that Commission members could talk to their city councils to gauge interest and then, if it is agreed, the Commission could contact other entities regarding options. A decision regarding contacting other entities to determine their interest could take place at the February Commission meeting. Staff will include a succinct description of the issue in the December Commission meeting Talking Points to assist Commission members' discussions with their Councils.

NEW BUSINESS

- Job descriptions for the interim Co-Executive Directors were reviewed.

MOTION: To approve the interim Co-Executive Director job descriptions as presented. **Motion for approval made by: C. Massoglia. Second: B. Winge. Motion approved unanimously.**

- Compensation for the interim Co-Executive Directors was discussed. The Operations Committee had determined an amount based on precedent and Human Resources guidelines. Compensation will total an additional \$7.22 per hour, until a permanent Executive Director is selected.

MOTION: To approve the recommended compensation for the interim Co-Executive Directors. **Motion for approval made by: C. Massoglia. Second: B. Winge. Motion approved unanimously.**

- D. Peterson and E. Houston discussed the City of Fridley RFP for production services. They, along with Video Engineer Matt Waldron, met with Fridley staff to tour their facilities and ask questions. Deadline for proposals is January 12th, with services to begin in April 2024.

ADJOURN

Motion to adjourn made by C. Massoglia. Second, B. Winge. Motion passed unanimously. The meeting was adjourned at 6:55 p.m.

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

Tuesday, October 19, 2023

CALL TO ORDER

The meeting began at 10:00 a.m.

MEMBERS PRESENT

S. Cotton, M. Wolfe, M. Statz, D. Buchholtz, P. Antonen, D. Webster

MEMBERS ABSENT

B. Petracek

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of September 5, 2023 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- NMTV is one month into its agreement with NSPN.TV. Attributed NSPN subscriptions through September will result in about \$750 in payments, with an additional \$325 from USA Cup Soccer game downloads. This is a solid number for a trial effort. October subscriptions are expected to be higher. Cable subscribers are able to watch live games at no cost. Games are also available, at no cost, on demand after the live event. The trial period runs through November.
- Facility Manager, Eric Houston, has developed a transcription service for city meeting audio. Since he is already ripping the audio from video files for podcasts, it is a fairly straightforward process to then send the audio file through software to create a text file. This should help with creating meeting minutes.
- Election coverage continued in September. Twelve candidate interviews were produced along with League of Women Voters debates.
- NMTV is now producing podcasts of city meetings for all cities that were interested in the service.
- NMTV staff is working with the Anoka County History Center to create a video recording of their Glen Cary Cemetery tour. The video will include 16 stories about residents of the cemetery. It should be completed in October.

OLD BUSINESS

- M. Wolfe provided an update on the idea of merging with another cable commission.
- Decisions regarding the hiring of an interim ED were made and a process for doing so established.

NEW BUSINESS

- The group rescheduled its November meeting to November 9th.
- The topic of broadband companies reaching out to cities was considered.

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ADJOURNMENT

The meeting was adjourned at 11:00 a.m.

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

Tuesday, November 9, 2023

CALL TO ORDER

The meeting began at 11:00 a.m.

MEMBERS PRESENT

S. Cotton, M. Wolfe, M. Statz, D. Buchholtz, P. Antonen

MEMBERS ABSENT

B. Petracek, D. Webster

OTHERS PRESENT

H. Arnson

APPROVAL OF MEETING NOTES

The meeting notes of October 19, 2023 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- North Metro TV is two months into its agreement with the Neighborhood Sports Network (NSPN.TV) to stream fall sports. As part of the arrangement NMTV is being allowed to live stream the state quarter final football game between Centennial and Rosemount. Without this agreement NMTV would not be allowed to record this game.
- Facility Manager, Eric Houston, taught his second internet literacy class at the Mary Ann Young Center. The class, How to Search the Internet, focused on using internet search engines and the differences between them. The students continue to have many questions and are leaving the class with a better understanding of how to use their computers.
- The sports crew spent Sunday, October 15th recording the annual youth football championships. They covered five games ranging from 2nd grade to 6th grade teams. Tournament coverage is a fan favorite and usually results in quite a few Blu-ray/download sales. NMTV also plays the youth football championship marathon on Thanksgiving.
- Eric Houston has done considerable work promoting the availability of city meeting podcasts including social media and print ads, along with creating feeds, uploading episodes, creating show graphics and distributing the podcasts to the various platforms. With only five cities currently participating, and for select meetings at this point, October saw 61 downloads of city meetings. There were an additional 24 downloads of other NMTV programming.
- Staff noted that two interesting news stories produced by Danika Peterson could be found on the NMTV Youtube channel. They include A Tour of the Midwest Regional Forensic Lab and the Amazon Grand Opening.
- NMTV is scheduled to provide streaming services for an upcoming soccer tournament at the National Sports Center. The tournament takes place November 10th through the 12th and should pay about \$10,000.

OLD BUSINESS

- M. Wolfe updated the group regarding the Blaine City Council workshop discussion of whether NMTV should consider merging with another cable commission. The Council was open to learning more about the possibilities.

- Compensation for the co-interim executive directors was considered. A formula for determining typical reimbursement for similar positions and circumstances was

Operations Committee Meeting
November 9, 2023
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discussed. A final number was determined using that formula. Staff was asked to draw up job descriptions for each co-executive director, which assigns specific responsibilities. Each co-executive director should also be cross-trained regarding the other's specified responsibilities.

NEW BUSINESS

- It was noted that the City of Fridley has sent out an RFP for video production services.
- The December meeting date was changed to Monday December 4th at 11:00 a.m.

ADJOURNMENT

The meeting was adjourned at 12:21 p.m.

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

Tuesday, December 4, 2023

CALL TO ORDER

The meeting began at 11:22 a.m.

MEMBERS PRESENT

S. Cotton, M. Wolfe, M. Statz, D. Buchholtz, P. Antonen, D. Webster

MEMBERS ABSENT

B. Petracek

OTHERS PRESENT

H. Arnson, E. Houston, D. Peterson

APPROVAL OF MEETING NOTES

The meeting notes of November 9, 2023 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- Preliminary numbers from NSPN.TV show that 181 of their subscriptions were attributed to the NMTV referral code. Along with downloads and the fee paid to record the Centennial/Stillwater football game, NMTV will receive, at a minimum, \$2,511. The relationship with NSPN.TV has been good, so the plan is to continue with it through the winter sports season.
- NMTV worked with organizers to cover the annual Veterans Day program at Blaine High School. T.J. Tronson, with assistance from Trevor Scholl, utilized the Sling studio and vMix systems to live stream the event. The program was also recorded and is currently available on all NMTV playback platforms.
- The sports team of Kenton Kipp and Ted Leroux, along with a lot of technical assistance from Video Engineer, Matt Waldron, was able to provide streaming services for a National Sports Center event November 10th through the 12th. The NSC was streaming the event through NSPN.TV, but needed a crew to do the recording. There were a lot of technical issues, but Matt Waldron and the sports crew were able to solve most of the problems. NMTV will be paid \$11,000 for covering the event.
- Lino Lakes' Meet the Candidate interviews were viewed 1,267 times the six days leading to the election. Considering there were 1,595 voters in Lino Lakes, this is an impressive number. Throughout the election season, across all covered candidates, there were a total of 2,801 views.
- Podcasts continue to be popular, with 96 downloads of city meetings in November.

OLD BUSINESS

- The interim Co-Executive Director job descriptions were reviewed. Several changes were recommended, including the removal of specific names and specifying a procedure for resolving any issues between the Co-EDs. The descriptions, as amended, were approved unanimously.

- The group discussed the best procedure for determining whether there is any interest in exploring mergers with other entities. The Cable Commission will likely talk about it at their December meetings.
- H. Arnson's letter of resignation was accepted.

NEW BUSINESS

- E. Houston and D. Peterson reported on their meeting with City of Fridley staff regarding a recent RFP for production services. The meeting went well, and staff plans to submit a proposal.
- D. Peterson and H. Houston asked questions regarding the Co-ED positions.
- A rate was determined for the consultant that assisted with the compensation study. Payment will be processed.
- It was confirmed that the next Operations Committee meeting will be on January 2nd, 2024 at 11:00 a.m.

ADJOURNMENT

The meeting was adjourned at 12:46 p.m.

Management Report

North Metro Telecommunications Commission
For the period ended November 30, 2023



Prepared by

Carpenter, Evert & Associates, Ltd.

Prepared on

December 6, 2023

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Statement of Activity - Budget vs Actual

January - December 2023

	Actual	Budget	over Budget	% of Budget	Total
INCOME					
4000 PEG Fees - Comcast	551,178.66	650,000.00	-98,821.34	84.80 %	
4100 Franchise Fees - Comcast	1,270,064.04	1,150,000.00	120,064.04	110.44 %	
4200 Interest - NMTC	117,679.90	1,000.00	116,679.90	11,767.99 %	
4300 Misc Income	71,862.63	35,000.00	36,862.63	205.32 %	
Total Income	2,010,785.23	1,836,000.00	174,785.23	109.52 %	
GROSS PROFIT	2,010,785.23	1,836,000.00	174,785.23	109.52 %	
EXPENSES					
0 - Wages - Accrued vac/comp	-22,849.01		-22,849.01		
1 - Personnel					
5102 Wages - Master Control MS	59,196.00	64,176.00	-4,980.00	92.24 %	
5103 Wages - Mobile Prod. Dir KK	65,945.60	71,513.00	-5,567.40	92.21 %	
5104 Wages - Govt Coordinator TJ	59,196.00	64,176.00	-4,980.00	92.24 %	
5105 Wages - Video Engineer MW	72,059.20	79,800.00	-7,740.80	90.30 %	
5106 Wages - Mobile Prod. Tech TL	47,183.60	51,153.00	-3,969.40	92.24 %	
5107 Wages - Asst. News Producer EN	43,256.80	46,503.00	-3,246.20	93.02 %	
5109 Wages - Executive Director HA	102,774.40	111,552.00	-8,777.60	92.13 %	
5110 Wages - Administrative Asst.RV	55,419.20	33,544.00	21,875.20	165.21 %	
5111 Wages - Studio Manager EH	58,650.80	63,565.00	-4,914.20	92.27 %	
5112 Wages - News Director DP	65,945.60	71,513.00	-5,567.40	92.21 %	
5113 Wages - Municipal Producer TS	51,492.80	55,803.00	-4,310.20	92.28 %	
5114 Wages - News Assistants 20HR	424.64	0.00	424.64		
5115 Wages - Sports Assistants	78,040.03	79,582.00	-1,541.97	98.06 %	
5120 Wages - City Meetings Staff PT	10,325.55	18,373.00	-8,047.45	56.20 %	
Total 1 - Personnel	769,910.22	811,253.00	-41,342.78	94.90 %	
2 - Employee Benefits					
5201 Social Security/Medicare Tax	57,724.77	62,061.00	-4,336.23	93.01 %	

No assurance is provided on this financial statement. All disclosures omitted.

Total				
	Actual	Budget	over Budget	% of Budget
5203 PERA cost	50,939.62	60,844.00	-9,904.38	83.72 %
5204 Health/Dental/Other	150,023.07	158,130.00	-8,106.93	94.87 %
5205 Workers Compensation/Volunteer	3,643.00	2,000.00	1,643.00	182.15 %
5206 Electronic Filing Charges	758.15	2,000.00	-1,241.85	37.91 %
Total 2 - Employee Benefits	263,088.61	285,035.00	-21,946.39	92.30 %
3 - Administrative Expenses				
5501 Legal Fees	43,137.75	50,000.00	-6,862.25	86.28 %
5602 Audit & Accounting	33,357.00	39,500.00	-6,143.00	84.45 %
5605 Conferences	550.00	1,000.00	-450.00	55.00 %
5608 Membership Dues	5,660.00	5,500.00	160.00	102.91 %
5610 Meilo, CC, Bank Fees	397.00		397.00	
5612 Mileage - Administrative	755.31	1,500.00	-744.69	50.35 %
5613 General/Special Meeting Expenses	805.50	2,000.00	-1,194.50	40.28 %
5615 Miscellaneous admin expense	249.00		249.00	
Total 3 - Administrative Expenses	84,911.56	99,500.00	-14,588.44	85.34 %
4 - Production Expenses				
5003 Intern Stipends	5,955.00	5,500.00	455.00	108.27 %
5601 Advertising/Marketing	446.36	1,000.00	-553.64	44.64 %
5701 Truck/Fleet Vehicle - Gas & Oil	1,998.88	3,500.00	-1,501.12	57.11 %
5702 Vehicle Licenses	44.25	500.00	-455.75	8.85 %
5703 Truck/Fleet Vehicle - Maintenance/Lic	2,912.36	5,500.00	-2,587.64	52.95 %
5802 Video Equip/Parts/Maintenance	16,561.51	4,000.00	12,561.51	414.04 %
5803 Video Media/Labels/Shipping	987.85	6,000.00	-5,012.15	16.46 %
5804 Bulb/Battery/Other Prod Costs	247.35	4,000.00	-3,752.65	6.18 %
Total 4 - Production Expenses	29,153.56	30,000.00	-846.44	97.18 %
5 - Office/Occupancy				
5401 Building Security	599.01	700.00	-100.99	85.57 %
5403 Property Tax - Special Assessments	1,362.90	1,400.00	-37.10	97.35 %
5404 Postage/Shipping	341.08	500.00	-158.92	68.22 %
5405 Office Supplies/Equipment Maintenance	12,063.19	13,000.00	-936.81	92.79 %

No assurance is provided on this financial statement. All disclosures omitted.

	Actual	Budget	over Budget	% of Budget	Total
5406 Telephone/Internet/Web Service	44,849.70	42,000.00	2,849.70	106.79 %	
5407 Trash/Janitor/Water	8,869.42	8,500.00	369.42	104.35 %	
5408 Building Maintenance	41,578.96	45,000.00	-3,421.04	92.40 %	
5409 Building Utilities	28,044.04	32,000.00	-3,955.96	87.64 %	
5616 Insurance Expense	15,028.00	16,500.00	-1,472.00	91.08 %	
5617 Computer Building Expense	987.58		987.58		
Total 5 - Office/Occupancy	153,723.88	159,600.00	-5,876.12	96.32 %	
Total Expenses	1,277,938.82	1,385,388.00	-107,449.18	92.24 %	
NET OPERATING INCOME	732,846.41	450,612.00	282,234.41	162.63 %	
OTHER EXPENSES					
5004 Cities-Refunded PEG Fees	200,000.01	200,000.00	0.01	100.00 %	
6001 Depreciation	141,900.00	154,800.00	-12,900.00	91.67 %	
Capital Expenditures					
7001 Office Equipment		14,000.00	-14,000.00		
7002 Computer/Office Equip/Software/Upgrades	17,436.83	14,000.00	3,436.83	124.55 %	
7003 Studio Equipment Purchases	107,403.32	142,910.00	-35,506.68	75.15 %	
7005 New Vehicle Fund	25,000.00		25,000.00		
7006 Bond Payments	229,375.04	229,425.00	-49.96	99.98 %	
7007 Closed Captioning	22,775.75		22,775.75		
7008 Building/Property Improvements	23,320.00	28,000.00	-4,680.00	83.29 %	
Total Capital Expenditures	425,310.94	428,335.00	-3,024.06	99.29 %	
Total Other Expenses	767,210.95	783,135.00	-15,924.05	97.97 %	
NET OTHER INCOME	-767,210.95	-783,135.00	15,924.05	97.97 %	
NET INCOME	\$ -34,364.54	\$ -332,523.00	\$298,158.46	10.33 %	

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Balance Sheet

As of November 30, 2023

ASSETS	
Current Assets	
Bank Accounts	
1001 Cash - Checking Account	2,742,759.88
1003 Petty Cash	425.00
Total Bank Accounts	2,743,184.88
Accounts Receivable	
1100 Accounts Receivable	174,710.09
Total Accounts Receivable	174,710.09
Other Current Assets	
1200 Prepaid Insurance - NMTC	11,459.00
Total Other Current Assets	11,459.00
Total Current Assets	2,929,353.97
Fixed Assets	
1500 Office Equipment - NMTC	1,488,709.00
1702 Bond Equipment 2016	1,985,000.00
1800 Building-Polk/125	1,613,485.84
1850 Land-Polk/125	225,700.00
1900 Accum Deprec - NMTC	-3,760,566.46
Total Fixed Assets	1,552,328.38
Other Assets	
1950 Deferred Out Related/Pension	299,695.00
Total Other Assets	299,695.00
TOTAL ASSETS	\$4,781,377.35
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	2,738.66
2001 A/P - NMTC (Old)	18,264.99
Total Accounts Payable	21,003.65
Credit Cards	
USB Corp Card XX1691	146.42
USB Corp Card XX7520	78.60
Total Credit Cards	225.02
Other Current Liabilities	
2100 Accrued Payroll Taxes & W/H's	457.99
2103 PERA - CORRECTIONS	-503.59
2104 PERA Payable	4,000.32
Total	22,742,759.88

No assurance is provided on this financial statement. All disclosures omitted.

Total	-3,371.42
2106 PERA PAYABLE - PRIOR	334.90
2150 Sales Tax Payable - MN	98,978.23
2200 Accrued Vacation	926,091.63
2300 Franchise Fee App	339,318.00
2410 Due to City of Blaine	21,042.00
2420 Due to City of Centerville	30,176.50
2430 Due to City of Circle Pines	87,948.00
2440 Due to City of Ham Lake	11,187.00
2450 Due to City of Lexington	103,950.00
2460 Due to City of Lino Lakes	36,288.00
2470 Due to City of Spring Lake Par	418,504.00
2600 Net Pension Liability	392,476.00
2900 Deferred In Related/Pension	2,466,877.56
Total Other Current Liabilities	2,488,106.23
Total Current Liabilities	2,488,106.23
Total Liabilities	2,488,106.23
Equity	
3002 Net Equity - Media Ctr	-206,243.34
3003 Net Equity - NMTC	2,517,656.37
Retained Earnings	16,222.63
Net Income	-34,364.54
Total Equity	2,293,271.12
TOTAL LIABILITIES AND EQUITY	\$4,781,377.35

No assurance is provided on this financial statement. All disclosures omitted.

A/P Aging Summary

As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bradley Werner, LLC	1,815.00					1,815.00
Carpenter Evert & Associates	607.50					607.50
Comcast	0.16					0.16
North Metro TC					18,264.99	18,264.99
Richard D. Larson	316.00					316.00
TOTAL	\$2,738.66	\$0.00	\$0.00	\$0.00	\$18,264.99	\$21,003.65

North Metro Telecommunications Commission

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
1001 Cash - Checking Account							
11/01/2023	Bill Payment (Check)	7132619	Lifesaver Fire Protection, LLC	Inv #18303		\$2,577.43	-2,577.43
11/01/2023	Deposit				\$6,581.10		4,003.67
11/01/2023	Expense		Authorize.Net	ACH Debit(s)		\$4.91	3,998.76
11/01/2023	Expense		City of Blaine-utilities	Other Debit(s)		\$10.00	3,988.76
11/01/2023	Expense		Target Balance	Target Balance Debit(s)			3,988.76
11/01/2023	Expense		Target Balance	Target Balance Debit(s)	\$6,316.99		10,305.75
11/01/2023	Expense		Principal Financial Group	ACH Debit(s) - Nov Premium		\$6,316.99	3,988.76
11/02/2023	Expense		T-Mobile	ACH Debit(s)		\$634.73	3,354.03
11/02/2023	Expense		Authorize.Net	ACH Debit(s)		\$160.67	3,193.36
11/02/2023	Expense	EPAY-13-11	City of Blaine-utilities	Other Debit(s)		\$30.00	3,163.36
11/02/2023	Deposit		Target Balance	Target Balance Credit(s)		\$1,085.12	2,078.24
11/02/2023	Deposit		Target Balance	Target Balance Credit(s)	\$42,182.40		-40,104.16
11/03/2023	Deposit		Target Balance	Target Balance Credit(s)	\$715.69		2,078.24
11/03/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)		\$715.69	2,078.24
11/03/2023	Expense		Gusto	ACH Debit(s)		\$405.69	1,672.55
11/06/2023	Expense	EPAY-06-11	Wex Inc (Fleet gas)	ACH Debit(s)		\$310.00	1,362.55
11/06/2023	Deposit		Target Balance	Target Balance Credit(s)		\$244.77	1,117.78
11/06/2023	Deposit		Target Balance	Target Balance Credit(s)		\$795.88	321.90
11/07/2023	Expense		Target Balance	Target Balance Debit(s)	\$795.88		1,117.78
11/07/2023	Expense		Target Balance	Target Balance Debit(s)	\$80.89		1,198.67
11/07/2023	Sales Receipt	SQ 11.07	Credit Card Sales			\$80.89	1,117.78
11/08/2023	Bill Payment (Check)		Carpenter Evert & Associates				1,198.67
11/08/2023	Bill Payment (Check)		Bradley Werner, LLC			\$1,282.50	-83.83
11/08/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,341.25	-3,425.08
11/08/2023	Deposit		Target Balance	Target Balance Credit(s)	\$4,993.58		1,568.50
11/08/2023	Bill Payment (Check)		Richard D. Larson			\$4,993.58	-3,425.08
11/08/2023	Sales Receipt	SQ 10.3.24	Credit Card Sales			\$316.00	-3,741.08
11/09/2023	Sales Receipt	Amex 11.09	Amex Sales		\$5.17		-3,735.91
11/09/2023	Expense		Wex Inc (Fleet gas)	ACH Debit(s)	\$19.24		-3,716.67
11/09/2023	Expense		PERA	ACH Debit(s)		\$46.32	-3,762.99
11/09/2023	Expense		PERA	ACH Debit(s)		\$3,660.17	-7,423.16
11/09/2023	Deposit		Target Balance	Target Balance Credit(s)		\$577.35	-8,000.51
11/09/2023	Deposit		Target Balance	Target Balance Credit(s)	\$4,259.43		-3,741.08
11/13/2023	Expense	EPAY-03-12	Comcast - Internet 3024	ACH Debit(s)		\$4,259.43	-8,000.51
11/14/2023	Expense		AT&T Wireless	ACH Debit(s)		\$546.47	-8,546.98
11/14/2023	Expense	EPAY-05-11-2	Wex Inc (Fleet gas)	ACH Debit(s)		\$330.97	-8,877.95
11/14/2023	Sales Receipt	SQ 11.14	Credit Card Sales			\$53.83	-8,931.78
11/14/2023	Deposit		Target Balance	Target Balance Credit(s)	\$10.43		-8,921.35
11/14/2023	Deposit		Target Balance	Target Balance Credit(s)	\$330.97		-8,590.38
11/15/2023	Expense		Republic Services	ACH Debit(s)		\$330.97	-8,921.35
11/15/2023	Expense	EPAY-09-11	CenterPoint Energy	ACH Debit(s)		\$432.35	-9,353.70
11/15/2023	Deposit		Target Balance	Target Balance Credit(s)		\$58.27	-9,411.97
11/15/2023	Deposit		Target Balance	Target Balance Credit(s)	\$3,057.62		-6,354.35
11/16/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,057.62	-9,411.97
11/16/2023	Expense	EPAY-15-12	Comcast		\$25,808.16		16,396.19
11/16/2023	Deposit		Target Balance	Target Balance Credit(s)		\$4.64	16,391.55
11/17/2023	Bill Payment (Check)		Coastal Wintergreen LLC	Inv #1000783		\$25,808.16	-9,416.61
11/17/2023	Journal Entry	Gusto - Reg Hourly		Debit net pay		\$1,070.00	-10,486.61
11/17/2023	Journal Entry	Gusto - Reg Hourly		Garnishment Liability for Child support - 0014988817 (Eric Nelson)		\$17,855.26	-28,341.87
11/17/2023	Expense		Target Balance	Target Balance Debit(s)		\$365.02	-28,706.89
11/17/2023	Expense		Target Balance	Target Balance Debit(s)	\$32.70		-28,674.19
11/17/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)		\$32.70	-28,706.89
11/17/2023	Journal Entry	Gusto - Reg Hourly		Debit tax		\$405.69	-29,112.58
11/17/2023	Deposit				\$7,587.88		-36,700.46
11/20/2023	Expense		Intuit-QBO	ACH Debit(s)	\$1,508.39		-35,192.07
11/20/2023	Deposit		Target Balance	Target Balance Credit(s)		\$59.50	-35,251.57
11/20/2023	Deposit		Target Balance	Target Balance Credit(s)		\$1,297.29	-36,548.86
11/20/2023	Expense		Comcast - Internet 3024	ACH Debit(s)	\$1,297.29		-35,251.57
11/21/2023	Expense		HealthPartners	ACH Debit(s)		\$1,237.79	-36,489.36
11/21/2023	Deposit		Target Balance	Target Balance Credit(s)		\$10,397.92	-46,887.28
11/21/2023	Deposit		Target Balance	Target Balance Credit(s)	\$10,397.92		-36,489.36
11/22/2023	Deposit		Target Balance	Target Balance Credit(s)		\$10,397.92	-46,887.28
11/22/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-43,227.11
11/22/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,660.17	-46,887.28
11/24/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,660.17	-50,547.45
11/24/2023	Bill Payment (Check)		Footage Firm, Inc	Inv #INV5792		\$8,630.25	-59,177.70
11/24/2023	Deposit		Target Balance	Target Balance Credit(s)		\$8,610.00	-67,787.70
11/27/2023	Sales Receipt	SQ 11.27	Credit Card Sales		\$8,630.25		-59,157.45
11/28/2023	Deposit		Target Balance	Target Balance Credit(s)	\$329.33		-58,828.12
11/28/2023	Deposit		Target Balance	Target Balance Credit(s)		\$1,251.47	-60,079.59
11/28/2023	Deposit		Target Balance	Target Balance Credit(s)	\$1,251.47		-58,828.12

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North Metro Telecommunications Commission

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
11/29/2023	Sales Receipt	SQ 11.29	Credit Card Sales				
11/29/2023	Expense		Target Balance	Target Balance Debit(s)	\$108.37		-58,719.75
11/29/2023	Expense		Target Balance	Target Balance Debit(s)	\$108.37		-58,611.38
11/29/2023	Transfer			Transfer to Operating Account		\$108.37	-58,719.75
11/30/2023	Deposit		Target Balance	Target Balance Credit(s)	\$127.61		-58,592.14
11/30/2023	Deposit		Target Balance	Target Balance Credit(s)	\$27,288.04		-31,304.10
11/30/2023	Expense	EPAY-14-11	Connexus Energy	November electric bill		\$27,288.04	-58,592.14
11/30/2023	Expense	0001832757-IN	Wex Health - Fee	ACH Debit(s)		\$1,580.80	-60,172.94
11/30/2023	Expense	10002129	POPP TELECOM	ACH Debit(s)		\$20.25	-60,193.19
11/30/2023	Expense	EPAY-13-12	City of Blaine-utilities	aCH		\$254.11	-60,447.30
11/30/2023	Journal Entry	4M Dividend - Nov 23		Monthly Interest	\$12,281.92	\$87.32	-60,534.62
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Debit net pay		\$7,855.92	-56,108.62
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Debit tax		\$1,379.35	-57,487.97
11/30/2023	Journal Entry	Gusto - Reg Hourly		Garnishment Liability for Chld support - 0014988817 (Eric Nelson)		\$365.02	-57,852.99
11/30/2023	Journal Entry	Gusto - Reg Hourly		Debit net pay		\$17,855.31	-75,708.30
11/30/2023	Journal Entry	Gusto - Reg Hourly		Debit tax		\$7,587.78	-83,296.08
11/30/2023	Transfer			CC Payment		\$1,607.54	-84,903.62
Total for 1001 Cash - Checking Account					\$162,260.27	\$247,163.89	
1002.1 PayPal - Regular							
11/29/2023	Transfer			Transfer to Operating Account		\$127.61	-127.61
Total for 1002.1 PayPal - Regular						\$127.61	
1900 Accum Deprec - NMTC							
11/30/2023	Journal Entry	Deprec Exp - Nov 23		Depreciation - Monthly		\$12,900.00	-12,900.00
Total for 1900 Accum Deprec - NMTC						\$12,900.00	
2000 Accounts Payable							
11/01/2023	Bill Payment (Check)	7132619	Lifesaver Fire Protection, LLC		\$2,577.43		-2,577.43
11/01/2023	Bill	1000783	Coastal Wintergreen LLC			\$1,070.00	-1,507.43
11/08/2023	Bill Payment (Check)		Bradley Werner, LLC		\$3,341.25		-4,848.68
11/08/2023	Bill	INV5792	Footage Firm, Inc			\$8,610.00	3,761.32
11/08/2023	Bill Payment (Check)		Carpenter Evert & Associates		\$1,282.50		2,478.82
11/08/2023	Bill Payment (Check)		Richard D. Larson		\$316.00		2,162.82
11/16/2023	Bill		Comcast	I think Rose traditionally has paid this one at 4.64 (monthly fee) x 12 and just prepaid the whole year.		\$0.16	2,162.98
11/17/2023	Bill Payment (Check)		Coastal Wintergreen LLC		\$1,070.00		1,092.98
11/24/2023	Bill Payment (Check)		Footage Firm, Inc		\$8,610.00		-7,517.02
11/30/2023	Bill	31184	Carpenter Evert & Associates			\$607.50	-6,909.52
11/30/2023	Bill	Nov 23	Richard D. Larson	Four weeks of office Janitorial service		\$316.00	-6,593.52
11/30/2023	Bill	23422	Bradley Werner, LLC			\$1,815.00	-4,778.52
Total for 2000 Accounts Payable					\$17,197.18	\$12,418.66	
USB Corp Card XX1691							
11/01/2023	Expense		Adobe Inc.	ADOBE INC. Subscription		\$899.90	899.90
11/01/2023	Expense	10.25.23	Zoom	ZOOM.US 888-799-9666 Monthly Subscription		\$17.29	917.19
11/01/2023	Expense	10.26.23	Amazon	AMAZON.COM*598CF9IK3 Printer Paper		\$46.44	963.63
11/01/2023	Expense	10.17.23	Amazon	AMAZON.COM*TD98N0FZ0 Paper Towels		\$65.76	1,029.39
11/01/2023	Expense	10.26.23	Amazon	AMAZON.COM*J57OV56I3 Printer Paper		\$46.44	1,075.83
11/01/2023	Expense	10.17.23	Amazon	AMAZON PRIME*TP62B1GN1 Monthly Subscription		\$14.99	1,090.82
11/02/2023	Expense		Umbria Gourmet Pizzeria LLC	TST* UMBRIA GOURMET PIZZERIA Staff Meeting		\$121.64	1,212.46
11/08/2023	Expense		Pirate Ship Postage	PIRATE SHIP POSTAGE		\$3.90	1,216.36
11/11/2023	Expense		Otter.AI	OTTER.AI Transcription Software		\$40.00	1,256.36
11/11/2023	Expense		Amazon	AMZN MKTP US*K08LY1JT3 Flash Drives		\$78.47	1,334.83
11/14/2023	Expense		Podbean.com	PODBEAN.COM Podcast Host		\$99.00	1,433.83
11/14/2023	Expense		Amazon	AMAZON.COM*DO3TE33W3 Plates		\$22.38	1,456.21
11/30/2023	Transfer			CC Payment	\$1,607.54		-151.33
Total for USB Corp Card XX1691					\$1,607.54	\$1,456.21	
ISB Corp Card XX7520							
11/01/2023	Expense		B&H Photo	B&H PHOTO 800-606-6969		\$276.00	276.00
11/14/2023	Credit Card Credit		Network Solutions		\$197.40		78.60
Total for ISB Corp Card XX7520					\$197.40	\$276.00	
100 Accrued Payroll Taxes & W/H's							
11/03/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)	\$405.69		-405.69
11/17/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)	\$405.69		-811.38
11/17/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$405.69	-405.69
11/30/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$405.69	0.00
Total for 100 Accrued Payroll Taxes & W/H's					\$811.38	\$811.38	
104 PERA Payable							
11/09/2023	Expense		PERA	ACH Debit(s)	\$577.35		-577.35
11/09/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-4,237.52

North Metro Telecommunications Commission

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
11/17/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,660.17	-577.35
11/22/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-4,237.52
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$340.18	-3,897.34
11/30/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,660.17	-237.17
Total for 2104 PERA Payable					\$7,897.69	\$7,660.52	
2150 Sales Tax Payable - MN							
11/01/2023	Deposit			Inv 2023-21		\$50.78	50.78
11/01/2023	Deposit					\$0.32	51.10
11/07/2023	Sales Receipt	SQ 11.07	Credit Card Sales			\$6.50	57.60
11/09/2023	Sales Receipt	SQ 10.3.24	Credit Card Sales	Marian Nerase		\$0.41	58.01
11/09/2023	Sales Receipt	Amex 11.09	Amex Sales			\$1.33	59.34
11/14/2023	Sales Receipt	SQ 11.14	Credit Card Sales			\$0.81	60.15
11/17/2023	Deposit			Video services		\$1.62	61.77
11/17/2023	Deposit			Video Services		\$30.47	92.24
11/17/2023	Deposit			Video Services		\$81.30	173.54
11/27/2023	Sales Receipt	SQ 11.27	Credit Card Sales			\$25.43	198.97
11/29/2023	Sales Receipt	SQ 11.29	Credit Card Sales			\$8.37	207.34
Total for 2150 Sales Tax Payable - MN						\$207.34	
2200 Accrued Vacation							
11/01/2023	Journal Entry	Accrual Adj - OctR		Monthly Accrual Adjustment - Oct	\$100,743.19		-
							100,743.19
11/30/2023	Journal Entry	Vac/Comp Adj - Nov		Monthly Accrual Adjustment - Nov		\$98,978.23	-1,764.96
Total for 2200 Accrued Vacation					\$100,743.19	\$98,978.23	
4200 Interest - NMTC							
11/30/2023	Journal Entry	4M Dividend - Nov 23		Monthly Interest		\$12,281.92	12,281.92
Total for 4200 Interest - NMTC						\$12,281.92	
4300 Misc Income							
11/01/2023	Deposit			Inv 2023-22		\$5,800.00	5,800.00
11/01/2023	Deposit			Class contributions, DVD Blanks		\$105.00	5,905.00
11/01/2023	Deposit			Inv 2023-21		\$625.00	6,530.00
11/07/2023	Sales Receipt	SQ 11.07	Credit Card Sales			\$80.00	6,610.00
11/08/2023	Sales Receipt	SQ 10.3.24	Credit Card Sales	Marian Nerase		\$5.00	6,615.00
11/09/2023	Sales Receipt	Amex 11.09	Amex Sales			\$18.67	6,633.67
11/14/2023	Sales Receipt	SQ 11.14	Credit Card Sales			\$10.00	6,643.67
11/17/2023	Deposit			Video sservices		\$375.00	7,018.67
11/17/2023	Deposit			Video Services		\$1,000.00	8,018.67
11/17/2023	Deposit			Video services		\$20.00	8,038.67
11/27/2023	Sales Receipt	SQ 11.27	Credit Card Sales			\$313.00	8,351.67
11/29/2023	Sales Receipt	SQ 11.29	Credit Card Sales			\$103.00	8,454.67
Total for 4300 Misc Income						\$8,454.67	
0 - Wages - Accrued vac/comp							
11/01/2023	Journal Entry	Accrual Adj - OctR		Monthly Accrual Adjustment - Oct		\$100,743.19	-
							100,743.19
11/30/2023	Journal Entry	Vac/Comp Adj - Nov		Monthly Accrual Adjustment - Nov		\$98,978.23	-1,764.96
Total for 0 - Wages - Accrued vac/comp					\$98,978.23	\$100,743.19	
1 - Personnel							
5102 Wages - Master Control MS							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		2,468.00
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		4,936.00
Total for 5102 Wages - Master Control MS						\$4,936.00	
5103 Wages - Mobile Prod. Dir KK							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		2,750.40
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		5,500.80
Total for 5103 Wages - Mobile Prod. Dir KK						\$5,500.80	
5104 Wages - Govt Coordinator TJ							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		2,468.00
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		4,936.00
Total for 5104 Wages - Govt Coordinator TJ						\$4,936.00	
5105 Wages - Video Engineer MW							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$3,069.60		3,069.60
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$3,069.60		6,139.20
Total for 5105 Wages - Video Engineer MW						\$6,139.20	
5106 Wages - Mobile Prod. Tech TL							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,967.20		1,967.20
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,967.20		3,934.40
Total for 5106 Wages - Mobile Prod. Tech TL						\$3,934.40	
5107 Wages - Asst. News Producer EN							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,788.80		1,788.80
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,788.80		3,577.60
Total for 5107 Wages - Asst. News Producer EN						\$3,577.60	
5109 Wages - Executive Director HA							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$4,290.40		4,290.40
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$4,290.40		8,580.80
Total for 5109 Wages - Executive Director HA						\$8,580.80	
5111 Wages - Studio Manager EH							

North Metro Telecommunications Commission

Transaction Detail by Account

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages			
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,444.80		2,444.80
Total for 5111 Wages - Studio Manager EH					\$2,444.80		4,889.60
5112 Wages - News Director DP					\$4,889.60		
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages			
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		2,750.40
Total for 5112 Wages - News Director DP					\$2,750.40		5,500.80
5113 Wages - Municipal Producer TS					\$5,500.80		
11/17/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages			
11/30/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,146.40		2,146.40
Total for 5113 Wages - Municipal Producer TS					\$2,146.40		4,292.80
5115 Wages - Sports Assistants					\$4,292.80		
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Regular Wages	\$7,735.65		7,735.65
Total for 5115 Wages - Sports Assistants					\$7,735.65		
5120 Wages - City Meetings Staff PT							
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Regular Wages	\$990.00		990.00
Total for 5120 Wages - City Meetings Staff PT					\$990.00		
Total for 1 - Personnel					\$990.00		
2 - Employee Benefits					\$61,013.65		
5201 Social Security/Medicare Tax							
11/17/2023	Journal Entry	Gusto - Reg Hourly		Social Security - employer tax	\$1,584.29		1,584.29
11/17/2023	Journal Entry	Gusto - Reg Hourly		Medicare - employer tax	\$370.51		1,954.80
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Social Security - employer tax	\$541.01		2,495.81
11/30/2023	Journal Entry	Gusto - Reg Hourly		Medicare - employer tax	\$370.50		2,866.31
11/30/2023	Journal Entry	Gusto - Reg Hourly		Social Security - employer tax	\$1,584.25		4,450.56
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		Medicare - employer tax	\$126.55		4,577.11
Total for 5201 Social Security/Medicare Tax					\$4,577.11		
5203 PERA cost							
11/17/2023	Journal Entry	Gusto - Reg Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,960.80		1,960.80
11/30/2023	Journal Entry	Gusto - Mnthly Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$182.24		2,143.04
11/30/2023	Journal Entry	Gusto - Reg Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,960.80		4,103.84
Total for 5203 PERA cost					\$4,103.84		
5204 Health/Dental/Other							
11/01/2023	Expense		Principal Financial Group	ACH Debit(s) - Nov Premium	\$634.73		634.73
11/17/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For Medical/Dental 02		\$185.58	449.15
11/21/2023	Expense		HealthPartners	ACH Debit(s)	\$10,397.92		10,847.07
11/30/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For Medical/Dental 02		\$185.58	10,661.49
Total for 5204 Health/Dental/Other					\$11,032.65	\$371.16	
5206 Electronic Filing Charges							
11/30/2023	Expense	0001832757-IN	Wex Health - Fee	ACH Debit(s)	\$20.25		20.25
Total for 5206 Electronic Filing Charges					\$20.25		
Total for 2 - Employee Benefits					\$19,733.85	\$371.16	
3 - Administrative Expenses							
5501 Legal Fees							
11/30/2023	Bill	23422	Bradley Werner, LLC	Legal - Nov 23	\$1,815.00		1,815.00
Total for 5501 Legal Fees					\$1,815.00		
5602 Audit & Accounting							
11/03/2023	Expense		Gusto	ACH Debit(s)	\$310.00		310.00
11/20/2023	Expense		Intuit-QBO	ACH Debit(s)	\$59.50		369.50
11/30/2023	Bill	31184	Carpenter Evert & Associates	Accounting Services - Nov 23	\$607.50		977.00
Total for 5602 Audit & Accounting					\$977.00		
5610 Mello, CC, Bank Fees							
11/01/2023	Expense		Authorize.Net	ACH Debit(s)	\$4.91		4.91
11/02/2023	Expense		Authorize.Net	ACH Debit(s)	\$30.00		34.91
11/07/2023	Sales Receipt	SQ 11.07	Credit Card Sales	Square Fees - 2.50% + .10	\$5.61		40.52
11/08/2023	Sales Receipt	SQ 10.3.24	Credit Card Sales	Square Fees - 2.50% + .10	\$0.24		40.76
11/09/2023	Sales Receipt	Amex 11.09	Amex Sales		\$0.76		41.52
11/14/2023	Sales Receipt	SQ 11.14	Credit Card Sales	Square Fees - 2.50% + .10	\$0.38		41.90
11/27/2023	Sales Receipt	SQ 11.27	Credit Card Sales	Square Fees - 2.50% + .10	\$9.10		51.00
11/29/2023	Sales Receipt	SQ 11.29	Credit Card Sales	Square Fees - 2.50% + .10	\$3.00		54.00
Total for 5610 Mello, CC, Bank Fees					\$54.00		
5613 General/Special Meeting Expenses							
11/02/2023	Expense		Umbria Gourmet Pizzeria LLC	TST* UMBRIA GOURMET PIZZERIA Staff Meeting	\$121.64		121.64
Total for 5613 General/Special Meeting Expenses					\$121.64		
Total for 3 - Administrative Expenses					\$2,967.64		
- Production Expenses							
5701 Truck/Fleet Vehicle - Gas & Oil							
11/06/2023	Expense	EPAY-06-11	Wex Inc (Fleet gas)	ACH Debit(s)	\$244.77		244.77
11/09/2023	Expense		Wex Inc (Fleet gas)	ACH Debit(s)	\$46.32		291.09
11/14/2023	Expense	EPAY-05-11-2	Wex Inc (Fleet gas)	ACH Debit(s)	\$53.83		344.92
Total for 5701 Truck/Fleet Vehicle - Gas & Oil					\$344.92		

North Metro Telecommunications Commission

Transaction Detail by Account

November 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
5803 Video Media/Labels/Shipping							
11/11/2023	Expense		Amazon	AMZN MKTP US*K08LY1JT3 Flash Drives	\$78.47		78.47
Total for 5803 Video Media/Labels/Shipping					\$78.47		
Total for 4 - Production Expenses					\$423.39		
5 - Office/Occupancy							
5404 Postage/Shipping							
11/08/2023	Expense		Pirate Ship Postage	PIRATE SHIP POSTAGE	\$3.90		3.90
Total for 5404 Postage/Shipping					\$3.90		
5405 Office Supplies/Equipment Maintenance							
11/01/2023	Expense	10.17.23	Amazon	AMAZON PRIME*TF62B1GN1 Monthly Subscription	\$14.99		14.99
11/01/2023	Expense	10.26.23	Amazon	AMAZON.COM*J57OV56I3 Printer Paper	\$46.44		61.43
11/01/2023	Expense	10.26.23	Amazon	AMAZON.COM*598CF9IK3 Printer Paper	\$46.44		107.87
11/01/2023	Expense	10.17.23	Amazon	AMAZON.COM*TD98N0FZ0 Paper Towels	\$65.76		173.63
11/14/2023	Expense		Amazon	AMAZON.COM*DO3TE33W3 Plates	\$22.38		196.01
Total for 5405 Office Supplies/Equipment Maintenance					\$196.01		
5406 Telephone/Internet/Web Service							
11/01/2023	Expense	10.25.23	Zoom	ZOOM.US 888-799-9666 Monthly Subscription	\$17.29		17.29
11/01/2023	Expense		Adobe Inc.	ADOBE INC. Subscription	\$899.90		917.19
11/02/2023	Expense		T-Mobile	ACH Debit(s)	\$160.67		1,077.86
11/08/2023	Bill	INV5792	Footage Firm, Inc	stock video and audio service	\$8,610.00		9,687.86
11/11/2023	Expense		Otter.AI	OTTER.AI Transcription Software	\$40.00		9,727.86
11/13/2023	Expense	EPAY-03-12	Comcast - Internet 3024	Business Internet	\$546.47		10,274.33
11/14/2023	Expense		AT&T Wireless	ACH Debit(s)	\$330.97		10,605.30
11/14/2023	Expense		Podbean.com	PODBEAN.COM Podcast Host	\$99.00		10,704.30
11/14/2023	Credit Card Credit		Network Solutions	Email Refund 9 4 @ \$49.35)		\$197.40	10,506.90
11/16/2023	Expense	EPAY-15-12	Comcast		\$4.64		10,511.54
11/16/2023	Bill		Comcast		\$0.16		10,511.70
11/20/2023	Expense		Comcast - Internet 3024	ACH Debit(s)	\$1,237.79		11,749.49
11/30/2023	Expense	10002129	POPP TELECOM	ACH Debit(s)	\$254.11		12,003.60
Total for 5406 Telephone/Internet/Web Service					\$12,201.00	\$197.40	
5407 Trash/Janitor/Water							
11/15/2023	Expense		Republic Services	ACH Debit(s)	\$432.35		432.35
11/30/2023	Bill	Nov 23	Richard D. Larson	4 weeks @ \$79 (November)	\$316.00		748.35
Total for 5407 Trash/Janitor/Water					\$748.35		
5408 Building Maintenance							
11/01/2023	Bill	1000783	Coastal Wintergreen LLC	Lawn Service - Nov 2023	\$1,070.00		1,070.00
Total for 5408 Building Maintenance					\$1,070.00		
5409 Building Utilities							
11/01/2023	Expense		City of Blaine-utilities	Other Debit(s)	\$10.00		10.00
11/02/2023	Expense	EPAY-13-11	City of Blaine-utilities	Other Debit(s)	\$1,085.12		1,095.12
11/15/2023	Expense	EPAY-09-11	CenterPoint Energy	ACH Debit(s)	\$58.27		1,153.39
11/30/2023	Expense	EPAY-13-12	City of Blaine-utilities	water bill	\$87.32		1,240.71
11/30/2023	Expense	EPAY-14-11	Connexus Energy	Electricity	\$1,580.80		2,821.51
Total for 5409 Building Utilities					\$2,821.51		
Total for 5 - Office/Occupancy					\$17,040.77	\$197.40	
6001 Depreciation							
11/30/2023	Journal Entry	Deprec Exp - Nov 23		Depreciation - Monthly	\$12,900.00		12,900.00
Total for 6001 Depreciation					\$12,900.00		
Capital Expenditures							
7003 Studio Equipment Purchases							
11/01/2023	Expense		B&H Photo	B&H PHOTO 800-606-6969 - Signal Converters	\$276.00		276.00
Total for 7003 Studio Equipment Purchases					\$276.00		
Total for Capital Expenditures					\$276.00		

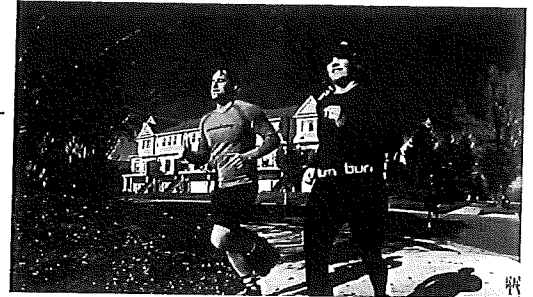
North Metro TV

November 2023 Update

Program Production

In November, a total of **66 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **53:45:00 hours of new programming.**

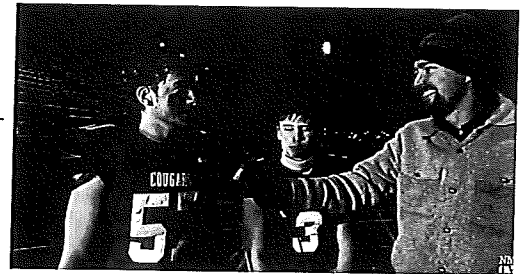
- 29 programs were produced by the public
- 35 programs were produced by NMTV staff
- 2 programs were produced by City staff



Van Shoots

The HD truck was utilized for 28:00:00 hours of production in November. The following events were produced live and/or recorded for additional playback:

- Football: Section Final: Prior Lake vs. Centennial
- Football: 6A State Quarter Final: Rosemount vs. Centennial
- Girls Hockey: Elk River vs. Centennial/Spring Lake Park



vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/stream 1 event. The vMix system requires significantly fewer staff members than the production truck. vMix crews are spread out over multiple locations and connected via the internet.

- Centennial Middle School Fall Choir Concert



Most Streamed Sporting Event

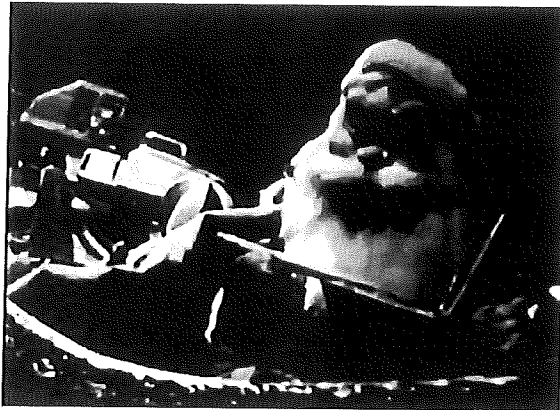
Sports Den
557 Views

Live Workshops

Workshop	Instructor	Organization	Students
Internet Basics: Look Out for Scams	Eric Houston	Mary Ann Young Center	20
Camera	Eric Houston	Blaine High School Business Professionals of America Club	4
Studio	Eric Houston	Blaine High School Business Professionals of America Club	4
3 Workshops			28 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	763	70 hrs
Batman's Greatest Villains	Mini	114	13.25 hrs
Columbo: One More Thing	Mini	1,294	151 hrs
King of the Cowboys 4 – John Wayne	Mini	21	2.5 hrs
King of the Cowboys 3 – Randolph Scott	Mini	63	3.75 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	186	10 hrs
King of the Cowboys 1 – Strong and Silent	Mini	26	1.75 hrs
Great British Game Shows	Mini	40	1.75 hrs
We Love Lucy: The Lucille Ball Story	Full	NA	NA
The Immortal Ingrid Pitt	Mini	401	20 hrs
The Oscars: 90 Years of the Academy Awards	Full	55	10 hrs
Tim Curry Horror Picture Show	Mini	24	1.25 hrs
Back to the Eighties: The Decade's Biggest...	Full	10	1.25 hrs
James Bond: 50 Years of 007	Full	19	2 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	211	14 hrs
Superman: The Man of Steel on the Silver Screen	Full	NA	NA
The Fantastic Four on the Silver Screen	Mini	NA	NA
Christmas in Hollywood	Full	6	1.5 hrs
TV's Greatest Christmas Specials	Full	20	1.5 hrs
Chicago Christmas Classics	Mini	2,386	119.25 hrs
Let's Go Ghostbusters: Filmation's Haunted Heroes	Mini	20	.5 hrs
Monster Movies of the 40s and 50s	Full	263	26.25 hrs
Monster Movies of the 20s and 30s	Full	7	.5 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	5	.5 hrs
The Cult of Caroline Munro	Mini	1,895	63 hrs
The Marilyn Monroe Story	Full	6	.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	10	.5 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	5	1 hrs
Hollywood Goes to War: World War II	Full	96	17.5 hrs
Come on Down: Game Shows of the 70s and 80s	Full	26	4.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	282	78.75 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	67	5 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
Hollywood Goes to the Dogs: Lassie, Benji...	Full	NA	NA
37 VOD Workshops		7,161 Total Views	623 Hours Viewed



Most Viewed YouTube Workshop

Chicago Christmas Classics
2,386 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	26,847	33,656	2,176.25	64	375,076
February	39,350	51,758	5,263	201	1,169,051
March	58,859	74,726	7,070	237	1,833,467
April	53,014	97,942	3,445	58	421,789
May	39,135	61,084	2,771	92	380,115
June	34,746	58,907	3,659	138	344,775
July	34,807	57,811	2,395.5	60	294,888
August	32,600	50,353	2,658	67	272,782
September	31,144	47,246	2,019	88	331,782
October	22,300	30,820	1,783	107	352,457
November	25,236	37,564	1,821	78	359,437
TOTAL:	396,038	601,867	35,061.75	1,190	6,135,619

NMTV Website Stats

Month	Number of Users	Number of Views	Ch. 15 Live Stream Views
January	5,568	10,793	1,625
February	5,229	10,091	1,040
March	6,404	11,943	868
April	6,626	11,569	799
May	7,224	8,717	1,564
June	7,305	12,398	1,192
July	4,600	26,000	595
August	10,000	27,000	1,563
September	7,700	20,000	4,746
October	2,700	26,000	3,196
November	NA	NA	3,812
TOTAL:	63,356	164,511	21,000

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	225	51	59	0	0	\$764.92
February	180.75	35	43	0	0	\$234.52
March	284.75	82	62	0	0	\$1,046.56
April	564	149	161	27	236	\$1,871.45
May	514.5	131	69	10	164	\$4,336.45
June	175	25	49	22	0	\$1,102.67
July	523.25	138	103	9	170	\$1,150.54
August	189	55	13	9	30	\$2,520.65
September	298.25	84	56	46	349	\$1,295.16
October	263.75	92	28	36	1,385	\$894.17
November	418.75	71	125	184	5,172	\$736.32
TOTAL:	3,637	913	768	343	7,506	\$15,953.41

Production Highlights

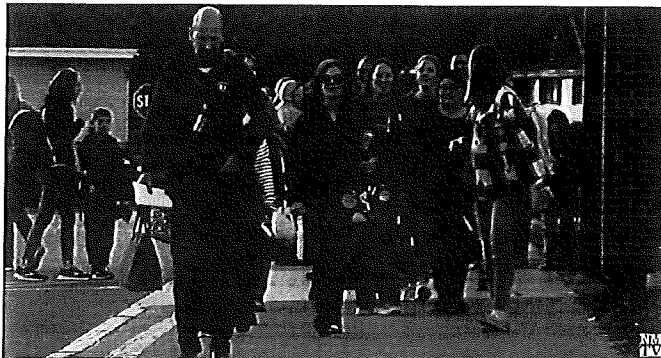
NMTV News Highlights

Each week Danika Peterson and Eric Nelson create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some November highlights include:

- North Metro Prep Hockey Star Part of New PWHL
- Local Decision 2023: Election Results
- Recount Confirms AH School Board Win for Zach Arco
- Anoka Hennepin Teachers Join together for Walkout Wednesday to Protest Contract Negotiations
- Blaine Senior Center Needs More Volunteers Behind the Wheel
- New North Metro Facility Adds to Minnesota's Reputation as a Med-Tech Hub
- Circle Pines City Councilmember on Times Square Billboard



In addition to daily playbacks of North Metro TV News on the cable systems, there are 1,282 local stories archived for viewers on the NMTV YouTube channel. The channel can be accessed through the northmetrotv.com website.



Most Viewed YouTube News Story

Anoka Hennepin Teachers Join Together for Walkout Wednesday
295 Views

Internet Literacy Classes Remain Popular

Facility Manager, Eric Houston, taught his third internet literacy class at the Mary Ann Young Center. During the class, Look Out for Scams, students were taught how to avoid scams on their phones and in emails and text messages. Twenty students attended the workshop.

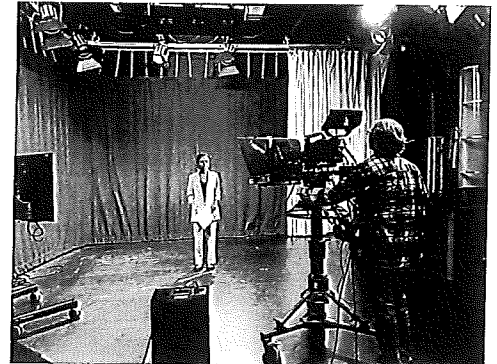


NSPN.TV Streaming Update

NMTV has received preliminary numbers from NSPN.TV for the fall sports season streaming service. According to their accounting, between subscriptions, downloads, and production services we will receive \$2,511 at a minimum. Final numbers and payment will be provided in December. In addition to receiving compensation for viewers streaming NMTV games, we also gained the ability to record a state tournament game, which would not have been allowed previously. The relationship with NSPN.TV and the National Sports Center also helped us to get an \$11,000 streaming contract for a weekend event at the Sports Center. The relationship between our organizations has been good, so the decision has been made to continue streaming NMTV high school sports on NSPN.TV through the winter season.

Blaine High School Business Professionals of America Club

Studio Manager, Eric Houston, is once again working with students participating in the Blaine High School Business Professionals of America club. The students learn how to operate the studio and then produce a short mock news show as part of a national competition. The students have done very well with these productions in the past, and we are happy to provide the resources they need to continue to succeed.



City Meeting Podcasts

Podcasts continue to surprise with their popularity. With six of our seven member cities participating, and for select meetings only, October through November saw 157 downloads of city meetings. There were an additional 66 downloads of other NMTV programming.

Veterans Day Program

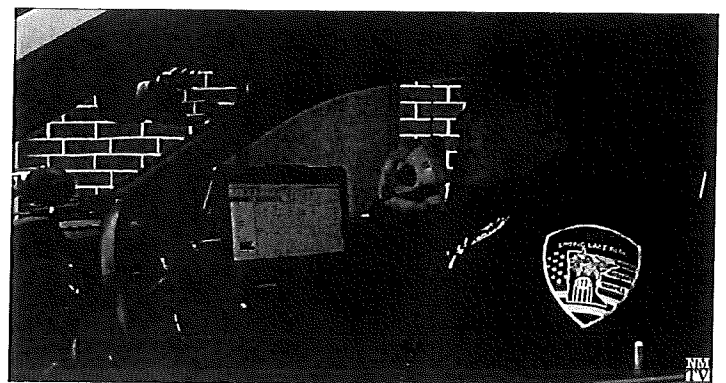
As we do every year, NMTV worked with organizers to cover the annual Veterans Day program at Blaine High School. T.J. Tronson, with assistance from Trevor Scholl, utilized our Sling studio and vMix systems to live stream the event. The program was also recorded and is currently available on all NMTV playback platforms.



City Productions

In November, Municipal Producer, Trevor Scholl, completed three productions. They include a stories on an ice fishing expo, a Turkey Trot, and a police officer profile. He also put in a lot of work shooting and editing Blaine PD community outreach, Blaine on-boarding, and Lino Lakes fire and police recruitment videos. Completed programs include:

- Turkey Trot 5K
- Hard Water Ice Fishing Expo
- Meet the Staff: SLP PD Officer Drinkwine



New and ongoing projects include:

- Blaine on-boarding videos
- Blaine community outreach video
- Lino Lakes police and fire recruitment videos
- Meet the staff videos
- Business profiles

- Blaine Facebook live town halls

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him with ideas for new videos.

Public Access Programs

Title	Producer	Runtime
Bad Movie Bros	Eric Houston	00:29:27
Rice Creek Watershed District Meeting	Theresa Stasica	01:19:31
Christ Lutheran Church Worship (5 episodes)	Chance Amundson	05:11:58
Christ Lutheran Church Worship Message (5 episodes)	Chance Amundson	02:23:18
Lovepower (6 episodes)	Rick Larson	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Oak Park Community Church (5 episodes)	David Turnidge	03:00:47
23 New Programs		17:04:43 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (11/14/23)	T.J. Tronson	01:09:01
Blaine High School Veterans Day Program	T.J. Tronson	00:44:32
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:37:47
Conversations: Senator Mary Kunesch – State Emblems Redesign Committee	Danika Peterson/Eric Nelson	00:21:02
Turkey Trot 5K	Trevor Scholl	00:03:14
Meet the Staff: SLP PD Officer Drinkwine	Trevor Scholl	00:04:19
Hard Water Ice Fishing Expo	Trevor Scholl	00:03:30
Football: Section Finals: Prior Lake/Centennial	Kenton Kipp/Ted Leroux	01:53:04
Football: 6A State QF: Rosemount/Centennial	Kenton Kipp/Ted Leroux	02:00:06
Girls Hockey: Elk River/Centennial-Spring Lake Park	Kenton Kipp/Ted Leroux	01:29:38
Centennial Middle School Fall Choir Concert	Kenton Kipp/Ted Leroux	01:31:41
Sports Den (2 episodes)	Kenton Kipp/Ted Leroux	00:51:58
14 New Programs		10:48:52 New Hours

City Meetings

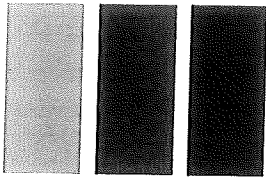
Title	Producer	Runtime
Blaine City Council Meeting (11/6/23)	T.J. Tronson	01:33:01
Blaine Planning Commission Meeting (11/14/23)	T.J. Tronson	00:29:35
Blaine City Council Meeting (11/20/23)	Trevor Scholl	02:16:31
Blaine Park Board Meeting (11/28/23)	Trevor Scholl	00:21:21
Centerville Park & Rec Meeting (11/1/23)	John Murphy	01:24:06
Centerville City Council Meeting (11/8/23)	John Murphy	01:04:09
Centerville EDA Meeting (11/15/23)	John Murphy	02:02:23

Circle Pines Park Board Meeting (11/14/23)	Ray Flint	00:20:47
Circle Pines City Council Meeting (11/14/23)	Ray Flint	00:25:32
Circle Pines Utility Commission Meeting (11/15/23)	Ray Flint	00:03:55
Circle Pines City Council Meeting (11/28/23)	Eric Houston	01:30:32
Ham Lake City Council Meeting (11/6/23)	Payton Nelson	00:17:30
Ham Lake Lake Planning Commission Meeting (11/13/23)	Payton Nelson	00:12:46
Ham Lake City Council Meeting (11/20/23)	Payton Nelson	00:09:00
Lexington City Council Meeting (11/2/23)	Lexington Staff	00:31:28
Lexington City Council Meeting (11/16/23)	Lexington Staff	0:05:27
Lino Lakes Park Board Meeting (11/1/23)	Anne Serwe	01:27:28
Lino Lakes Planning & Zoning Meeting (11/8/23)	Anne Serwe	03:02:24
Lino Lakes City Council Meeting (11/13/23)	Anne Serwe	00:50:23
Lino Lakes City Council Meeting (11/27/23)	Anne Serwe	00:15:22
Lino Lakes Environmental Board Meeting (11/29/23)	Anne Serwe	01:19:38
Spring Lake Park City Council Meeting (11/6/23)	Trevor Scholl	00:55:44
Spring Lake Park City Council Meeting (11/20/23)	Ray Flint	01:23:22
23 New Programs		22:02:24 New Hours

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

NORTH METRO TV Production Statistics 2023

Programming Statistics	J	F	M	A	M	J	JU	A	S	O	N	D	23 Total	23 Average
Cablecast Programs	2321.00	2070.00	2359.00	2217.00	2328.00	2317.00	2237.00	2177.00	2341.00	2691.00	2394.00		25452.00	2121.00
Cablecast Hours	1917.00	1688.00	1927.00	2060.00	1897.50	1887.50	1873.50	1845.00	2008.50	2101.75	1848.50		21032.25	1752.69
Programs Produced - Public	18.00	22.00	15.00	16.00	25.00	18.00	12.00	23.00	16.00	16.00	23.00		204.00	17.00
Program Hours Produced - Public	12.50	21.50	10.00	12.00	16.75	14.50	9.50	16.50	11.75	11.50	17.00		153.50	12.79
Prog. Produced - Affiliated Public	7.00	5.00	5.00	6.00	12.00	6.00	7.00	6.00	7.00	9.00	6.00		76.00	6.33
Prog. Hours Produced - Affil. Public	6.25	6.00	5.00	6.75	8.75	4.75	6.75	5.25	5.25	6.50	4.25		65.50	5.46
Programs Produced - City Staff	4.00	5.00	3.00	4.00	4.00	3.00	2.00	2.00	2.00	2.00	2.00		33.00	2.75
Prog. Hours Produced - City Staff	3.00	3.00	1.50	4.00	4.75	2.50	1.00	0.50	0.75	1.00	0.50		22.50	1.88
Programs Produced - NMTV Staff	43.00	42.00	43.00	35.00	51.00	41.00	80.00	43.00	64.00	61.00	35.00		538.00	44.83
Prog. Hours Produced - NMTV Staff	41.00	40.50	31.00	36.75	55.50	37.50	85.00	34.00	72.25	68.50	32.00		534.00	44.50
Total Public Programs Produced	25.00	27.00	20.00	22.00	37.00	24.00	19.00	29.00	23.00	25.00	29.00		280.00	23.33
Total Internal Programs Produced	47.00	47.00	46.00	39.00	55.00	44.00	82.00	45.00	66.00	63.00	37.00		571.00	47.58
% Staff Produced Programs	72.00	74.00	66.00	61.00	92.00	68.00	101.00	74.00	89.00	88.00	66.00		851.00	70.92
% Public Produced Programs	65.28%	63.51%	69.70%	63.93%	59.78%	64.71%	81.19%	60.81%	74.16%	71.59%	56.09%		67.10%	56.09%
External Programs Submitted	34.72%	36.49%	30.30%	36.07%	40.22%	35.29%	18.81%	39.19%	25.84%	28.41%	43.94%		32.90%	32.90%
External Program Hours	24.00	22.00	23.00	18.00	26.00	18.00	27.00	24.00	20.00	27.00	26.00		255.00	21.25
Total New Programs	31.00	18.50	19.00	16.00	22.50	16.25	23.50	23.75	18.50	29.00	24.00		242.00	20.17
Public Equipment Usage Statistics	96.00	98.00	89.00	79.00	118.00	86.00	128.00	98.00	109.00	115.00	92.00		1106.00	92.17
Facility Hours Available	154.00	94.00	77.00	119.00	133.00	98.00	115.00	117.00	119.00	119.00	112.00		1257.00	104.75
Camera Check Outs	11.00	8.00	9.00	9.00	9.00	10.00	9.00	9.00	8.00	13.00	11.00		106.00	8.83
Studio A	15.25	5.25	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	0.00		36.50	3.04
% of Available Time	9.90%	5.59%	0.00%	0.00%	0.00%	10.20%	0.00%	0.00%	0.00%	0.00%	5.36%		2.90%	2.90%
Studio B	7.50	0.00	0.00	6.50	0.00	1.50	10.50	6.00	0.00	0.00	0.00		32.00	2.67
% of Available Time	4.87%	0.00%	0.00%	5.46%	0.00%	1.53%	9.13%	5.13%	0.00%	0.00%	0.00%		2.55%	2.55%
Editing	33.25	17.25	12.25	6.25	5.25	8.00	11.00	9.00	7.25	7.25	7.75		124.50	10.38
% of Available Time	21.59%	18.35%	15.91%	5.25%	3.95%	8.16%	9.57%	7.69%	6.09%	6.09%	6.92%		9.90%	4.66%
Number of Public Facility Users	10.00	9.00	7.00	11.00	7.00	14.00	10.00	10.00	4.00	6.00	10.00		98.00	8.17
Total Hours of Public Facility Use	56.00	22.50	12.25	12.75	5.25	19.50	21.50	15.00	7.25	7.25	13.75		193.00	16.08
Production Van/Volunteer Statistics														
Number of Van Shoots	6.00	4.00	3.00	3.00	11.00	8.00	3.00	3.00	10.00	10.00	3.00		64.00	5.33
Total Van Usage Hours	36.00	21.00	20.25	18.75	67.50	52.50	24.00	18.75	69.75	68.00	22.50		417.00	34.75
Number of Vmix Shoots	5.00	8.00	1.00	1.00	5.00	2.00	4.00	1.00	7.00	10.00	1.00		84.00	0.44
Intern Hours	0.00	0.00	0.00	0.00	98.00	71.25	66.50	6.00	26.00	27.25	0.00		295.00	24.58
Volunteer Hours	5.00	5.00	0.00	0.00	5.00	30.00	8.00	0.00	56.00	58.25	0.00		167.25	13.94
Workshop Statistics														
Number of Live Workshops	1.00	1.00	0.00	0.00	2.00	1.00	1.00	1.00	1.00	2.00	3.00		13.00	1.08
Number of Students at Live Workshops	3.00	11.00	0.00	0.00	18.00	5.00	13.00	9.00	18.00	39.00	28.00		144.00	12.00
VOD Students All Workshops	9012.00	26653.00	49927.00	8612.00	7684.00	8554.00	8230.00	10258.00	7557.00	7411.00	7161.00		149059.00	12421.58
Media Transfer Statistics														
Total Transfer Equip. Usage Hours	225.00	180.75	284.75	564.00	514.50	175.00	523.25	189.00	298.25	263.75	418.75		3637.00	303.08
Tapes Transferred	51.00	35.00	82.00	149.00	131.00	25.00	138.00	55.00	84.00	92.00	71.00		913.00	76.08
Film Reels Transferred	59.00	43.00	62.00	161.00	69.00	49.00	103.00	13.00	56.00	28.00	125.00		768.00	25.26
Slides/Photos Transferred	0.00	0.00	0.00	236.00	164.00	0.00	170.00	30.00	349.00	1385.00	5172.00		7506.00	625.50
DVDs Copied	0.00	0.00	0.00	27.00	10.00	22.00	9.00	9.00	46.00	36.00	184.00		343.00	28.58
Transfer Hours By Public	1.00	18.25	12.75	15.00	1.00	3.50	2.00	0.00	17.75	25.75	7.25		104.25	8.69
Transfer Hours By Staff	224.00	162.50	272.00	549.00	513.50	171.50	521.25	189.00	280.50	238.00	411.50		3532.75	294.40
NMTV YouTube Statistics														
Number of Viewers	26847.00	39350.00	58859.00	53014.00	39135.00	34746.00	34807.00	32600.00	31144.00	22300.00	25236.00		398038.00	33189.83
Total Videos Viewed	33656.00	51758.00	74726.00	97942.00	61084.00	58907.00	57811.00	50353.00	47246.00	30820.00	37564.00		601867.00	50155.58
Total Hours Watched	2176.25	5263.00	7070.00	3445.00	2771.00	3659.00	2395.50	2658.00	2019.00	1783.00	1821.30		35061.05	2921.75
Number of New Subscribers	64.00	201.00	237.00	58.00	92.00	138.00	60.00	67.00	88.00	107.00	78.00		1190.00	99.17
Total Impressions	375076.00	1169051.00	1833467.00	421789.00	380115.00	344775.00	294888.00	272782.00	331782.00	352457.00	359437.00		6135619.00	511301.58
NMTV Website Statistics														
Number of Users	5568.00	5229.00	6404.00	6626.00	7224.00	7305.00	4600.00	10000.00	7700.00	2700.00	NA		63356.00	5279.67
Number of Views	10793.00	10091.00	11943.00	11569.00	8717.00	12398.00	26000.00	27000.00	20000.00	26000.00	NA		164511.00	13709.25
Ch. 15 Live Stream Views	1625.00	1040.00	868.00	799.00	1564.00	1192.00	595.00	1563.00	4746.00	3196.00	3812.00		21000.00	1750.00



Bradley Werner
Attorneys at Law

MEMORANDUM

To: North Metro Telecommunications Commission
From: Mike Bradley, Nancy Werner, and Michael Athay
Re: December 2023 Legal Report
Date: December 12, 2023

Commission Urges FCC to Repeal and Amend Rules

On December 8, 2023, this Commission joined a large municipal and access organization consortium in filing a letter urging the FCC to repeal the mixed-use rule and amend the in-kind rule as required by *City of Eugene v. FCC*. The consortium includes the Cities of Philadelphia, Seattle, Oklahoma City, and Minneapolis and includes entities from Vermont to Hawaii. Recall the Commission participated in the rulemaking proceeding and subsequent appeal to the Sixth Circuit. We had been waiting for the remaining FCC Commissioner to be confirmed before filing. We will provide additional updates in the future.

Commission may be Eligible for Capacity Grants in 2024

The Office of Broadband Development (“OBD”) provided an update on the Minnesota Digital Opportunity Plan. A couple of the issues we raised on behalf of the Commission were listed as “Tricky Topics,” such as legislative policy recommendations and strategies related to broadband infrastructure. OBD believed these were beyond the scope of the plan, but OBD indicated an openness to future discussions. However, the OBD decided to specifically include PEG-TV entities as being eligible for future capacity grant funding. The state is expecting to receive over \$20M in mid-2024 for capacity grants, so this could be a really exciting opportunity for PEG facilities. OBD recognized the important programming performed by PEG-TV stations and that video streaming of these services are needed. Your involvement in this process has made this future grant opportunity possible.

OBD did not provide an updated draft Opportunity Plan but we understand that it sent an updated plan to NTIA at the end of November. We will share the report when it is made available.

FCC Releases Digital Discrimination Rules

Just before Thanksgiving, the FCC released the final Digital Discrimination Report and Order and Further Notice of Proposed Rulemaking. Here is a link to the FCC’s news release. The Comments that we submitted on your behalf were cited 16 times and quoted 4 times. Reply Comments filed on behalf of the North Suburban Communications Commission were cited another 5 times and quoted once. Your Comments and Reply Comments were obviously well received and in many instances relied upon and adopted.

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As promised, here is a summary of the new digital discrimination rules.

- **State and Local Model Policies and Best Practices**

The Commission agreed with our Comments that it should adopt the Communications Equity and Diversity Council's recommendations that propose model policies and practices for states and localities to address digital discrimination of access. These model policies support the benefits of local franchising. The Commission emphasized that these model policies and practices do not foreclose adoption by states and localities of additional measures to ensure equal access to broadband service in their communities.

- **Digital Discrimination of Access Defined**

In our Comments we urged the Commission to define digital discrimination in terms of impact. The broadband industry generally argued for a discriminatory intent-based rule. The Commission essentially adopted both approaches in adopting the following definition of "digital discrimination of access":

"policies or practices, not justified by genuine issues of technical or economic feasibility, that differentially impact consumers' access to broadband internet access service based on their income level, race, ethnicity, color, religion or national origin, or are intended to have such differential impact."

Under the new rules, the Commission will investigate conduct alleged to be motivated by discriminatory intent, as well as conduct alleged to have discriminatory effect, based on income level, race, ethnicity, color, religion, or national origin, consistent with the definition of "equal access" in the statute.

- **Technical and Economic Feasibility**

We urged the Commission not to adopt rules related to technical and economic feasibility that would create "a loophole that renders the rules meaningless" including the adoption of feasibility "safe harbors." The Commission largely agreed, defining "technically feasible" to mean "reasonably achievable as evidenced by prior success by covered entities under similar circumstances or demonstrated technological advances clearly indicating that the policy or practice in question may reasonably be adopted, implemented, and utilized." The Commission defined "economically feasible" to mean "reasonably achievable as evidenced by prior success by covered entities under similar circumstances or demonstrated new economic conditions clearly indicating that the policy or practice in question may reasonably be adopted, implemented, and utilized."

- **Consumers Afforded Protection from Digital Discrimination, and Entities and Services that Are Subject to the Prohibition Against Digital Discrimination of Access**

Our Comments urged the Commission to apply its digital discrimination rules to all broadband providers, including infrastructure owners even if they are not service providers. The Commission agreed and applied its rules not only to providers of broadband internet access service, but also to entities that facilitate and otherwise affect consumer access to broadband internet access service. It also adopted, as we argued, the same definition of “broadband internet access service” that appears in 47 CFR § 8.1(b). The new rules apply to all policies and practices that affect a consumer’s ability to have equal access to broadband internet access service, including but not limited to deployment, network upgrades, and maintenance. Covered elements of service include both technical and non-technical elements of service that may affect a consumer’s ability to receive and effectively utilize the service.

- **Enforcement**

The Commission adopted rules that allow for enforcement of the prohibition against digital discrimination of access through self-initiated Commission investigations and through the informal complaint process, which has been revised to accept complaints alleging digital discrimination of access, including offering parties voluntary mediation overseen by Commission staff when appropriate.

- **Further Notice of Proposed Rulemaking - Annual Reports and Compliance Programs, and Office of Civil Rights**

The Commission included a FNPRM seeking comment on affirmative obligations for broadband providers, through: (1) annual reports that facilitate greater transparency regarding substantial broadband projects recently completed by providers, and (2) internal compliance programs requiring periodic evaluation of the demographics of communities served—and not served—by such recently completed projects, as well as pending and planned substantial projects. It also seeks further focused comment on establishing an Office of Civil Rights.

Minnesota Cybersecurity Grant Program Now Available Statewide

According to a bulletin of the League of Minnesota Cities ([available here](#)), the state’s IT agency, Minnesota IT Services (MNIT), in partnership with the Minnesota Cybersecurity Task Force, recently released the Whole-of-State Cybersecurity Plan (SLCGP). The SLCGP will be used to implement \$23.5 million of funding from the federal *State and Local Cybersecurity Grant Program* and the Minnesota Legislature.

All state and local government entities are eligible to participate in the SLCGP, including:

- A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity, or agency or instrumentality of a local government.
- Authorized Tribal governments and organizations.
- A rural community, unincorporated town or village, or other public entity.

For information on how to participate in this program and its eligibility requirements, including contacts for help and questions, visit MNIT's website at <https://mn.gov/mnit/>; for information about the SLGCP, visit the [SLGCP page](#). Organizations that are ready to apply should complete the Minnesota Whole-of-State survey for SLGCP participants [here](#). You can sign up for news and updates about the Whole-of-Security Plan and the SLGCP [here](#).

Minnesota IT Services is the information technology agency for Minnesota's executive branch. Led by the state's Chief Information Officer, MNIT sets IT strategy, direction, policies, and standards for enterprise IT leadership and planning. It builds, maintains and secures the state's IT infrastructure, applications, projects, and services.

FCC Proposes Cutting Down “Junk” Cable Fees

Federal Communications Commission Chair Jessica Rosenworcel is pressing the Commission to eliminate early termination fees for cable and satellite TV services, and to require pay TV providers to prorate customers' bills when they end service in the middle of a billing cycle. This announcement came on Rosenworcel's blog last month, and a [Notice of Proposed Rulemaking](#) is on the Commission's agenda for its December 13th meeting.

You will recall the FCC has already proposed, in an NPRM released earlier in the Fall, to reduce fees on cable and satellite bills by requiring “all-in pricing” that includes disclosure of the total amount a consumer pays. This Commission submitted Comments in that docket.

FCC Launches Inquiry into AI's Impact on Robocalls and Robotexts

On November 15, 2023, the FCC adopted a Notice of Inquiry (NOI) that seeks “comment to better understand the impact of emerging artificial intelligence (AI) technologies as part of the FCC's efforts to protect consumers from unwanted and illegal telephone calls and text messages.

The NOI is available at <https://www.fcc.gov/document/fcc-launches-inquiry-ais-impact-robocalls-robotexts-0>. Comments are due December 18, 2023; Reply Comments are due January 16, 2024.

The NOI seeks comment on how AI technologies could:

- Stop unwanted and illegal calls and text messages,
- Improve the use of TRS with robocalls, and
- Ensure accessibility of automated calls.

For general information about robocalls and robotexts, visit: <https://www.fcc.gov/spoofed-robocalls>. For specific information about the AI Robocalls NOI, contact Richard D. Smith of the Consumer and Governmental Affairs Bureau, at Richard.Smith@fcc.gov. Comments can be filed using the FCC's Electronic Comment Filing System at <https://www.fcc.gov/ecfs/filings>. All filings must reference CG Docket No. 23-362.

FCC Adopts Rules To Protect Cell Phones Against SIM Swapping, Port-Out Fraud

On November 15, 2023, the FCC adopted a Report and Order that establishes new rules “to protect consumers against scams that aim to commandeer their cell phone accounts.” According to the FCC’s press release (available [here](#)), the rules will help protect consumers from scammers who target data and personal information by covertly swapping SIM cards to a new device or porting phone numbers to a new carrier, without ever gaining physical control of a consumer’s phone

As defined by the FCC, “SIM swapping” takes place when a perpetrator convinces a victim’s wireless carrier to transfer the victim’s service from the victim’s cell phone to a cell phone in the perpetrator’s possession. More information about these scams is available at: <https://go.usa.gov/xMNUF>. “Port-out fraud” occurs when a perpetrator, posing as the victim, opens an account with a carrier other than the victim’s current carrier and then arranges for the victim’s phone number to be transferred (or “ported out”) to the account with the new carrier controlled by the perpetrator. An FCC consumer guide on guarding against this type of fraud is available at: <https://go.usa.gov/xMNUH>.

The Report and Order and Further Notice of Proposed Rulemaking (FCC 23-95; WC Docket No. 21-341) is available [here](#).

Disney Is Object Of Antitrust Suit Claiming Hulu, ESPN Deals “Inflate Prices” Of Live Streaming TV

A group of YouTube TV subscriber plaintiffs from four states filed suit last month against Disney, claiming that Disney’s business deals with competitors have inflated the amount consumers pay for streaming live TV services. According to industry publication *Deadline Film + TV*, the 82-page class-action complaint, filed in U.S. District Court in San Francisco, alleges that, because Disney requires YouTube TV and other streamers to include ESPN in base packages, plaintiff subscribers pay extra for their subscriptions. Specifically, they allege that Disney’s control of both ESPN and Hulu has allowed it to “inflate prices marketwide by raising the prices of its own products” and also to “set a price floor[.]” The full article is available at *Deadline Film + TV* [here](#).

Decline in Pay TV Penetration Predicted To Become Global

In “a new warning sign for pay TV erosion,” the *Hollywood Reporter* asserts (in a November 21, 2023 article) that according to research firm *Ampere Analysis*, next year will record the first-ever annual decline in global pay TV penetration. It is well known that cord-cutting and the rise of streaming services, plus the high price of the cable TV bundle, have significantly reduced pay TV penetration in this country in recent years. But according to the article, in the Asia-Pacific region and in Central and Eastern Europe, the industry has continued to experience growth. *Ampere Analysis* is predicting this is about to change, and that 2024 will record the first-ever annual decline in global pay TV penetration (meaning the number of pay TV subscriptions relative to the number of households). The decline “will follow pay TV penetration peaking at

60.3 percent in the fourth quarter of 2023,” and “[b]y 2028, global pay TV penetration will have fallen by almost four percentage points.”

Ampere Analysis believes the pay TV decline “has been driven by North America,” but that “all regions will be in decline by 2025.” Specifically, “declines coming from the Americas, which are driven by streaming competition and the high price of pay TV in North America, currently sitting at over \$90 a month,” will drive a global penetration decline “for the first time in 2024,” *Ampere* predicts. In North America, pay TV penetration has almost halved from a high of 84 percent in 2009 to 45 percent in 2023, “caused by a combination of high costs and competition from a mature subscription video on demand (SVOD) market,” *Ampere* contends. Yet despite this decline, the annual revenue generated per user will sit at over \$1,100 in 2023 across North America, the highest across any region, according to *Ampere*. The complete *Hollywood Reporter* article is available [here](#).

FCC December 13, 2023 Open Meeting

The FCC’s December Open Meeting will be held December 13, 2023, on the following subjects:

- **Protecting Consumers from Early Termination and Billing Cycle Fees**
The Commission will consider a Notice of Proposed Rulemaking that would adopt rules to protect consumers from video service junk fees, including early termination fees and billing cycle fees. (MB Docket No. 23-405)
- **Targeting and Eliminating Unlawful Text Messages**
The Commission will consider a Second Report and Order, Second Further Notice of Proposed Rulemaking and Waiver Order to combat illegal robocalls by facilitating blocking of illegal robocalls, codifying do-not-call rules for texting, and closing a loophole that allows certain callers to inundate consumers with unwanted robocalls and robocalls. The item also seeks comment on further efforts to combat illegal robocalls and robocalls. (CG Docket Nos. 21-402, 02-278, 17-59)
- **Achieving 100% Wireless Handset Model Hearing Aid Compatibility**
The Commission will consider a Notice of Proposed Rulemaking that tentatively concludes that hearing aid compatibility for 100% of wireless handset models is an achievable objective and seeks comment on proposals to implement this requirement. (WT Docket No. 23-388)
- **Faster Pole Attachment Processes for Broadband Deployment**
The Commission will consider a Fourth Report and Order, Declaratory Ruling, and Third Further Notice of Proposed Rulemaking to promote the deployment of broadband infrastructure by making the pole attachment process faster, more transparent, and more cost-effective by adopting rules allowing for faster resolution of pole attachment disputes and providing pole attachers with more detailed information about the poles they plan to use as part of their broadband buildouts. The Commission will also seek comment on ways to further facilitate the approval process for pole attachment applications and make ready to enable quicker broadband deployment. (WC Docket No. 17-84)

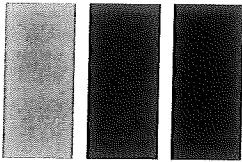
- **Improving the Rural Health Care Program**
The Commission will consider a Third Report and Order to improve the effectiveness and efficiency of the Rural Health Care Program. The improvements under consideration would reduce burdens on, and enhance flexibility for, program participants, simplify existing program rules, and free up for other uses unclaimed program support. (WC Docket No. 17-310)
- **Data Breach Notification Rules**
The Commission will consider a Report and Order to update the Commission's data breach notification rules in order to ensure that providers are held accountable in their obligations to safeguard sensitive customer information, and provide customers with the tools needed to protect themselves in the event that their data is compromised. (WC Docket No. 22-21)
- **Implementing the Low Power Protection Act**
The Commission will consider a Report and Order to implement the Low Power Protection Act by providing eligible low-power television stations with an opportunity to apply for primary status and protect their ability to deliver local programming. (MB Docket No. 23-126)
- **Enforcement Bureau Action**
The Commission will consider an enforcement action.

The meeting will be from 10:30 am - 12:30 pm EST in the Commission Meeting Room, FCC Headquarters, 45 L Street NE, Washington, DC 20554. Open Meetings are streamed live at <https://www.fcc.gov/live>. Public Drafts of Meeting Items: The FCC is publicly releasing the draft text of each item expected to be considered at this Open Commission Meeting with the exception of items involving specific, enforcement-related matters including restricted proceedings and hearing designation orders. One-page cover sheets are included in the public drafts to help summarize each item. Links to these materials are provided above.

The above agenda and related materials are available [here](#).

Nancy Werner Presents at the New Jersey League of Municipalities Annual Conference

Last month, Nancy Werner participated in two panels at the 2023 New Jersey League of Municipalities Annual Conference in Atlantic City, New Jersey. The panels, sponsored by the Jersey Access Group (the New Jersey chapter of NATOA), covered the federal grant funding available for broadband deployment and digital equity projects, and how existing and pending legislation impacts the ability of municipalities and providers to work together to deploy broadband to their communities.



Bradley Werner
Attorneys at Law

December 8, 2023

Ms. Marlene H. Dortch, Secretary
Federal Communications Commission
45 L Street NE
Washington, DC 20554

*Re: In the Matter of Implementation of Section 621(a)(1) of the Cable
Communications Policy Act of 1984 as Amended by the Cable Television
Consumer Protection and Competition Act of 1992 (MB Docket No. 05-311)*

Dear Ms. Dortch:

The cities, counties, cable commissions and access channel operators listed in Exhibit A (the “Local Franchising Authorities”) respectfully ask the Commission to immediately act to repeal the mixed-use rule and amend the in-kind rule¹ adopted in the *Third Report and Order*² in the above-referenced docket. Over two years ago, the Sixth Circuit in *City of Eugene v. Federal Communications Commission* rejected key portions of these rules, yet the rules remain unchanged.³ The record demonstrates the need for the Commission to act now to make these changes.⁴ In addition to conforming to *Eugene*, these changes will support the Commission’s efforts to promote equal access to broadband and end digital discrimination.

1. The Legal Basis for the Mixed-Use Rule was Rejected and Must be Repealed.

The Sixth Circuit Court of Appeals expressly rejected the legal basis for the Mixed-Use Rule.⁵ Simply stated, the court found that the codified Mixed-Use Rule “does not follow from

¹ See 47 C.F.R. §§ 76.42 (“In-Kind Rule”) and 76.43 (“Mixed-Use Rule”).

² *Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992*, Third Report and Order, 34 FCC Rcd 6844 (2019) (“*Third Report and Order*”).

³ *City of Eugene, Oregon v. Federal Communications Commission*, 998 F.3d 701 (6th Cir. 2021), cert. den. 142 S.Ct. 1109 (2022) (“*Eugene*”).

⁴ See, e.g., City of Dallas, Fairfax County, and NATOA Notice of Ex Parte, MB Docket No. 05-311 (filed Apr. 7, 2022) (“Local Government April 7 Ex Parte”); City of Dallas, Fairfax County, and NATOA Notice of Ex Parte, MB Docket No. 05-311 (filed June 27, 2022); NATOA Notice of Ex Parte, MB Docket No. 05-311 (filed Aug. 24, 2022) (“NATOA August 24 Ex Parte”); NATOA, *et al.* Notice of Ex Parte, MB Docket No. 05-311 (filed Oct. 12, 2023) (“NATOA, *et al.* October 12 Ex Parte”).

⁵ See *Eugene*, 998 F.3d at 710-11. Previous filings in this docket also explain that the Mixed-Use

Bradley Werner, LLC

the Act's terms [t]o a significant extent"⁶ The Sixth Circuit accurately described the Mixed-Use Rule as the Commission's attempt at a "synthesis of the Act's preemption clause and [its] various limitations" on local authority.⁷ But, as the court explained, the Mixed-Use Rule is fundamentally wrong with respect to the source of those limitations.

The Mixed-Use Rule is premised on the mistaken idea that the Cable Act is the source of local franchising authority, and thus Local Franchising Authorities ("LFAs") have only the authority expressly conferred in the Act. As the Sixth Circuit explained, the Act is *not* the source of franchising authority and "the Act nowhere states or implies that franchisors may regulate cable operators only as 'expressly permitted in the Act.'"⁸ Thus, the Mixed-Use Rule—which would preempt nearly all state and local authority to "regulate the provision of any services other than cable services offered over the cable system of a cable operator"—states the inverse of what the Act says.⁹ Rather than preempting only regulations inconsistent with the Act, the Mixed-Use Rule preempts every regulation except the I-Net requirements expressly authorized by the Act.

The Mixed-Use Rule cannot be fixed by amendment. The appropriate question is whether a state or local action is "inconsistent with" a specific provision of the Act.¹⁰ Not only does the codified Mixed-Use Rule fail to answer or even help answer that question—rather, it "only gets in the way"¹¹—this phrase is not in need of clarification by the Commission. The Act itself is clear that state and local laws and franchise provisions that are "inconsistent with" the Cable Act are preempted.¹² Given the many provisions contained in the Act, there is no way for the Commission to synthesize those provisions into a single rule, nor analyze every possible state or local action that might be inconsistent with these various provisions.

Because it cannot be amended to accurately reflect the Cable Act, the Local Franchising Authorities urge the Commission to repeal the Mixed-Use Rule.

2. The Mixed-Use Rule Undermines Commission Efforts to Expand Broadband Access and Address Digital Discrimination.

As others have noted in the record, the broad sweep of the Mixed-Use Rule undermines efforts by the Commission, as well as states and local governments, to address broadband access.¹³

Rule is incorrect and must be repealed. *See, e.g.,* Local Government April 7 Ex Parte at 3-4; NATOA August 24 Ex Parte at 1-3.

⁶ *Eugene*, 998 F.3d at 710.

⁷ *Id.*

⁸ *Id.*

⁹ 47 C.F.R. § 76.43.

¹⁰ *See Eugene*, 998 F.3d at 711.

¹¹ *Id.*

¹² 47 U.S.C. § 556(c).

¹³ *See* Local Government April 7 Ex Parte at 3 (describing the potential impacts in California, where the State is the local franchising authority under the Cable Act and thus its efforts to

Cable operators are the largest broadband providers in the country. By purporting to preempt state and local franchising authorities from regulating cable operators' broadband services and facilities, the Mixed-Use Rule may sideline the governmental entities best suited to expand broadband access and prevent digital discrimination.

Section 60506(d) of the Infrastructure Investment and Jobs Act illustrates the issue. In Section 60506(d), Congress explicitly recognizes the important role states and local governments must play in broadband deployment and required the Commission to develop model policies and best practices that states and local governments can use to ensure that broadband providers do not engage in digital discrimination. The Commission assigned this task to the Communications Equity and Diversity Council's ("CEDC"), whose Recommendations and Best Practices to Prevent Digital Discrimination and Promote Digital Equity ("Model Policies") the Commission adopted in November 2023.¹⁴ In doing so, the Commission "strongly encourage[d] states and localities to implement these recommendations[,]"¹⁵ which include the following: "Agreements to use the rights-of-way should reflect that the privilege of using public assets comes with an obligation to provide a benefit to the public, which includes ensuring that all members of the community have equal access to broadband, subject to economic and technological feasibility."¹⁶ The Mixed-Use Rule is squarely at odds with this Model Policy, as it may preclude these states and local governments—when they happen to also be a franchising authority—from managing public assets in a manner that provides broadband-related public benefits from cable operators. Rather than preserving the fundamental role of states and local governments in broadband deployment Congress and the CEDC recognized, the Mixed-Use Rule raises substantial questions of authority that undermine deployment and access efforts.¹⁷

The Mixed-Use Rule is also inconsistent with Congress' decision to make states the grantors in the Broadband Equity Access and Deployment ("BEAD") Grant program. Under the BEAD program, states must require that subrecipients meet specific broadband requirements, including deployment and service-related obligations.¹⁸ The Mixed-Use Rule, however, expressly precludes a state LFA from "regulat[ing] the provision of any services other than cable services

require broadband mapping and address broadband service issues may be jeopardized by the Mixed-Use Rule's (erroneous) preemption of the State's authority over cable operators' broadband services).

¹⁴ See *Implementing the Infrastructure and Jobs Act: Prevention and Elimination of Digital Discrimination*, Report and Order and Further Notice of Proposed Rulemaking, GN Docket No. 22-69 (Rel. Nov. 20, 2023) ("*Digital Discrimination Order*").

¹⁵ *Digital Discrimination Order* at ¶ 171.

¹⁶ *Id.* at Appx. D at p. 163.

¹⁷ Multiple commenters in the Digital Discrimination Docket described the negative impacts of the Mixed-Use Rule on broadband deployment. See *id.* at n. 528. Though the Commission understandably wished to focus only on the digital discrimination rules in that docket, the Commission must address the Sixth Circuit's rejection of the Mixed-Use Rule in this docket and thus it is the appropriate proceeding in which to abandon the Mixed-Use Rule.

¹⁸ See 47 U.S.C. § 1702(h)(4).

offered over the cable system of a cable operator[.]” By gutting the authority of state LFA’s with respect to cable operators, the Commission’s Mixed-Use Rule is at odds with Congress’ recognition of the role states should play in addressing broadband deployment.

The Mixed-Use Rule creates an arbitrary and unworkable patchwork of state and local regulation in which a state or local government that happens to also be franchising authority has less authority than one that is not, and states may have authority in the context of BEAD grants the Mixed Use Rule claims they lack as franchising authorities. The Mixed-Use Rule frustrates Commission, state and local efforts to ensure equitable access to quality, affordable broadband. We urge the Commission to repeal it.

3. The Commission Must Amend the In-Kind Rule to Conform with Eugene and to Eliminate Misuse of the Rule by Cable Operators.

The In-Kind Rule must be amended to conform to the *Eugene* decision, which held that a cable operator’s marginal cost is the appropriate valuation of in-kind franchise fees as defined in 47 U.S.C. Section 542(g).¹⁹ The Sixth Circuit unequivocally rejected that these noncash franchise fees would be quantified at fair market value, yet the current In-Kind Rule continues to reflect the “fair market value” quantification that the Sixth Circuit rejected.²⁰ There is no dispute in the record regarding the need to address this issue. The failure to amend the In-Kind Rule to reflect the *Eugene* decision has allowed some cable operators to attempt to charge market rates for cable-related services and obligations that are now considered noncash franchise fees. The Commission must act to remedy this misstatement of the law and the resulting confusion.

As already explained in the record, despite the Sixth Circuit decision in *Eugene*, some cable operators continue to charge or attempt to charge local governments a retail price for franchise obligations.²¹ These actions clearly contradict the Sixth Circuit’s *Eugene* decision. “Not a word in § 542 supports the notion that franchise fees can be a source of profit for cable operators.”²² Yet the record shows attempts to do just that.

¹⁹ *Eugene*, 998 F.3d at 710 (holding that “noncash [in-kind] cable-related exactions [assessments] should be assigned a value equal to the cable operator’s marginal cost in providing them”).

²⁰ See 47 C.F.R. § 76.42.

²¹ See Local Government April 7 Ex Parte at 1-3; NATOA August 24 Ex Parte at 4-5 (“Specifically, numerous jurisdictions in several different states have been quoted rates ranging from over \$600 per month per channel to over \$2,500 per month per channel (not including non-recurring fees from \$1,500 to over \$5,400, as well as ‘taxes and fees’) for what appears to be PEG transport. In some cases, LFAs are being told that they must change to a high-definition channel—and pay the fees at the high end of this range—within a given timeframe because standard definition will no longer be supported. Failure to pay, the LFA is told, will disrupt delivery of its PEG channels.”).

²² *Eugene*, 998 F.3d at 710.

Further, some cable operators do not negotiate with LFAs over whether the LFA would like to waive these franchise obligations or have them included in the franchise fee calculation at the marginal cost.²³ Other cable operators insist that the *Third Report and Order* allows them to choose whether or not to provide these cable-related obligations at all. The *Third Report and Order* makes clear that cable operators cannot unilaterally decide how to treat franchise obligations that are now considered “franchise fees.” The Commission was clear that LFAs “still have a choice” to allow the cable operator to include the cost in its franchise fee calculation or waive the obligation.²⁴

Nor does the *Third Report and Order* support the assertion that cable operators can choose whether or not to provide these noncash, “in-kind,” franchise fees. To the contrary, the Commission’s premise in establishing the In-Kind Rule is that these obligations are “exactions” akin to “taxes, fees and assessments” referenced in the definition of “franchise fees” in the Cable Act, which LFAs impose on cable operators.²⁵ Nothing in the *Third Report and Order* supports the notion that cable operators have the ability to opt out of what the Commission has said are franchise fees. To the contrary, the Cable Act unambiguously allows LFAs to require cable operators to pay franchise fees.²⁶ “And—as the FCC itself made clear in its [*Third Report and Order*]—the Act provides no reason to treat cash and noncash exactions differently.”²⁷

We urge the Commission to revise the In-Kind Rule, consistent with *Eugene* and 47 U.S.C. Section 542(g) to state that any in-kind assessment must be valued at a cable operator’s marginal cost.²⁸ We further ask the Commission to reiterate that the *Third Report and Order* requires cable operators to engage in transparent negotiations with, and receive an express decision by, the LFA prior to including its “in-kind” marginal costs in franchise fees, and that the In-Kind Rule does not permit the cable operator to unilaterally opt out of providing noncash franchise fees.

²³ See *supra* n. 21.

²⁴ *Third Report and Order* at ¶ 54.

²⁵ *Id.* at ¶ 11.

²⁶ See 47 U.S.C. § 542(a).

²⁷ *Eugene*, 998 F.3d at 710.

²⁸ We also support the suggestion in the record that the In-Kind Rule should apply only to the LFA’s own institutional network costs, not to build out to non-governmental users. See NATOA, *et al.* October 12 Ex Parte at 2-3.

We appreciate your time on this matter. Please do not hesitate to contact me with any questions.

Respectfully submitted,

s/Nancy L. Werner
Nancy L. Werner
Michael R. Bradley
Bradley Werner, LLC
2145 Woodlane Drive, Suite 106
Woodbury, MN 55125
(651) 379-0900
nancy@bradleywerner.com

*Attorneys for the Local Franchising
Authorities*

Exhibit A
The Local Franchising Authorities

The Local Franchising Authorities are the following municipal entities:

Municipal Entities

City of Philadelphia, Pennsylvania (pop. 1,603,797)

City of Seattle, Washington (pop. 725,487)

City of Oklahoma City, Oklahoma (pop. 687,725)

City of Minneapolis, Minnesota (425,096)

City of Renton, Washington (pop. 102,082)

City of Edmond, Oklahoma (pop. 96,391)

City of Coon Rapids, Minnesota (pop. 63,385)

City of Keizer, Oregon (pop. 38,760)

City of Oregon City, Oregon (pop. 37,572)

City of Happy Valley, Oregon (pop. 23,733)

Municipal Commissions

Metropolitan Area Communications Commission, (collective population 624,708)

An Oregon intergovernmental organization consisting of the Oregon municipalities of Banks (1,834), Beaverton (97,782), Cornelius (13,498), Durham (1,950), Forest Grove (26,242), Gaston (676), Hillsboro (108,154), King City (5,184), Lake Oswego (40,801), North Plains (3,446), Rivergrove (552), Tigard (55,854), Tualatin (27,910), Washington County (unincorporated pop. 240,825), and West Linn (27,452)

Northwest Suburbs Cable Communications Commission (collective population 356,048)

A Minnesota municipal joint powers commission consisting of the Minnesota cities of Brooklyn Center (33,782), Brooklyn Park (86,478), Crystal (23,330), Golden Valley (22,552), Maple Grove (70,253), New Hope (21,986), Osseo (2,688), Plymouth (81,026), and Robbinsdale (13,953)

North Metro Telecommunications Commission (collective population 129,470)

A Minnesota municipal joint powers commission consisting of the Minnesota cities of Blaine (71,803), Centerville (4,027), Circle Pines (5,025), Ham Lake (16,843), Lexington (2,922), Lino Lakes (21,753), and Spring Lake Park (7,097)

South Washington County Telecommunications Commission (collective population 125,863)
A Minnesota municipal joint powers commission consisting of the Minnesota municipalities of Woodbury (75,102), Cottage Grove (41,027), Newport (3,941), Grey Cloud Island Township (249), and St. Paul Park (5,544)

North Suburban Communications Commission (collective population 115,117)
A Minnesota municipal joint powers commission consisting of the Minnesota cities of Arden Hills (9,939), Falcon Heights (4,963), Lauderdale (2,212), Little Canada (10,819), Mounds View (12,946), New Brighton (23,454), North Oaks (5,273), Roseville (36,254), and St. Anthony (9,257)

Ramsey/Washington Counties Suburban Cable Communications Commission II (collective population 88,644)
A Minnesota municipal joint powers commission consisting of the Minnesota cities of Birchwood Village (863), Dellwood (1,175), Grant (3,959), Lake Elmo (11,335), Mahtomedi (8,139), Oakdale (28,019), White Bear Lake (22,879), White Bear Township (11,760), and Willernie (515)

Access Organizations

CCTV Center for Media & Democracy, Burlington, Vermont, provides coverage of public meetings, elections, and community events produced by Town Meeting TV, promotes open discourse and connection between neighbors, and preserves local history in our archives..

‘Olelo Community Media, a nonprofit public, education and government (PEG) access Organization serving O’ahu, Hawaii

Vermont Access Network, association of 24 community media access centers that operate 40+ channels and serve 100,000 cable households in Vermont.



November 28, 2023

To: North Metro Telecommunications Commission and Operations Committee

Please accept this letter, as my formal notice of resignation, as the Executive Director of the North Metro Telecommunications Commission. My final day of employment will be January 12, 2024.

I am so grateful for the opportunities I have been provided over the last 37 years. The support of the Commission and Operations Committee during that time was invaluable, and something I very much appreciate.

As I look back on my time at North Metro TV and see how it has grown into such an essential resource for our Member Cities and community, I am filled with admiration and pride for the amazing staff I have had the honor to work with. North Metro TV wouldn't be what it is today without their brilliance and hard work.

While the future will present challenges, I am CONFIDENT that the staff at NMTV is ready to conquer those challenges, and will continue to provide the excellent service you have come to expect. There is no one person who is responsible for NMTV's success. There is only one great team.

As I gleefully prepare for my retirement, I am committed to ensuring a smooth transition to new leadership. Eric Houston and Danika Peterson are fantastic choices for guiding NMTV into the future. I know that you will support them, as you have me, as you work together to solve future funding issues.

Thank you so much for the many years of opportunity and support. I wish each of you personally, and this organization, all the best in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Heidi Arnson', written in dark ink.

Heidi Arnson
North Metro Telecommunications Commission

NORTH METRO TV

TO: CABLE COMMISSION
FROM: HEIDI ARNSON
SUBJECT: CABLE COMMISSION MERGER CONSIDERATION
DATE: 12/14/2023

At the September Cable Commission meeting the idea of whether it would make sense for the North Metro Telecommunications Commission to merge with another Commission was introduced. At that time, Commission Member Massoglia reported that his City Council would be workshopping the idea.

During the November 6th Blaine City Council workshop, the idea was discussed and the Council determined that they were willing to consider a merger.

The Executive Committee suggested, at their December 6th meeting, that the other six Member Cities should discuss the topic with their Councils to verify interest in moving forward with contacting other Cable Commissions.

The Cable Commission could then make a motion at the February meetings regarding formally contacting another Cable Commission to gauge interest in a merger.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: HEIDI ARNSON
SUBJECT: INTERIM CO-EXECUTIVE DIRECTOR JOB DESCRIPTIONS
DATE: 12/14/2023

As directed by the Operations Committee, I have drafted separate job descriptions for the two interim co-executive directors.

In your packet are the original ED job description and the two interim co-ED descriptions. Many of the ED responsibilities have been divided between the two. There are, however, tasks that remain in both descriptions. The responsibilities were divided along the lines of financial and administrative tasks. I believe the specific tasks represent the most efficient division related to their current jobs, along with not giving one position an unfair advantage over the other regarding job responsibilities and future consideration for the ED position. Cross-training is included under other duties.

NORTH METRO TELECOMMUNICATIONS COMMISSION

POSITION DESCRIPTION

TITLE: Interim Co-Executive Director: Financial
STATUS: Full-Time, Exempt

POSITION SUMMARY

Under the general supervision and direction of the Operations Committee and Telecommunications Commission, this person is responsible for the general operation and management of the North Metro Telecommunications Consortium and North Metro TV; providing administrative support for and advice to the Telecommunications Commission; working with the Operations Committee and member cities to assure optimum services; budget administration, supervision of staff and programming; coordinating with other public agencies and businesses in the service area regarding related services; and monitoring franchisee's adherence to franchise regulations for cable operations. The Chair of the Operations Committee will work with the Interim Co-Executive Directors to resolve any management conflicts.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides fiscal management support for the daily operations of the North Metro Telecommunications Commission.
2. Provides administrative support to the NMTC and Operations Committee for adherence to franchise and federal regulations.
3. Develops and implements strategies for long-range planning involving infrastructure, production equipment, and technology upgrades.
4. Monitors cable operator for adherence to franchise and federal regulations, administers transfer of franchise ownership and administers franchise renewal process with attorney.
5. Manages marketing strategies to publicize services offered by the NMTC.
6. Performs NMTC budget administration including annual budget preparation, tracing expenses/revenues, resolving discrepancies and analyzing expenses for possible cost reductions.
7. Keeps apprised of technology trends.
8. Recommends web site development and oversees maintenance of approved content.
9. Works with MACTA and elected officials to promote and support legislation to modernize NMTC funding model.
10. Works with the Operations Committee, assisting in policy development for consideration by the NMTC.
11. Oversees and ensures quality of cable programs including production, editing, proper equipment functioning, etc.
12. Supervises production and support staff.
 - Interviews and selects new employees
 - Defines and clearly delegates work assignments to personnel in terms of work methods, safety requirements, service required and standards of performance expected
 - Reviews the work performance of employees on a continuing basis

- Establishes and maintains a level of performance and a working climate in which assigned employees are effectively motivated to work up to their full potential

B. OTHER DUTIES AND RESPONSIBILITIES

1. Use routine features of word processing, spreadsheet or other software applications
2. Provide routine information and assistance to the public, via telephone, mail, fax and in person
3. Provide technical assistance to co-workers
4. Resolve problems/complaints from public
5. Cross-Train Co-Executive Director

These are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of general management principles, including effective fiscal management
2. Skill in public presentations
3. Ability to work effectively with diverse community interests
4. Ability to analyze, interpret, and prepare technical reports that are factual, understandable logical, concise, and objective
5. Thorough knowledge of budget preparation and administration including auditing of records, cost reduction strategies, and determining resource needs
6. Ability to communicate confidently and effectively, in English, with the public, both in person and over the telephone
7. Ability to effectively supervise, motivate, train and evaluate production staff
8. Ability to develop and maintain effective working relationships with others
9. Ability to provide effective organizational leadership

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Communications, Business or Public Administration, Video Production, or a related field. Three years of management/supervisory experience in public access television, community media, public administration, or a related area.

DESIRABLE QUALIFICATIONS

1. Master's Degree in Communications or a related field.

NON-DISCRIMINATION POLICY

NMTC does not discriminate on the basis of disabled status in the admission, access to, treatment or employment in its programs or activities

NORTH METRO TELECOMMUNICATIONS COMMISSION

POSITION DESCRIPTION

TITLE: Interim Co-Executive Director: Operations
STATUS: Full-Time, Exempt

POSITION SUMMARY

Under the general supervision and direction of the Operations Committee and Telecommunications Commission, this person is responsible for the general operation and management of the North Metro Telecommunications Consortium and North Metro TV; providing administrative support for and advice to the Telecommunications Commission; working with the Operations Committee and member cities to assure optimum services; budget administration, supervision of staff and programming; coordinating with other public agencies and businesses in the service area regarding related services; and monitoring franchisee's adherence to franchise regulations for cable operations. The Chair of the Operations Committee will work with the Interim Co-Executive Directors to resolve any management conflicts.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides operational management support for the daily operations of the North Metro Telecommunications Commission.
2. Provides administrative support to the NMTC and Operations Committee for compliance with guidelines for programming on public access channels.
3. Develops and implements strategies for long-range planning involving infrastructure, production equipment, and technology upgrades.
4. Keeps apprised of technology trends.
5. Monitors cable operator for adherence to franchise and federal regulations, administers transfer of franchise ownership and administers franchise renewal process with attorney.
6. Works with the Operations Committee, assisting in policy development for consideration by the NMTC.
7. Determines resource needs in the areas of personnel, inventories and capital outlays. Collaborates on annual budget preparation.
8. Explore income alternatives to franchise and PEG fees.
9. Develops and administers facility usage guidelines.
10. Produces administrative documents such as meeting packets, meeting minutes, and monthly statistics and reports.
11. Resolves complex problems or complaints regarding services or programs.
12. Supervises production and support staff
 - Interviews and selects new employees
 - Defines and clearly delegates work assignments to personnel in terms of work methods, safety requirements, service required and standards of performance expected
 - Reviews the work performance of employees on a continuing basis
 - Establishes and maintains a level of performance and a working climate in which assigned employees are effectively motivated to work up to their full potential.

B. OTHER DUTIES AND RESPONSIBILITIES

1. Use routine features of word processing, spreadsheet or other software applications
2. Provide routine information and assistance to the public, via telephone, mail, fax and in person
3. Provide technical assistance to co-workers
4. Resolve problems/complaints from public
5. Cross-Train Co-Executive Director

These are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of general management principles, including effective fiscal management
2. Skill in public presentations
3. Ability to work effectively with diverse community interests
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5. Thorough knowledge of budget preparation and administration including auditing of records, cost reduction strategies, and determining resource needs
6. Ability to communicate confidently and effectively, in English, with the public, both in person and over the telephone
7. Ability to effectively supervise, motivate, train and evaluate production staff
8. Ability to develop and maintain effective working relationships with others
9. Ability to provide effective organizational leadership

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DESIRABLE QUALIFICATIONS

1. Master's Degree in Communications or a related field.

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NORTH METRO TELECOMMUNICATIONS COMMISSION

POSITION DESCRIPTION

TITLE: Executive Director
STATUS: Full-Time, Exempt

POSITION SUMMARY

Under the general supervision and direction of the Operations Committee and Telecommunications Commission, this person is responsible for the general operation and management of the North Metro Telecommunications Consortium and North Metro TV; providing administrative support for and advice to the Telecommunications Commission; working with the Operations Committee and member cities to assure optimum services; budget administration, supervision of staff and programming; coordinating with other public agencies and businesses in the service area regarding related services; and monitoring franchisee's adherence to franchise regulations for cable operations.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides operational and fiscal management support for the daily operations of the North Metro Telecommunications Commission
2. Provides administrative support to the NMTC and Operations Committee for adherence to franchise and federal regulations and compliance with guidelines for programming on public access channels.
3. Develops and implements strategies for long-range planning involving infrastructure, production equipment, and technology upgrades.
4. Monitors cable operator for adherence to franchise and federal regulations, administers transfer of franchise ownership and administers franchise renewal process with attorney.
5. Manages marketing strategies to publicize services offered by the NMTC.
6. Performs NMTC budget administration including annual budget preparation, tracing expenses/revenues, resolving discrepancies and analyzing expenses for possible cost reductions.
7. Keeps apprised of technology trends.
8. Works with the Operations Committee, assisting in policy development for consideration by the NMTC.
9. Determines resource needs in the areas of personnel, inventories and capital outlays.
10. Oversees and ensures quality of cable programs including production, editing, proper equipment functioning, etc. Recommends web site development and oversees maintenance of approved content.
11. Develops and administers facility usage guidelines.
12. Resolves complex problems or complaints regarding services or programs.
13. Supervises production and support staff
 - Interviews and selects new employees
 - Defines and clearly delegates work assignments to personnel in terms of work methods, safety requirements, service required and standards of performance expected
 - Reviews the work performance of employees on a continuing basis

- Establishes and maintains a level of performance and a working climate in which assigned employees are effectively motivated to work up to their full potential.

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1. Use routine features of word processing, spreadsheet or other software applications
2. Provide routine information and assistance to the public, via telephone, mail, fax and in person
3. Provide technical assistance to co-workers
4. Resolve problems/complaints from public

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KNOWLEDGE, SKILLS, AND ABILITIES

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1. Master's Degree in Communications or a related field.

NON-DISCRIMINATION POLICY

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NORTH METRO TV

TO: CABLE COMMISSION
FROM: HEIDI ARNSON
SUBJECT: COMPENSATION RECOMMENDATION FOR CO-EXECUTIVE DIRECTORS
DATE: 12/14/2023

Compensation for assuming the Executive Director responsibilities, as interim Co-Executive Directors, was considered at the November 9th Operations Committee meeting.

It was determined, based on precedent from Member Cities, and consistent with Human Resources policies that each Co-Executive Director be compensated \$15,000 for the year, in addition to their current salaries, while the duties of Co-Executive Director are being performed.

The compensation would be divided across the year, and begin upon Heidi Arnson's retirement.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: HEIDI ARNSON
SUBJECT: FRIDLEY PRODUCTION RFP AND MEETING
DATE: 12/14/2023

We have received an RFP for providing video production services from the City of Fridley. Proposals are due January 12th, with the intent that services will begin in April 2024.

On November 29th, Danika Peterson, Eric Houston, and Matt Waldron met with Fridley Communications Coordinator Melissa Moore and retiring Cable Administrator Brian Strand. They toured the city hall recording facility, examined the production equipment, and asked questions about requested services.

The discussion included whether Fridley had considered joining a cable commission. Melissa said they had not, but expressed interest in the possibility. She requested that a copy of our JPA be sent to her.

It was a very good meeting that left both NMTV and Fridley staff feeling that there was a great deal of potential in a partnership.

FCC might ban early termination fees for pay-TV

In a new proposal focused on promoting video competition, FCC Chairwoman Jessica Rosenworcel is looking to dump 'video service junk fees.'



Jeff Baumgartner

November 21, 2023

FCC Chairwoman Jessica Rosenworcel is proposing a new set of rules that take aim at early termination fees and other "video service junk fees," all in the name of promoting competition in the pay-TV arena.

Rosenworcel's proposal, set for a vote at the FCC's December 13 open meeting, aims to banish early termination fees and "billing cycles fees" that require pay-TV subs to pay for a complete billing cycle even if they terminate service prior to the end of the cycle. The proposal also seeks rules that would require cable and satellite TV service providers to deliver credits and rebates after a consumer cancels video services.

Rosenworcel's announcement references cable and satellite but does not mention traditional telco TV services or a newer category of virtual multichannel video programming distributors (vMVPDs), such as YouTube TV, FuboTV and Dish Network-owned Sling TV, that allow customers to come and go from month to month. Light Reading has asked Rosenworcel's office for a clarification on those points.

Update: The FCC clarified that the proposal does not cover virtual MVPDs, but does include traditional pay-TV services offered by telcos.

'Limits their freedom'

In the announcement, Rosenworcel notes that pay-TV subscribers can terminate service for several reasons, including moving, financial hardship or poor service, but early termination fees require them to pay for terminating the service prior to its expiration date, "making it costly for consumers to switch services during the contract term." She feels that such fees limit customer choice and negatively impact video competition.

"No one wants to pay junk fees for something they don't want or can't use. When companies charge customers early termination fees, it limits their freedom to choose the service they want,"

Rosenworcel said in a statement. "In an increasingly competitive media market, we should make it easier for Americans to use their purchasing power to promote innovation and expand competition within the industry."

Rosenworcel said the proposed rules follow an Executive Order on Promoting Competition in the American Economy that encourages the FCC to consider "prohibiting unjust or unreasonable early termination fees for end-user communication contracts; enabling consumers to more easily switch providers" in order to promote competition and lower prices.

The proposal also arrives in the wake of the FCC's requirement for broadband operators to supply broadband nutrition labels and a separate proposal that seeks the "all-in" price on cable and satellite video services, including broadcast TV fees and regional sports programming surcharges.

New legislation proposes broadband providers contribute to Universal Service Fund

By Julia King

Nov 20, 2023 10:00am

Several U.S. senators introduced legislation that if passed, would direct the Federal Communications Commission (FCC) to assess contributions from broadband and edge providers to the Universal Service Fund (USF).

The USF is allocated to broadband builds in rural and Tribal areas, connections for schools, hospitals and libraries, as well as a low-income affordability program.

Until now, broadband and edge providers haven't been required to contribute to the USF. Since its launch in 1997, USF funding has been the burden of traditional telecommunications companies, including wireline and wireless companies, as well as cable companies that provide voice services. Amid fears over that revenue base "trending toward \$0," the proposed allocated budget for the USF in the fourth quarter of 2023 was still \$6.03 billion.

The proposed Lowering Broadband Costs for Consumers Act of 2023, sponsored by Senators Mullin (R-OK), Kelly (D-AZ), and Crapo (R-ID), would see providers that account for more than 3% of total U.S. annual internet traffic and earn more than \$5 billion in annual U.S. revenue contribute to the USF. This could have implications for companies including Alphabet, Meta, Amazon, Apple, Microsoft and Netflix, according to some in the industry.

The legislation defines edge providers as any procurer of online content or services, including an advertising service, search engine, social media platform, video gaming service or e-commerce, to name a few.

"Fair contributions to the USF from edge providers are long overdue," said Sen. Mullin in a statement. "Video streaming services account for 75% of all traffic on rural broadband networks. However, unrecovered costs from streaming companies are often shifted and borne by small rural broadband providers."

The new bill would also direct the FCC to adopt a new mechanism under the current USF high-cost program to provide "specific, predictable and sufficient support for expenses incurred by broadband providers that are not otherwise recovered."

The legislation would explicitly limit the FCC's authority over edge providers and broadband providers only to requiring contributions to the USF.

The Lowering Broadband Costs for Consumers Act has been publicly supported by several stakeholders including USTelecom – The Broadband Association, NTCA - The Rural Broadband Association and WTA – Advocates for Rural Broadband.

Brandon Heiner, SVP of Government Affairs at USTelecom – The Broadband Association, said the legislation will help ensure the USF’s long-term impact and sustainability by “modernizing its contributions system to include the dominant Big Tech companies, which benefit significantly from the broadband connectivity made possible by the Fund.”

WISPA spokesperson Mike Wendy said the association is in support of broadening the contributions base in a manner that “is fair and would allow companies like [those belonging to WISPA] – who provide fiber and wireless broadband services – to receive such funding in their service areas should they qualify.”

Meanwhile, there are also some concerns about the bill.

Wendy noted that providers with revenues above the de minimis threshold would be most affected by the bill’s requirements, and will ultimately have to decide whether to internalize their contribution into the USF, or pass it along to consumers.

Brian Dietz, SVP of Strategic Communications, NCTA – The Internet & Television Association, said that the bill could potentially raise, not lower, the cost of broadband service for consumers.

“Given the massive federal spending on deployment already underway,” Dietz said, pointing to several including ARPA, BEAD, ACAM and ReConnect, “it seems premature and ill-advised for Congress to create yet another subsidy mechanism for rural telcos.”

In discussions with Fierce Telecom, analysts noted the bill raises several other interesting questions, among them why Congress and the FCC didn’t determine how much additional money the USF will need through economic study before firming up the legislative proposal.

Whether the bill is passed will also depend on how an existing 5th Circuit litigation turns out, which could result in courts throwing out the legislation due to concerns over giving the FCC a taxing power that Congress cannot delegate.

And even if that case doesn’t thwart the legislation, it will still need sufficient votes in Congress to approve the expansion of the FCC’s powers to collect funds.

If passed, the Lowering Broadband Costs for Consumers Act would direct the FCC to complete a rulemaking, after taking public comment, in 18 months that authorizes the Commission to assess edge providers for USF contributions.

Strand Consulting noted that without reform, the USF is expected to go bankrupt “because fees based on voice services have been declining for years.”

How telecom is working to influence AI policy

Telecom firms are weighing in on federal policy matters related to artificial intelligence (AI), advocating for 'light touch' regulations, a nuanced approach to 'risk' and more investment.



Nicole Ferraro

November 21, 2023

President Biden delivering remarks before signing an executive order on AI in October. (Source: White House Photo/Alamy Stock Photo)

As the US federal government makes moves to regulate the development and use of artificial intelligence (AI), telecom firms are lobbying for rules that would spur innovation, citing use cases for AI in spectral efficiency, open RAN deployment and beyond. They're also urging caution and nuance around terms like "high risk" and "critical infrastructure."

With AI developing faster than anticipated, including by those who created it, the US is among several countries trying to update its laws. In recent months, we've seen President Biden release a White House executive order "on the safe, secure, and trustworthy development and use" of AI, plus hearings on Capitol Hill and the introduction last week of a Senate bill on boosting AI "accountability" and "innovation."

Throughout those proceedings, telecom companies have started to weigh in on how AI can best benefit the sector and how the government should enact "light touch" regulations without impeding innovation. Here are three ways the telecom industry is working to influence policy makers' understanding and regulating of AI.

Pushing AI's role in national telecom priorities

As AI catches the eye of regulators, the telecom industry is seeking to demonstrate its value to the communications sector, while setting those uses apart from what it deems as more high-risk consumer-facing applications.

At a hearing last week, held by the House subcommittee on communications and technology, industry representatives pitched the importance of AI in spurring key national telecom priorities, like facilitating spectrum sharing and network infrastructure deployment.

Dr. Sameh Yamany, CTO at Viavi, referred to his company's "digital twin" technology – which creates virtual replicas of physical infrastructure and devices – as "a potent instrument to ensure the efficiency and efficacy of 5G and open RAN networks" allowing network operators to "build an ORAN network alongside a digital representation of their existing network and see how they will work together – all before the first component is added," he said. That matters particularly as the US seeks to execute on its somewhat-stalled "rip-and-replace" strategy to replace equipment supplied by Chinese vendors Huawei and ZTE.

Another area of interest to Congress, spectrum use, was highlighted as a key job for AI at last week's hearing as well. According to Courtney Lang, vice president of policy, trust, data and technology, at the Information Technology Industry Council (ITI), increasing spectral efficiency is a "high value use case" of AI.

"Initial demonstrations of using AI to adapt the modulation and coding scheme have shown gains in spectral efficiency of roughly 10% depending on the scenario," said Lang.

"AI can be used to optimize spectrum allocation by determining both the environmental conditions and where the demand is," she added.

AI can also improve broadband mapping, said Lang, as AI tools can "convert satellite images into real-world features to develop a map of broadband serviceable locations that can help identify communities that previous mapping models missed."

Urging a nuanced approach to 'high risk' and 'critical infrastructure'

With those and other use cases in mind, Viavi's Yamany told the House committee that Congress should understand "telco AI" technology as "low-risk, high value" AI systems, with minimal interaction with consumer data. Indeed, the industry seems concerned about having its technology fall into a "high risk" bucket, legislatively speaking.

"As the Committee continues its pivotal work on the subject of AI, we urge you to embrace the nuanced nature of AI systems, particularly those exemplified by Viavi's offerings," said Yamany. "Low-risk, high-value AI systems like ours – which we term Telco AI – represent a new frontier in enhancing network security, resiliency, and efficiency, and we believe that AI-driven solutions, especially those with limited to no interaction with consumer data – like ours – are crucial for our future."

ITI's Lang offered a more direct take on how Congress should consider "risk" in its policymaking.

"In crafting specific policy, we discourage classifying entire sectors as high-risk. Blanketing entire sectors with requirements is not proportionate and misses important nuance," said Lang in her opening testimony before the House subcommittee.

"For example, there has been interest in designating AI used in 'critical infrastructure' as high-risk, but this would be too broad and complicate the ability of critical infrastructure owners and

operators, including in the communications sector, to apply AI in many low-risk use cases. It is more appropriate to designate particular AI components used for safety functions in critical infrastructure as high-risk, than to classify entire critical infrastructure sectors as high-risk," she said.

ITI shared similar sentiments in response to a Senate bill on AI introduced last week. That bill, a bipartisan effort, aims to regulate the "highest-impact applications" of AI. At present, the language of the legislation refers to "critical-impact" AI organizations and systems as those involved with "the direct management and operation of critical infrastructure."

Responding to that Senate bill, ITI President and CEO Jason Oxman said in a statement that the organization welcomed the "risk-based approach and common-sense provisions" of the legislation, but added: "As lawmakers consider this measure, we encourage them to ensure that high-risk AI categorizations focus on the uses of the technology, not the sector."

Another firm using the "risk-based approach" language with policymakers is USTelecom. In a statement responding to the White House executive order on regulating the development and use of AI last month, USTelecom CEO Jonathan Spalter said the organization's membership is "committed to working with the Biden Administration, and all stakeholders, to advance a risk-based approach to AI governance, prioritizing partnership over regulation, and ensuring effective international coordination and harmonization."

Encouraging federal investment

In addition to making the case for AI's critical role in communications, and nuanced, light-touch legislation as a result, telecom firms testifying before Congress have also made the case for additional federal resources to go toward AI research and development (R&D).

"While a significant part of the policy conversation has been focused on addressing risks, commensurate attention should be given to the ways in which policy levers can support innovation, advance helpful applications of AI, and progress the research and development needed to implement risk management practices," said ITI's Lang during last week's House hearing.

"In order to supplement contributions by the private sector, Congress and the U.S. government should provide the necessary resources and incentives for R&D activity, including that taking place at National Labs, in the private sector, and beyond."

To that end, the White House in its executive order (EO) on October 30 called for the establishment of "at least four new National AI Research Institutes, in addition to the 25 currently funded as of the date of this order" within 540 days of the EO's publication. Seven of those 25 were funded earlier this year with \$140 million from multiple federal agencies, as well as IBM, as part of "a broader effort across the federal government to advance a cohesive approach to AI-related opportunities and risks," said the National Science Foundation (NSF) in a press release. That effort overall has received close to a half a billion dollars in funding thus far from the NSF and its partners, the agency said.

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Senators Join Call For FCC To Revisit Video Streaming Rules

By Nadia Dreid

Law360 (October 20, 2023, 5:20 PM EDT) -- Nearly half the Senate's Democrats have teamed up to tell the FCC they're worried about the future of local television if stations don't get the same rights to negotiate with streaming services that they have with traditional broadcasters, urging the agency to reopen the record on regulating streaming services.

The 20 Democrats wrote to the Federal Communications Commission on Wednesday to "refresh the aging, unclosed record from the 2014 proceeding by seeking new public comments to provide updated video marketplace information" and consider whether it may be time to make streaming companies follow the same rules as traditional multichannel video programming distributors, or MVPDs.

"As the expert agency, the Commission should be developing a record and recommendations to ensure that our regulatory system — which has enabled a thriving locally focused broadcast system that is the envy of the world — is not undermined by the explosion of new technologies that were not foreseen even a mere decade ago," the senators said in their letter.

Whether to regulate streamers like other television shows and movie providers has been a hot button topic in recent years, and in 2014, the FCC opened a proceeding to build a record on whether it was time to make streaming companies — or virtual MVPDs — subject to regulations made for traditional MVPDs, which include cable and satellite TV providers.

But a lot has changed since 2014 and streaming companies have carved out an even larger slice of the market for themselves, the senators and proponents of reopening the proceedings argue.

For broadcasters, this is a big deal when it comes to retransmission consent rules, which require traditional MVPDs to negotiate directly with stations regarding carriage of their channels or content. Right now, local broadcasters say they are getting the raw end of the deal when it comes to the "take it or leave it" deals the networks end up cutting with streaming companies to use their content. They want the streaming services to be forced to talk to them directly.

But cable companies say doing so would only be expanding an already poor system which, according to trade group ACA Connects, is already used to "extract unconscionable fees and terms from cable operators and their customers for carriage of broadcast stations."

Now, dueling coalitions have been formed.

The Coalition for Local News — made up of some 600 stations and backed by the affiliate groups of ABC, NBC, FOX and CBS — wants to push the FCC to change the rules in the hopes of upping the payments stations receive when streaming services retransmit their content.

On the other side is the Preserve Viewer Choice Coalition, which was formed in response to the other group and says it wants to "protect consumer streaming choices and preserve a competitive online video marketplace." This group has the backing of the big four networks themselves — ABC, CBS, FOX and NBC — and also Fubo, Roku, Telemundo, Univision and Warner Bros. Discovery. They say reclassifying streaming services would "turn back the clock" on the marketplace.

FCC Chair Jessica Rosenworcel has said she doesn't believe the commission has the statutory power

to make the regulatory change and Congress would have to step in, but this has not stopped broadcasters from trying.

--Editing by Vaqas Asghar.

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