

NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING

February 21, 2024

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. 3-41**
 - a. Minutes of regular meeting of December 20, 2023
 - b. Minutes of Executive Committee meeting of February 7, 2024
 - c. Minutes of Operations Committee meeting of January 2, 2024 and February 6, 2024
 - d. December 2023 and January 2024 financial reports and bill lists
5. Executive Director Report
 - a. December 2023 Report **pp. 42-48**
 - b. January 2024 Report **pp. 49-56**
6. Legal Counsel Report
 - a. January 2024 Report **pp. 57-60**
 - b. February 2024 Report **pp. 61-65**
7. Old Business
 - a. Fridley RFP **p. 66**
 - b. Merger Discussion **p. 67**
8. New Business
 - a. Annual Fee Payment to Cities **pp. 68-69**
 - b. Change Meeting Location to Circle Pines City Hall for Remainder of 2024 **p. 70**
 - c. Select Alternate Date for June 2024 Telecommunications Commission Meeting **p. 71**
 - d. Accept Web Design Services from Chris Massoglia **p. 72**
 - e. Nominations for 2023 Executive Committee **p. 73**
 - f. Insurance Liability Waiver **pp. 74-75**
9. Recommended Reading **pp. 76-84**
10. Community Calendar
 - A. Next Meeting Dates:
 - a. Operations Committee – March 5, 2024
 - b. Executive Committee – June 5, 2024

c. Cable Commission – TBD

11. Adjournment

NORTH METRO TELECOMMUNICATIONS COMMISSION

UNAPPROVED MINUTES

Commission Meeting – December 20, 2023

CALL TO ORDER

Chair D. Stoesz called the regular meeting of the North Metro Telecommunications Commission to order at 6:04 p.m.

ROLL CALL

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

Directors Absent: Nici Dorner; Circle Pines

Others Present: Mike Bradley; Legal Counsel, Heidi Arnson; Executive Director, Danika Peterson; Interim Co-Executive Director, Eric Houston; Interim Co-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 September 20, 2023 NMTC meeting minutes, December 6, 2023 Executive Committee meeting minutes, October 19, November 9th, and December 5, 2023 Operations Committee meeting minutes and the financial reports were approved as presented. **Motion for approval made by B. Goodboe-Bisschoff. Second, B. Winge. Motion passed unanimously.**

REPORT OF EXECUTIVE DIRECTOR

H. Arnson reported on the following items:

- North Metro TV staff is pleased with the results of the streaming arrangement with NSPN.TV. In addition to receiving payment for game streams and downloads, the relationship resulted in the ability to record state level tournament games and may have played a role in being hired for an \$11,000 streaming job with the National Sports Center. The plan is to continue with the partnership for the winter sports season.
- City meeting podcasts are turning out to be quite popular. With six of the seven member cities participating in the service, and only for select meetings, there were 157 downloads October through November.
- North Metro TV staff is also providing transcripts of city meetings for those cities that want them.
- Local Decision candidate interviews were the most popular YouTube videos for North Metro TV. They were viewed over 2,800 times the week before the election.
- 3rd quarter franchise fee and PEG fee reports were reviewed.
- Staff recorded the annual Blaine High School Veterans Day program and is already working with organizers to cover the Guns-N-Hoses charity hockey game.

REPORT OF LEGAL COUNSEL

M. Bradley reported on the following items:

- The North Metro Telecommunications Commission was part of a consortium that urged the FCC to repeal the mixed-use rule and amend the in-kind rule. The repeal and amendment could result in franchise fee savings for the Commisison.
- The Office of Broadband Development has decided to specifically include PEG-TV entities as being eligible for future grant funding. The state is expecting to receive over \$20 million in mid-2024 for grants, so this could be an excellent opportunity for North Metro TV.

OLD BUSINESS

- Heidi Arnson's letter of resignation from the position of Executive Director was reviewed. Ms. Arnson expressed her gratitude and appreciation for the Commission's support throughout the years and assured the group that they were in very competent, innovative and hard working hands with Danika Peterson and Eric Houston.

MOTION: To accept Heidi Arnson's resignation as Executive Director of the North Metro Telecommunications Commission as presented. **Motion for approval made by: B. Winge. Second: C. Massoglia. Motion approved unanimously.**

- At the September meeting, Commissioner Chris Massoglia first presented his idea to merge with CCX Media as a cost saving measure to combat declining fees. At the December meeting, it was noted that the Blaine City Council had discussed the matter at a workshop. The Blaine Council was amenable to contacting CCX. It was noted that the Commission members from the rest of the Member Cities should have the opportunity to find out if their cities would be interested in reaching out to CCX Media (CCX is the cable commission serving 9 Northwest suburbs including Plymouth, Brooklyn Center & Brooklyn Park). The Commission could vote on whether to talk to CCX at their February meeting. If CCX is interested, comprehensive due diligence would have to be conducted regarding pros and cons, services, technology, staffing, financial assets, policies, franchises, geography, and other matters.

NEW BUSINESS

- It was recommended that Danika Peterson and Eric Houston be named Interim Co-Executive Directors of the North Metro Telecommunications Commission.

MOTION: To name Danika Peterson and Eric Houston as Interim Co-Executive Directors of the North Metro Telecommunications Commission. **Motion for approval made by: D. Love. Second: C. Massoglia. Motion approved unanimously.**

- Job descriptions for the Interim Co-Executive Director positions were considered.

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

- Compensation for the Interim Co-Executive Director positions was considered.

MOTION: To approve the recommended compensation for the Interim Co-Executive Director positions. **Motion for approval made by: D. Love. Second: C. Massoglia. Motion approved unanimously.**

- North Metro TV received an RFP from the City of Fridley for providing video production services. NMTV staff met with City of Fridley staff for a tour of the Fridley production facility and to ask questions. North Metro TV will be submitting a proposal.
- H. Arnson was presented with a plaque recognizing her years of service with the North Metro Telecommunications Commission. The Commission and Interim Co-Executive Directors said some very nice things. H. Arnson felt very grateful...and a little self-conscious. The gesture was very much appreciated.

COMMUNITY CALENDAR

Upcoming meetings include:

1. The Operations Committee on January 2, 2024
2. The Executive Committee Meeting on February 7, 2024
3. The Cable Commission Meeting on February 21, 2024

ADJOURN

The meeting was adjourned at 6:45 p.m. **Motion for approval made by C. Massoglia. Second, B. Winge. Motion passed unanimously.**

Brandon Winge; Secretary, NMTC

EXECUTIVE COMMITTEE MINUTES

Meeting of February 7, 2024

Executive Cmte. Present: Dale Stoesz; Lino Lake;; Barbara Goodboe-Bisschoff; Spring Lake Park, Brandon Winge; Lexington, Chris Massoglia; Blaine

Absent: None

Others Present: 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 December 6, 2023, Executive Committee meeting minutes was made by B. Goodboe-Bisschoff. Second, C. Massoglia. Motion passed unanimously.

EXECUTIVE DIRECTOR / OPERATIONS COMMITTEE REPORT

- Through the partnership with NSPN.tv, NMTV Sports was able to offer expanded coverage of the Centennial Cougars successful State Championship run. The sports department was able to cover three finals games that would normally be prohibited under Minnesota High School League rules. Kenton Kipp and Ted Leroux have already produced a special episode of Sports Den and plan to follow up the season with a commemorative special.
- The North Metro TV Home Movie Transfer Service experienced its most profitable month ever in December 2023, grossing approximately \$7,000. The overall gross for 2023 was approximately \$23,000, a 25% increase over 2022 sales. To date, the service has grossed \$109,000 for NMTV.
- NMTV received \$7,000 from SWCTC TV in Cottage Grove for filming a pair of hockey games. SWCTC was pleased with the work of the NMTV Sports Department and we are optimistic that they will hire us for the same event next year.
- The City of Cambridge, MN has hired NMTV to consult on their upcoming video equipment upgrade. Video Engineer Matt Waldron already performed a provisional evaluation and will now create an RFQ (Request for Quotes). It is likely that Cambridge will continue to look to NMTV for paid consultation and may well hire us for future video services.
- NMTV staff has given cable channel 15 a facelift by replacing the "filler" videos that run between regularly scheduled programs with news stories and sports recap videos. The goal is to present North Metro TV as a 24 hour local news and sports channel.
- The committee reviewed 4th quarter Comcast franchise and PEG fee reports. Both franchise and PEG fees were slightly lower than the previous quarter. Total annual franchise fees came in a little higher than the amount estimated during the budgeting process. PEG fees came in a little lower, but that amount was more than made up for by other NMTV income. The income estimates for the 2024 budget year are in good shape.

- Staff distributed a table showing how the percentage of fee payments to the cities was determined and the division of the fee payment based on those percentages. Checks and reports will be set to the cities after approval by the Commission at the February 21st meeting.

OLD BUSINESS

- Staff updated the committee on the status of the Fridley RFP. NMTV submitted its proposal on January 12. We can hope for a respondent interview in March with the winner announced on April 8th. Work for Fridley would commence May 1st.
- The Executive Committee discussed sending a letter to CCX Media, requesting the start of discussions regarding a possible merger.

NEW BUSINESS

- Due to construction at Spring Lake Park City Hall, a new location for the remaining 2024 Telecommunications Commission Meetings must be selected. The Executive Committee, by consensus, recommended accepting the offer of Circle Pines City Hall to host.
- An alternate date is needed for the June Telecommunications Commission Meeting as the original date of June 19 is the same day as Juneteenth, a federal holiday. The Executive Committee, by consensus, recommended June 13 instead.
- Recommendations were made for members of the 2023 Executive Committee. Barbara Goodboe-Bisschoff, Chris Massoglia, Dale Stoesz, and Brandon Winge indicated willingness to serve. If no other candidates express interest in the committee at the full Commission meeting, it is recommended that Barbara Goodboe-Bisschoff serve as Chair, Dale Stoesz serve as Vice Chair, Chris Massoglia serve as Treasurer and Brandon Winge serve as Secretary. This was approved by consensus.
- Every year, as an administrative matter, the Commission has to decide whether or not to waive the statutory tort limits for insurance purposes. The decision determines the amount an individual would be able to recover on any claim to which the statutory tort limits apply. In the past, the Commission has opted to NOT WAIVE the monetary limits on municipal tort liability. The Executive Committee, by consensus, recommends that the Commission NOT waive the monetary limits.
- D. Stoesz suggested the use of existing city documents to create a decorum guide for future Telecommunications Commission Meetings. E. Houston and D. Peterson will bring the suggestion to the attention of the Operations Committee at the next meeting.
- Commissioner C. Massoglia offered his services as a web designer gratis to fix a formatting problem with the North Metro TV website.

MOTION: To approve up to 8 hours of gratis web design work by C. Massoglia on the North Metro TV website. **Motion made by D. Stoesz. Second: B. Winge. Motion passed unanimously.**

ADJOURN

Motion to adjourn made by C. Massoglia. Second, B. Winge. Motion passed unanimously. The meeting was adjourned at 7:21 p.m.

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

Tuesday, January 2, 2024

CALL TO ORDER

The meeting began at 11:04 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

B. Petracek, M. Statz, D. Webster

OTHERS PRESENT

H. Arnson, E. Houston, D. Peterson

APPROVAL OF MEETING NOTES

The meeting notes of December 4, 2023 were approved by consensus.

EXECUTIVE DIRECTOR REPORT

- We received a final total from NSPN.tv for their streams of Fall Season 2023 sports games. The final total was approximately \$300 more than projected, coming in at \$2,789.50. While December was relatively slow on the platform, we expect a spike due to increased Winter Season activity in January. These numbers combined with the ongoing possibility of lucrative ad hoc work, continues to make this an attractive partnership.
- Through the partnership with NSPN.tv, NMTV Sports was able to offer expanded coverage of the Centennial Cougars successful State Championship run. The sports department was able to cover three finals games that would normally be prohibited under Minnesota High School League rules. Kenton Kipp and Ted Leroux have already produced a special episode of Sports Den and plan to follow up the season with a commemorative special in January.
- The North Metro TV Home Movie Transfer Service experienced its most profitable month ever in December 2023, grossing approximately \$7,000. The overall gross for 2023 was approximately \$23,000, a 25% increase over 2022 sales. To date, the service has grossed \$109,000 for NMTV.

OLD BUSINESS

- North Metro TV's response to the City of Fridley's RFP for video production services was discussed and the committee offered its advice.
- The group discussed the next steps in considering a possible merger with CCX Media. The members of the Cable Commission are currently bringing the matter to their city councils for discussion.

NEW BUSINESS

- Due to construction, Spring Lake City Hall will be unable to host North Metro Telecommunications Commission meetings following the February meeting. P. Antonen offered Circle Pines City Hall as an alternate venue.

ADJOURNMENT

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

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

Tuesday, February 6, 2024

CALL TO ORDER

The meeting began at 11:40 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

P. Antonen, B. Petracek

OTHERS PRESENT

E. Houston, D. Peterson

APPROVAL OF MEETING NOTES

The meeting notes of January 2, 2023, were approved by consensus with the following revision: Page 1, Old Business, first bullet point, remove the word "commission" and replace with "committee."

EXECUTIVE DIRECTOR REPORT

- NMTV received \$7,000 from SWCTC TV in Cottage Grove for filming a pair of hockey games. SWCTC was pleased with the work of the NMTV Sports Department and we are optimistic that they will hire us for the same event next year.
- The City of Cambridge, MN has hired NMTV to consult on their upcoming video equipment upgrade. Video Engineer Matt Waldron already preformed a provisional evaluation and will now create an RFQ (Request for Quotes). It is likely that Cambridge will continue to look to NMTV for paid consultation and may well hire us for future video services.
- NMTV staff has given cable channel 15 a facelift by replacing the "filler" videos that run between regularly scheduled programs with news stories and sports recap videos. The goal is to present North Metro TV as a 24 hour local news and sports channel.
- The committee reviewed 4th quarter Comcast franchise and PEG fee reports. Both franchise and PEG fees were slightly lower than the previous quarter. Total annual franchise fees came in a little higher than the amount estimated during the budgeting process. PEG fees came in a little lower, but that amount was more than made up for by other NMTV income. The income estimates for the 2024 budget year are in good shape.
- Staff distributed a table showing how the percentage of fee payments to the cities was determined and the division of the fee payment based on those percentages. Checks and reports will be set to the cities after approval by the Commission at the February 21st meeting.

OLD BUSINESS

- Staff updated the committee on the status of the Fridley RFP. NMTV submitted its proposal on January 12. We can hope for a respondent interview in March with the winner announced on April 8th. Work for Fridley would commence May 1st.
- The group discussed the upcoming Cable Commission vote on the possibility of discussing a merger with CCX Media and considered possible next steps.

Operations Committee Meeting
February 6, 2024
Page 2

ADJOURNMENT

The meeting was adjourned at 12:55 p.m.

Management Report

North Metro Telecommunications Commission
For the period ended December 31, 2023



Prepared by
Carpenter, Evert & Associates, Ltd.

Prepared on
January 9, 2024

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Statement of Activity - Budget vs Actual

January - December 2023

	Actual	Budget	over Budget	Total % of Budget
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	130,548.31	1,000.00	129,548.31	13,054.83 %
4300 Misc Income	90,541.04	35,000.00	55,541.04	258.69 %
Total Income	2,042,332.05	1,836,000.00	206,332.05	111.24 %
GROSS PROFIT	2,042,332.05	1,836,000.00	206,332.05	111.24 %
EXPENSES				
0 - Wages - Accrued vac/comp	-7,703.75		-7,703.75	
1 - Personnel				
5102 Wages - Master Control MS	64,132.00	64,176.00	-44.00	99.93 %
5103 Wages - Mobile Prod. Dir KK	71,446.40	71,513.00	-66.60	99.91 %
5104 Wages - Govt Coordinator TJ	64,132.00	64,176.00	-44.00	99.93 %
5105 Wages - Video Engineer MW	78,198.40	79,800.00	-1,601.60	97.99 %
5106 Wages - Mobile Prod. Tech TL	51,118.00	51,153.00	-35.00	99.93 %
5107 Wages - Asst. News Producer EN	46,834.40	46,503.00	331.40	100.71 %
5109 Wages - Executive Director HA	111,355.20	111,552.00	-196.80	99.82 %
5110 Wages - Administrative Asst.RV	55,419.20	33,544.00	21,875.20	165.21 %
5111 Wages - Studio Manager EH	63,540.40	63,565.00	-24.60	99.96 %
5112 Wages - News Director DP	71,446.40	71,513.00	-66.60	99.91 %
5113 Wages - Municipal Producer TS	55,785.60	55,803.00	-17.40	99.97 %
5114 Wages - News Assistants 20HR	424.64	0.00	424.64	
5115 Wages - Sports Assistants	80,196.92	79,582.00	614.92	100.77 %
5120 Wages - City Meetings Staff PT	11,285.55	18,373.00	-7,087.45	61.42 %
Total 1 - Personnel	825,315.11	811,253.00	14,062.11	101.73 %
2 - Employee Benefits				
5201 Social Security/Medicare Tax	61,872.81	62,061.00	-188.19	99.70 %

				Total
	Actual	Budget	over Budget	% of Budget
5203 PERA cost	54,932.43	60,844.00	-5,911.57	90.28 %
5204 Health/Dental/Other	160,701.56	158,130.00	2,571.56	101.63 %
5205 Workers Compensation/Volunteer	3,643.00	2,000.00	1,643.00	182.15 %
5206 Electronic Filing Charges	778.40	2,000.00	-1,221.60	38.92 %
Total 2 - Employee Benefits	281,928.20	285,035.00	-3,106.80	98.91 %
3 - Administrative Expenses				
5501 Legal Fees	44,312.00	50,000.00	-5,688.00	88.62 %
5602 Audit & Accounting	34,424.00	39,500.00	-5,076.00	87.15 %
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 Melio, CC, Bank Fees	576.58		576.58	
5612 Mileage - Administrative	1,226.73	1,500.00	-273.27	81.78 %
5613 General/Special Meeting Expenses	1,254.35	2,000.00	-745.65	62.72 %
5615 Miscellaneous admin expense	1,499.00		1,499.00	
Total 3 - Administrative Expenses	89,502.66	99,500.00	-9,997.34	89.95 %
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	2,226.77	3,500.00	-1,273.23	63.62 %
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	9,297.72	4,000.00	5,297.72	232.44 %
5803 Video Media/Labels/Shipping	1,015.84	6,000.00	-4,984.16	16.93 %
5804 Bulb/Battery/Other Prod Costs	247.35	4,000.00	-3,752.65	6.18 %
Total 4 - Production Expenses	22,145.65	30,000.00	-7,854.35	73.82 %
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	345.07	500.00	-154.93	69.01 %
5405 Office Supplies/Equipment Maintenance	12,114.04	13,000.00	-885.96	93.18 %

				Total
	Actual	Budget	over Budget	% of Budget
5406 Telephone/Internet/Web Service	50,941.01	42,000.00	8,941.01	121.29 %
5407 Trash/Janitor/Water	9,694.98	8,500.00	1,194.98	114.06 %
5408 Building Maintenance	43,684.06	45,000.00	-1,315.94	97.08 %
5409 Building Utilities	29,976.95	32,000.00	-2,023.05	93.68 %
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	164,733.60	159,600.00	5,133.60	103.22 %
Total Expenses	1,375,921.47	1,385,388.00	-9,466.53	99.32 %
NET OPERATING INCOME	666,410.58	450,612.00	215,798.58	147.89 %
OTHER EXPENSES				
5004 Cities-Refunded PEG Fees	200,000.01	200,000.00	0.01	100.00 %
6001 Depreciation	154,800.00	154,800.00	0.00	100.00 %
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	117,593.87	142,910.00	-25,316.13	82.29 %
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	435,501.49	428,335.00	7,166.49	101.67 %
Total Other Expenses	790,301.50	783,135.00	7,166.50	100.92 %
NET OTHER INCOME	-790,301.50	-783,135.00	-7,166.50	100.92 %
NET INCOME	\$ -123,890.92	\$ -332,523.00	\$208,632.08	37.26 %

Balance Sheet

As of December 31, 2023

		Total
	As of Dec 31, 2023	As of Dec 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1001 Cash - Checking Account	2,683,840.86	2,652,988.37
1003 Petty Cash	425.00	150.00
Total Bank Accounts	2,684,265.86	2,653,138.37
Accounts Receivable		
1100 Accounts Receivable	174,710.09	174,710.09
Total Accounts Receivable	174,710.09	174,710.09
Other Current Assets		
1200 Prepaid Insurance - NMTC	11,459.00	11,459.00
Total Other Current Assets	11,459.00	11,459.00
Total Current Assets	2,870,434.95	2,839,307.46
Fixed Assets		
1500 Office Equipment - NMTC	1,488,709.00	1,488,709.00
1702 Bond Equipment 2016	1,985,000.00	1,985,000.00
1800 Building-Polk/125	1,613,485.84	1,613,485.84
1850 Land-Polk/125	225,700.00	225,700.00
1900 Accum Deprec - NMTC	-3,773,466.46	-3,618,666.46
Total Fixed Assets	1,539,428.38	1,694,228.38
Other Assets		
1950 Deferred Out Related/Pension	299,695.00	299,695.00
Total Other Assets	299,695.00	299,695.00
TOTAL ASSETS	\$4,709,558.33	\$4,833,230.84

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable

4,527.01

2001 A/P - NMTC (Old)

18,264.99

Total Accounts Payable

22,792.00

0.00

Credit Cards

USB Corp Card XX1691

1,996.53

USB Corp Card XX7520

2,750.71

Total Credit Cards

4,747.24

0.00

Other Current Liabilities

2010 A/P - NMTC (deleted)

0.00

18,264.99

		Total
	As of Dec 31, 2023	As of Dec 31, 2022 (PY)
2100 Accrued Payroll Taxes & W/H's	457.99	449.54
2103 PERA - CORRECTIONS	-503.59	-503.59
2104 PERA Payable	-272.80	0.00
2106 PERA PAYABLE - PRIOR	-3,371.42	-3,371.42
2150 Sales Tax Payable - MN	859.55	
2200 Accrued Vacation	101,051.49	108,141.64
2201 Accrued Wages	13,072.00	13,685.60
2300 Franchise Fee App	926,091.63	926,091.63
2410 Due to City of Blaine	339,318.00	339,318.00
2420 Due to City of Centerville	21,042.00	21,042.00
2430 Due to City of Circle Pines	30,176.50	30,176.50
2440 Due to City of Ham Lake	87,948.00	87,948.00
2450 Due to City of Lexington	11,187.00	11,187.00
2460 Due to City of Lino Lakes	103,950.00	103,950.00
2470 Due to City of Spring Lake Par	36,288.00	36,288.00
2600 Net Pension Liability	418,504.00	418,504.00
2900 Deferred In Related/Pension	392,476.00	392,476.00
Total Other Current Liabilities	2,478,274.35	2,503,647.89
Total Current Liabilities	2,505,813.59	2,503,647.89
Total Liabilities	2,505,813.59	2,503,647.89
Equity		
3002 Net Equity - Media Ctr	-206,243.34	-206,243.34
3003 Net Equity - NMTC	2,517,656.37	2,517,656.37
Retained Earnings	16,222.63	193,814.23
Net Income	-123,890.92	-175,644.31
Total Equity	2,203,744.74	2,329,582.95
TOTAL LIABILITIES AND EQUITY	\$4,709,558.33	\$4,833,230.84

A/P Aging Summary

As of December 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Bradley Werner, LLC	1,174.25					1,174.25
Carpenter Evert & Associates	697.50					697.50
Comcast		0.16				0.16
Corporate Mechanical	1,010.10					1,010.10
Dan Tesch		1,250.00				1,250.00
North Metro TC					18,264.99	18,264.99
Richard D. Larson	395.00					395.00
TOTAL	\$3,276.85	\$1,250.16	\$0.00	\$0.00	\$18,264.99	\$22,792.00

North Metro Telecommunications Commission

Transaction Detail by Account
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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
1001 Cash - Checking Account							
12/01/2023	Deposit		Target Balance	Target Balance Credit(s)	\$669.80		669.80
12/01/2023	Expense		City of Blaine	Other Debit(s)		\$10.00	659.80
12/01/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)		\$405.69	254.11
12/01/2023	Sales Receipt	SQ 12.1	Credit Card Sales	Credit Card Sales	\$14.56		268.67
12/01/2023	Deposit		Target Balance	Target Balance Credit(s)		\$669.80	-401.13
12/04/2023	Deposit		Target Balance	Target Balance Credit(s)		\$10,430.70	-
							10,831.83
12/04/2023	Expense	EPAY-05-12	T-Mobile	ACH Debit(s) - can't actually see the bill because of an account change		\$161.80	-
							10,993.63
12/04/2023	Expense		Authorize.Net	ACH Debit(s)		\$30.00	-
							11,023.63
12/04/2023	Deposit		Credit Card Sales	ACH Credit(s)	\$40.97		-
							10,982.66
12/04/2023	Deposit		Target Balance	Target Balance Credit(s)	\$10,430.70		-551.96
12/04/2023	Expense		Gusto	ACH Debit(s)		\$310.00	-861.96
12/04/2023	Expense		Cybersource	ACH Debit(s)		\$5.47	-867.43
12/04/2023	Expense	EPAY-01-12	Principal Financial Group	ACH Debit(s)		\$651.73	-1,519.16
12/04/2023	Expense		Comcast	ACH Debit(s)		\$4.64	-1,523.80
12/05/2023	Bill Payment (Check)		Richard D. Larson			\$316.00	-1,839.80
12/05/2023	Expense		PERA	ACH Debit(s)		\$3,660.17	-5,499.97
12/05/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,976.17	-9,476.14
12/05/2023	Deposit		Target Balance	Target Balance Credit(s)	\$3,976.17		-5,499.97
12/06/2023	Expense		Comcast	ACH Debit(s)		\$546.47	-6,046.44
12/06/2023	Deposit		Target Balance	Target Balance Credit(s)	\$546.47		-5,499.97
12/06/2023	Deposit		Target Balance	Target Balance Credit(s)		\$546.47	-6,046.44
12/06/2023	Expense	EPAY-10-12	Comcast	ACH Debit(s)		\$2,475.58	-8,522.02
12/07/2023	Expense		Eric Houston			\$38.58	-8,560.60
12/08/2023	Expense		PERA	ACH Debit(s) - Nov Hourly Payroll		\$340.18	-8,900.78
12/08/2023	Bill Payment (Check)		Bradley Werner, LLC			\$1,815.00	-
							10,715.78
12/08/2023	Deposit		Target Balance	Target Balance Credit(s)		\$984.13	-
							11,699.91
12/08/2023	Deposit		Credit Card Sales	ACH Credit(s)	\$1,778.55		-9,921.36
12/08/2023	Deposit		Target Balance	Target Balance Credit(s)	\$984.13		-8,937.23
12/08/2023	Bill Payment (Check)		Carpenter Evert & Associates			\$607.50	-9,544.73
12/12/2023	Deposit		Target Balance	Target Balance Credit(s)	\$122.97		-9,421.76
12/12/2023	Deposit		Credit Card Sales	ACH Credit(s)	\$42.03		-9,379.73
12/12/2023	Deposit		Target Balance	Target Balance Credit(s)		\$122.97	-9,502.70
12/13/2023	Expense	EPAY-06-12	Circle K Station Stores	gas		\$227.89	-9,730.59
12/13/2023	Expense		Target Balance	Target Balance Debit(s)		\$408.98	-
							10,139.57
12/13/2023	Expense		Target Balance	Target Balance Debit(s)	\$408.98		-9,730.59
12/13/2023	Expense		AT&T Wireless	ACH Debit(s)		\$331.97	-
							10,062.56
12/13/2023	Journal Entry	Gusto - Exp Reimb		Paid Exp Reports entered as Exps (38.58, 126.42)	\$165.00		-9,897.56
12/13/2023	Deposit				\$1,835.95		-8,061.61
12/13/2023	Journal Entry	Gusto - Reg Hourly		Garnishment Liability for Child support - 0014988817 (Eric Nelson)		\$365.02	-8,426.63
12/13/2023	Journal Entry	Gusto - Reg Hourly		Debit net pay		\$17,855.25	-
							26,281.88
12/13/2023	Journal Entry	Gusto - Reg Hourly		Debit tax		\$7,587.90	-
							33,869.78
12/13/2023	Bill Payment (Check)		Coastal Wintergreen LLC	Inv #1000788		\$695.00	-
							34,564.78
12/13/2023	Bill Payment (Check)	7261480	Winfield's Windows & Things, Inc	Inv #12.7.23		\$400.00	-
							34,964.78
12/13/2023	Journal Entry	Gusto - Exp Reimb		Debit reimbursement		\$165.00	-
							35,129.78
12/14/2023	Expense	EPAY-09-12	CenterPoint Energy	ACH Debit(s)		\$190.08	-
							35,319.86
12/14/2023	Deposit		Target Balance	Target Balance Credit(s)		\$25,998.25	-
							61,318.11
12/14/2023	Deposit		Target Balance	Target Balance Credit(s)	\$25,998.25		-
							35,319.86
12/15/2023	Expense	EPAY-14-12	Connexus Energy	December electric bill		\$1,492.86	-
							36,812.72
12/15/2023	Expense	EPAY-08-12	Republic Services	ACH Debit(s)		\$430.56	-
							37,243.28
12/15/2023	Deposit		Target Balance	Target Balance Credit(s)		\$633.58	-
							37,876.86
12/15/2023	Deposit		Credit Card Sales		\$446.49		-
							37,430.37
12/15/2023	Deposit		Target Balance	Target Balance Credit(s)	\$633.58		-
							36,796.79
12/15/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)		\$405.69	-
							37,202.48
12/18/2023	Expense		Target Balance	Target Balance Debit(s)	\$10,021.55		-
							27,180.93

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
12/18/2023	Deposit				\$11,243.41		-
							15,937.52
12/18/2023	Expense		Comcast - Internet 3024	ACH Debit(s)		\$1,237.79	-
							17,175.31
12/18/2023	Expense		Target Balance	Target Balance Debit(s)		\$10,021.55	-
							27,196.86
12/19/2023	Expense		PERA	ACH Debit(s)		\$3,660.17	-
							30,857.03
12/19/2023	Deposit		Target Balance	Target Balance Credit(s)		\$3,719.67	-
							34,576.70
12/19/2023	Deposit		Target Balance	Target Balance Credit(s)	\$3,719.67		-
							30,857.03
12/19/2023	Expense		Intuit-QBO	ACH Debit(s)		\$59.50	-
							30,916.53
12/20/2023	Expense		Target Balance	Target Balance Debit(s)		\$4,311.14	-
							35,227.67
12/20/2023	Deposit		Credit Card Sales		\$3,306.80		-
							31,920.87
12/20/2023	Deposit				\$1,004.34		-
							30,916.53
12/20/2023	Expense		Target Balance	Target Balance Debit(s)	\$4,311.14		-
							26,605.39
12/22/2023	Deposit		Target Balance	Target Balance Credit(s)	\$10,328.54		-
							16,276.85
12/22/2023	Deposit		Credit Card Sales	ACH Credit(s)	\$69.38		-
							16,207.47
12/22/2023	Deposit		Target Balance	Target Balance Credit(s)		\$10,328.54	-
							26,536.01
12/26/2023	Expense	0001850174-IN	Wex Health - Fee	ACH Debit(s)		\$20.25	-
							26,556.26
12/26/2023	Deposit		Target Balance	Target Balance Credit(s)		\$20.25	-
							26,576.51
12/26/2023	Deposit		Target Balance	Target Balance Credit(s)	\$20.25		-
							26,556.26
12/26/2023	Expense	EPAY-12-01	HealthPartners	ACH Debit(s)		\$10,397.92	-
							36,954.18
12/27/2023	Journal Entry	Gusto - Reg Hourly		Garnishment Liability for Child support - 0014988817 (Eric Nelson)		\$365.02	-
							37,319.20
12/27/2023	Journal Entry	Gusto - Reg Hourly		Debit tax		\$7,587.80	-
							44,907.00
12/27/2023	Journal Entry	Gusto - Reg Hourly		Debit net pay		\$17,855.30	-
							62,762.30
12/28/2023	Expense		Heidi Arnson			\$275.46	-
							63,037.76
12/28/2023	Expense		Danika Peterson	mileage		\$15.07	-
							63,052.83
12/28/2023	Deposit		Target Balance	Target Balance Credit(s)		\$27,300.98	-
							90,353.81
12/28/2023	Expense		Terry Tronson	mileage		\$264.63	-
							90,618.44
12/28/2023	Deposit		Target Balance	Target Balance Credit(s)	\$27,300.98		-
							63,317.46
12/28/2023	Expense		Kenton Kipp			\$39.96	-
							63,357.42
12/29/2023	Expense		PERA	ACH Debit(s)		\$405.69	-
							63,763.11
12/29/2023	Expense		PERA	ACH Debit(s)		\$3,660.17	-
							67,423.28
12/29/2023	Deposit		Target Balance	Target Balance Credit(s)		\$4,660.98	-
							72,084.26
12/29/2023	Journal Entry	Gusto - Expense Reimb		Debit reimbursement		\$595.12	-
							72,679.38
12/29/2023	Deposit		Target Balance	Target Balance Credit(s)	\$4,660.98		-
							68,018.40
12/29/2023	Journal Entry	Gusto - Expense Reimb		Exp Reimbursements entered as expenses	\$595.12		-
							67,423.28
12/30/2023	Expense	10002129-763-A9-NNN	POPP TELECOM	ACH Debit(s)		\$254.11	-
							67,677.39
12/31/2023	Expense	EPAY-13-12-2	City of Blaine-utilities	Other Debit(s)		\$87.39	-
							67,764.78
12/31/2023	Journal Entry	4M Dividend - Dec 23		Monthly Interest	\$12,139.41		-
							55,625.37
12/31/2023	Journal Entry	Gusto - Hourly		Debit tax		\$516.17	-
							56,141.54
12/31/2023	Journal Entry	Gusto - Hourly		Debit net pay		\$2,777.48	-
							58,919.02
Total for 1001 Cash - Checking Account					\$136,816.17	\$195,735.19	
1900 Accum Deprec - NMTC							
12/31/2023	Journal Entry	Depr Exp Dec 23		Depreciation - Monthly		\$12,900.00	-
							12,900.00
Total for 1900 Accum Deprec - NMTC						\$12,900.00	
2000 Accounts Payable							

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
12/01/2023	Bill	1000788	Coastal Wintergreen LLC			\$695.00	695.00
12/05/2023	Bill Payment (Check)		Richard D. Larson		\$316.00		379.00
12/07/2023	Bill	12.7.23	Winfield's Windows & Things, Inc	**** I've subtracted taxes. He should have a ST3 from us on file. But, I've included a copy of the form in the attachments. ****		\$400.00	779.00
12/08/2023	Bill Payment (Check)		Carpenter Evert & Associates		\$607.50		171.50
12/08/2023	Bill Payment (Check)		Bradley Werner, LLC		\$1,815.00		-1,643.50
12/12/2023	Bill	001	Dan Tesch			\$1,250.00	-393.50
12/13/2023	Bill Payment (Check)	7261480	Winfield's Windows & Things, Inc		\$400.00		-793.50
12/13/2023	Bill Payment (Check)		Coastal Wintergreen LLC		\$695.00		-1,488.50
12/28/2023	Bill	W71814	Corporate Mechanical			\$1,010.10	-478.40
12/31/2023	Bill	31362	Carpenter Evert & Associates			\$697.50	219.10
12/31/2023	Bill	23480	Bradley Werner, LLC			\$1,174.25	1,393.35
12/31/2023	Bill	Dec 2023	Richard D. Larson	Five weeks of office janitorial service		\$395.00	1,788.35
Total for 2000 Accounts Payable					\$3,833.50	\$5,621.85	
USB Corp Card XX1691							
12/04/2023	Expense		Adobe Inc.	ADOBE *PRODUCTS		\$899.90	899.90
12/06/2023	Expense		Amazon	AMAZON.COM*1581L0S23		\$10.88	910.78
12/07/2023	Expense		Amazon	AMAZON.COM*1440K6FD3		\$27.99	938.77
12/07/2023	Expense		Amazon	AMZN MKTP US*RS8XT52R3		\$9.99	948.76
12/08/2023	Expense		Amazon	AMZN MKTP US*9N97R9D43		\$49.90	998.66
12/12/2023	Expense		Otter.AI	OTTER.AI		\$40.00	1,038.66
12/14/2023	Expense		Umbria Gourmet Pizzeria LLC	UMBRIA GOURMET PIZZERIA		\$129.72	1,168.38
12/14/2023	Expense		Black Diamond Radio	BLACK DIAMOND RADIO		\$254.65	1,423.03
12/15/2023	Expense		Podbean.com	PODBEAN.COM		\$99.00	1,522.03
12/18/2023	Expense		Amazon	AMAZON PRIME*JS0Q864Z3		\$14.99	1,537.02
12/20/2023	Expense		Nothing Bundt Cakes	TST* NOTHING BUNDT CAKES		\$35.65	1,572.67
12/20/2023	Expense		Nothing Bundt Cakes	TST* NOTHING BUNDT CAKES		\$71.30	1,643.97
12/26/2023	Expense		Zoom	ZOOM.US 888-799-9666		\$17.29	1,661.26
Total for USB Corp Card XX1691						\$1,661.26	
USB Corp Card XX7520							
12/12/2023	Expense		Markertek Video Supply	MARKERTEK VIDEO SUPPLY (Triax adapters)		\$1,981.80	1,981.80
12/14/2023	Expense		Markertek Video Supply	MARKERTEK VIDEO SUPPLY (Triax adapters)		\$670.20	2,652.00
12/19/2023	Expense		Lectrosonics			\$20.11	2,672.11
Total for USB Corp Card XX7520						\$2,672.11	
2100 Accrued Payroll Taxes & W/H's							
12/01/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)	\$405.69		-405.69
12/13/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$405.69	0.00
12/15/2023	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)	\$405.69		-405.69
12/27/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$405.69	0.00
Total for 2100 Accrued Payroll Taxes & W/H's					\$811.38	\$811.38	
2104 PERA Payable							
12/05/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-3,660.17
12/08/2023	Expense		PERA	ACH Debit(s) - Nov Hourly Payroll	\$340.18		-4,000.35
12/13/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,660.17	-340.18
12/19/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-4,000.35
12/27/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,660.17	-340.18
12/29/2023	Expense		PERA	ACH Debit(s)	\$405.69		-745.87
12/29/2023	Expense		PERA	ACH Debit(s)	\$3,660.17		-4,406.04
12/31/2023	Journal Entry	Gusto - Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$132.92	-4,273.12
Total for 2104 PERA Payable					\$11,726.38	\$7,453.26	
2150 Sales Tax Payable - MN							
12/04/2023	Deposit		Credit Card Sales	Video Services		\$3.17	3.17
12/08/2023	Deposit		Credit Card Sales	Video Services		\$137.23	140.40
12/12/2023	Deposit		Credit Card Sales	Video Services		\$3.25	143.65
12/13/2023	Deposit			Video Services		\$11.29	154.94
12/13/2023	Deposit			Video Services		\$15.28	170.22
12/13/2023	Deposit			Video Services		\$23.56	193.78
12/13/2023	Deposit			Video Services		\$29.82	223.60
12/15/2023	Deposit		Credit Card Sales			\$34.46	258.06
12/20/2023	Deposit			Video Tape Transfer		\$1.38	259.44
12/20/2023	Deposit		Credit Card Sales			\$12.76	272.20
12/20/2023	Deposit		Credit Card Sales	J Quarfoth		\$4.96	277.16
12/20/2023	Deposit			Video Tape Transfer		\$4.96	282.12
12/20/2023	Deposit		Credit Card Sales	J Quarfoth		\$237.17	519.29
12/22/2023	Deposit		Credit Card Sales	ACH Credit(s)		\$5.36	524.65
Total for 2150 Sales Tax Payable - MN						\$524.65	
2200 Accrued Vacation							
12/01/2023	Journal Entry	Vac/Comp Adj - NovR		Monthly Accrual Adjustment - Nov	\$98,978.23		-
							98,978.23
12/31/2023	Journal Entry	Vac Accrual Adj-		Monthly Accrual Adjustment - Dec		\$101,051.49	2,073.26

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
		Dec 2					
Total for 2200 Accrued Vacation					\$98,978.23	\$101,051.49	
2201 Accrued Wages							
12/31/2023	Journal Entry	Accd Payroll Dec25-31		Accrued Payroll - 12/25-31 (Paid 1/12/2024)		\$13,072.00	13,072.00
Total for 2201 Accrued Wages						\$13,072.00	
4200 Interest - NMTC							
12/13/2023	Deposit			2023 PC Dividend		\$729.00	729.00
12/31/2023	Journal Entry	4M Dividend - Dec 23		Monthly Interest		\$12,139.41	12,868.41
Total for 4200 Interest - NMTC						\$12,868.41	
4300 Misc Income							
12/01/2023	Sales Receipt	SQ 12.1	Credit Card Sales	Video Services		\$15.00	15.00
12/04/2023	Deposit		Credit Card Sales	Video Services		\$39.00	54.00
12/08/2023	Deposit		Credit Card Sales	Video Services		\$1,689.00	1,743.00
12/12/2023	Deposit		Credit Card Sales	Video Services		\$40.00	1,783.00
12/13/2023	Deposit			Video Services		\$410.00	2,193.00
12/13/2023	Deposit			Video Services		\$290.00	2,483.00
12/13/2023	Deposit			Video Services		\$188.00	2,671.00
12/13/2023	Deposit			Video Services		\$139.00	2,810.00
12/15/2023	Deposit		Credit Card Sales			\$424.00	3,234.00
12/18/2023	Deposit			Cash Sales		\$16.41	3,250.41
12/18/2023	Deposit			Live Streams		\$11,000.00	14,250.41
12/18/2023	Deposit			Cash Sales		\$227.00	14,477.41
12/20/2023	Deposit			Video Tape Transfer		\$37.00	14,514.41
12/20/2023	Deposit			Video Tape Transfer		\$61.00	14,575.41
12/20/2023	Deposit			4 camera live stream		\$900.00	15,475.41
12/20/2023	Deposit		Credit Card Sales	J Quarfoth		\$2,919.00	18,394.41
12/20/2023	Deposit		Credit Card Sales	J Quarfoth		\$61.00	18,455.41
12/20/2023	Deposit		Credit Card Sales			\$157.00	18,612.41
12/22/2023	Deposit		Credit Card Sales	ACH Credit(s)		\$66.00	18,678.41
Total for 4300 Misc Income						\$18,678.41	
0 - Wages - Accrued vac/comp							
12/01/2023	Journal Entry	Vac/Comp Adj - NovR		Monthly Accrual Adjustment - Nov		\$98,978.23	-
							98,978.23
12/31/2023	Journal Entry	Vac Accrual Adj- Dec 2		Monthly Accrual Adjustment - Dec	\$101,051.49		2,073.26
12/31/2023	Journal Entry	Accd Payroll Dec25-31		Accrued Payroll - 12/25-31 (Paid 1/12/2024)	\$13,072.00		15,145.26
Total for 0 - Wages - Accrued vac/comp					\$114,123.49	\$98,978.23	
1 - Personnel							
5102 Wages - Master Control MS							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		2,468.00
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		2,750.40
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,468.00		2,468.00
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$3,069.60		3,069.60
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,967.20		1,967.20
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,788.80		1,788.80
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$4,290.40		4,290.40
12/27/2023	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							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,444.80		2,444.80
12/27/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,444.80		4,889.60
Total for 5111 Wages - Studio Manager EH						\$4,889.60	
5112 Wages - News Director DP							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		2,750.40
12/27/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,750.40		5,500.80

North Metro Telecommunications Commission

Transaction Detail by Account
December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
Total for 5112 Wages - News Director DP					\$5,500.80		
5113 Wages - Municipal Producer TS							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,146.40		2,146.40
12/27/2023	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,146.40		4,292.80
Total for 5113 Wages - Municipal Producer TS					\$4,292.80		
5115 Wages - Sports Assistants							
12/31/2023	Journal Entry	Gusto - Hourly		Regular Wages	\$2,156.89		2,156.89
Total for 5115 Wages - Sports Assistants					\$2,156.89		
5120 Wages - City Meetings Staff PT							
12/31/2023	Journal Entry	Gusto - Hourly		Regular Wages	\$960.00		960.00
Total for 5120 Wages - City Meetings Staff PT					\$960.00		
Total for 1 - Personnel					\$55,404.89		
2 - Employee Benefits							
5201 Social Security/Medicare Tax							
12/13/2023	Journal Entry	Gusto - Reg Hourly		Social Security - employer tax	\$1,584.29		1,584.29
12/13/2023	Journal Entry	Gusto - Reg Hourly		Medicare - employer tax	\$370.52		1,954.81
12/27/2023	Journal Entry	Gusto - Reg Hourly		Social Security - employer tax	\$1,584.26		3,539.07
12/27/2023	Journal Entry	Gusto - Reg Hourly		Medicare - employer tax	\$370.50		3,909.57
12/31/2023	Journal Entry	Gusto - Hourly		Medicare - employer tax	\$45.20		3,954.77
12/31/2023	Journal Entry	Gusto - Hourly		Social Security - employer tax	\$193.27		4,148.04
Total for 5201 Social Security/Medicare Tax					\$4,148.04		
5203 PERA cost							
12/13/2023	Journal Entry	Gusto - Reg Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,960.80		1,960.80
12/27/2023	Journal Entry	Gusto - Reg Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,960.80		3,921.60
12/31/2023	Journal Entry	Gusto - Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$71.21		3,992.81
Total for 5203 PERA cost					\$3,992.81		
5204 Health/Dental/Other							
12/04/2023	Expense	EPAY-01-12	Principal Financial Group	Dec Premiums	\$651.73		651.73
12/13/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For Medical/Dental 02		\$185.58	466.15
12/26/2023	Expense	EPAY-12-01	HealthPartners	ACH Debit(s)	\$10,397.92		10,864.07
12/27/2023	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For Medical/Dental 02		\$185.58	10,678.49
Total for 5204 Health/Dental/Other					\$11,049.65	\$371.16	
5206 Electronic Filing Charges							
12/26/2023	Expense	0001850174-IN	Wex Health - Fee	ACH Debit(s)	\$20.25		20.25
Total for 5206 Electronic Filing Charges					\$20.25		
Total for 2 - Employee Benefits					\$19,210.75	\$371.16	
3 - Administrative Expenses							
5501 Legal Fees							
12/31/2023	Bill	23480	Bradley Werner, LLC	Legal - Dec 23	\$1,174.25		1,174.25
Total for 5501 Legal Fees					\$1,174.25		
5602 Audit & Accounting							
12/04/2023	Expense		Gusto	ACH Debit(s)	\$310.00		310.00
12/19/2023	Expense		Intuit-QBO	ACH Debit(s)	\$59.50		369.50
12/31/2023	Bill	31362	Carpenter Evert & Associates	Accounting Services - Dec 23	\$697.50		1,067.00
Total for 5602 Audit & Accounting					\$1,067.00		
5610 Mello, CC, Bank Fees							
12/01/2023	Sales Receipt	SQ 12.1	Credit Card Sales	Square Fees - 2.50% + .10	\$0.44		0.44
12/04/2023	Expense		Authorize.Net	ACH Debit(s)	\$30.00		30.44
12/04/2023	Deposit		Credit Card Sales	Square Sale	\$1.20		31.64
12/08/2023	Deposit		Credit Card Sales	Square Sale	\$47.68		79.32
12/12/2023	Deposit		Credit Card Sales	Square Sale	\$1.22		80.54
12/15/2023	Deposit		Credit Card Sales		\$11.97		92.51
12/20/2023	Deposit		Credit Card Sales		\$85.09		177.60
12/22/2023	Deposit		Credit Card Sales	ACH Credit(s)	\$1.98		179.58
Total for 5610 Mello, CC, Bank Fees					\$179.58		
5612 Mileage - Administrative							
12/07/2023	Expense		Eric Houston	mileage	\$38.58		38.58
12/28/2023	Expense		Heidi Arnson	mileage	\$113.18		151.76
12/28/2023	Expense		Danika Peterson	mileage	\$15.07		166.83
12/28/2023	Expense		Kenton Kipp	mileage	\$39.96		206.79
12/28/2023	Expense		Terry Tronson	mileage	\$264.63		471.42
Total for 5612 Mileage - Administrative					\$471.42		
5613 General/Special Meeting Expenses							
12/08/2023	Expense		Amazon	AMZN MKTP US*9N97R9D43	\$49.90		49.90
12/14/2023	Expense		Umbria Gourmet Pizzeria LLC	UMBRIA GOURMET PIZZERIA	\$129.72		179.62
12/20/2023	Expense		Nothing Bundt Cakes	TST* NOTHING BUNDT CAKES	\$35.65		215.27
12/20/2023	Expense		Nothing Bundt Cakes	TST* NOTHING BUNDT CAKES	\$71.30		286.57
12/28/2023	Expense		Heidi Arnson	meeting food	\$162.28		448.85
Total for 5613 General/Special Meeting Expenses					\$448.85		
5615 Miscellaneous admin expense							
12/12/2023	Bill	001	Dan Tesch	pay study consulting	\$1,250.00		1,250.00
Total for 5615 Miscellaneous admin expense					\$1,250.00		
Total for 3 - Administrative Expenses					\$4,591.10		

North Metro Telecommunications Commission

Transaction Detail by Account
December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
4 - Production Expenses							
5701 Truck/Fleet Vehicle - Gas & Oil							
12/13/2023	Expense	EPAY-06-12	Circle K Station Stores	gas card	\$227.89		227.89
Total for 5701 Truck/Fleet Vehicle - Gas & Oil					\$227.89		
5802 Video Equip/Parts/Maintenance							
12/14/2023	Expense		Black Diamond Radio	BLACK DIAMOND RADIO	\$254.65		254.65
12/19/2023	Expense		Lectrosonics		\$20.11		274.76
Total for 5802 Video Equip/Parts/Maintenance					\$274.76		
5803 Video Media/Labels/Shipping							
12/07/2023	Expense		Amazon	AMAZON.COM*1440K6FD3	\$27.99		27.99
Total for 5803 Video Media/Labels/Shipping					\$27.99		
Total for 4 - Production Expenses					\$530.64		
5 - Office/Occupancy							
5405 Office Supplies/Equipment Maintenance							
12/06/2023	Expense		Amazon	AMAZON.COM*1581L0S23	\$10.88		10.88
12/07/2023	Expense		Amazon	AMZN MKTP US*RS8XT52R3	\$9.99		20.87
12/18/2023	Expense		Amazon	AMAZON PRIME*JS0Q864Z3	\$14.99		35.86
Total for 5405 Office Supplies/Equipment Maintenance					\$35.86		
5406 Telephone/Internet/Web Service							
12/04/2023	Expense		Cybersource	ACH Debit(s)	\$5.47		5.47
12/04/2023	Expense	EPAY-05-12	T-Mobile	ACH Debit(s)	\$161.80		167.27
12/04/2023	Expense		Adobe Inc.	ADOBE *PRODUCTS	\$899.90		1,067.17
12/04/2023	Expense		Comcast	ACH Debit(s)	\$4.64		1,071.81
12/06/2023	Expense	EPAY-10-12	Comcast	ACH Debit(s)	\$2,475.58		3,547.39
12/06/2023	Expense		Comcast	ACH Debit(s)	\$546.47		4,093.86
12/12/2023	Expense		Otter.AI	OTTER.AI	\$40.00		4,133.86
12/13/2023	Expense		AT&T Wireless	ACH Debit(s)	\$331.97		4,465.83
12/15/2023	Expense		Podbean.com	PODBEAN.COM	\$99.00		4,564.83
12/18/2023	Expense		Comcast - Internet 3024	ACH Debit(s)	\$1,237.79		5,802.62
12/26/2023	Expense		Zoom	ZOOM.US 888-799-9666	\$17.29		5,819.91
12/30/2023	Expense	10002129-763-A9-NNN	POPP TELECOM	ACH Debit(s)	\$254.11		6,074.02
Total for 5406 Telephone/Internet/Web Service					\$6,074.02		
5407 Trash/Janitor/Water							
12/15/2023	Expense	EPAY-08-12	Republic Services	ACH Debit(s)	\$430.56		430.56
12/31/2023	Bill	Dec 2023	Richard D. Larson	5 weeks @ \$79 (December)	\$395.00		825.56
Total for 5407 Trash/Janitor/Water					\$825.56		
5408 Building Maintenance							
12/01/2023	Bill	1000788	Coastal Wintergreen LLC	Lawn and Snow Service - Dec 2023	\$695.00		695.00
12/07/2023	Bill	12.7.23	Winfield's Windows & Things, Inc	window cleaning	\$400.00		1,095.00
12/28/2023	Bill	W71814	Corporate Mechanical	Preventative maintenance	\$1,010.10		2,105.10
Total for 5408 Building Maintenance					\$2,105.10		
5409 Building Utilities							
12/01/2023	Expense		City of Blaine	Other Debit(s)	\$10.00		10.00
12/14/2023	Expense	EPAY-09-12	CenterPoint Energy	ACH Debit(s)	\$190.08		200.08
12/15/2023	Expense	EPAY-14-12	Connexus Energy	Electricity	\$1,492.86		1,692.94
12/31/2023	Expense	EPAY-13-12-2	City of Blaine-utilities	water	\$87.39		1,780.33
Total for 5409 Building Utilities					\$1,780.33		
Total for 5 - Office/Occupancy					\$10,820.87		
6001 Depreciation							
12/31/2023	Journal Entry	Depr Exp Dec 23		Depreciation - Monthly	\$12,900.00		12,900.00
Total for 6001 Depreciation					\$12,900.00		
Capital Expenditures							
7003 Studio Equipment Purchases							
12/12/2023	Expense		Markertek Video Supply	MARKERTEK VIDEO SUPPLY (Triax adapters)	\$1,981.80		1,981.80
12/14/2023	Expense		Markertek Video Supply	MARKERTEK VIDEO SUPPLY (Triax adapters)	\$670.20		2,652.00
Total for 7003 Studio Equipment Purchases					\$2,652.00		
Total for Capital Expenditures					\$2,652.00		

Management Report

North Metro Telecommunications Commission
For the period ended January 31, 2024



Prepared by
North Metro Telecommunication Commission

Prepared on
February 8, 2024

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Statement of Activity - Budget vs Actual

January - December 2024

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
4000 PEG Fees - Comcast	145,525.19	565,000.00	-419,474.81	25.76 %
4100 Franchise Fees - Comcast	287,540.98	1,150,000.00	-862,459.02	25.00 %
4200 Interest - NMTC	12,008.68	50,000.00	-37,991.32	24.02 %
4300 Misc Income	6,096.51	35,000.00	-28,903.49	17.42 %
Total Income	451,171.36	1,800,000.00	-1,348,828.64	25.07 %
GROSS PROFIT	451,171.36	1,800,000.00	-1,348,828.64	25.07 %
EXPENSES				
0 - Wages - Accrued vac/comp	-5,824.90		-5,824.90	
1 - Personnel				
5102 Wages - Master Control MS	5,047.60	66,102.00	-61,054.40	7.64 %
5103 Wages - Mobile Prod. Dir KK	5,624.40	75,720.00	-70,095.60	7.43 %
5104 Wages - Govt Coordinator TJ	5,047.60	66,102.00	-61,054.40	7.64 %
5105 Wages - Video Engineer MW	6,276.00	82,194.00	-75,918.00	7.64 %
5106 Wages - Mobile Prod. Tech TL	4,142.80	55,083.00	-50,940.20	7.52 %
5107 Wages - Asst. News Producer EN	3,658.00	48,451.00	-44,793.00	7.55 %
5109 Wages - Executive Director HA	6,563.60	124,890.00	-118,326.40	5.26 %
5111 Wages - Studio Manager EH	5,300.00	67,662.00	-62,362.00	7.83 %
5112 Wages - News Director DP	5,924.40	74,432.00	-68,507.60	7.96 %
5113 Wages - Municipal Producer TS	4,388.80	59,320.00	-54,931.20	7.40 %
5115 Wages - Sports Assistants	9,581.28	81,970.00	-72,388.72	11.69 %
5120 Wages - City Meetings Staff PT	1,277.20	18,925.00	-17,647.80	6.75 %
Total 1 - Personnel	62,831.68	820,851.00	-758,019.32	7.65 %
2 - Employee Benefits				
5201 Social Security/Medicare Tax	7,095.72	62,795.00	-55,699.28	11.30 %
5203 PERA cost	4,531.74	61,564.00	-57,032.26	7.36 %
5204 Health/Dental/Other	33,215.61	156,000.00	-122,784.39	21.29 %

				Total
	Actual	Budget	over Budget	% of Budget
5205 Workers Compensation/Volunteer		2,000.00	-2,000.00	
5206 Electronic Filing Charges	20.25	2,000.00	-1,979.75	1.01 %
Total 2 - Employee Benefits	44,863.32	284,359.00	-239,495.68	15.78 %
3 - Administrative Expenses				
5501 Legal Fees	1,118.05	50,000.00	-48,881.95	2.24 %
5602 Audit & Accounting	2,063.20	46,000.00	-43,936.80	4.49 %
5605 Conferences		5,000.00	-5,000.00	
5608 Membership Dues	5,019.50	5,500.00	-480.50	91.26 %
5610 Melio, CC, Bank Fees	82.39		82.39	
5612 Mileage - Administrative		1,500.00	-1,500.00	
5613 General/Special Meeting Expenses	384.15	3,000.00	-2,615.85	12.81 %
Total 3 - Administrative Expenses	8,667.29	111,000.00	-102,332.71	7.81 %
4 - Production Expenses				
5003 Intern Stipends		5,500.00	-5,500.00	
5601 Advertising/Marketing		1,000.00	-1,000.00	
5701 Truck/Fleet Vehicle - Gas & Oil	288.18	3,500.00	-3,211.82	8.23 %
5702 Vehicle Licenses		500.00	-500.00	
5703 Truck/Fleet Vehicle - Maintenance/Lic		5,500.00	-5,500.00	
5802 Video Equip/Parts/Maintenance		4,000.00	-4,000.00	
5803 Video Media/Labels/Shipping	164.45	2,000.00	-1,835.55	8.22 %
5804 Bulb/Battery/Other Prod Costs		4,000.00	-4,000.00	
Total 4 - Production Expenses	452.63	26,000.00	-25,547.37	1.74 %
5 - Office/Occupancy				
5401 Building Security		700.00	-700.00	
5403 Property Tax - Special Assessments		1,400.00	-1,400.00	
5404 Postage/Shipping		300.00	-300.00	
5405 Office Supplies/Equipment Maintenance	165.04	13,000.00	-12,834.96	1.27 %
5406 Telephone/Internet/Web Service	4,319.81	42,000.00	-37,680.19	10.29 %

				Total
	Actual	Budget	over Budget	% of Budget
5407 Trash/Janitor/Water	1,249.92	9,000.00	-7,750.08	13.89 %
5408 Building Maintenance	984.00	60,000.00	-59,016.00	1.64 %
5409 Building Utilities	2,152.12	32,000.00	-29,847.88	6.73 %
5616 Insurance Expense		20,000.00	-20,000.00	
Total 5 - Office/Occupancy	8,870.89	178,400.00	-169,529.11	4.97 %
Total Expenses	119,860.91	1,420,610.00	-1,300,749.09	8.44 %
NET OPERATING INCOME	331,310.45	379,390.00	-48,079.55	87.33 %
OTHER EXPENSES				
5004 Cities-Refunded PEG Fees		200,000.00	-200,000.00	
6001 Depreciation	12,900.00	154,800.00	-141,900.00	8.33 %
Capital Expenditures				
7002 Computer/Office Equip/Software/Upgrades	687.87	38,116.00	-37,428.13	1.80 %
7003 Studio Equipment Purchases	16,852.86	145,502.00	-128,649.14	11.58 %
7006 Bond Payments		230,266.00	-230,266.00	
7008 Building/Property Improvements		7,000.00	-7,000.00	
7010 City Capital Reserves		150,000.00	-150,000.00	
Total Capital Expenditures	17,540.73	570,884.00	-553,343.27	3.07 %
Total Other Expenses	30,440.73	925,684.00	-895,243.27	3.29 %
NET OTHER INCOME	-30,440.73	-925,684.00	895,243.27	3.29 %
NET INCOME	\$300,869.72	\$ -546,294.00	\$847,163.72	-55.07 %

Balance Sheet

As of January 31, 2024

	As of Jan 31, 2024	As of Jan 31, 2023 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
1001 Cash - Checking Account	2,974,712.47	2,930,424.38	
1003 Petty Cash	425.00	150.00	
Total Bank Accounts	2,975,137.47	2,930,574.38	
Accounts Receivable			
1100 Accounts Receivable	174,710.09	174,710.09	
Total Accounts Receivable	174,710.09	174,710.09	
Other Current Assets			
1200 Prepaid Insurance - NMTC	11,459.00	11,459.00	
1210 Accounts Receivable - Other	287.95		
Total Other Current Assets	11,746.95	11,459.00	
Total Current Assets	3,161,594.51	3,116,743.47	
Fixed Assets			
1500 Office Equipment - NMTC	1,488,709.00	1,488,709.00	
1702 Bond Equipment 2016	1,985,000.00	1,985,000.00	
1800 Building-Polk/125	1,613,485.84	1,613,485.84	
1850 Land-Polk/125	225,700.00	225,700.00	
1900 Accum Deprec - NMTC	-3,786,366.46	-3,631,566.46	
Total Fixed Assets	1,526,528.38	1,681,328.38	
Other Assets			
1950 Deferred Out Related/Pension	299,695.00	299,695.00	
Total Other Assets	299,695.00	299,695.00	
TOTAL ASSETS	\$4,987,817.89	\$5,097,766.85	

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Accounts Payable

21,123.93

2001 A/P - NMTC (Old)

18,264.99

Total Accounts Payable

39,388.92

0.00

Credit Cards

USB Corp Card XX1691

284.41

USB Corp Card XX7520

366.55

Total Credit Cards

650.96

0.00

Other Current Liabilities

		Total
	As of Jan 31, 2024	As of Jan 31, 2023 (PY)
2010 A/P - NMTC (deleted)	0.00	18,264.99
2100 Accrued Payroll Taxes & W/H's	457.99	449.54
2103 PERA - CORRECTIONS	-503.59	-503.59
2104 PERA Payable	777.28	0.00
2106 PERA PAYABLE - PRIOR	-3,371.42	-3,371.42
2150 Sales Tax Payable - MN	231.79	
2200 Accrued Vacation	77,369.79	113,087.08
2201 Accrued Wages	0.00	19,524.40
2300 Franchise Fee App	926,091.63	926,091.63
2410 Due to City of Blaine	339,318.00	339,318.00
2420 Due to City of Centerville	21,042.00	21,042.00
2430 Due to City of Circle Pines	30,176.50	30,176.50
2440 Due to City of Ham Lake	87,948.00	87,948.00
2450 Due to City of Lexington	11,187.00	11,187.00
2460 Due to City of Lino Lakes	103,950.00	103,950.00
2470 Due to City of Spring Lake Par	36,288.00	36,288.00
2600 Net Pension Liability	418,504.00	418,504.00
2900 Deferred In Related/Pension	392,476.00	392,476.00
Total Other Current Liabilities	2,441,942.97	2,514,432.13
Total Current Liabilities	2,481,982.85	2,514,432.13
Total Liabilities	2,481,982.85	2,514,432.13
Equity		
3002 Net Equity - Media Ctr	-206,243.34	-206,243.34
3003 Net Equity - NMTC	2,517,656.37	2,517,656.37
Retained Earnings	-106,447.71	18,154.92
Net Income	300,869.72	253,766.77
Total Equity	2,505,835.04	2,583,334.72
TOTAL LIABILITIES AND EQUITY	\$4,987,817.89	\$5,097,766.85

A/P Aging Summary

As of January 31, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
ALTA		131.32				131.32
Bradley Werner, LLC	1,118.05					1,118.05
Carpenter Evert & Associates	1,693.70					1,693.70
Coastal Wintergreen LLC	585.00					585.00
Corporate Mechanical	399.00					399.00
North Metro TC					18,264.99	18,264.99
Richard D Larson		344.00				344.00
Z Systems	16,852.86					16,852.86
TOTAL	\$20,648.61	\$475.32	\$0.00	\$0.00	\$18,264.99	\$39,388.92

North Metro Telecommunications Commission

Transaction Detail by Account

January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
1001 Cash - Checking Account							
01/01/2024	Expense		Authorize.Net	ACH Debit(s)		\$3.99	-3.99
01/01/2024	Expense	EPAY-15-01	Comcast			\$4.64	-8.63
01/02/2024	Expense	EPAY-04-01	T-Mobile	ACH Debit(s)		\$161.80	-170.43
01/02/2024	Expense		USBANK Card Services 3312	ACH Debit(s)		\$3,677.69	-3,848.12
01/02/2024	Deposit		Target Balance	Target Balance Credit(s)		\$4,622.60	-8,470.72
01/02/2024	Expense		Authorize.Net	ACH Debit(s)		\$30.00	-8,500.72
01/02/2024	Deposit		Target Balance	Target Balance Credit(s)	\$4,622.60		-3,878.12
01/02/2024	Expense		City of Blaine-utilities	Other Debit(s)		\$10.00	-3,888.12
01/03/2024	Expense	EPAY-03-01	Comcast			\$546.47	-4,434.59
01/03/2024	Expense	EPAY-05-01	Wex Inc (Fleet gas)	ACH Debit(s)		\$32.21	-4,466.80
01/03/2024	Deposit		Target Balance	Target Balance Credit(s)		\$564.11	-5,030.91
01/03/2024	Deposit		Target Balance	Target Balance Credit(s)	\$564.11		-4,466.80
01/03/2024	Expense		Gusto	ACH Debit(s)		\$310.00	-4,776.80
01/04/2024	Sales Receipt	Sq 1.4.24	Cash Sale		\$108.49		-4,668.31
01/04/2024	Deposit		Target Balance	Target Balance Credit(s)		\$3,189.80	-7,858.11
01/04/2024	Deposit		Target Balance	Target Balance Credit(s)	\$3,189.80		-4,668.31
01/05/2024	Sales Receipt	Sq 1.5.24	Cash Sale		\$89.51		-4,578.80
01/05/2024	Expense	EPAY-06-01	Circle K Station Stores	gas		\$134.14	-4,712.94
01/05/2024	Deposit		Target Balance	Target Balance Credit(s)	\$952.80		-3,760.14
01/05/2024	Deposit		Target Balance	Target Balance Credit(s)		\$952.80	-4,712.94
01/05/2024	Bill Payment (Check)		Corporate Mechanical	Inv #W71814		\$1,010.10	-5,723.04
01/08/2024	Bill Payment (Check)		B Harris, Inc.	#1463		\$675.00	-6,398.04
01/08/2024	Bill Payment (Check)	7435610	NATOA	#10-3224		\$2,395.00	-8,793.04
01/08/2024	Deposit		Target Balance	Target Balance Credit(s)		\$546.47	-9,339.51
01/08/2024	Deposit		Target Balance	Target Balance Credit(s)	\$546.47		-8,793.04
01/08/2024	Bill Payment (Check)	7438118	MACTA	#00352		\$2,100.00	-10,893.04
01/09/2024	Sales Receipt	Sq 1.9.24	Cash Sale		\$66.22		-10,826.82
01/09/2024	Bill Payment (Check)		Bradley Werner, LLC			\$1,174.25	-12,001.07
01/09/2024	Bill Payment (Check)		Carpenter Evert & Associates			\$697.50	-12,698.57
01/09/2024	Bill Payment (Check)		Metro North Chamber of Comm.			\$524.50	-13,223.07
01/09/2024	Deposit				\$3,068.45		-10,154.62
01/09/2024	Bill Payment (Check)		Discovery Benefits - (Wex Health)			\$22,500.00	-32,654.62
01/09/2024	Deposit		Target Balance	Target Balance Credit(s)	\$22,965.72		-9,688.90
01/09/2024	Deposit		Target Balance	Target Balance Credit(s)		\$22,965.72	-32,654.62
01/09/2024	Bill Payment (Check)		Richard D Larson			\$395.00	-33,049.62
01/10/2024	Sales Receipt	Sq 1.10.24	Cash Sale		\$103.11		-32,946.51
01/10/2024	Expense		Target Balance	Target Balance Debit(s)	\$103.11		-32,843.40
01/10/2024	Expense		Target Balance	Target Balance Debit(s)		\$103.11	-32,946.51
01/11/2024	Deposit		Target Balance	Target Balance Credit(s)		\$61,856.64	-94,803.15
01/11/2024	Deposit		Target Balance	Target Balance Credit(s)	\$61,856.64		-32,946.51
01/12/2024	Sales Receipt	Sq 1.12.24	Cash Sale		\$63.16		-32,883.35
01/12/2024	Expense	EPAY-09-01	CenterPoint Energy	ACH Debit(s)		\$339.09	-33,222.44
01/12/2024	Expense	EPAY-07-01	AT&T Wireless	ACH Debit(s)		\$330.96	-33,553.40
01/12/2024	Journal Entry	Gusto - HA		Debit net pay		\$21,644.20	-55,197.60
01/12/2024	Journal Entry	Gusto - HA		Debit tax		\$11,650.66	-66,848.26
01/12/2024	Deposit		Target Balance	Target Balance Credit(s)		\$275.93	-67,124.19
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Debit tax		\$627.41	-67,751.60
01/12/2024	Journal Entry	Gusto - Reg Hourly		Garnishment Liability for Child support - 0014988817 (Eric Nelson)		\$365.02	-68,116.62
01/12/2024	Journal Entry	Gusto - Reg Hourly		Debit net pay		\$18,304.50	-86,421.12
01/12/2024	Journal Entry	Gusto - Reg Hourly		Debit tax		\$7,657.66	-94,078.78
01/12/2024	Deposit		Target Balance	Target Balance Credit(s)	\$275.93		-93,802.85
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Debit net pay		\$1,607.19	-95,410.04
01/14/2024	Expense	EPAY-01-01	Principal Financial Group	ACH Debit(s)		\$651.73	-96,061.77
01/14/2024	Expense	EPAY-08-01	Republic Services	ACH Debit(s)		\$456.73	-96,518.50
01/16/2024	Deposit		Target Balance	Target Balance Credit(s)		\$330.96	-96,849.46
01/16/2024	Deposit		Target Balance	Target Balance Credit(s)	\$330.96		-96,518.50
01/17/2024	Sales Receipt	Sq 1.17.24	Cash Sale		\$123.25		-96,395.25
01/17/2024	Expense		Discovery Benefits - (Wex Health)	H S A Payments		\$336.00	-96,731.25
01/17/2024	Expense		PERA	Heidi Only - final paycheck		\$309.29	-97,040.54
01/17/2024	Deposit		Target Balance	Target Balance Credit(s)		\$6,068.32	-103,108.86
01/17/2024	Expense		PERA	ACH Debit(s)		\$132.91	-103,241.77
01/17/2024	Expense		Comcast - Internet 3024	ACH Debit(s)		\$1,237.79	-104,479.56
01/17/2024	Deposit		Target Balance	Target Balance Credit(s)	\$6,068.32		-98,411.24
01/17/2024	Expense		PERA	ACH Debit(s)		\$3,718.85	-102,130.09
01/18/2024	Sales Receipt	Sq 1.18.24	Cash Sale		\$92.67		-102,037.42
01/18/2024	Deposit		Target Balance	Target Balance Credit(s)		\$765.33	-102,802.75
01/18/2024	Deposit		Target Balance	Target Balance Credit(s)	\$765.33		-102,037.42
01/18/2024	Expense		MN Dept. of Revenue	Q4 Return		\$858.00	-102,895.42
01/19/2024	Sales Receipt	Sq 1.19.24	Cash Sale		\$580.78		-102,314.64
01/19/2024	Expense		Intuit-QBO	ACH Debit(s)		\$59.50	-102,374.14
01/19/2024	Deposit		Target Balance	Target Balance Credit(s)		\$1,983.72	-104,357.86
01/19/2024	Bill Payment (Check)	7403739	Dan Tesch	#001		\$1,250.00	-105,607.86
01/19/2024	Deposit		Target Balance	Target Balance Credit(s)	\$1,983.72		-103,624.14
01/19/2024	Bill Payment (Check)		Coastal Wintergreen LLC	#1000795		\$1,255.00	-104,879.14
01/23/2024	Expense		HealthPartners	ACH Debit(s)		\$10,397.92	-115,277.06
01/23/2024	Deposit		Target Balance	Target Balance Credit(s)		\$10,397.92	-125,674.98
01/23/2024	Deposit		Target Balance	Target Balance Credit(s)	\$10,397.92		-115,277.06
01/24/2024	Sales Receipt	Sq 1.24.24	Cash Sale		\$349.81		-114,927.25
01/24/2024	Expense		Target Balance	Target Balance Debit(s)	\$349.81		-114,577.44
01/24/2024	Expense		Target Balance	Target Balance Debit(s)		\$349.81	-114,927.25
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$7,825.70		-107,101.55

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Transaction Detail by Account
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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
01/25/2024	Deposit		Comcast-PEG Fees	ACH Credit(s)	\$20,184.42		-86,917.13
01/25/2024	Sales Receipt	Sq 1.25.24	Cash Sale		\$137.90		-86,779.23
01/25/2024	Expense		Target Balance	Target Balance Debit(s)		\$252,768.63	-339,547.86
01/25/2024	Expense		Target Balance	Target Balance Debit(s)	\$252,768.63		-86,779.23
01/25/2024	Expense	EPAY-08-02	Republic Services	ACH Debit(s)		\$449.19	-87,228.42
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$47,987.09		-39,241.33
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$4,164.40		-35,076.93
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$10,357.74		-24,719.19
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$14,930.88		-9,788.31
01/25/2024	Deposit		Comcast-PEG Fees	ACH Credit(s)	\$6,126.46		-3,661.85
01/25/2024	Deposit		Comcast-PEG Fees	ACH Credit(s)	\$79,851.38		76,189.53
01/25/2024	Deposit		Comcast-PEG Fees	ACH Credit(s)	\$5,389.11		81,578.64
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$11,714.45		93,293.09
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$24,032.25		117,325.34
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$40,897.32		158,222.66
01/25/2024	Deposit		Comcast-PEG Fees	ACH Credit(s)	\$2,115.87		160,338.53
01/26/2024	Journal Entry	Gusto Regular Hourly		Garnishment Liability for Child support - 0014988817 (Eric Nelson)		\$365.02	159,973.51
01/26/2024	Deposit		Comcast-Franchise	ACH Credit(s)	\$157,489.10		317,462.61
01/26/2024	Expense		Target Balance	Target Balance Debit(s)	\$157,489.10		474,951.71
01/26/2024	Expense		Target Balance	Target Balance Debit(s)		\$157,489.10	317,462.61
01/26/2024	Journal Entry	Gusto Regular Hourly		Debit tax		\$6,534.37	310,928.24
01/26/2024	Journal Entry	Gusto Regular Hourly		Debit net pay		\$16,026.70	294,901.54
01/27/2024	Expense	EPAY-14-01	Connexus Energy	January electric bill		\$1,648.89	293,252.65
01/29/2024	Deposit		Target Balance	Target Balance Credit(s)		\$1,648.89	291,603.76
01/29/2024	Deposit		Target Balance	Target Balance Credit(s)	\$1,648.89		293,252.65
01/30/2024	Bill Payment (Check)		Melio			\$1.50	293,251.15
01/30/2024	Expense	0001868335-IN	Wex Health - Fee	ACH Debit(s)		\$20.25	293,230.90
01/30/2024	Deposit		Target Balance	Target Balance Credit(s)		\$7,588.52	285,642.38
01/30/2024	Deposit		Target Balance	Target Balance Credit(s)	\$7,588.52		293,230.90
01/30/2024	Expense		USBANK Card Services 3312	ACH Debit(s)		\$3,090.52	290,140.38
01/30/2024	Bill Payment (Check)		Melio			\$1.50	290,138.88
01/31/2024	Expense		POPP TELECOM	ACH Debit(s)		\$254.16	289,884.72
01/31/2024	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)		\$336.00	289,548.72
01/31/2024	Expense		PERA	ACH Debit(s)		\$3,248.13	286,300.59
01/31/2024	Deposit				\$1,498.00		287,798.59
01/31/2024	Deposit		Target Balance	Target Balance Credit(s)		\$3,838.29	283,960.30
01/31/2024	Expense	EPAY-06-02	Circle K Station Stores	gas		\$121.83	283,838.47
01/31/2024	Journal Entry	4M Dividend - Jan 24		Monthly Interest	\$12,008.68		295,847.15
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Debit net pay		\$9,408.48	286,438.67
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Debit tax		\$1,731.43	284,707.24
01/31/2024	Expense	EPAY-13-01	City of Blaine			\$149.50	284,557.74
01/31/2024	Deposit		Target Balance	Target Balance Credit(s)	\$3,838.29		288,396.03
Total for 1001 Cash - Checking Account					\$989,662.87	\$701,266.84	
1210 Accounts Receivable - Other							
01/25/2024	Expense		B&H Photo	B&H PHOTO 800-606-6969 - equipment for resale	\$287.95		287.95
Total for 1210 Accounts Receivable - Other					\$287.95		
1900 Accum Deprec - NMTC							
01/31/2024	Journal Entry	Depr Exp - Jan 24		Depreciation - Monthly		\$12,900.00	-12,900.00
Total for 1900 Accum Deprec - NMTC						\$12,900.00	
2000 Accounts Payable							
01/02/2024	Bill	1463	B Harris, Inc.			\$675.00	675.00
01/04/2024	Bill	10-3224	NATOA			\$2,395.00	3,070.00
01/04/2024	Bill	00352	MACTA			\$2,100.00	5,170.00
01/04/2024	Bill		Metro North Chamber of Comm.			\$524.50	5,694.50
01/05/2024	Bill Payment (Check)		Corporate Mechanical		\$1,010.10		4,684.40
01/08/2024	Bill	2024	Discovery Benefits - (Wex Health)			\$22,500.00	27,184.40
01/08/2024	Bill Payment (Check)		B Harris, Inc.		\$675.00		26,509.40
01/08/2024	Bill Payment (Check)	7435610	NATOA		\$2,395.00		24,114.40
01/08/2024	Bill Payment (Check)	7438118	MACTA		\$2,100.00		22,014.40
01/09/2024	Bill Payment (Check)		Bradley Werner, LLC		\$1,174.25		20,840.15
01/09/2024	Bill Payment (Check)		Discovery Benefits - (Wex Health)		\$22,500.00		-1,659.85
01/09/2024	Bill Payment (Check)		Carpenter Evert & Associates		\$697.50		-2,357.35
01/09/2024	Bill Payment (Check)		Metro North Chamber of Comm.		\$524.50		-2,881.85
01/09/2024	Bill Payment (Check)		Richard D Larson		\$395.00		-3,276.85
01/18/2024	Bill Payment (Credit Card)		Comcast		\$0.16		-3,277.01
01/19/2024	Bill Payment (Check)	7403739	Dan Tesch		\$1,250.00		-4,527.01
01/19/2024	Bill Payment (Check)		Coastal Wintergreen LLC		\$1,255.00		-5,782.01
01/26/2024	Bill	W72310	Corporate Mechanical			\$399.00	-5,383.01
01/27/2024	Bill		Richard D Larson	Four weeks of office janitorial service and bulb replacement		\$344.00	-5,039.01
01/27/2024	Bill	17217	ALTA			\$131.32	-4,907.69
01/29/2024	Bill	84983	Z Systems			\$16,852.86	11,945.17
01/30/2024	Bill Payment (Check)		Melio		\$1.50		11,943.67
01/30/2024	Bill Payment (Check)		Melio		\$1.50		11,942.17
01/30/2024	Bill	3794811	Melio			\$1.50	11,943.67
01/30/2024	Bill	3792616	Melio			\$1.50	11,945.17
01/31/2024	Bill	23523	Bradley Werner, LLC			\$1,118.05	13,063.22
01/31/2024	Bill	31576	Carpenter Evert & Associates			\$1,693.70	14,756.92
01/31/2024	Bill	1000799	Coastal Wintergreen LLC			\$585.00	15,341.92
Total for 2000 Accounts Payable					\$33,979.51	\$49,321.43	
USB Corp Card XX1691							
01/01/2024	Expense		Adobe Inc.	ADOBE *PRODUCTS		\$899.90	899.90

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
01/02/2024	Expense		Bruegger's	BRUEGGERS 3827		\$26.77	926.67
01/02/2024	Expense		Target	TARGET 00018325		\$19.35	946.02
01/02/2024	Expense		USBANK Card Services 3312	CC Payment	\$1,695.89		-749.87
01/05/2024	Expense		Walgreens	WALGREENS #7218 - Pictures		\$20.48	-729.39
01/09/2024	Expense		Amazon	AMAZON.COM*RT86D9540 - Toilet Paper		\$35.49	-693.90
01/10/2024	Expense		Umbria Gourmet Pizzeria LLC	UMBRIA GOURMET PIZZERIA		\$186.23	-507.67
01/11/2024	Expense		Amazon	AMAZON.COM*RT55D3CZ1 - Office Supplies		\$43.90	-463.77
01/11/2024	Expense		Otter.AI	OTTER.AI - Mnthly Subscription		\$40.00	-423.77
01/11/2024	Expense		Amazon	AMAZON.COM*RT3IN1UJ0 - blank dvd's		\$164.45	-259.32
01/14/2024	Expense		Podbean.com	PODBEAN.COM - Mnthly Sub		\$99.00	-160.32
01/16/2024	Expense		Amazon	AMZN MKTP US*R88C798X0 - card reader		\$9.99	-150.33
01/17/2024	Expense		Amazon	AMAZON PRIME*R88OB1SJ0 - Mnthly Sub		\$14.99	-135.34
01/18/2024	Bill Payment (Credit Card)		Comcast	This bill is IMPOSSIBLE to pay. So I paid \$75 to clear it for the year.		\$0.16	-135.18
01/19/2024	Expense		Comcast	COMCAST ST. PAUL - Yearly payment for dtas		\$57.44	-77.74
01/24/2024	Expense		Amazon	AMAZON RET* 112-026054 - batteries		\$23.13	-54.61
01/25/2024	Expense		Zoom	ZOOM.US 888-799-9666 - mnthly sub		\$17.29	-37.32
01/30/2024	Expense		USBANK Card Services 3312	ACH Debit(s)	\$1,674.80		-1,712.12
Total for USB Corp Card XX1691					\$3,370.69	\$1,658.57	
USB Corp Card XX7520							
01/02/2024	Expense		Realvnc Ltd			\$687.87	687.87
01/02/2024	Expense		Amazon	AMAZON RET* 112-026054 -		\$37.54	725.41
01/02/2024	Expense		USBANK Card Services 3312	CC Payment	\$1,981.80		-1,256.39
01/25/2024	Expense		B&H Photo	B&H PHOTO 800-606-6969		\$287.95	-968.44
01/30/2024	Expense		USBANK Card Services 3312	ACH Debit(s)	\$1,415.72		-2,384.16
Total for USB Corp Card XX7520					\$3,397.52	\$1,013.36	
2100 Accrued Payroll Taxes & W/H's							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$336.00	336.00
01/17/2024	Expense		Discovery Benefits - (Wex Health)	H S A Payments	\$336.00		0.00
01/26/2024	Journal Entry	Gusto Regular Hourly		Benefit Liabilities For HSA Contribution - Post Tax Single		\$336.00	336.00
01/31/2024	Expense		Discovery Benefits - (Wex Health)	ACH Debit(s)	\$336.00		0.00
Total for 2100 Accrued Payroll Taxes & W/H's					\$672.00	\$672.00	
2104 PERA Payable							
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$309.29	309.29
01/12/2024	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,718.85	4,028.14
01/17/2024	Expense		PERA	ACH Debit(s)	\$3,718.85		309.29
01/17/2024	Expense		PERA	ACH Debit(s)	\$132.91		176.38
01/17/2024	Expense		PERA	Heidi Only - final paycheck	\$309.29		-132.91
01/26/2024	Journal Entry	Gusto Regular Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$3,248.13	3,115.22
01/31/2024	Expense		PERA	ACH Debit(s)	\$3,248.13		-132.91
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Benefit Liabilities For PERA (Public Employees Retirement Plan)		\$1,182.99	1,050.08
Total for 2104 PERA Payable					\$7,409.18	\$8,459.26	
2150 Sales Tax Payable - MN							
01/04/2024	Sales Receipt	Sq 1.4.24	Cash Sale			\$8.37	8.37
01/05/2024	Sales Receipt	Sq 1.5.24	Cash Sale			\$6.91	15.28
01/09/2024	Deposit					\$14.14	29.42
01/09/2024	Sales Receipt	Sq 1.9.24	Cash Sale			\$3.41	32.83
01/09/2024	Deposit					\$0.81	33.64
01/09/2024	Deposit					\$7.72	41.36
01/10/2024	Sales Receipt	Sq 1.10.24	Cash Sale			\$7.96	49.32
01/12/2024	Sales Receipt	Sq 1.12.24	Cash Sale			\$4.88	54.20
01/17/2024	Sales Receipt	Sq 1.17.24	Cash Sale			\$9.51	63.71
01/18/2024	Expense		MN Dept. of Revenue	Q4 Return	\$858.00		-794.29
01/18/2024	Sales Receipt	Sq 1.18.24	Cash Sale			\$7.15	-787.14
01/19/2024	Sales Receipt	Sq 1.19.24	Cash Sale			\$44.77	-742.37
01/24/2024	Sales Receipt	Sq 1.24.24	Cash Sale			\$26.98	-715.39
01/25/2024	Sales Receipt	Sq 1.25.24	Cash Sale			\$10.64	-704.75
01/31/2024	Deposit			Cash sales		\$19.99	-684.76
01/31/2024	Deposit			Misc Services		\$57.00	-627.76
Total for 2150 Sales Tax Payable - MN					\$858.00	\$230.24	
2200 Accrued Vacation							
01/01/2024	Journal Entry	Vac Accrl Adj-Dec 2R		Monthly Accrual Adjustment - Dec	\$101,051.49		-101,051.49
01/31/2024	Journal Entry	Accrd Vac/Comp - Jan		Monthly Accrual Adjustment - Dec		\$77,369.79	-23,681.70
Total for 2200 Accrued Vacation					\$101,051.49	\$77,369.79	
2201 Accrued Wages							
01/01/2024	Journal Entry	Accd Payrll Dec25-31R		Accrued Payroll - 12/25-31 (Paid 1/12/2024)	\$13,072.00		-13,072.00
Total for 2201 Accrued Wages					\$13,072.00		
4000 PEG Fees - Comcast							
01/25/2024	Deposit		Comcast-PEG Fees	Q4		\$6,126.46	6,126.46
01/25/2024	Deposit		Comcast-PEG Fees	Q4		\$79,851.38	85,977.84
01/25/2024	Deposit		Comcast-Franchise	Q4		\$24,032.25	110,010.09
01/25/2024	Deposit		Comcast-PEG Fees	Q4		\$2,115.87	112,125.96
01/25/2024	Deposit		Comcast-Franchise	Q4		\$7,825.70	119,951.66
01/25/2024	Deposit		Comcast-PEG Fees	Q4		\$20,184.42	140,136.08
01/25/2024	Deposit		Comcast-PEG Fees	Q4		\$5,389.11	145,525.19
Total for 4000 PEG Fees - Comcast						\$145,525.19	
4100 Franchise Fees - Comcast							
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$47,987.09	47,987.09
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$4,164.40	52,151.49
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$10,357.74	62,509.23
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$14,930.88	77,440.11

North Metro Telecommunications Commission

Transaction Detail by Account
January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$11,714.45	89,154.56
01/25/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$40,897.32	130,051.88
01/26/2024	Deposit		Comcast-Franchise	ACH Credit(s)		\$157,489.10	287,540.98
Total for 4100 Franchise Fees - Comcast						\$287,540.98	
4200 Interest - NMTC							
01/31/2024	Journal Entry	4M Dividend - Jan 24		Monthly Interest		\$12,008.68	12,008.68
Total for 4200 Interest - NMTC						\$12,008.68	
4300 Misc Income							
01/04/2024	Sales Receipt	Sq 1.4.24	Cash Sale			\$103.00	103.00
01/05/2024	Sales Receipt	Sq 1.5.24	Cash Sale			\$85.00	188.00
01/09/2024	Deposit			DVD Dupl		\$10.00	198.00
01/09/2024	Deposit			Video Tape Transfer		\$174.00	372.00
01/09/2024	Deposit			Balance paid on cc	\$22.72		349.28
01/09/2024	Deposit			Photo Scanning		\$95.00	444.28
01/09/2024	Deposit			Rev SHare Fall 2023		\$2,789.50	3,233.78
01/09/2024	Sales Receipt	Sq 1.9.24	Cash Sale	Balance due on sale paid by check		\$22.72	3,256.50
01/09/2024	Sales Receipt	Sq 1.9.24	Cash Sale			\$42.00	3,298.50
01/10/2024	Sales Receipt	Sq 1.10.24	Cash Sale	Video Services		\$98.00	3,396.50
01/12/2024	Sales Receipt	Sq 1.12.24	Cash Sale	Video Services		\$60.00	3,456.50
01/17/2024	Sales Receipt	Sq 1.17.24	Cash Sale	Video Services		\$117.00	3,573.50
01/18/2024	Sales Receipt	Sq 1.18.24	Cash Sale	Video Services		\$88.00	3,661.50
01/19/2024	Sales Receipt	Sq 1.19.24	Cash Sale	Video Services		\$551.00	4,212.50
01/24/2024	Sales Receipt	Sq 1.24.24	Cash Sale	Video Services		\$332.00	4,544.50
01/25/2024	Sales Receipt	Sq 1.25.24	Cash Sale	Video Services		\$131.00	4,675.50
01/31/2024	Deposit			Misc services		\$800.00	5,475.50
01/31/2024	Deposit			Cash sales		\$246.01	5,721.51
01/31/2024	Deposit			Misc Services		\$375.00	6,096.51
Total for 4300 Misc Income						\$22.72	\$6,119.23
0 - Wages - Accrued vac/comp							
01/01/2024	Journal Entry	Accd Payrl Dec25-31R		Accrued Payroll - 12/25-31 (Paid 1/12/2024)		\$13,072.00	-13,072.00
01/01/2024	Journal Entry	Vac Accrl Adj-Dec 2R		Monthly Accrual Adjustment - Dec		\$101,051.49	-114,123.49
01/12/2024	Journal Entry	Gusto - HA		Vac/Sick Time Payout - Heidi Arenson	\$30,928.80		-83,194.69
01/31/2024	Journal Entry	Accrd Vac/Comp - Jan		Monthly Accrual Adjustment - Jan 24	\$77,369.79		-5,824.90
Total for 0 - Wages - Accrued vac/comp						\$108,298.59	\$114,123.49
1 - Personnel							
5102 Wages - Master Control MS							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,505.20		2,505.20
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,542.40		5,047.60
Total for 5102 Wages - Master Control MS						\$5,047.60	
5103 Wages - Mobile Prod. Dir KK							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,791.60		2,791.60
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,832.80		5,624.40
Total for 5103 Wages - Mobile Prod. Dir KK						\$5,624.40	
5104 Wages - Govt Coordinator TJ							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,505.20		2,505.20
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,542.40		5,047.60
Total for 5104 Wages - Govt Coordinator TJ						\$5,047.60	
5105 Wages - Video Engineer MW							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$3,115.20		3,115.20
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$3,160.80		6,276.00
Total for 5105 Wages - Video Engineer MW						\$6,276.00	
5106 Wages - Mobile Prod. Tech TL							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,024.40		2,024.40
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,118.40		4,142.80
Total for 5106 Wages - Mobile Prod. Tech TL						\$4,142.80	
5107 Wages - Asst. News Producer EN							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$1,815.60		1,815.60
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$1,842.40		3,658.00
Total for 5107 Wages - Asst. News Producer EN						\$3,658.00	
5109 Wages - Executive Director HA							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$4,354.40		4,354.40
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Regular Wages - Heidi Arneson - FINAL	\$2,209.20		6,563.60
Total for 5109 Wages - Executive Director HA						\$6,563.60	
5111 Wages - Studio Manager EH							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,481.60		2,481.60
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,818.40		5,300.00
Total for 5111 Wages - Studio Manager EH						\$5,300.00	
5112 Wages - News Director DP							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,791.60		2,791.60
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$3,132.80		5,924.40
Total for 5112 Wages - News Director DP						\$5,924.40	
5113 Wages - Municipal Producer TS							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Regular Wages	\$2,178.40		2,178.40
01/26/2024	Journal Entry	Gusto Regular Hourly		Regular Wages	\$2,210.40		4,388.80
Total for 5113 Wages - Municipal Producer TS						\$4,388.80	
5115 Wages - Sports Assistants							
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Regular Wages	\$9,581.28		9,581.28
Total for 5115 Wages - Sports Assistants						\$9,581.28	
5120 Wages - City Meetings Staff PT							

North Metro Telecommunications Commission

Transaction Detail by Account
January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Regular Wages	\$1,277.20		1,277.20
Total for 5120 Wages - City Meetings Staff PT					\$1,277.20		
Total for 1 - Personnel					\$62,831.68		
2 - Employee Benefits							
5201 Social Security/Medicare Tax							
01/12/2024	Journal Entry	Gusto - Reg Hourly		Medicare - employer tax	\$377.87		377.87
01/12/2024	Journal Entry	Gusto - Reg Hourly		Social Security - employer tax	\$1,615.74		1,993.61
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Social Security - employer tax	\$136.97		2,130.58
01/12/2024	Journal Entry	Gusto - HA 1/6-12		Medicare - employer tax	\$32.03		2,162.61
01/12/2024	Journal Entry	Gusto - HA		Social Security - employer tax	\$1,917.59		4,080.20
01/12/2024	Journal Entry	Gusto - HA		Medicare - employer tax	\$448.47		4,528.67
01/26/2024	Journal Entry	Gusto Regular Hourly		Medicare - employer tax	\$329.12		4,857.79
01/26/2024	Journal Entry	Gusto Regular Hourly		Social Security - employer tax	\$1,407.26		6,265.05
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Medicare - employer tax	\$157.44		6,422.49
01/31/2024	Journal Entry	Gusto-Monthly Hourly		Social Security - employer tax	\$673.23		7,095.72
Total for 5201 Social Security/Medicare Tax					\$7,095.72		
5203 PERA cost							
01/12/2024	Journal Entry	Gusto - HA 1/6-12		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$165.69		165.69
01/12/2024	Journal Entry	Gusto - Reg Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,992.24		2,157.93
01/26/2024	Journal Entry	Gusto Regular Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$1,740.06		3,897.99
01/31/2024	Journal Entry	Gusto-Monthly Hourly		PERA (Public Employees Retirement Plan) - Benefit Company Contribution	\$633.75		4,531.74
Total for 5203 PERA cost					\$4,531.74		
5204 Health/Dental/Other							
01/08/2024	Bill	2024	Discovery Benefits - (Wex Health)	2024 H S A Employer H S A Contributions	\$22,500.00		22,500.00
01/12/2024	Journal Entry	Gusto - Reg Hourly		Benefit Liabilities For Medical/Dental 02		\$167.02	22,332.98
01/14/2024	Expense	EPAY-01-01	Principal Financial Group	ACH Debit(s)	\$651.73		22,984.71
01/23/2024	Expense		HealthPartners	ACH Debit(s)	\$10,397.92		33,382.63
01/26/2024	Journal Entry	Gusto Regular Hourly		Benefit Liabilities For Medical/Dental 02		\$167.02	33,215.61
Total for 5204 Health/Dental/Other					\$33,549.65	\$334.04	
5206 Electronic Filing Charges							
01/30/2024	Expense	0001868335-IN	Wex Health - Fee	ACH Debit(s)	\$20.25		20.25
Total for 5206 Electronic Filing Charges					\$20.25		
Total for 2 - Employee Benefits					\$45,197.36	\$334.04	
3 - Administrative Expenses							
5501 Legal Fees							
01/31/2024	Bill	23523	Bradley Werner, LLC	Legal - Jan 24	\$1,118.05		1,118.05
Total for 5501 Legal Fees					\$1,118.05		
5602 Audit & Accounting							
01/03/2024	Expense		Gusto	ACH Debit(s)	\$310.00		310.00
01/19/2024	Expense		Intuit-QBO	ACH Debit(s)	\$59.50		369.50
01/31/2024	Bill	31576	Carpenter Evert & Associates	1099 Processing	\$6.20		375.70
01/31/2024	Bill	31576	Carpenter Evert & Associates	Accounting Services - Jan 23	\$1,687.50		2,063.20
Total for 5602 Audit & Accounting					\$2,063.20		
5608 Membership Dues							
01/04/2024	Bill	10-3224	NATOA	NATOA annual Dues	\$2,395.00		2,395.00
01/04/2024	Bill	00352	MACTA	annual MACTA dues	\$2,100.00		4,495.00
01/04/2024	Bill		Metro North Chamber of Comm.	Annual membership dues	\$524.50		5,019.50
Total for 5608 Membership Dues					\$5,019.50		
5610 Melio, CC, Bank Fees							
01/01/2024	Expense		Authorize.Net	ACH Debit(s)	\$3.99		3.99
01/02/2024	Expense		Authorize.Net	ACH Debit(s)	\$30.00		33.99
01/04/2024	Sales Receipt	Sq 1.4.24	Cash Sale	Square Fees - 2.50% + .10	\$2.88		36.87
01/05/2024	Sales Receipt	Sq 1.5.24	Cash Sale	Square Fees - 2.50% + .10	\$2.40		39.27
01/09/2024	Sales Receipt	Sq 1.9.24	Cash Sale	Square Fees - 2.50% + .10	\$1.91		41.18
01/10/2024	Sales Receipt	Sq 1.10.24	Cash Sale	Square Fees - 2.50% + .10	\$2.85		44.03
01/12/2024	Sales Receipt	Sq 1.12.24	Cash Sale	Square Fees - 2.50% + .10	\$1.72		45.75
01/17/2024	Sales Receipt	Sq 1.17.24	Cash Sale	Square Fees - 2.50% + .10	\$3.26		49.01
01/18/2024	Sales Receipt	Sq 1.18.24	Cash Sale	Square Fees - 2.50% + .10	\$2.48		51.49
01/19/2024	Sales Receipt	Sq 1.19.24	Cash Sale	Square Fees - 2.50% + .10	\$14.99		66.48
01/24/2024	Sales Receipt	Sq 1.24.24	Cash Sale	Square Fees - 2.50% + .10	\$9.17		75.65
01/25/2024	Sales Receipt	Sq 1.25.24	Cash Sale	Square Fees - 2.50% + .10	\$3.74		79.39
01/30/2024	Bill	3794811	Melio		\$1.50		80.89
01/30/2024	Bill	3792616	Melio		\$1.50		82.39
Total for 5610 Melio, CC, Bank Fees					\$82.39		
5613 General/Special Meeting Expenses							
01/02/2024	Expense		Bruegger's	BRUEGGERS 3827	\$26.77		26.77
01/02/2024	Expense		Target	TARGET 00018325	\$19.35		46.12
01/05/2024	Expense		Walgreens	WALGREENS #7218 - Pictures	\$20.48		66.60
01/10/2024	Expense		Umbria Gourmet Pizzeria LLC	UMBRIA GOURMET PIZZERIA	\$186.23		252.83
01/27/2024	Bill	17217	ALTA	farewell gift for Heidi	\$131.32		384.15
Total for 5613 General/Special Meeting Expenses					\$384.15		
Total for 3 - Administrative Expenses					\$8,667.29		
4 - Production Expenses							
5701 Truck/Fleet Vehicle - Gas & Oil							
01/03/2024	Expense	EPAY-05-01	Wex Inc (Fleet gas)	ACH Debit(s)	\$32.21		32.21
01/05/2024	Expense	EPAY-06-01	Circle K Station Stores	gas card	\$134.14		166.35
01/31/2024	Expense	EPAY-06-02	Circle K Station Stores	gas card	\$121.83		288.18
Total for 5701 Truck/Fleet Vehicle - Gas & Oil					\$288.18		
5802 Video Equip/Parts/Maintenance							

North Metro Telecommunications Commission

Transaction Detail by Account
January 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
01/29/2024	Bill	84983	Z Systems	service contracts and warranties	\$16,852.86		16,852.86
Total for 5802 Video Equip/Parts/Maintenance					\$16,852.86		
5803 Video Media/Labels/Shipping							
01/11/2024	Expense		Amazon	AMAZON.COM*RT3IN1UJ0 - blank dvd's	\$164.45		164.45
Total for 5803 Video Media/Labels/Shipping					\$164.45		
Total for 4 - Production Expenses					\$17,305.49		
5 - Office/Occupancy							
5405 Office Supplies/Equipment Maintenance							
01/02/2024	Expense		Amazon	AMAZON RET* 112-026054 - equipment	\$37.54		37.54
01/09/2024	Expense		Amazon	AMAZON.COM*RT86D9540 - Toilet Paper	\$35.49		73.03
01/11/2024	Expense		Amazon	AMAZON.COM*RT55D3CZ1 - Office Supplies	\$43.90		116.93
01/16/2024	Expense		Amazon	AMZN MKTP US*R88C798X0 - card reader	\$9.99		126.92
01/17/2024	Expense		Amazon	AMAZON PRIME*R88OB1SJ0 - Mnthly Sub	\$14.99		141.91
01/24/2024	Expense		Amazon	AMAZON RET* 112-026054 - batteries	\$23.13		165.04
Total for 5405 Office Supplies/Equipment Maintenance					\$165.04		
5406 Telephone/Internet/Web Service							
01/01/2024	Expense		Adobe Inc.	ADOBE *PRODUCTS	\$899.90		899.90
01/02/2024	Expense	EPAY-04-01	T-Mobile	ACH Debit(s)	\$161.80		1,061.70
01/02/2024	Bill	1463	B Harris, Inc.	Quarterly phone billing - Jan, Feb, March	\$675.00		1,736.70
01/03/2024	Expense	EPAY-03-01	Comcast	internet	\$546.47		2,283.17
01/11/2024	Expense		Otter.AI	OTTER.AI - Mnthly Subscription	\$40.00		2,323.17
01/12/2024	Expense	EPAY-07-01	AT&T Wireless	ACH Debit(s)	\$330.96		2,654.13
01/14/2024	Expense		Podbean.com	PODBEAN.COM - Mnthly Sub	\$99.00		2,753.13
01/17/2024	Expense		Comcast - Internet 3024	ACH Debit(s)	\$1,237.79		3,990.92
01/19/2024	Expense		Comcast	COMCAST ST. PAUL - Yearly payment for dtas	\$57.44		4,048.36
01/25/2024	Expense		Zoom	ZOOM.US 888-799-9666 - mnthly sub	\$17.29		4,065.65
01/31/2024	Expense		POPP TELECOM	ACH Debit(s)	\$254.16		4,319.81
Total for 5406 Telephone/Internet/Web Service					\$4,319.81		
5407 Trash/Janitor/Water							
01/14/2024	Expense	EPAY-08-01	Republic Services	ACH Debit(s)	\$456.73		456.73
01/25/2024	Expense	EPAY-08-02	Republic Services	ACH Debit(s)	\$449.19		905.92
01/27/2024	Bill		Richard D Larson	4 weeks @ \$79 (January) + bulb maintenance	\$344.00		1,249.92
Total for 5407 Trash/Janitor/Water					\$1,249.92		
5408 Building Maintenance							
01/26/2024	Bill	W72310	Corporate Mechanical	Furnace repair	\$399.00		399.00
01/31/2024	Bill	1000799	Coastal Wintergreen LLC	Lawn and Snow Service - Jan 2024	\$585.00		984.00
Total for 5408 Building Maintenance					\$984.00		
5409 Building Utilities							
01/01/2024	Expense	EPAY-15-01	Comcast	cable boxes	\$4.64		4.64
01/02/2024	Expense		City of Blaine-utilities	Other Debit(s)	\$10.00		14.64
01/12/2024	Expense	EPAY-09-01	CenterPoint Energy	ACH Debit(s)	\$339.09		353.73
01/27/2024	Expense	EPAY-14-01	Connexus Energy	Electricity	\$1,648.89		2,002.62
01/31/2024	Expense	EPAY-13-01	City of Blaine	Water bill	\$149.50		2,152.12
Total for 5409 Building Utilities					\$2,152.12		
Total for 5 - Office/Occupancy					\$8,870.89		
6001 Depreciation							
01/31/2024	Journal Entry	Depr Exp - Jan 24		Depreciation - Monthly	\$12,900.00		12,900.00
Total for 6001 Depreciation					\$12,900.00		
Capital Expenditures							
7002 Computer/Office Equip/Software/Upgrades							
01/02/2024	Expense		Realvnc Ltd	Computer Subscription	\$687.87		687.87
Total for 7002 Computer/Office Equip/Software/Upgrades					\$687.87		
Total for Capital Expenditures					\$687.87		

Program Production

In December, a total of **49 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **41:45:00 hours of new programming.**

- 17 programs were produced by the public
- 30 programs were produced by NMTV staff
- 2 programs were produced by City staff

Van Shoots

The HD truck was utilized for 6:15:00 hours of production in December. The following events were produced live and/or recorded for additional playback:

- Boys Basketball: Blaine vs. Centennial

vMix Live Streaming Shoots

The vMix single camera production system was utilized to record/stream 3 events. 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.

- Girls Basketball: Centennial vs. Blaine
- Boys Swim & Dive: Centennial vs. Blaine
- Centennial High School Winter Choir Concert



Most Streamed Sporting Event

Sports Den
400 Views

Live Workshops

Workshop	Instructor	Organization	Students
Internet Basics: How to Write an Email	Eric Houston	Mary Ann Young Center	14
Studio	Eric Houston	Blaine High School Business Professionals of America Club	4
Internet Basics – Online Antiques Appraisal Workshop	Eric Houston	General Public	5
3 Workshops			23 Students

VOD Workshop Views

Workshop	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	731	61 hrs
Batman's Greatest Villains	Mini	127	10.5 hrs
Columbo: One More Thing	Mini	1,094	124.75 hrs
King of the Cowboys 4 – John Wayne	Mini	23	2.75 hrs
King of the Cowboys 3 – Randolph Scott	Mini	75	3 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	225	14 hrs
King of the Cowboys 1 – Strong and Silent	Mini	17	2.75 hrs
Great British Game Shows	Mini	42	1 hrs
We Love Lucy: The Lucille Ball Story	Full	NA	NA
The Immortal Ingrid Pitt	Mini	338	15.5 hrs
The Oscars: 90 Years of the Academy Awards	Full	49	7 hrs
Tim Curry Horror Picture Show	Mini	28	1 hrs
Back to the Eighties: The Decade's Biggest...	Full	NA	NA
James Bond: 50 Years of 007	Full	20	1 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	239	18 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	7	2 hrs
TV's Greatest Christmas Specials	Full	165	19.25 hrs
Chicago Christmas Classics	Mini	7,007	350.25 hrs
Let's Go Ghostbusters: Filmmation's Haunted Heroes	Mini	NA	NA
Monster Movies of the 40s and 50s	Full	242	15 hrs
Monster Movies of the 20s and 30s	Full	9	.75 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	4	.25 hrs
The Cult of Caroline Munro	Mini	1,912	71.75 hrs
The Marilyn Monroe Story	Full	NA	NA
Nick at Nite: A TV Viewer's Dream	Mini	26	1 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	NA	NA
Hollywood Goes to War: World War II	Full	85	17.25 hrs
Come on Down: Game Shows of the 70s and 80s	Full	28	3 hrs
The Quiz Show Scandals and Other Game Shows...	Full	127	22.25 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	92	5.25 hrs
Mary Pickford: The World's First Movie Star	Full	5	1.25 hrs
Hollywood Goes to the Dogs: Lassie, Benji...	Full	3	.75 hrs
37 VOD Workshops		12,720 Total Views	772.25 Hours Viewed



Most Viewed YouTube Workshop

Chicago Christmas Classics
7,007 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
December	26,958	31,633	1,520.2	78	359,437
TOTAL:	424,996	633,500	36,581.25	1,268	6,492,887

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
December	NA	NA	NA
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
December	448.75	52	121	10	502	\$6,978.36
TOTAL:	4,085.75	965	889	353	8,008	\$22,931.77

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 December highlights include:

- Every Day is Christmas at Lino Lakes Tree Farm
- Spring Lake Park Police Now Use Reconnaissance Robot on Some Scenes
- Anoka County's Oldest Pickle on Display at Anoka County Historical Society
- Pump Prices Plunge at Blaine Gas Station
- North Metro Toy Store Brings Kids and Heroes Together for a Shopping Spree
- Ice Anglers Need to be Careful on Minnesota's Not-So-Frozen Lakes
- Jackson Middle School Observatory Becomes More Accessible
- It's Holiday Joy for North Metro Fire and Police Departments Thanks to Funding Gift
- Nordic Ski Season has Been "Snow" Fun for Blaine Bengals



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,290 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

Jackson Middle School Observatory
Becomes More Accessible
225 Views

2023 NSPN.TV Streaming Partnership Summary

The NMTV/NSPN.TV fall season streaming partnership has been deemed a success. The total payment received for allowing NSPN to exclusively stream NMTV events was \$2,790. The partnership continues to be beneficial, so it will be extended through the winter season. We are also very pleased regarding the ability to stream state tournament games and the availability of additional commercial projects that could result from the relationship.

Cougar Football Coverage

Sports Director Kenton Kipp and Sports Producer Ted Leroux were able to cover the State Champion Centennial Cougars from the beginning of the season to the triumphant ending. The sports team covered seven games this season, including three tournament games. NMTV is usually not able to cover state level games because of Minnesota High School League rules and fees, but because of our partnership with NSPN we were able to do so at no cost to us. We were unable to record the actual state final, but were able to access channel 45 footage to create a highlight video. The fall finale episode of Sports Den highlighted the Cougars season, and featured interviews with multiple players from the team. A special program commemorating the 2023 season is also in the works.



December Home Movie Service

NMTV's Home Movie Transfer service proved to be very popular in December. It was the most profitable month for the service since its creation in 2015, grossing close to \$7,000. Total income from the service in 2023 is approximately \$23,000 which is a 25% increase over sales in 2022.

BHS Sports Alumni Event

Special Events Coordinator, T.J. Tronson covered a Blaine High School Sports Alumni event on December 21st. A panel of eight alumni players talked about their lives through sports at the various colleges they now attend. In addition to recording the event, T.J. provided audio technical support for the space.

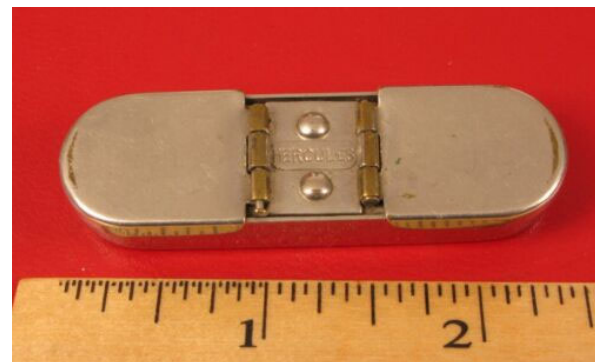


SWCTC Streaming Contract

NMTV has been contracted by the South Washington County Telecommunications Commission to provide production and streaming services for a hockey game on January 20th. Sports Producer Ted Leroux will direct the production with technical assistance from Video Engineer, Matt Waldron. The fee for the event coverage is \$7,115.

Online Antiques Appraisal Workshop

In this brand new class, which is part of the ongoing Internet Basics series of classes, students learned how to use the internet to value their antiques and research their histories. The students were allowed to bring items from their homes while Eric Houston taught them to use Google, eBay, and Google Image Search as research tools. Even though none of the items proved to be particularly valuable, students had a good time learning about their histories. One student, Jill Dutcher, brought in a small, oval, white metal box from her uncle's estate that she'd been trying to learn about for years. In class, the students were able to identify the object as a rubber stamp and case from Jill's uncle's business and even learned how to open and use it.



City Productions

In December, Municipal Producer, Trevor Scholl, completed one production and continued to work on several major projects. They include Blaine PD community outreach, Blaine on-boarding, and Lino Lakes fire and police recruitment videos. Completed programs include:

- Animal Humane Society: Winter Break Camp

New and ongoing projects include:

- Blaine on-boarding videos
- Blaine community outreach video
- Lino Lakes police and fire recruitment videos
- Lino Lakes police night scenarios
- Heroes and Helpers
- Updated Centerville and Blaine Brightsigns
- SLP and CLPD officer profiles
- Fish-electronics business profile
- 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 (4 episodes)	Eric Houston	01:36:54
Rice Creek Watershed District Meeting	Theresa Stasica	01:58:27
Christ Lutheran Church Worship (2 episodes)	Chance Amundson	02:05:58
Christ Lutheran Church Worship Message (3 episodes)	Chance Amundson	01:25:48
Lovepower (2 episodes)	Rick Larson	02:00:00
The Power of Love (2 episodes)	Rick Larson	01:00:00
Oak Park Community Church (3 episodes)	David Turnidge	01:49:16
17 New Programs		11:56:23 New Hours

NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (12/1/23)	T.J. Tronson	02:45:48
Anoka County Board Meeting (12/19/23)	T.J. Tronson	02:58:05
NMTC Meeting (12/20/23)	T.J. Tronson	00:41:17
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	00:51:00
Spring Lake Park Police Now Use Reconnaissance Robot on Some Scenes	Danika Peterson/Eric Nelson	00:02:16
Anoka County's Oldest Pickle	Danika Peterson/Eric Nelson	00:03:05
AHS Winter Break Camp	Trevor Scholl	00:02:38
Boys Basketball: Blaine/Centennial	Kenton Kipp/Ted Leroux	01:32:09
Girls Basketball: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:24:31
Boys Swim & Dive: Centennial/Blaine	Kenton Kipp/Ted Leroux	01:54:24
Centennial High School Winter Choir Concert	Kenton Kipp/Ted Leroux	02:03:37

Sports Den (2 episodes)	Kenton Kipp/Ted Leroux	00:50:36
14 New Programs		15:09:26 New Hours

City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (12/4/23)	T.J. Tronson	01:01:53
Blaine Planning Commission Meeting (12/12/23)	T.J. Tronson	00:06:06
Blaine City Council Meeting (12/18/23)	Trevor Scholl	01:38:57
Centerville Planning & Zoning Meeting (12/5/23)	John Murphy	02:14:26
Circle Pines Park Board Meeting (12/5/23)	Ray Flint	00:05:35
Circle Pines City Council Meeting (12/12/23)	Ray Flint	00:59:43
Circle Pines Special Park Board Meeting (12/19/23)	Ray Flint	00:11:42
Circle Pines Utility Commission Meeting (12/20/23)	Ray Flint	00:23:05
Circle Pines City Council Meeting (12/20/23)	Ray Flint	00:33:20
Ham Lake City Council Meeting (12/4/23)	Payton Nelson	00:49:50
Ham Lake Lake Planning Commission Meeting (12/11/23)	Payton Nelson	00:20:21
Ham Lake City Council Meeting (12/18/23)	Payton Nelson	00:11:49
Lexington City Council Meeting (12/7/23)	Lexington Staff	00:12:26
Lexington City Council Meeting (12/21/23)	Lexington Staff	00:07:39
Lino Lakes City Council Meeting (12/11/23)	Anne Serwe	01:35:29
Lino Lakes Environmental Board Meeting (12/27/23)	Anne Serwe	01:24:12
Spring Lake Park City Council Meeting (12/4/23)	Ray Flint	01:37:43
Spring Lake Park City Council Meeting (12/18/23)	Ray Flint	01:18:36
18 New Programs		14:52:52 New Hours

If you have any questions or comments regarding this monthly report please contact Eric Houston at 763.231.2803 or eric@northmetrotv.com.

Program Production

In January, **90 new programs** were produced using the North Metro TV facilities, funds, and services. That's **81 hours of new programming**.

- 39 programs were produced by the public
- 49 programs were produced by NMTV staff
- 2 programs were produced by City staff



Truck Shoots

The HD production truck was used for 51 hours of production in January. The following events were produced live and/or recorded for additional playback:

- Boys Basketball: Andover at Centennial
- Boys Basketball: Spring Lake Park at Blaine
- Boys Hockey: Centennial at Spring Lake Park
- Boys Hockey: Spring Lake Park at Centennial
- Girls Basketball: Spring Lake Park at Centennial
- Girls Hockey (JV): East Ridge v Park (Paid Program)
- Girls Hockey (Varsity): East Ridge v Park (Paid Program)
- Girls Hockey: Blaine at Centennial/Spring Lake Park
- Girls Hockey: Maple Grove at Blaine



vMix Live Streaming Shoots

The vMix single camera production system recorded and streamed 4 events. The vMix system requires significantly fewer staff members than the production truck. Often, a single staff member can film and stream game live, all at the same time.

- Boys Basketball: Centennial at Spring Lake Park
- Boys Hockey: Blaine at Spring Lake Park
- Boys Swim and Dive: Blaine at Spring Lake Park
- Girls Basketball: Blaine at Spring Lake Park



Most Watched Sports Program on YouTube

Sports Den
108 Views

Class	Type	# of Views	Hours Viewed
Diana Rigg: Avenger	Mini	1254	125.5 hrs
Batman's Greatest Villains	Mini	123	10.75 hrs
Columbo: One More Thing	Mini	1546	190.5 hrs
King of the Cowboys 4 – John Wayne	Mini	18	2.25 hrs
King of the Cowboys 3 – Randolph Scott	Mini	132	7.5 hrs
King of the Cowboys 2 – Autry/Rogers	Mini	277	18.5 hrs
King of the Cowboys 1 – Strong and Silent	Mini	10	.25 hrs
Great British Game Shows	Mini	42	2 hrs
We Love Lucy: The Lucille Ball Story	Full	7	.75 hrs
The Immortal Ingrid Pitt	Mini	333	16.5 hrs
The Oscars: 90 Years of the Academy Awards	Full	63	12.5 hrs
Tim Curry Horror Picture Show	Mini	15	.75 hrs
Back to the Eighties: The Decade's Biggest...	Full	NA	NA
James Bond: 50 Years of 007	Full	11	1.5 hrs
Eurovision: A Celebration	Mini	NA	NA
Yabba-Dabba-Do! The Fantastic World of Hanna...	Full	276	20.25 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	NA	NA
TV's Greatest Christmas Specials	Full	13	2.25 hrs
Chicago Christmas Classics	Mini	505	21 hrs
Let's Go Ghostbusters: Filmation's Haunted Heroes	Mini	7	.5 hrs
Monster Movies of the 40s and 50s	Full	159	12.5 hrs
Monster Movies of the 20s and 30s	Full	5	.25 hrs
The Presidency on Film JQA to JFK	Full	NA	NA
Monstervision: The Legend of Joe Bob Briggs	Mini	NA	NA
The Cult of Caroline Munro	Mini	2559	96 hrs
The Marilyn Monroe Story	Full	5	.25 hrs
Nick at Nite: A TV Viewer's Dream	Mini	22	.25 hrs
The Birth of Animation: Mickey, Bugs, and Betty...	Full	NA	NA
Hollywood Goes to War: World War II	Full	53	5.25 hrs
Come on Down: Game Shows of the 70s and 80s	Full	25	2.5 hrs
The Quiz Show Scandals and Other Game Shows...	Full	126	33 hrs
The Three Stooges: Comedy's Heavy Hitters	Full	NA	NA
The Marx Brothers: Groucho, Harpo, Chico...	Full	107	6.75 hrs
Mary Pickford: The World's First Movie Star	Full	NA	NA
36 VOD Workshops		7,693 Total Views	590 Hours Viewed



Most Viewed YouTube Class

The Cult of Caroline Munro
2,559 Views

YouTube Stats

Month	Viewers	Videos Viewed	Hours Watched	New Subscribers	Total Impressions
January	18,260	25,412	1,379	67	299,264
TOTAL:	18,260	25,412	1,379	67	299,264

NMTV Website Stats

Unfortunately, the software that tracks our website stats is still down. We are working with our web designers to fix the problem.

Month	Number of Users	Number of Views	Live Stream Views
January	NA	NA	NA
TOTAL:	NA	NA	NA

Home Movie Transfers

Home movie transfers are one of our most popular public 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	Transfer Hours	Tapes	Film Reels	DVDs	Photos/Slides	Fees Paid
January	578.5	129	88	131	0	\$2,321.46
TOTAL:	578.5	129	88	131	0	\$2,321.46

Station 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 January highlights include:

- USA Cup Wants You and Promises Fun Experience to Volunteers
- Snow-Free and Mild Makes This Winter Seem Like Spring
- Done Deal (Almost)... Teachers Union, Anoka-Hennepin Reach Tentative Agreement
- Anoka County Battling Unwelcome Guests That Infect Ash Trees
- Anoka County Wants "Gap Funding" to Complete Missing Link on Trail



In addition to daily playbacks of North Metro TV News on the cable systems, there are **1,295 local stories** archived for viewers on the **NMTV YouTube channel**. The channel can be also be accessed through northmetrotv.com.



Most Viewed YouTube News Story

Nordic Ski Season Has Been “Snow” Fun for Blaine Bengals

256 Views

Lino Lakes Fire Recruitment video

Municipal Producer Trevor Scholl is almost finished with an exciting new recruitment video for the Lino Lakes Fire Department. The new piece forgoes the usual talking heads for a focus on action as the fire department races to respond to a call. This visceral video will doubtlessly inspire viewers to do their duty and join the department. Trevor is responding to a final round of notes and hopes to have the new video on air and online in February.

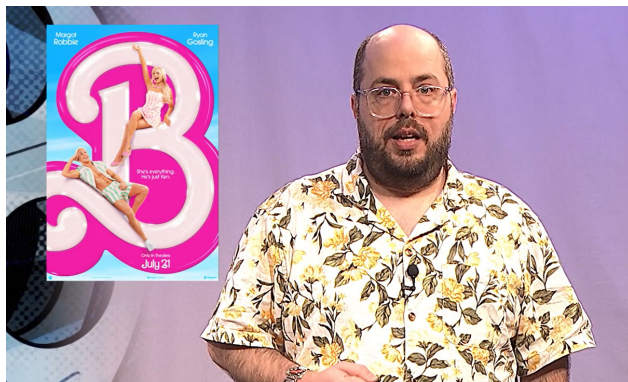


SWCTC Hockey Classic

North Metro TV Sports earned more than \$7,000 in January by filming a pair of back-to-back hockey games for SWCTC TV in Cottage Grove. The community TV station for South Washington County, SWCTC does not have its own sports department or production truck. Instead, they hire an outside company to film one to two games a year on their behalf. They dub these games the “Hockey Classic.” Kenton Kipp and Ted Leroux did a great job respectively planning and filming the games and the client was very happy with the results.

More from Movie Man Eric

Eric Houston is not only one of North Metro TV’s new Interim Co-Executive Directors, he’s also the station’s resident movie critic. In his capacity as Studio Manager, Eric often produces programs for the public access channel to help keep things fresh and encourage other producers. This month, he completed a new episode of Bad Movie Brothers, featuring a review of the movie Beastmaster 2: Through the Portal of Time. As if to prove he doesn’t only watch bad movies, Eric also created a run down of his favorite films of 2023. Both programs air on channel 14 and are available on YouTube and northmetrotv.com.



Two Great New Projects from TJ

When not researching new FAA drone requirements or preparing for February’s annual Guns-N-Hoses event, our intrepid Special Events and Education Coordinator TJ Tronson found time to finish two new programs. The first is a recording of a special Blaine High School Sports Alumni Panel. Filmed in December at the BHS Cafeteria, the panel featured eight former baseball players sharing their experiences. It is one of our most popular YouTube videos of the month (170 views) and is also airing on Channel 15.



If that wasn’t enough, TJ also finished work on a new video for the Minnesota Softball Military Appreciation Foundation. The MSMA allows softball enthusiasts a chance to support Minnesota’s military family.

Both projects are also paid productions and brought in a combined \$1,232 to the station.

News and Sports 24 Hours a Day

North Metro TV Channel 15 now airs news and sports 24 hours a day. We are giving our flagship channel a modern makeover by replacing the traditional filler videos that most community channels rely on between scheduled programming with rotating, regularly updated shortform content. This includes individual news stories produced by Danika Peterson and Eric Nelson, municipal videos created by Trevor Scholl, and newly created sports game recaps edited by Kenton Kipp, Ted Leroux, and the North

Metro TV Sports team. This new programming initiative is like a fresh coat of the paint for the channel, allowing us to create a large shift in public perception by making only small tweaks to what we are already doing. Our goal is to create a modern feeling channel that embraces current viewing preferences for shorter videos.



A New Relationship with the City of Cambridge

Thanks in part to a referral from Blaine, the City of Cambridge, MN is currently paying North Metro TV for station Video Engineer Matt Waldron to consult on their upcoming video equipment upgrade. Current charges stand at approximately \$1,000 and will grow as the city has asked Matt to prepare a Request for Quotation (RFQ) and will likely ask him to review responses and possibly supervise installation. They are even considering using us for ongoing equipment maintenance and consultation and have indicated that they may be interested in hiring us for video production services.

City Productions

While Municipal Producer Trevor Scholl was unable to complete any productions in January, he has several terrific new videos just about at the finish line and awaiting final notes from city staff. In addition to the Lino Lakes Fire Department recruitment video, Trevor is also hard at work on:

- Lino Lakes Police recruitment video
- Blaine Community Outreach video
- Blaine On Boarding video series

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
Movie Man Eric: Top 10 of 2023	Eric Houston	31 minutes
Bad Movie Bros	Eric Houston	43 minutes
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	2 hours 43 minutes
Christ Lutheran Church Worship (3 episodes)	Chance Amundson	2 hours 41 minutes
Christ Lutheran Church Worship Music	Chance Amundson	32 minutes
Christ Lutheran Church Worship Message (3 episodes)	Chance Amundson	1 hour 28 minutes
Lovepower (4 episodes)	Rick Larson	4 hours
The Power of Love (4 episodes)	Rick Larson	2 hours
Oak Park Community Church (4 episodes)	David Turnidge	2 hours 30 minutes
Hope Church Online (3 episodes)	Patrick Joslyn	2 hours 21 minutes
Glen Cary Lutheran Church Worship (3 episodes)	Vincent Schneider	3 hours 59 minutes
Lord of Life (4 episodes)	Jean Stauffer	3 hours 49 minutes
The Hidden Truth 5 (episodes)	Paul Dendy	4 hours 57 minutes
38 New Programs	53	32 New Hours



NMTV Staff Programs

Title	Producer	Runtime
Anoka County Board Meeting (1/2/24)	T.J. Tronson	41 minutes
Anoka County Board Meeting (1/23/24)	T.J. Tronson	1 hour 29 minutes
Sports Den (3 episodes)	Kenton Kipp/Ted Leroux	1 hour 10 minutes
Boys Basketball: Andover at Centennial	Kenton Kipp/Ted Leroux	1 hour 23 minutes
Boys Basketball: Spring Lake Park at Blaine	Kenton Kipp/Ted Leroux	1 hour 16 minutes
Boys Hockey: Centennial at Blaine	Kenton Kipp/Ted Leroux	1 hour 43 minutes
Boys Hockey: Spring Lake Park at Centennial	Kenton Kipp/Ted Leroux	1 hour 22 minutes
Girls Basketball: Spring Lake Park at Centennial	Kenton Kipp/Ted Leroux	1 hour 28 minutes
Girls Hockey (JV): East Ridge v Park	Kenton Kipp/Ted Leroux	1 hour 39 minutes
Girls Hockey (Varsity): East Ridge v Park	Kenton Kipp/Ted Leroux	2 hours 5 minutes
Girls Hockey: Blaine at Centennial/Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 31 minutes
Girls Hockey: Maple Grove at Blaine	Kenton Kipp/Ted Leroux	1 hour 25 minutes
Boys Basketball: Centennial at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 8 minutes
Boys Hockey: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 29 minutes
Boys Swim and Dive: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	2 hours 4 minutes
Girls Basketball: Blaine at Spring Lake Park	Kenton Kipp/Ted Leroux	1 hour 23 minutes
Blaine Sports Alumni Panel	Danika Peterson/Eric Nelson	1 hour 10 minutes
NMTV News (2 episodes)	Danika Peterson/Eric Nelson	38 minutes
Anoka County Gap Funding	Danika Peterson/Eric Nelson	3 minutes
Nordic Ski Season	Danika Peterson/Eric Nelson	3 minutes
Teachers Union Agreement	Danika Peterson/Eric Nelson	3 minutes
Volunteers Needed for USA Cup	Danika Peterson/Eric Nelson	3 minutes
Anoka County Ash Trees	Danika Peterson/Eric Nelson	2 minutes
26 New Programs		48 New Hours



City Meetings

Title	Producer	Runtime
Blaine City Council Meeting (1/3)	T.J. Tronson	1 hour 16 minutes
Blaine City Council Meeting (1/17)	Trevor Scholl	21 minutes
Blaine Park Board Meeting (1/23)	Trevor Scholl	48 minutes
Blaine Planning Commission Meeting (1/9)	T.J. Tronson	14 minutes
Centerville City Council Meeting	⁵⁴ John Murphy	1 hour 33 minutes

(1/10)		
Centerville City Council Meeting (1/24)	John Murphy	3 hours 5 minutes
Centerville EDA Meeting (1/29)	John Murphy	1 hour 38 minutes
Centerville Park and Recreation Meeting (1/3)	John Murphy	1 hour 14 minutes
Centerville Planning and Zoning Commission (1/2)	John Murphy	1 hour 15 minutes
Circle Pines City Council Meeting (1/9)	Ray Flint	35 minutes
Circle Pines City Council Meeting (1/23)	Ray Flint	30 minutes
Centennial Fire District Steering Committee Meeting (1/18)	Ray Flint	1 hour 8 minutes
Circle Pines Utility Commission Meeting (1/16)	Ray Flint	39 minutes
Ham Lake City Council Meeting (1/2)	Payton Nelson	1 hour 1 minute
Ham Lake City Council Meeting (1/16)	Payton Nelson	20 minutes
Ham Lake Planning Commission Meeting (1/22)	Payton Nelson	18 minutes
Lino Lakes City Council Meeting (1/8)	Anne Serwe	34 minutes
Lino Lakes City Council Meeting (1/22)	Anne Serwe	23 minutes
Lino Lakes Park Board Meeting (1/3)	Anne Serwe	1 hour 9 minutes
Lino Lakes Planning & Zoning Commission Meeting (1/10)	Anne Serwe	1 hour 20 minutes
Spring Lake Park City Council Meeting (1/2)	Ray Flint	1 hour 3 minutes
Spring Lake Park City Council Meeting (1/16)	Ray Flint	54 minutes
Spring Lake Park Planning Commission Meeting (1/22)	Ray Flint	1 hour 45 minutes
24 New Programs		23 New Hours

If you have any questions or comments regarding this monthly report please contact Eric Houston (at 763-231-2803 or eric@northmetrotv.com) or Danika Peterson (at 763-231-2810 or danika@northmetrotv.com).

NORTH METRO TV
Production Statistics 2023

	J	F	M	A	M	J	JU	A	S	O	N	D	23 Total	23 Average
Programming Statistics														
Cablecast Programs	2321.00	2387.00											4708.00	392.33
Cablecast Hours	1917.00	1899.00											3816.00	318.00
Programs Produced - Public	18.00	17.00											35.00	2.92
Program Hours Produced - Public	12.50	11.50											24.00	2.00
Prog. Produced - Affiliated Public	7.00	22.00											29.00	2.42
Prog. Hours Produced - Affil. Public	6.25	20.25											26.50	2.21
Programs Produced - City Staff	4.00	2.00											6.00	0.50
Prog. Hours Produced - City Staff	3.00	1.00											4.00	0.33
Programs Produced - NMTV Staff	43.00	49.00											92.00	7.67
Prog. Hours Produced - NMTV Staff	41.00	48.25											89.25	7.44
Total Public Programs Produced	25.00	39.00											64.00	5.33
Total Staff Programs Produced	47.00	51.00											98.00	8.17
Total Internal Programs Produced	72.00	90.00											162.00	13.50
% Staff Produced Programs	65.28%	56.66%											60.49%	60.49%
% Public Produced Programs	34.72%	43.33%											39.51%	39.51%
External Programs Submitted	24.00	8.00											32.00	2.67
External Program Hours	31.00	5.25											36.25	3.02
Total New Programs	96.00	98.00											194.00	16.17
Public Equipment Usage Statistics														
Facility Hours Available	154.00	133.00											287.00	23.92
Camera Check Outs	11.00	10.00											21.00	1.75
Studio A	15.25	0.00											15.25	1.27
% of Available Time	9.90%	0.00%											5.31%	5.31%
Studio B	7.50	0.00											7.50	0.63
% of Available Time	4.87%	0.00%											2.61%	2.61%
Editing	33.25	7.00											40.25	3.35
% of Available Time	21.59%	5.26%											14.02%	1.51%
Number of Public Facility Users	10.00	6.00											16.00	1.33
Total Hours of Public Use	56.00	87.00											143.00	11.92
Production Van/vMix Statistics														
Number of Truck Shoots	6.00	9.00											15.00	1.25
Total Truck Usage Hours	36.00	51.50											87.50	7.29
Number of vMix Shoots	5.00	4.00											9.00	0.10
Intern Hours	0.00	0.00											0.00	0.00
Volunteer Hours	5.00	10.75											15.75	1.31
Workshop Statistics														
Number of Live Workshops	1.00	0.00											1.00	0.08
Number of Students at Live Wrkshps	3.00	0.00											3.00	0.25
VOD Students All Workshops	9012.00	7693.00											16705.00	1392.08
Media Transfer Statistics														
Total Transfer Equip. Usage Hours	225.00	578.50											803.50	66.96
Tapes Transferred	51.00	129.00											180.00	15.00
Film Reels Transferred	59.00	88.00											147.00	5.58
Slides/Photos Transferred	0.00	0.00											0.00	0.00
DVDs Copied	0.00	131.00											131.00	10.92
Transfer Hours By Public	1.00	12.50											13.50	1.13
Transfer Hours By Staff	224.00	667.50											891.50	74.29
NMTV YouTube Statistics														
Number of Viewers	26847.00	18260.00											45107.00	3758.92
Total Videos Viewed	33656.00	25412.00											59068.00	4922.33
Total Hours Watched	2176.25	1379.00											3555.25	296.27
Number of New Subscribers	64.00	67.00											131.00	10.92
Total Impressions	375076.00	299264.00											674340.00	56195.00
NMTV Website Statistics														
Number of Users	5568.00												5568.00	464.00
Number of Views	10793.00												10793.00	899.42
Live Stream Views	1625.00												1625.00	135.42

MEMORANDUM

To: North Metro Telecommunications Commission
From: Mike Bradley and Michael Athay
Re: January 2024 Legal Report
Date: January 15, 2024

Bradley Werner Files Ex Parte Letter Asking Immediate Repeal Of FCC's Mixed Use Rule And Modification Of Its In-Kind Rule Adopted In Third Report And Order

On December 8, 2023, on behalf of a group of local franchising authorities, Bradley Werner filed an ex parte letter with the FCC asking the Commission to act immediately to repeal the mixed-use rule and amend the in-kind rule adopted in its Third Report and Order in the FCC docket *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 05-311)*. The filing points out that more than two years ago, the Sixth Circuit Court of Appeals, in *City of Eugene v. Federal Communications Commission* rejected key portions of these rules, yet the rules remain unchanged. The filing argues that record demonstrates the need for the Commission to act now to make these changes. In addition to conforming to Eugene, the filing further argues, these changes will support the Commission's efforts to promote equal access to broadband and end digital discrimination. The ex parte filing can be found [here](#).

LMC Publishes Bulletin On Use Of Artificial Intelligence

The League of Minnesota Cities published its bulletin titled *Cities and Artificial Intelligence (AI): What You Should Know* on December 5, 2023, available [here](#). The bulletin should be read in its entirety. Two important sections follow. Other sections include the League's recommendation that applicable city policies, e.g. computer use policies, cover AI use or than an AI policy be developed and a summary of additional considerations for a municipality or department using AI.

Cities must comply with the Minnesota Data Practices Act when using AI

When considering the use of AI in municipal operations, compliance with the Minnesota Government Data Practices Act (MGDPA) is necessary. Government data is defined as all data collected, created, received, maintained, or disseminated regardless of physical form, storage media, or conditions of use. A city would need to be responsive to any data request pertaining to data created with the assistance of AI.

Understand the risk level before entering data into an AI service

In most circumstances, when putting government data into an AI service, a copy of that data is left with the service to help it grow its intelligence and be more responsive. For that reason, cities must know the data classification of data it intends to use and should only use low-risk data, as described below, with AI services.

- Low risk: Data that is defined by Minnesota Statutes Chapter 13 as “public” and intended to be available to the public.
- Moderate risk: Data that does not meet the definition of low-risk or high-risk. This includes but is not limited to system security information, not public names, not public addresses, not public phone numbers, and IP addresses.
- High risk: Data that is highly sensitive and/or protected by law or regulation. This includes but is not limited to protected health information, Social Security Administration data, criminal justice information, government-issued ID numbers (e.g., Social Security numbers, driver’s license numbers, state ID card numbers, passport numbers), federal tax information, account data, and bank account numbers.
- Using moderate or high-risk data could be considered a data breach. The prevention of improper access or dissemination of data is a critical concern because there are civil or criminal penalties for violations. Cities should assume any data used on AI platforms like ChatGPT, Google Bard, or Microsoft Bing are going to be retained by the service.

For more information:

[Access the National League of Cities’ conversation on ChatGPT](#)

[Download the League of Minnesota Cities memo on Data Practices](#)

[Download the LMC Computer Use model policy \(doc\)](#)

Reply Comments Due Soon In FCC’s Open Internet NPRM Proceeding

Reply Comments are due January 17, 2024, in the FCC’s rulemaking proceeding on “Safeguarding And Securing The Open Internet,” WC Docket No. 23-320, FCC No. 23-83. In its Notice of Proposed Rulemaking (NPRM) adopted on October 19, 2023, the FCC sought comment on “proposed rules for safeguarding and securing the open Internet.” The proposed rules would reestablish the Commission’s authority over broadband Internet access service (BIAS) by classifying it as a telecommunications service under Title II of the Communications Act of 1934. Initial Comments filed by local government and industry organizations and others included the following:

National League of Cities, <https://www.fcc.gov/ecfs/document/1215761504735/1>

Public Knowledge, <https://www.fcc.gov/ecfs/document/12141254615295/1>

Public Knowledge (October 2023 ex parte communication:

<https://www.fcc.gov/ecfs/document/1011306864221/1>

New America’s Open Technology, <https://www.fcc.gov/ecfs/document/1215760807084/1>

NCTA, <https://www.fcc.gov/ecfs/search/search-filings/filing/121484978453>

CWA – Communications Workers of America,

<https://www.fcc.gov/ecfs/document/12142384527320/1>

FCC Releases NPRM Proposing Reporting Requirements for Commercial Television Broadcast Station Blackouts

The FCC released on December 21, 2023, a Notice of Proposed Rulemaking (NPRM) that proposes to amend the Commission's rules to require notification to the Commission when a blackout of a broadcast television station, or stations, occurs on a video programming service offered by cable operators and all other multichannel video programming distributors (MVPD) for 24 hours or more due to a breakdown in retransmission consent negotiations between broadcasters and MVPDs. The NPRM, in MB Docket No. 23-427, is available [here](#). Comments are due 30 days after date of publication in the Federal Register; Reply Comments are due 60 days after publication.

The proposed reporting framework would require public notice to the Commission of the beginning and resolution of any blackout, and submission of information about the number of subscribers affected (which the NPRM proposes may be designated as confidential). According to the NPRM, by requiring timely notification of broadcast station blackouts in a centralized, Commission-hosted database, the proposed reporting requirements would ensure that the Commission and the public receive prompt and accurate information about critical MVPD service disruptions involving broadcast stations when they occur.

Proposal By FCC Chair Seeks To Support Local Journalism

In November, 2023, Chairwoman Jessica Rosenworcel announced a proposal that, if adopted, would begin a proceeding to advance the Commission's longstanding policy goal of supporting local journalism and broadcasters' commitment to meet the needs and interests of local communities. This proposal explores incentivizing the production of local programming by prioritizing the processing and review of applications from broadcast stations that invest in and prioritize local programming in communities across the country. Adoption of the proposal would result in a Notice of Proposed Rulemaking to support local journalism that proposes to prioritize processing the review of applications for license renewal or for assignment or transfer of license filed by radio and television broadcast stations that provide locally originated programming. The proposal was announced in an FCC news release available at <https://docs.fcc.gov/public/attachments/DOC-398457A1.pdf>.

Law Enforcement Groups Seek To Maintain Local Control of 4.9 GHz Spectrum Band

According to a *Law360* article released December 21, 2023 and available [here](#), three national law enforcement groups are rejecting claims that they represent a "thinly veiled attempt" by commercial interests to control use of the 4.9 gigahertz band as the FCC is considering major changes to how the spectrum band is used. The Major Cities Chiefs Association, National Sheriffs' Association and National Association for Women Law Enforcement Executives wrote the FCC to refute claims of the Public Safety Spectrum Alliance, or PSSA, that question their reasons for wanting to maintain local control of the spectrum band. The dispute is over an FCC plan adopted last January to appoint a band manager to oversee new, shared uses of 4.9 GHz. Local public safety agencies are the primary users of the band now, and the three law enforcement groups, comprising the Coalition for Emergency Response and Critical Infrastructure, seek to maintain local control, i.e. prevent the FCC from giving management of the band to FirstNet, the national public safety network that partners with AT&T.

According to the article, the Coalition, in its letter to the FCC, said PSSA's main goal in supporting the changes was to back the authority of and its partnership with AT&T, formed in 2017: "PSSA wants to introduce a new approach that turns the commission's proposal on its head. Rather than local public-safety licensing and control, PSSA wants the commission to issue a nationwide license to FirstNet for the 4.9 GHz band, incorporating the band into the Nationwide Public Safety Broadband Network ... which AT&T operates."

Eleventh Circuit Denies Universal Service Fund Challenge

In an opinion issued December 14, 2023, the United States Court of Appeals for the Eleventh Circuit denied a petition of Consumers' Research challenging the constitutionality of universal service (USF) requirements (USF) under Telecommunications Act of 1996. The opinion was reported in a *Communications Daily* article on December 15, 2023. According to the opinion, the FCC didn't violate the nondelegation doctrine when it used the Universal Service Administrative Co. to calculate quarterly USF contribution factors and administer USF programs. In denying. The Court stated that "all USAC action is subordinate to the FCC, and the FCC retains ultimate decision-making power." The article quoted Andrew Schwartzman, Senior Counselor of the Benton Institute for Broadband & Society, an intervenor in the case, as saying that "Today's opinion underscores the importance -- and the validity -- of the Congressionally-mandated USF program" and that "In this decision, the Eleventh Circuit joins the Sixth Circuit and a panel of the Fifth Circuit in upholding FCC policy and practices." According to the article, Schwartzman said the Fifth Circuit is considering whether to set aside the decision of the three-member panel of that court that upheld FCC USF policy, and the Eleventh Circuit opinion's "persuasive reasoning" should help convince the Fifth Circuit court to leave the panel decision in place. The full *Communications Daily* article is available [here](#). The Eleventh Circuit opinion is available [here](#).

Proposed Senate Bill Would Require USF Contributions From Broadband Providers

Fierce Telecom, in a November 20, 2023 article, reported that new legislation introduced in the Senate would require broadband providers to contribute to the Universal Services Fund (USF). The legislation, titled the *Lowering Broadband Costs for Consumers Act of 2023*, is sponsored by Senators Mullin (R-OK), Kelly (D-AZ), and Crapo (R-ID). The legislation would require 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. According to the article some industry commenters say this could have implications for companies including Alphabet, Meta, Amazon, Apple, Microsoft and Netflix. The legislation defines edge providers as any procurer of online content or services, including, among others, an advertising service, search engine, social media platform, video gaming service or e-commerce. The Act would direct the FCC to complete a rulemaking proceeding within 18 months that authorizes the Commission to assess USF contributions from edge providers. The article noted that *Strand Consulting* has stated that without reform, the USF is expected to go bankrupt because fees based on voice services have been declining for years. The full article is available [here](#).

FCC's January Open Commission Meeting Will Be January 25

The FCC's January Open Commission Meeting will be held [January 25, 2024](#).



Bradley Werner
Attorneys at Law

MEMORANDUM

To: North Metro Telecommunications Commission
From: Mike Bradley, Nancy Werner and Michael Athay
Re: February 2024 Legal Report
Date: February 13, 2024

Mike Bradley Presents on Video Streaming

On February 12, 2024, Mike Bradley presented at an [eNATOA](#) seminar with a nationally known financial consultant and County Director of Communications Policy and Regulation on whether video streaming is a cable service. Mike's presentation focused on whether streaming services provided by a cable operator are cable services. As some cable operators migrate their consumers to programming services that they claim are not cable services while other cable service subscriptions are declining, this is becoming a significant issue.

Commission's FCC Advocacy Efforts Recognized

The Commission's FCC advocacy to amend the In-Kind Rule and repeal the Mixed-Use Rule as part of a nationwide coalition has been recognized. A January 27, 2024 article by *Policyband* (available [here](#)) reports that "[r]epresentatives for major U.S. cities – including Philadelphia, Seattle, and Minneapolis – were in contact with FCC officials several times in January, asking for the immediate repeal of the agency's 'mixed-use' rule," and "[o]ver the past few weeks, city representatives have held meetings with FCC Media Bureau Chief [Holly Saurer](#) and several of her deputies and an aide to Commissioner [Geoffrey Starks](#)."

Comcast's Cable Subs Decline While Comcast's Peacock's Subs Soar

Comcast continues to encourage migration to its Peacock video programming service. A January 27, 2024 article by *Policyband* (available [here](#)) explained that cable franchisees' payment of franchise fees over the years has supported municipal budgets but contends that with millions migrating from cable TV to streaming platforms, franchise fee payments have been shrinking. In the fourth quarter of 2023, according to the article, Comcast lost 389,000 video subscribers, in keeping with a multiyear trend, but in the same quarter Comcast's Peacock streaming service added 3 million subscribers in the quarter, bringing the streaming service to 31 million subscribers overall. Yet "Comcast does not pay any portion of Peacock's revenue as a franchise fee."

Bradley Werner, LLC

Maine Legislature Approves Amendments To Law Regulating Cable Franchising

On February 6, 2024, the Maine Senate passed an important pro-municipality bill amending Maine’s statute governing cable franchises and franchising (Maine Revised Statutes, Title 30-A, §3010 *Consumer rights and protection relating to cable television service*). Titled *An Act to Support Municipal Franchise Agreements* (LD 1967), the bill was earlier passed by the Maine House and has now moved to the Governor’s desk. The bill can be found [here](#). According to a Maine Municipal Association Bulletin published January 12, 2024, the bill makes changes to the franchising law that include the following:

- defining a video service provider (VSP) as “any person in Maine that directly or through one or more affiliates sells access to video, audio or computer-generated or computer augmented entertainment and owns or operates facilities located in whole or in part in a municipality’s public rights-of-way that are used to provide those services, irrespective of the technology or application used to deliver such services;”
- making a VSP responsible for all costs associated with public, educational and government (PEG) facility equipment, as deemed necessary by the municipality;
- prohibiting a VSP from offsetting costs through franchise fees but enabling providers to recover fees assessed to subscribers to the extent applicable by law and as negotiated by the municipality;
- repealing language in the current statute allowing municipalities to enter into exclusive franchise agreements;
- prohibiting a VSP from providing services in a municipality unless they have entered into a franchise agreement;
- allowing municipalities to use franchise fees for the purposes the municipality deems pertinent;
- establishing a quarterly payment schedule with allowable interest for late payments;
- requiring a VSP to maintain certain financial records related to the calculation of payment;
- allowing a municipality to challenge or audit the amount of the payment;
- clarifying that a violation is one that violates the unfair trade practices act and requires action within seven years;
- developing a dispute resolution process;
- establishing a 30-day notice for the movement of channels to a different tier or lineup.

LMC Provides Summaries Of State Data Practices Office 2023 Advisory Opinions

In a bulletin posted January 8, 2024, the League of Minnesota Cities summarized advisory opinions issued in 2023 related to the Minnesota Government Data Practices Act and Open Meeting Law. The bulletin, available [here](#), notes that Cities and other government entities across the state continue to receive many complex data and information requests. The Minnesota Department of Administration’s Data Practices Office has the authority to issue nonbinding opinions related to the *Minnesota Government Data Practices Act (MGDPA)* and *Open Meeting Law (OML)*. Every year, individuals and entities seek such opinions. LMC’s bulletin provides the following highlights from 2023 advisory opinions that are of interest to cities:

- Joint powers entities are subject to the MGDPA and regardless of the volume of data, reliance upon contractors to assist with data retrieval, or the need for legal review and redaction, there is no exception to the maximum 10-business day response time required for requests by data subjects. See Advisory Opinion 23-001
- An entity's responsible authority must prepare "an inventory containing the authority's name, title, address, and a description of each category of record, file, or process relating to private or confidential data on individuals maintained by the authority's government entity." This data inventory must be updated annually and made available to the public. See Advisory Opinion 23-002
- When a public body holds a special meeting, its actions are strictly limited to topics included in the special meeting notice so the public can be informed of the full purpose of the meeting. See Advisory Opinion 23-003
- A meeting must be closed to discuss allegations or charges against an employee, but once it is determined that discipline *may* be warranted, subsequent meetings or hearings must be open to the public. See Advisory Opinion 23-004
- A public body cannot close a meeting for attorney-client privilege purposes when there is no threatened or pending litigation. When determining whether the attorney-client privilege exception to the OML applies, the courts balance the purposes served by this privilege against the public's right to know—the exception applies when the balancing dictates the need for absolute confidentiality. See Advisory Opinion 23-005

More advisory opinions and information about the opinion process are available [here](#).

U.S. Conference Of Mayors Announces National Digital Equity Grants Challenge

A joint initiative of the U.S. Conference of Mayors and Comcast's Project UP will support and expand digital training programs across the country. The Challenge will award a total of \$1.5 million in digital equity grants to ten cities through a competitive process. Three large cities will be awarded \$250,000, three medium-sized cities will be awarded \$150,000, and four small cities will be awarded \$75,000. Winning cities will be announced at USCM's Annual Meeting in June 2024. More information is available [here](#).

Multiple Appeals Court Challenges Filed To FCC's Digital Discrimination Order

According to a Benton Institute for Broadband and Society newsletter, the U.S. Chamber of Commerce is asking the Fifth Circuit Court of Appeals to vacate the Federal Communications Commission's recent digital discrimination order. As mandated by the *Infrastructure, Investment and Jobs Act*, the commission adopted in November 2023 rules to prevent gaps in broadband access based on race, income level, and other demographic characteristics—known as digital discrimination. The rules take up a "disparate impact" standard for identifying that discrimination, meaning broadband providers could be in violation even if they are not intentionally withholding adequate internet from a protected group. The rules are set to take effect in March. The Chamber of Commerce, along with two Texas business associations, filed a short petition for review with the Fifth Circuit Court of Appeals on January 19. The petition asks judges to vacate the digital discrimination rules on the grounds they are "arbitrary, capricious," and "in excess of the Commission's statutory authority" under the infrastructure law. The

Chamber’s filing, dated January 22, 2024, is available [here](#). Press reports indicate that eight or more petitioners have asked federal appellate courts to vacate the FCC’s digital discrimination Order. In addition, Rep. Buddy Carter of Georgia and 66 other House Republicans filed a Congressional Review Act resolution of disapproval.

Digital Discrimination R&O And Further NPRM Published In Federal Register

On February 1, 2024, the FCC published in the Federal Register a Report and Order and Further Notice of Proposed Rulemaking in its Prevention and Elimination of Digital Discrimination docket. The Order and NPRM are available [here](#). Comments are due on or before March 4, 2024. Reply comments are due on or before April 1, 2024.

The FCC’s summary states that “In this document, the Federal Communications Commission (Commission) proposes rules regarding affirmative obligations for broadband providers, through: annual reports that facilitate greater transparency regarding substantial broadband projects recently completed by providers, and 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. The Commission also seeks comment on establishing an Office of Civil Rights.”

Los Angeles Becomes First U.S. City to Outlaw Digital Discrimination

Investigation by the nonprofit news organization *The Markup* in 2022 found households in Los Angeles’ poorest neighborhoods were disproportionately required to pay high prices for slow internet service. (Details of *The Markup*’s investigation in 38 cities are available [here](#).) In a February 1, 2024 article (available [here](#)), *The Markup* reported that in late January, the city council in Los Angeles passed a [motion](#) banning “digital discrimination,” construed as occurring when internet service providers (ISPs) inequitably deploy high-speed internet connections or disproportionately withhold the best deals for their services from racially or socio-economically marginalized neighborhoods.

FCC Public Meeting Scheduled for February 15

The FCC will hold its February Open Meeting on February 15, 2024. The FCC’s public notice of the meeting (available [here](#)) The Open Meeting will commence at 10:30 a.m. ET in the Commission Meeting Room of the Federal Communications Commission, 45 L Street, N.E., Washington, D.C. Open Meetings are streamed live at <https://www.fcc.gov/live>.

NLC Urges Cities to Advocate For Extension Of Affordable Connectivity Act Funding

The National League of Cities warns in a January 23, 2024, bulletin that without congressional action soon, the Affordable Connectivity Program (ACP) is expected to exhaust its current source of funds and be forced to halt benefits at the end of April. Reporting on the ACP funding crisis can be found [here](#). The NLC article, by Angelina Panettieri and available [here](#), notes that the ACP, created in the *Infrastructure Investment and Jobs Act* (IIJA), also known as the

Bipartisan Infrastructure Law, has provided more than 22 million low-income households with a monthly \$30 discount on home broadband service from participating internet service providers.

The NLC bulletin also points out that states are preparing to solicit applications for \$42 billion in Broadband Equity, Access and Deployment (BEAD) grants and that hundreds of potential internet service provider applicants have developed plans dependent on participation in ACP to comply with BEAD grant requirements and support their projects.

A bipartisan, bicameral group of legislators introduced the [*Affordable Connectivity Program Extension Act \(H.R. 6929/S. 3565\)*](#). This bill would provide the ACP with an extra \$7 billion to extend the operating timeline and ensure participating households do not lose connectivity. The bill faces roadblocks, including Congressional deadlock over spending and the tight timeline to appropriate funds to continue the program without interruption.

The NLC urges local leaders to act to save the ACP, by contacting their U.S. House and Senate delegations and by signing NLC's letter urging Congress to pass the *Affordable Connectivity Extension Act* quickly. The letter can be reviewed, signed and submitted [here](#).

On January 11, the [*FCC adopted a Report and Order*](#) outlining the process for winding down the program if no funding extension is made. The FCC requires several steps that participating broadband providers must take prior to the possible termination of the program in April of this year, including:

- Send a first notification to participating customers on January 25.
- Send a second notification 15 days after the FCC's official notice of funds exhaustion, (expected in mid-March),
- Include a third notice with the customer's last billing cycle to which the benefit may be applied.

Wind-down of the ACP has already begun: The federal government stopped accepting new enrollees in the program on February 7, pursuant to the FCC's Order, and activity supported by federal ACP outreach grants was also required to cease. The FCC plans to remove ACP marketing materials and share information about the program's end. In addition to lobbying for quick adoption of the *Affordable Connectivity Extension Act*, NLC urges local leaders to ensure that broadband providers in their jurisdictions provide the notices described above and comply with the consumer protection requirements of the FCC Order.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: FRIDLEY RFP
DATE: 2/14/2024

On January 12, Interim Co-Executive Directors Eric Houston and Danika Peterson submitted the North Metro TV response to the City of Fridley RFP for video production services. We believe our proposal is fair to both sides and offers opportunities for both short term profit and a lucrative, long term relationship with the city. City staff received our proposal enthusiastically and expressed interest in further discussion. According to the timetable laid out in the RFP, we can hope for a respondent interview in March with the winner announced on April 8. Work for the city would commence May 1.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: MERGER DISCUSSION
DATE: 2/14/2024

At the September 2023 Cable Commission Meeting, Commissioner Chris Massoglia broached the topic of merging North Metro TV and CCX Media as a cost saving measure. Commissioner Massoglia brought the idea to the Blaine City Council, where the council expressed willingness to contact CCX. Upon learning this at the December 2023 Cable Commission Meeting, the rest of the Commission decided to take the matter to their cities to see if they would also be interested in reaching out to CCX Media. CCX is a cable commission serving nine northwest metro suburbs, including Plymouth, Brooklyn Center, and Brooklyn Park. The Commission can vote at the February 2024 meeting to authorize North Metro TV staff to officially make contact with CCX regarding a potential merger. If CCX is interested, sub-committees will need to be formed on both sides and comprehensive due diligence conducted, regarding pros and cons, services, technology, staffing, financial assets, debts, policies, franchises, geography, and various other matters.

RECOMMENDED MOTION: To table discussion until such time as a commissioner from the City of Blaine can be present.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: 2024 DISBURSEMENT OF FEES TO CITIES
DATE: 2/14/2024

Each year, after the receipt of the 4th quarter franchise and PEG fees from Comcast, we calculate the amount of fees to return to each city. As a reminder, here is a brief background explaining the process for determining that amount.

The Joint Powers Agreement (JPA) establishes the flow of funds from the cable company to the Commission. Both the JPA and the Franchise Document offer further guidance regarding the payment and distribution of those funds.

- Franchise and PEG fees are paid by the cable company quarterly.
- Franchise and PEG fees are paid to the Commission.
- Fees must be received by the Commission within 30 days of the end of the quarter.
- Franchise fees collected in 2023 are utilized for the 2024 budget year. PEG fees are utilized in the year they are received.
- The Commission/NMTV budget is funded by franchise and PEG fees.
- The amount of fees returned to the cities is determined during the NMTV budgeting process, conducted between May and June each year.
- That amount is divided between the Member Cities based on the percentage of each city's cable revenue compared to total system cable revenue.
- The Operations Committee considers this distribution at the February meeting and typically recommends disbursement of the funds as presented.
- City use of fees is currently restricted by the JPA to any "citizen communications-related" expense. However, in the future, PEG fees may be restricted to cable television capital expenditures only.
- A second payment is made to the cities from the Commission to be utilized for payment of the HD equipment bond. Those funds are usually dispersed in the spring.

DISBURSEMENT OF FEES RECEIVED BY CITIES IN 2024
--

CITY	TOTAL FEES RETAINED BY CITIES		CITY REVENUE AS % OF SYSTEM REVENUE		TOTAL FEES RETAINED BY EACH CITY
Blaine	\$150,000	x	54.83792%	=	\$82,256.88
Centerville	\$150,000	x	3.57802%	=	\$5,367.03
Circle Pines	\$150,000	x	4.10523%	=	\$6,157.85
Ham Lake	\$150,000	x	14.15617%	=	\$21,234.26
Lexington	\$150,000	x	1.47787%	=	\$2,216.81
Lino Lakes	\$150,000	x	16.63201%	=	\$24,948.02
Spring Lake Park	\$150,000	x	5.21278%	=	\$7,819.16
TOTAL:	\$150,000	x	100.000000%	=	\$150,000.01

★

★ All amounts are rounded to nearest dollar.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: 2024 CABLE COMMISSION MEETING LOCATION
DATE: 2/14/2024

The City of Spring Lake Park informed the Commission that, due to construction, Spring Lake Park City Hall will be unavailable for Cable Commission meetings beginning late March. The Commission will need to select an alternate location for the June, September, and, possibly, December meetings. The City of Circle Pines has generously offered their council chambers for those meetings.

RECOMMENDED MOTION: To approve changing the location of the June, September, and December 2024 Cable Commission meetings from Spring Lake Park City Hall to Circle Pines City Hall.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: JUNE 2024 CABLE COMMISSION MEETING DATE
DATE: 2/14/2024

The normal meeting date for the June 2024 Cable Commission Meeting falls on June 19, the same day as Juneteenth, a federal holiday. The Commission needs to pick an alternate date. We do not recommend cancelling the meeting altogether as June is typically when the budget is adopted for the following year. The meeting could be held the following week, Wednesday, June 26.

RECOMMENDED MOTION: To approve changing the meeting date for the June 2024 Cable Commission Meeting to Wednesday, June 26.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: ACCEPTING WEB DESIGN SERVICES FROM CHRIS MASSOGLIA
DATE: 2/14/2024

At the Executive Committee Meeting on February 7, 2024, Commissioner Chris Massoglia offered his services as a web designer in order to attempt to fix some formatting issues with the North Metro TV website. Commissioner Massoglia offered his services free of charge.

RECOMMENDED MOTION: To authorize up to 8 hours of gratis web design work by Chris Massoglia for northmetrotv.com.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: EXECUTIVE COMMITTEE NOMINATIONS
DATE: 2/14/2024

Each year, the Commission is required to elect an Executive Committee comprised of Chair, Vice Chair, Treasurer, and Secretary. This Committee meets quarterly on the first Wednesday of February, June, September, and December at 6:00 p.m. at North Metro TV. The Executive Committee discusses matters that will come before the full Commission and makes recommendations to the full Commission regarding those matters.

Any member of the Commission can hold any seat, but a member cannot hold the same seat for three consecutive years.

Four Members of the Commission have indicated a willingness to serve on the Executive Committee. They are Barbara Goodboe-Bisschoff for Chair, Dale Stoesz for Vice Chair, Brandon Winge for Secretary, and Chris Massoglia for Treasurer. Recommendations for approval by the full Commission will take place at the February 21 meeting.

NORTH METRO TV

TO: CABLE COMMISSION
FROM: ERIC HOUSTON AND DANIKA PETERSON
SUBJECT: INSURANCE LIABILITY WAIVER
DATE: 2/1/2024

Every year, as an administrative matter, the Commission has to decide whether or not to waive the statutory tort limits for insurance purposes. This decision determines the amount an individual would be able to recover on any claim to which the statutory tort limits apply. In the past, the Commission has opted to NOT WAIVE the monetary limits on municipal liability.

RECOMMENDED MOTION: To NOT WAIVE the monetary limits on municipal tort liability.



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SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to ptech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

- ☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

Cable Companies Fight an End to Junk Fees

[Doug Dawson, CCG Consulting](#)

Two years ago, the White House announced an initiative to eliminate junk fees across the economy. It defined junk fees as fees that are hidden from customers when companies advertise the cost of using their services or buying their products. The White House initiative named a number of industries that widely use junk fees, including airlines, hotels, ticket sellers, and cable TV companies.



All of the big cable companies, and many of the smaller ones, routinely use hidden fees to disguise the true cost of buying cable TV. Consider the hidden fees from Comcast (but note that I could have looked at any other big cable company and found similar results). The Comcast hidden fees for cable are roughly as follows (it differs by market):

- Comcast has a broadcast fee of around \$29 per month. This fee has grown as Comcast accumulates increases in programming costs each year into this fee rather than

increasing the list price of its cable products.

- A typical regional sports fee is over \$6 per month and varies by market. Again, the company has shuttled increases in sports programming into this fee instead of increasing the advertised price of cable TV.
- Comcast also charges \$9.00 extra for a settop box – a fee that is rarely mentioned in the advertised price.

Comcast routinely advertises introductory rates for cable TV on the web or in mailed advertising, and the advertised prices don't disclose these extra fees. A customer signing up for a \$30 advertised cable product might get a first bill for almost \$75 – a startling difference.

Comcast also has what most in the industry consider to be hidden fees for broadband. The company charges \$15 per month for its WiFi modem. The biggest surprise for a new customer might be the Comcast data cap on broadband in some markets, where customers are charged \$10 for each 50 GB of data over the data cap limit.

The FCC has been moving to tackle hidden fees, and at its December meeting it released [an NPRM](#) that proposes to eliminate a service fee and early termination fees on customer who want to break the contracts that are required to get promotional pricing. To use the example above, a customer will have signed a contract to get the \$30 special rate for a cable product and the cable companies enforce

that contract after the customer wants to cancel after seeing the first bill for \$75.

Not surprisingly, the cable industry is fighting vehemently against the elimination of such fees. In December, NCTA – the Internet and Television Association, which is the trade association for the major cable TV companies, [sent a letter](#) to the FCC telling the agency that it doesn't have the authority to tackle junk fees since that would amount to rate regulation.

NCTA crafted a really cleverly worded argument against eliminating the contract termination fees. They say that the FCC will be depriving consumers of getting low-cost specials if the ISPs have to tell the public the truth about the real cost of the specials. They argue that they can't offer low prices if they can't collect the full year of revenue for the lower rates, even if they are no longer delivering the services. I highly recommend reading the NCTA letter – policy nerds will find it amusing.

NCTA makes one recommendation that makes sense. If the FCC imposes new rules, it should override rules from states and cities that impose different rules. It's hard to argue with that.

policyband.com

Major Cities Keep Pressing FCC For Cable Broadband Fees

~3 minutes

By Ted Hearn, Editor of Policyband

Washington, D.C., Jan. 27, 2024 – Some major U.S. cities keep pressing for the right to impose fees on the broadband revenue of cable companies.

Currently, cities may impose fees on cable's traditional video revenue, but a Federal Communications Commission rule shields cable's substantial broadband revenue from similar treatment.

Representatives for major U.S. cities – including Philadelphia, Seattle, and Minneapolis – were in contact with FCC officials several times in January, asking for the immediate repeal of the agency's "mixed-use" rule, the one that prevents assessments on cable's broadband revenue.

Over the past few weeks, city representatives have held meetings with FCC Media Bureau Chief [Holly Saurer](#) and several of her deputies; an aide to Commissioner [Geoffrey Starks](#); and two aides to FCC Commissioner [Anna Gomez](#).

Financially, the stakes are high. According to S&P Global estimates, cable operators' annual broadband revenue is about \$75 billion. A 5% fee on that amount could yield cities about \$3.75

billion in the first year, though the fees would likely get passed on to Internet subscribers.

One argument that cities make is companies that want to build broadband networks without a cable TV component need to obtain local approval and pay fees. By not having to pay broadband fees, cable has an advantage over broadband-only providers, the cities say.

Whether the FCC can invalidate the mixed-use rule with a simple majority vote is a matter of dispute. While some cities argue the agency can act right away, cable industry representatives maintain that the agency would need to seek public comment on a proposal to change the mixed-use rule.

Cable's payment of franchise fees over the years has supported municipal budgets. But with millions migrating from cable TV to streaming platforms, cable's franchise fee payments have been shrinking.

In the fourth quarter of 2023, Comcast lost 389,000 video subscribers in keeping with the multiyear trend. But Comcast's Peacock streaming service added 3 million subscribers in the quarter, bringing the streaming service to 31 million overall.

Comcast does not pay any portion of Peacock's revenue as a franchise fee.

[nexttv.com](https://www.nexttv.com)

YouTube TV Surpasses 8 Million Subscribers, Becomes No. 4 U.S. Pay TV Company

Daniel Frankel

4–5 minutes



(Image credit: Pavlo Gonchar/SOPA Images/LightRocket via Getty Images)

YouTube TV now has more than 8 million subscribers, according to a company disclosure Tuesday, making it the fourth largest pay TV operator in the U.S.

The revelation came in the [annual letter](#) that YouTube CEO Neal Mohan sends out to the platform's content-making community. In that missive, Mohan also said that more than 3 million YouTube channels are now generating advertising revenue, and that more than 1 billion hours of YouTube content are being viewed worldwide each day.

"We're bringing everything viewers love about YouTube to the living room experience. And that includes sports. We just wrapped our first season of NFL Sunday Ticket, and it really shows the future of YouTube," Mohan wrote.

Also read: [For What It's Worth: Charter Is the New Pay TV King, Narrowly Surpasses Comcast By 17,000 Subscribers](#)

The NFL's out-of-market games package, which YouTube paid around \$2 billion a season to wrestle away from DirecTV, does appear to have been a growth catalyst.

YouTube TV last reported a subscriber count in mid-2022, registering around 5 million paid users.

Now, only Charter (14.122 million pay TV subscribers), Comcast (14.106 million) and DirecTV (with just under 12 million subscribers across its combined platforms) have more scale.

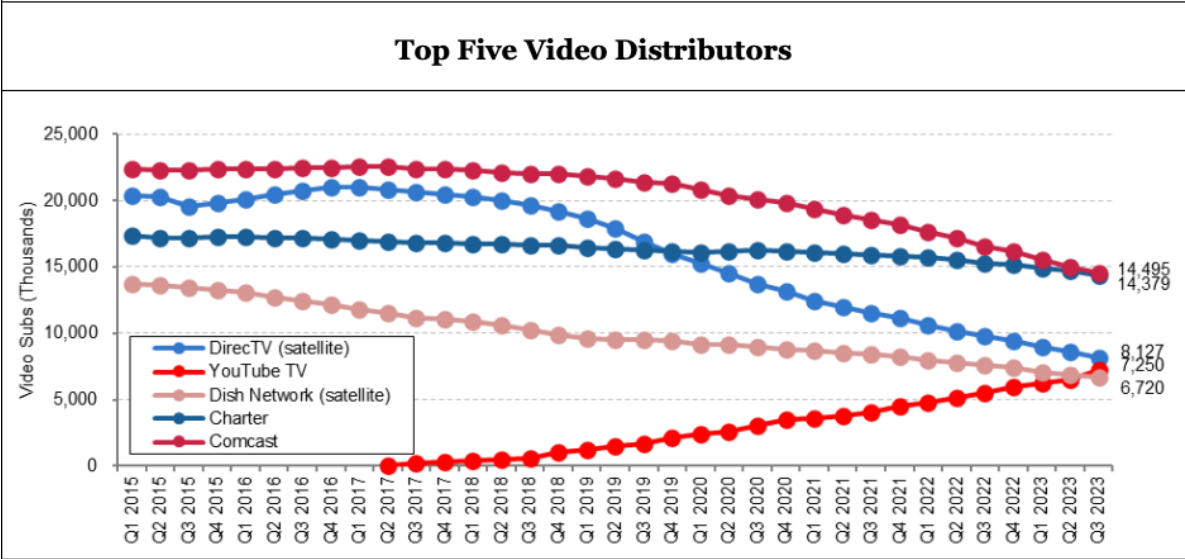
As of the end of September, Dish Network reported 6.72 million remaining satellite TV customers and 2.12 million Sling TV vMVPD users. A count of "more than 8 million" subscribers renders YouTube TV , priced at \$73 a month, larger in scale than any individual DirecTV or Dish pay TV platform ... and right around Dish's combined count.

Dish, which will report Q4 earnings later this month, lost 268,000 pay subscribers in the fourth quarter of 2022.

YouTube TV is far and away the largest virtual MVPD. No. 2 vMVPD Hulu + Live TV touted only around 4.6 million subscribers as of the end of September.

The horserace does matter -- with increased scale comes improved economics on content.

"We have long highlighted the success of YouTube TV in gradually coming to dominate the vMVPD business. Now it's clear that the growth at YouTube TV is even stronger than we had anticipated," reads a letter sent Tuesday to investors from equity research company MoffettNathanson.



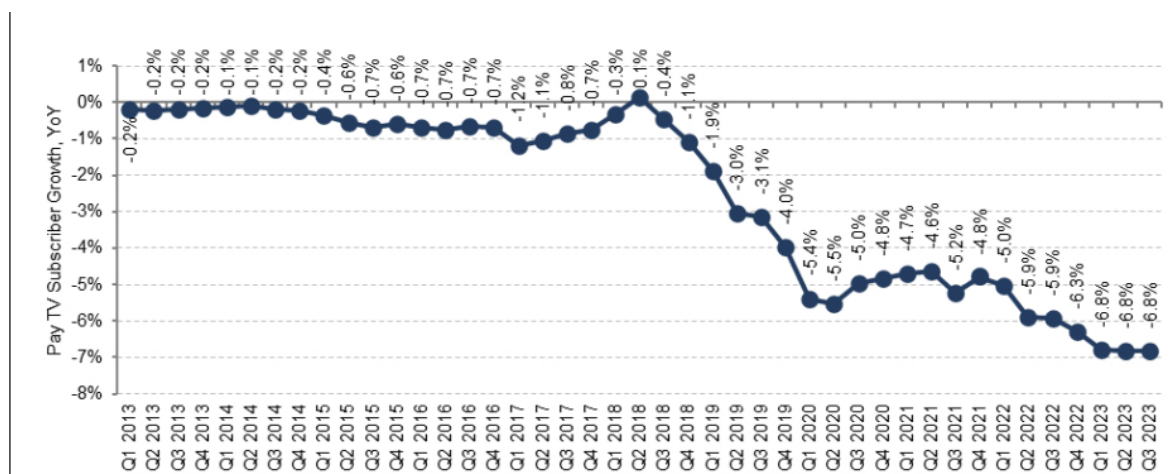
(Image credit: MoffettNathanson)

YouTube TV has benefitted from "spill-off," with connectivity-focused cable operators exiting less-profitable pay TV sending business the Google unit's way.

[WideOpenWest, for example, said in November](#) that 13% of its new customers are signing for YouTube TV, as well. And during its much-discussed two-week carriage war with Disney, Charter Communications sent football-bereft pay TV customers to YouTube TV, as well.

For their part, the analysts at MoffettNathanson wonder if the quickened growth of YouTube TV is enough to flatten the fast-accelerating rate of cord-cutting. This graphic suggests it might be.





(Image credit: MoffettNathanson)

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Daniel Frankel is the managing editor of Next TV, an internet publishing vertical focused on the business of video streaming. A Los Angeles-based writer and editor who has covered the media and technology industries for more than two decades, Daniel has worked on staff for publications including E! Online, *Electronic Media*, *Mediaweek*, *Variety*, paidContent and GigaOm. You can start living a healthier life with greater wealth and prosperity by [following Daniel on Twitter today!](#)

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