

## **NORTH METRO TELECOMMUNICATIONS COMMISSION MEETING**

June 18, 2025  
6:00 P.M.  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432

### **AGENDA**

1. CALL TO ORDER/ROLL CALL
2. PUBLIC COMMENTS
3. CHANGES TO THE AGENDA
4. CONSENT AGENDA
  - a. Minutes of regular meeting of February 13, 2025 **pp. 3 - 8**
  - b. Minutes of Executive Committee Special Meeting of March 19, 2025 **pp. 9 - 10**
  - c. Minutes of Executive Committee Special Meeting of May 8, 2025 **pp. 11 - 12**
  - d. Minutes of Executive Committee Meeting of June 12, 2025 **pp. 13 - 16**
  - e. Minutes of Operations Committee meetings of March - June, 2025 **pp. 17 - 24**
  - f. Approve February - May 2025 financial reports and bill lists
5. 2024 AUDIT PRESENTATION **pp. 25 - 59**
6. REPORT OF INTERIM CO-EXECUTIVE DIRECTORS
  - a. Miscellaneous Updates **pp. 60 - 61**
  - b. Legislative Update **pp. 62 - 65**
  - c. First Quarter Comcast Franchise and PEG Fee Reports **p. 66**
  - d. Franchise Extension **p. 67**
7. LEGAL COUNSEL REPORT
8. OLD BUSINESS
9. NEW BUSINESS
  - a. Appoint Co-Executive Directors **pp. 68 - 86**
  - b. 2026 NMTC Budget **pp. 87 - 95**
  - c. Approval to Purchase and Install a New Attic Dry Fire Suppression System **pp. 96 - 102**
  - d. Broadband Franchising **p. 103**
10. RECOMMENDED READING **pp. 104 - 115**

11. COMMUNITY CALENDAR

- a. Next Meeting Dates:
  - i) Operations Committee – July 1, 2025
  - ii) Executive Committee – September 3, 2025
  - iii) Cable Commission – September 17, 2025

12. ADJOURN

# **NORTH METRO TELECOMMUNICATIONS COMMISSION**

## **UNAPPROVED MINUTES**

**Commission Meeting – February 13, 2025**

### **CALL TO ORDER**

Chair B. Goodboe-Bisschoff called the regular meeting of the North Metro Telecommunications Commission to order at 6:00 p.m.

### **ROLL CALL**

**Directors Present:** Chris Massoglia; Blaine, Nancy Golden; Centerville, Matt Percy (alternate); Circle Pines, Al Parranto (alternate); Ham Lake, Barbara Mahr; Lexington, Dale Stoesz; Lino Lakes, Barbara Goodboe-Bisschoff; Spring Lake Park

**Directors Absent:** Meagan Bachmayer; Circle Pines, Andrew Halberg; Ham Lake

**Others Present:** Patrick Antonen; City Administrator Circle Pines, Mike Bradley; Commission Attorney, Dan Buchholtz; City Administrator Spring Lake Park, Eric Houston; Interim Co-Executive Director, Danika Peterson; Interim Co-Executive Director

### **PUBLIC COMMENT**

There was no public comment.

### **CHANGES TO THE AGENDA**

No changes were made to the agenda.

### **CONSENT AGENDA**

M. Percy requested the Minutes of the Executive Committee Meeting of February 5, 2025 be moved to New Business for discussion. This became item 8.d.

The December 11, 2024, NMTC meeting minutes, the January and February 2025 Operations Committee meeting minutes, and the January 2025 financial reports were approved as presented. The North Metro Telecommunications Commission Code of Conduct was reaffirmed as presented. **Motion for**

**approval made by: C. Massoglia. Second: N. Golden. The motion was approved unanimously.**

### **REPORT OF INTERIM CO-EXECUTIVE DIRECTORS**

E. Houston and D. Peterson reported on the following items:

- The NMTV News team created a video about new developments along 105<sup>th</sup> Avenue. The video was very popular, earning 4,000 views in four days.
- Kenton Kipp, Ted Leroux, and the NMTV Sports team filmed the 2024 Minnesota High School All-Star Football Game at US Bank Stadium. This was a “for hire” event, earning the station \$6,000.
- North Metro TV Sports are once again streaming for free on northmetrotv.com, YouTube, and Facebook. January sports attracted more than 4,000 online views.
- Municipal Producer Trevor Scholl worked with Lino Lakes staff to create a series of videos highlighting ways to stay in shape at the Rookery.
- NMTV debuted a new series called North Metro Now, which compiles all of the best stories from a given month. The series is designed to be aired on other community stations with a goal of expanding the reach of our member cities’ videos. North Metro Now is currently airing in 14 additional cities.
- The Commission received the fourth quarter gross revenue, franchise, and PEG fee reports and payments from Comcast. PEG fees remained within the expected range, but franchise fees were higher than expected, seeing a five percent boost over the previous quarter.
- 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.

**MOTION:** To approve the fee distributions as presented. **Motion made by C. Massoglia. Second: M. Percy. The motion was approved unanimously.**

### **LEGAL COUNSEL REPORT**

- Commission Attorney Mike Bradley drew the Commission’s attention to an article he wrote for the International Municipal Lawyer Association publication discussing broadband franchising.
- The group then discussed the benefits of broadband franchising.

### **OLD BUSINESS**

- There was no Old Business

## **NEW BUSINESS**

- The membership of the 2025 Executive Committee was considered. N. Golden, B. Goodboe-Bisschoff, C. Massoglia, and D. Stoesz previously indicated willingness to serve.
- B. Goodboe-Bisschoff made an initial presentation.
- C. Massoglia responded.
- As B. Goodboe-Bisschoff and C. Massoglia both indicated a willingness to serve as chair, Commission Attorney M. Bradley suggested the commission consider rules specifying the nature and format of voting. M. Bradley also explained that, according to the Commission By-Laws, if no officer candidate were to receive the votes to be elected to a particular office, the current officer would continue to serve until such time as there was a vote to replace that officer.
- The Commission considered rules specifying the nature and format of voting.

**MOTION:** To conduct voting for members of the 2025 Executive Committee by Roll Call vote. **Motion made by M. Percy. Second: C. Massoglia. The motion was approved unanimously.**

**MOTION:** To limit the number of votes taken for the position of Chair to two rounds of voting. **Motion made by N. Golden. Second: C. Massoglia. The motion was approved unanimously.**

- The Chair opened the floor for nominations for Chair. B. Goodboe-Bisschoff nominated herself for Chair. D. Stoesz nominated C. Massoglia for Chair.

**MOTION:** To close the floor to nominations for Chair. **Motion made by M. Percy. Second: N. Golden. The motion was approved unanimously.**

- M. Percy suggested that, during the roll call vote, each member state the name of the candidate (or their city) for whom they wished to cast their vote.

**VOTE:** To select either B. Goodboe-Bisschoff or C. Massoglia for Chair. **The vote failed with neither B. Goodboe-Bisschoff nor C. Massoglia receiving sufficient votes for Chair. Three members (with 4 votes) voted for B. Goodboe-Bisschoff. Two members (with 10 votes) voted for C. Massoglia. There were two abstentions. For B. Goodboe-Bisschoff – M. Percy; Circle Pines (1 vote), A. Parranto; Ham Lake (2 votes), B. Goodboe-Bisschoff; Spring Lake Park (1 vote). For C. Massoglia – C. Massoglia; Blaine (7 votes), D. Stoesz; Lino Lakes (3 votes). Abstained – N. Golden; Centerville (1 vote), B. Mahr; Lexington (1 vote).**

- The Commission discussed the candidates in advance of a second Chair vote.

**VOTE:** To select either B. Goodboe-Bisschoff or C. Massoglia for Chair. **The vote failed with neither B. Goodboe-Bisschoff nor C. Massoglia receiving sufficient votes for Chair. Five members (with 6 votes) voted for B. Goodboe-Bisschoff. Two members (with 10 votes) voted for C. Massoglia. For B. Goodboe-Bisshoff – N. Golden; Centerville (1 vote), M. Percy; Circle Pines (1 vote), A. Parranto; Ham Lake (2 votes), B. Mahr; Lexington (1 vote), B. Goodboe-Bisschoff; Spring Lake Park (1 vote). For C. Massoglia – C. Massoglia; Blaine (7 votes), D. Stoesz; Lino Lakes (3 votes).**

- With neither candidate receiving the necessary 51% of votes cast and the affirmative vote of a majority of the members or the affirmative vote of  $\frac{3}{4}$  of the appointed directors, neither candidate was elected chair. Commission Attorney M. Bradley restated that, according to the By-Laws, the previous year's chair (B. Goodboe-Bisschoff) would continue as chair.

**MOTION:** To suspend the rules to nominate Ham Lake to serve as Chair. **Motion made by C. Massoglia. Second: D. Stoesz. C. Massoglia rescinded the motion.**

**MOTION:** To open the floor for nominations for Vice Chair. **Motion made by D. Steosz. Second: A. Parranto. The motion was approved unanimously.**

- The Chair opened the floor for nominations for Vice Chair. D. Stoesz nominated himself for Vice Chair.

**VOTE:** To appoint D. Stoesz Vice Chair. **The Commission approved D. Stoesz as Vice Chair unanimously.**

**MOTION:** To open the floor for nominations for Secretary. **Motion made by D. Steosz. Second: M. Percy. The motion was approved unanimously.**

- The Chair opened the floor for nominations for Secretary. The Executive Committee had previously nominated N. Golden for Secretary at their meeting. That nomination was carried through.

**VOTE:** To appoint N. Golden Secretary. **The Commission approved N. Golden as Secretary unanimously.**

- The Chair opened the floor for nominations for Treasurer. D. Steosz nominated C. Massoglia for Treasurer. C. Massoglia seconded the nomination. A vote was not taken when it was determined that C. Massoglia, having already served two consecutive terms as Treasurer, was ineligible for the position.

- Commission Attorney M. Bradley suggested the Commission consider suspending the rules to allow C. Massoglia to serve a third term as Treasurer.
- B. Goodboe-Bischoff nominated B. Mahr for Treasurer. N. Golden seconded the nomination.

**VOTE:** To appoint B. Mahr Treasurer. **The Commission approved B. Mahr as Treasurer unanimously.**

**MOTION:** To suspend the rules in order to nominate a Chair. **Motion made by C. Massoglia. Second: D. Stoesz. The motion failed. Two members (with 10 votes) voted to approve. Five members (with 6 votes) voted to not approve. Yea – C. Massoglia; Blaine (7 votes), D. Stoesz; Lino Lakes (3 votes). Nay - N. Golden; Centerville (1 vote), M. Percy; Circle Pines (1 vote), A. Parranto; Ham Lake (2 votes), B. Mahr; Lexington (1 vote), B. Goodboe-Bischoff; Spring Lake Park (1 vote).**

- C. Massoglia requested it be noted in the record that a vote to suspend the rules was held, but only after other members had suggested that such a vote had already been held.
- The Commission received a report from Patrick Antonen, City Administrator of Circle Pines, and Dan Buchholtz, City Administrator of Spring Lake Park, regarding the search for a permanent Executive Director. The Operations Committee recommended Dr. Craig Waldron conduct the search.

**MOTION:** To send the desire to have a search firm back to the Operations Committee and then, if it is the will of the Operations Committee, to have a quicker Executive meeting to discuss that nomination and to delegate the responsibility to the Executive Committee. **Motion made by D. Stoesz. Second: C. Massoglia. The motion was approved unanimously.**

- The Commission discussed the Insurance Liability Waiver regarding monetary limits on municipal tort liability.

**MOTION:** To NOT WAIVE the monetary limits on municipal tort liability. **Motion made by D. Stoesz. Second: B. Mahr. The motion was approved unanimously.**

- The Commission discussed the minutes of the Executive Committee meeting of February 5, 2025. Discussion was focused on the Commission's relationship with the City of Fridley, with members seeking clarification on the Executive Committee's recommendation.

**MOTION:** To approve the minutes of the Executive Committee meeting of February 5, 2025, as presented. **Motion made by D. Stoesz. Second: B. Mahr. The motion was approved unanimously.**

**ADJOURN**

The meeting was adjourned at 7:48 p.m. **Motion for approval made by: B. Mahr. Second: A. Parranto. The motion was approved unanimously.**

Nancy Golden; Secretary, NMTC



**NORTH METRO TELECOMMUNICATIONS COMMISSION  
EXECUTIVE COMMITTEE**

**APPROVED MINUTES**

**Special Meeting – March 19, 2025**

**CALL TO ORDER**

Chair Goodboe-Bisschoff called the special meeting of the North Metro Telecommunications Commission Executive Committee to order at 7:00 p.m.

**Directors Present:** Barbara Goodboe-Bisschoff; Spring Lake Park (Chair), Dale Stoesz; Lino Lakes (Vice Chair), N. Golden; Centerville (Secretary), Barbara Mahr; Lexington (Treasurer)

**Directors Absent:**

**Others Present:** Patrick Antonen; City Administrator (Circle Pines), Dan Buchholtz; City Administrator (Spring Lake Park), Eric Houston; Interim Co-Executive Director, Chris Massoglia; Cable Commissioner (Blaine), Danika Peterson; Interim Co-Executive Director

**OLD BUSINESS**

- P. Antonen and D. Buchholtz reported on the status of the Executive Director search.
- P. Antonen drew the Committee's attention to the Minutes of the March 4 Operations Committee Meeting and motion recommending Dr. Craig Waldron conduct the search.
- Responding to feedback from the Cable Commission, the Operations Committee suggested beginning by having Dr. Waldron conduct an organizational assessment to determine the best path forward regarding the Executive Director position.
- D. Buchholtz spoke to Dr. Waldron's credentials as an extremely qualified and respected former city administrator and professor at Hamline University.
- D. Buchholtz asked the Committee to consider delegating the HR tasks of the search to the Operations Committee and, more specifically, to the subcommittee comprised of P. Antonen and D. Buchholtz. D. Buchholtz stressed that a final hiring decision would be made by the full Cable Commission.

- The possible need for further special meetings and workshops was discussed, including, but not limited to, approving the results of the organizational assessment and interviewing prospective candidates for the Executive Director position.

**MOTION:** To delegate HR duties for the Executive Director Search to the Operations Committee. **Motion made by N. Golden. Second: B. Mahr. The motion was approved unanimously.**

**MOTION:** To approve the professional services agreement with Dr. Craig Waldron as presented. **Motion made by B. Mahr. Second: N. Golden. The motion was approved unanimously.**

### **ADJOURN**

The meeting was adjourned at 7:17 p.m. **Motion for approval made by: D. Stoesz. Second: N. Golden. The motion was approved unanimously.**

Nancy Golden; Secretary, NMTC

**NORTH METRO TELECOMMUNICATIONS COMMISSION  
EXECUTIVE COMMITTEE**

**APPROVED MINUTES**

**Special Meeting – May 8, 2025**

**CALL TO ORDER**

Chair Goodboe-Bisschoff called the regular meeting of the North Metro Telecommunications Commission Executive Committee to order at 7:00 p.m.

**Directors Present:** Barbara Goodboe-Bisschoff; Spring Lake Park (Chair), N. Golden; Centerville (Secretary), Barbara Mahr; Lexington (Treasurer)

**Directors Absent:** Dale Stoesz; Lino Lakes (Vice Chair)

**Others Present:** Patrick Antonen; Administrator, Circle Pines, Eric Houston; Interim Co-Executive Director, Danika Peterson; Interim Co-Executive Director, Dr. Craig Waldron; The Waldron Company

**OLD BUSINESS**

- P. Antonen presented the Committee with an update on the Executive Director Search and the organizational assessment conducted by Dr. C. Waldron.
- Dr. C. Waldron summarized his findings by stating his preexisting biases: first that he did not typically favor two-person administration teams, but that he believed in the adage of “if it is not broke, do not fix it.”
- Dr. C. Waldron explained how he came to the conclusions presented in his report. He found that most of the Cable Commissioners were happy with the way things were going. He found that most NMTV staff felt the same way. Dr. C. Waldron also found that he had a great deal of faith in the NMTC Operations Committee and their ability to address any problems. Dr. C. Waldron stated that he found the culture at North Metro TV to be very positive. He was impressed with the Interim Co-Executive Directors, both with their work and their ability to get along.
- Because of all of this, Dr. C. Waldron recommended the Commission continue with the current model and appoint E. Houston and D. Peterson as Co-Executive Directors.
- Dr. C. Waldron made some suggestions in his report. He recommended clearly stating the job responsibilities and relationships between the Co-

Executive Directors. He also felt that a procedure should be put in place to resolve conflicts between the Co-Executive Directors.

- P. Antonen told the Committee that the Operations Committee had already met, discussed the issue, and voted unanimously to recommend the Commission follow Dr. C. Waldron's recommendation and continue with the current model and appoint E. Houston and D. Peterson as Co-Executive Directors.
- P. Antonen recommended the Commission adopt Dr. C. Waldron's suggestions regarding conflict resolution and, further, to permit Dr. C. Waldron to conduct evaluations of the Co-Executive Directors in six months, 12 months, and two years.
- N. Golden inquired about Dr. C. Waldron's fees for such services. Dr. C. Waldron responded that he charges \$160 per hour and that four to five hours per instance should be sufficient. P. Antonen recommended that the Commission could cap the amount, if it chooses.
- N. Golden asked what the salary would be for the Co-Executive Directors. P. Antonen replied that the Operations Committee would review the matter and make a recommendation.

**MOTION:** To follow the recommendation of Dr. Craig Waldron to appoint Eric Houston and Danika Peterson as Co-Executive Directors, with check-ins to be conducted by Dr. Craig Waldron at six months, 12 months, and two years.

**Motion made by B. Mahr. Second: N. Golden. The motion was approved unanimously.**

### **ADJOURN**

The meeting was adjourned at 7:41 p.m. **Motion for approval made by: N. Golden. Second: B. Mahr. The motion was approved unanimously.**

Nancy Golden; Secretary, NMTC

**NORTH METRO TELECOMMUNICATIONS COMMISSION  
EXECUTIVE COMMITTEE**

**UNAPPROVED MINUTES**

**Regular Meeting – June 12, 2025**

**CALL TO ORDER**

Chair Goodboe-Bisschoff called the regular meeting of the North Metro Telecommunications Commission Executive Committee to order at 6:03 p.m.

**Directors Present:** Barbara Goodboe-Bisschoff; Spring Lake Park (Chair), Dale Stoesz; Lino Lakes (Vice Chair), Barbara Mahr; Lexington (Treasurer)

**Directors Absent:** N. Golden; Centerville (Secretary)

**Others Present:** Mike Bradley; Commission Attorney (arrived at 6:08 p.m.), Greg Emmerich; CPA, Eric Houston; Interim Co-Executive Director, Danika Peterson; Interim Co-Executive Director

**APPROVAL OF MINUTES**

**A motion to approve the February 5, 2025, Executive Committee meeting minutes, the March 19, 2025, Executive Committee special meeting minutes, and the May 8, 2025, Executive Committee special meeting minutes was made by D. Stoesz. Second, B. Mahr. Motion passed unanimously.**

**2024 AUDIT PRESENTATION**

G. Emmerich of Harrington, Langer & Associates presented the 2024 Audit Report to the Committee. No abnormalities were found and the Commission is in a strong financial position.

**MOTION:** To recommend the Cable Commission approve the 2024 North Metro Telecommunications Commission annual financial report as presented. **Motion made by D. Stoesz. Second: B. Mahr. The motion was approved unanimously.**

**REPORT OF INTERIM CO-EXECUTIVE DIRECTORS**

E. Houston and D. Peterson reported on the following items:

- North Metro TV was proud to once again offer cable television and live streaming coverage of the annual Guns 'N Hoses police vs fire department hockey game. In recognition of the events growing popularity, coverage this year shifted to the HD production truck.
- Trevor Scholl and TJ Tronson created a video capturing this year's Anoka County Polar Plunge in Blaine.
- Danika Peterson and Eric Nelson teamed up with the SBM Fire Department to create Heroes and Hydrants, a new, monthly program highlighting issues facing the department and the good they are doing in the community.
- North Metro TV staff have recorded their first city meetings at Spring Lake Park's remodeled city hall.
- Trevor Scholl created a video profiling Justin Ernst, a local man who has now run every street in the City of Blaine.
- News Producer Eric Nelson created a story profiling a team-up between the SBM Fire Department and Pizza Hut of Blaine to offer free pizzas to customers with working smoke detectors.
- North Metro Now continues to prove popular with other community stations. Two more area stations added the program, which is now seen in 35 cities across the metro.
- The Minnesota Department of Employment and Economic Development (DEED) announced the termination by the federal government of the state's \$12 million grant from the State Digital Equity Capacity Grant Program. Due to this action, the state will no longer be able to offer expected grants that would have benefited PEG stations.
- Last year, the Commission applied for a Digital Equity Competitive Grant through the National Telecommunications and Information Administration (NTIA). The Commission has been awaiting word on whether or not its application was successful. If not, the Commission planned to apply again during a second round of funding. Unfortunately, the Commission received an email from the NTIA stating that all Digital Equity Competitive Grant awards have been terminated.
- The Commission has received the first quarter PEG and Franchise Fee payments from Comcast.
- As of March, the Commission received signed copies of the Franchise Extension Ordinances for all seven of our member cities from Comcast. This completes the Franchise Extension the Commission began last year. The current NMTC franchise will now be in effect through June 2030.

## **OLD BUSINESS**

- The Committee discussed compensation for the Co-Executive Director positions.

- The Committee considered an updated report on revenue derived from the Committee's relationship with the City of Fridley. The Operations Committee had previously passed the following motion: after revisiting their previous discussion, the Operations Committee recommends the original agreement with the City of Fridley to be the best path forward to meet both the Commission and their current needs and to foster hopes of a long-term relationship.

**MOTION:** To accept the recommendation of the Operations Committee. **Motion made by D. Stoesz. Second: B. Mahr. The motion was approved unanimously.**

### **NEW BUSINESS**

- The Executive Committee considered the draft 2026 NMTC Budget.
- D. Stoesz inquired if the amount of \$100,000 set aside for return to member cities was less than in 2025. The Interim Co-Executive Directors replied that it was an equal amount.
- During discussion of the budget, the committee began to once again discuss compensation for the Co-Executive Director positions and its impact on the budget.
- D. Stoesz expressed interest in receiving input from the Operations Committee.
- All three present members were interested in the Executive Director pay scale steps determined during the most recent pay study.
- B. Mahr, pointing to the Interim Co-Executive Director's 18 months in role, wished to discuss retroactive pay. She expressed interest in the Co-Executive Director salaries being set to the second step of the Executive Director pay scale for the 2026 budget.
- B. Mahr inquired if there was room in the 2025 budget for retroactive pay. The Interim Co-Executive Directors confirmed that there were sufficient funds.

**MOTION:** To recommend the Commission adopt the 2026 NMTC Budget as presented with a modification that the Co-Executive Directors receive equal salaries set to the second step of the Executive Director pay scale. **Motion made by B. Mahr. Second: D. Stoesz. The motion was approved unanimously.**

**MOTION:** To direct the Operations Committee to review and recommend to the Executive Committee 2025 compensation adjustments for the Co-Executive Directors at equal pay with consideration to step one of the Executive Director pay scale retroactive to January 1, 2025. **Motion made by B. Mahr. Second: D. Stoesz. The motion was approved unanimously.**

- The Interim Co-Executive Directors informed the Committee of the need to purchase a new attic dry fire suppression system in 2025. Different options for the new system were considered.
- D. Stoesz expressed an interest in personally consulting with local fire experts before recommending a particular type of dry fire suppression system (i.e. vapor shield or nitrogen system). He did, however, express interest in voting on a spending cap.

**MOTION:** To recommend to the Cable Commission authorizing staff to use funds from building reserves not to exceed \$125,000 for the purchase and installation of an attic dry fire suppression system from Nova Fire Protection.

**Motion made by D. Stoesz. Second: B. Mahr. The motion was approved unanimously.**

- The Committee discussed franchising broadband service providers with attorney M. Bradley.
- D. Stoesz expressed a desire to consult with the Lino Lakes City Administrator before supporting a discussion of broadband franchising.

**MOTION:** To recommend that the NMTC consider exploring options for franchising broadband service providers. **Motion made by B. Mahr. Second: B. Goodboe-Bischoff. The motion passed. Two members voted to approve. One member voted to not approve. Yea – B. Mahr; Lexington, B. Goodboe-Bischoff; Spring Lake Park. Nay – D. Stoesz; Lino Lakes.**

### **ADJOURN**

The meeting was adjourned at 8:36 p.m. **Motion for approval made by: B. Mahr. Second: D. Stoesz. The motion was approved unanimously.**

Nancy Golden; Secretary, NMTC



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

Tuesday, March 4, 2025

**CALL TO ORDER**

The meeting began at 11:05 a.m.

**MEMBERS PRESENT**

P. Antonen, D. Buchholtz, A. Lewis, D. Pecchia, M. Wolfe

**MEMBERS ABSENT**

B. Petracek, D. Webster

**OTHERS PRESENT**

E. Houston, D. Peterson

**APPROVAL OF MEETING NOTES**

The meeting notes of February 4, 2025, were approved by consensus with the following addition: under New Business, Point 2, D. Buchholtz requested the following be added: "The consensus of the group was to recommend Dr. Craig Waldron and, if he was available, to bring the matter to the attention of the Commission."

**EXECUTIVE DIRECTOR REPORT**

- North Metro TV was proud to once again offer cable television and live streaming coverage of the annual Guns 'N Hoses police vs fire department hockey game. In recognition of the events growing popularity, coverage this year shifted to the HD production truck.
- Two new bills have been introduced at the Minnesota State House, each with the goal of providing new revenue to PEG stations. HF 974 would grant authorization to Minnesota cities to franchise and receive franchise fees on broadband services. HF 1740 is supported by MACTA and would appropriate funding from the Arts and Cultural Heritage Fund to support PEG.
- North Metro Now continues to prove popular with other community stations. Two more area stations added the program, which is now seen in 35 cities across the metro.
- Trevor Scholl and TJ Tronson created a video capturing this year's Anoka County Polar Plunge in Blaine.

**OLD BUSINESS**

- At the direction of the Executive Committee, the Operations Committee reconsidered the agreement between the NMTC and the City of Fridley to provide production services. The Executive Committee had recommended that the Commission not extend the existing agreement past June 2025 and more aggressively pursue Fridley fully joining the JPA or increasing revenue from Fridley to \$100,000.

**MOTION:** After revisiting their previous discussion, the Operations Committee recommends the original agreement with the City of Fridley to be the best path forward to meet both the Commission and their current needs and to foster hopes of a long-term relationship. **Motion made by M. Wolfe. Second: D. Pecchia. The motion was approved unanimously.**

- At the request of the Cable Commission, the Operations Committee further considered engaging Dr. Craig Waldron to conduct a search for a permanent NMTC Executive Director. The Committee asked E. Houston and D. Peterson to temporarily leave the room and discussed the matter in detail. It was decided that Dr. Waldron should be engaged to gather information from the current Interim Co-Executive Directors, North Metro TV staff, and the Commission Attorney to help the organization move forward with leadership recruitment.

**MOTION:** To recommend to the Executive Committee engaging Dr. Craig Waldron to perform an organizational assessment before commencing with recruitment. **Motion made by D. Pecchia. Second: A Lewis. The motion was approved unanimously.**

### **NEW BUSINESS**

- The Committee discussed the Executive Committee Chair election from the February Cable Commission Meeting.
- E. Houston and D. Peterson reported on the year-end financial balances for 2024. Thanks to such cost savings measures as not filling the Executive Director role and higher than expected earnings, the Commission is able to add \$347,360 to reserves. The Interim Co-Executive Directors will recommend the Commission use these funds to replace the building's aging dry fire suppression system and to purchase a new video router, which is responsible for distributing video signals to our ten cable channels, in 2025. E. Houston and D. Peterson will continue to collect quotes for these items and will report back to the Operations Committee.

### **ADJOURNMENT**

The meeting was adjourned at 12:28 p.m. **Motion to adjourn made by: M. Wolfe. Second: P. Antonen. The motion was approved unanimously.**

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

Tuesday, April 1, 2025

**CALL TO ORDER**

The meeting began at 11:02 a.m.

**MEMBERS PRESENT**

P. Antonen, D. Buchholtz, D. Pecchia, D. Webster, M. Wolfe

**MEMBERS ABSENT**

A. Lewis, B. Petracek

**OTHERS PRESENT**

E. Houston, D. Peterson

**APPROVAL OF MEETING NOTES**

The meeting notes of March 4, 2025, were approved by consensus.

**EXECUTIVE DIRECTOR REPORT**

- Eric Houston attended MACTA Day at the Capitol on March 13. Eric met with Representative Nolan West (Blaine), who was enthusiastic about HF 1740, a Legacy Fund request for community TV stations. Representative West has since signed the bill as a co-author.
- Trevor Scholl created a video profiling Justin Ernst, a local man who has now run every street in the City of Blaine.
- Danika Peterson and Eric Nelson teamed up with the SBM Fire Department to create Heroes and Hydrants, a new, monthly program highlighting issues facing the department and the good they are doing in the community.

**OLD BUSINESS**

- Staff completed work on the five-year franchise extension with Comcast. Signed copies of each city's ordinance have been received from Comcast and returned to the cities.
- P. Antonen and D. Buchholtz updated the committee on the progress of the Executive Director search. P. Antonen and D. Buchholtz both spoke to Dr. Craig Waldron, who the Executive Committee hired to conduct the search. Dr. Waldron has also spoken to most of the members of the Cable Commission and will visit North Metro TV on April 2 to interview staff.

**NEW BUSINESS**

- E. Houston and D. Peterson informed the Committee of the need to purchase a new router for North Metro TV master control. The router is a piece of equipment which feeds the NMTV channels with programming by moving videos and streams from one part of the system to another. Staff consulted with Engineer Matt Waldron and received multiple quotes. Staff recommended using Equipment Reserves to purchase a 2110 IP-based router from Imagine Communications.

**MOTION:** To recommend to the Executive Committee authorizing North Metro TV staff to use Equipment Reserves to purchase a 2110 router and related components from Imagine Communications. **Motion made by D. Buchholtz. Second: D. Webster. The motion was approved unanimously.**

**ADJOURNMENT**

The meeting was adjourned at 11:26 a.m. **Motion to adjourn made by: M. Wolfe. Second: P. Antonen. The motion was approved unanimously.**

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

Tuesday, May 6, 2025

**CALL TO ORDER**

The meeting began at 11:07 a.m.

**MEMBERS PRESENT**

P. Antonen, D. Buchholtz, A. Lewis, D. Webster, M. Wolfe

**MEMBERS ABSENT**

D. Pecchia, B. Petracek

**OTHERS PRESENT**

E. Houston, D. Peterson

**APPROVAL OF MEETING NOTES**

The meeting notes of April 1, 2025, were approved by consensus.

**EXECUTIVE DIRECTOR REPORT**

- North Metro TV staff have recorded their first city meetings at Spring Lake Park's remodeled city hall.
- News Producer Eric Nelson created a story profiling a team-up between the SBM Fire Department and Pizza Hut of Blaine to offer free pizzas to customers with working smoke detectors. Several other staff members also posted food related stories in April.
- NMTV has completed all the requested forms and questionnaires from the auditors at Harrington Langor & Associates. Staff expects the audit will be complete and ready for presentation in June.
- Staff updated the Committee on MACTA's legislative efforts for community television funding.
- The Committee discussed the first quarter PEG and Franchise Fee reports from Comcast. Franchise Fees saw their lowest Q4 to Q1 drop in ten years and PEG fees remained stable.

**OLD BUSINESS**

- The Committee discussed the Executive Director search and recommendations set forth in Dr. Craig Waldron's organizational assessment.

**MOTION:** To recommend to the North Metro TV board to appoint Co-Executive Directors at the June Board meeting. **Motion made by P. Antonen. Second: D. Buchholtz. The motion was approved unanimously.**

**NEW BUSINESS**

- Staff presented the Committee with options for replacing the North Metro TV attic dry fire suppression system. The Committee considered standard, vapor shield, and nitrogen systems. Members of the Operations Committee also related conversations with local fire departments, who recommended purchasing a nitrogen system because of its longevity.

**MOTION:** To recommend that the Cable Commission authorize staff to use funds from building reserves not to exceed \$125,000 for the purchase and installation of an attic dry fire suppression system from Nova Fire Protection. **Motion made by M. Wolfe.**

**Second: P. Antonen. The motion was approved unanimously.**

- The Committee discussed preparations for the 2026 NMTC budget. Staff will present a draft budget at the June Operations Committee Meeting.

### **OLD BUSINESS**

- M. Wolfe requested that the Committee begin planning a process for annual performance reviews for the Co-Executive Directors and asked that item be included on the agenda for the June Operations Committee Meeting.

### **ADJOURNMENT**

The meeting was adjourned at 12:07 p.m. **Motion to adjourn made by: M. Wolfe.**

**Second: D. Webster. The motion was approved unanimously.**

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

Tuesday, June 3, 2025

**CALL TO ORDER**

The meeting began at 11:07 a.m.

**MEMBERS PRESENT**

P. Antonen, D. Buchholtz, A. Lewis, D. Pecchia, M. Wolfe

**MEMBERS ABSENT**

B. Petracek, D. Webster

**OTHERS PRESENT**

D. Peterson, M. Bradley

**APPROVAL OF MEETING NOTES**

The meeting notes of May 6 were approved by consensus.

**EXECUTIVE DIRECTOR REPORT**

- NMTV collaborated with Blaine PD and Centennial High School for this year's successful Arrive Alive program.
- NMTV producers covered several school stories in May, including a school nutrition staff names Employee of the Year, a softball player breaking MSHSL records, a successful parent playground fundraiser, and a the retiring band director at Blaine HS. All together, these stories got more than 11,000 views on social media.
- The Minnesota Department of Economic Development announced that the federal government was terminating the state's \$12 million grant from the State Digital Capacity Grant Program. Due to this, DEED will no longer be able to offer expected grants that NMTC was planning to apply for.
- The National Telecommunications and Information Administration announced that Digital Equity Competitive grants have been terminated. NMTC was planning on reapplying for the grants this year.

**OLD BUSINESS**

- Annual Executive Director Performance Evaluation Process – Eric Houston and Danika Peterson will be given self-evaluations. Members of the Operations Committee will complete evaluations as well. The performance reviews will be given at an upcoming meeting.

**NEW BUSINESS**

- Staff presented the 2026 NMTC Budget

**MOTION:** To recommend the approval of the 2026 budget as presented, with a placeholder for a possible revision of the salaries of the Co-Executive Directors.

**Motion made by D. Buchholtz. Second: M. Wolfe. The motion was approved unanimously.**

- Attorney M. Bradley presented the idea of the cities in the NMTC franchising broadband companies.

**MOTION:** To recommend that NMTC consider exploring options for franchising broadband service providers.

**Motion made by M. Wolfe. Second: D. Buchholtz. The motion was approved unanimously.**

### **ADJOURNMENT**

The meeting was adjourned to a work session to discuss salaries for the Co-Executive Directors at 12:13 p.m.

**Motion to adjourn made by: D. Pecchia. Second: A. Lewis. The motion was approved unanimously.**



**NORTH METRO  
TELECOMMUNICATIONS COMMISSION  
MANAGEMENT LETTER  
December 31, 2024**

DRAFT

## MANAGEMENT LETTER

To the Board of Commissioners  
North Metro Telecommunications Commission  
Blaine, Minnesota

We have audited the financial statements of North Metro Telecommunications Commission for the year ended December 31, 2024, and have issued our report thereon dated May 20, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 27, 2025. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Matters

#### *Qualitative Aspects of Accounting Principles*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Their most significant estimate affecting the financial statements was the estimate of pension liability.

- Management's estimate of its pension liability is based on several factors, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases, and form of annuity payment upon retirement. The allocation of the pension liability is based on the Commission's proportionate share of employer contributions to the pension plans. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We proposed audit adjustments to adjust the Commission's financial statements from the modified accrual basis of accounting to the full accrual basis of accounting based on information provided by management.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated May 20, 2025.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Issues or Findings*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, schedule of employer's PERA contributions and schedule of employer's share of PERA net pension liability, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

### Restriction on Use

This information is intended solely for the information and use of management, the Commissioners, and others within the Commission, and is not intended to be and should not be used by anyone other than these specified parties.

May 20, 2025

DRAFT

**NORTH METRO  
TELECOMMUNICATIONS COMMISSION  
ANNUAL FINANCIAL REPORTS  
December 31, 2024 and 2023**

DRAFT

## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
North Metro Telecommunications Commission  
Blaine, Minnesota

### Report on the Audit of the Financial Statements

#### *Opinions*

We have audited the accompanying statements of net position of North Metro Telecommunications Commission as of and for the years ended December 31, 2024 and 2023, and the related statements of revenues, expenses, and changes in net position; and cash flows for the years then ended, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Metro Telecommunications Commission as of December 31, 2024 and 2023, and the changes in financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of North Metro Telecommunications Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about North Metro Telecommunications Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of North Metro Telecommunications Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about North Metro Telecommunications Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4 through 7 and the budgetary comparison information, schedule of employer's PERA contributions and schedule of employer's share of PERA net pension liability on pages 22 through 26 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2025 on our consideration of North Metro Telecommunications Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of North Metro Telecommunications Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Metro Telecommunications Commission's internal control over financial reporting and compliance.

May 20, 2025



**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
December 31, 2024 and 2023  
(Required Supplementary Information)

The management of the North Metro Telecommunications Commission (NMTC) offers readers of our financial statements the following narrative overview and analysis of our financial activities for the years ended December 31, 2024 and 2023.

**Basic Financial Statements**

Our basic financial statements are prepared using proprietary fund (enterprise fund) accounting that uses the same basis of accounting as private-sector business enterprises. NMTC is operated under one enterprise fund. Under this method of accounting, an economic resources measurement focus and an accrual basis of accounting is used.

Revenue is recorded when earned and expenses are recorded when incurred. The basic financial statements include statements of net position, statements of revenues, expenses and changes in net position, and statements of cash flows. These are followed by notes to the financial statements. The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements. In addition to the basic financial statements, this report also contains required supplementary information pertaining to the budgetary comparison and the retirement plan of NMTC.

The statements of net position present information on NMTC's assets and deferred outflows of resources and liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of NMTC is improving or deteriorating.

The statements of revenues, expenses, and change in net position reports the operating revenues and expenses and non-operating revenues and expenses of NMTC for the fiscal year with the difference – the net income or loss – being combined with any capital grants to determine the change in net position for the year. That change, combined with the net position at the end of the previous year, totals to the net position at the end of the current year.

The statements of cash flows report cash and investment activities for the fiscal year resulting from operating activities, capital and related financing activities, non-capital and related financing activities and investing activities. The net result of these activities added to the beginning of the year cash and investments balance total to the cash and investments balance at the end of the current year.

The information contained in the basic financial statements is used as the basis for the discussion presented on the following pages, surrounding NMTC's activities for the years ended December 31, 2024 and 2023.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
December 31, 2024 and 2023  
(Required Supplementary Information)

**Financial Highlights**

- NMTC ended 2024 with a net position balance of \$2,854,093, of which \$1,421,027 represented the net investment in capital assets, and \$1,433,066 was unrestricted. The net position balance at the end of the year was \$403,346 higher than the net position balance at the beginning of the year.
- As a result of operations, \$150,000 and \$200,000 of franchise fees were returned to NMTC member cities for years ended December 31, 2024 and 2023, respectively.

The following is a condensed comparative summary of the Commission's net position:

Net Position	2024	2023	2022
<b>Assets</b>			
Current Assets	\$ 2,857,570	\$ 2,855,387	\$ 2,839,282
Capital Assets, net	1,421,027	1,466,417	1,661,831
Total Assets	4,278,597	4,321,804	4,501,113
<b>Deferred Outflows</b>			
Deferred outflows related to pensions	59,622	139,148	236,940
<b>Liabilities</b>			
Current Liabilities	906,354	1,286,852	1,236,450
Noncurrent Liabilities	284,664	525,045	999,082
Total Liabilities	1,191,018	1,811,897	2,235,532
<b>Deferred Inflows</b>			
Deferred inflows related to pensions	293,108	198,308	14,093
<b>Net Position</b>			
Net investment in capital assets	1,421,027	1,251,418	1,236,832
Unrestricted	1,433,066	1,199,329	1,251,596
Total Net Position	\$ 2,854,093	\$ 2,450,747	\$ 2,488,428

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
December 31, 2024 and 2023  
(Required Supplementary Information)

The following is a condensed comparative summary of the Commission's changes in net position:

Changes in Net Position	2024	2023	2022
<b>Program Revenues</b>			
Operating revenue	\$ 1,774,895	\$ 1,756,200	\$ 1,894,865
<b>General Revenues</b>			
Unrestricted investment earnings	137,789	130,548	38,160
Grants and contributions	-	4,000	10,000
Other income	84,129	76,605	72,562
Total General Revenues	221,918	211,153	120,722
Total Revenues	1,996,813	1,967,353	2,015,587
<b>Expenses</b>			
Operations	1,337,770	1,587,340	1,557,963
Non-capitalized equipment	61,481	1,039	46,239
Depreciation and amortization	178,950	397,280	404,564
Interest expense	15,266	19,375	23,620
Total Expenses	1,593,467	2,005,034	2,032,386
<b>Change in Net Position</b>	403,346	(37,681)	(16,799)
<b>Net Position, Beginning</b>	2,450,747	2,488,428	2,505,227
<b>Net Position, Ending</b>	\$ 2,854,093	\$ 2,450,747	\$ 2,488,428

### Revenue

The major source of operating revenue for NMTC includes a 5% franchise fee paid on gross revenue, earned within the boundaries of the seven members of NMTC, and a PEG fee paid by cable subscribers monthly, as established in the franchise agreements.

### Expenses

Wages, benefits, franchise fee reimbursements, and depreciation make up the largest portion of expenses. Due to the significant investments NMTC has in capital assets, depreciation continues to be a large operating expense. Unlike the other expenses listed, depreciation is not a cash expense. NMTC has and continues to pursue ways to reduce costs without affecting service.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
December 31, 2024 and 2023  
(Required Supplementary Information)

**Capital Assets**

NMTC's capital assets as of December 31, 2024 and 2023, amounted to \$1,421,027 and \$1,466,417, respectively (net of accumulated depreciation). This investment in capital assets includes land, a building, office and studio equipment, and vehicles.

NMTC primarily acquires its assets with the proceeds from franchise fees and PEG fees. Building construction and new equipment purchases are all a part of NMTC's capital investment plan. Currently there are no commitments for any major purchases.

**Debt**

During 2016, the Commission completed HD equipment and studio upgrades. The equipment was purchased by a member city through issuance of a general obligation bond and is being leased under a capital lease agreement by the Commission for \$1 per year for a period of 10 years. At the end of the lease term, the Commission will assume ownership of the equipment. The remaining member cities agreed to reimburse the member city for their proportionate share of the bonds issued. The Commission has agreed to repay each of the member cities for their share of the bond, plus interest at 2%. As of December 31, 2024 and 2023, the Commission owed \$0 and \$214,999, respectively, to the member cities.

**Budgetary Analysis**

During 2024, budgeted franchise and PEG fee revenue exceeded actual amounts by approximately \$60,000, which contributed to revenues over expenditures of \$178,470 on the budgetary basis. During 2023, franchise fee and PEG fee revenue was less than budgeted amounts by approximately \$44,000, which contributed to revenues under expenditures of \$32,592 on the budgetary basis.

**Requests for Information**

This financial report is intended to provide an overview of the finances of NMTC for those with an interest in this organization. Questions concerning any information within this report may be directed to the Executive Director of NMTC.

# NORTH METRO TELECOMMUNICATIONS COMMISSION

## STATEMENTS OF NET POSITION

December 31, 2024 and 2023

	2024	2023
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and investments	\$ 2,715,195	\$ 2,693,720
Accounts receivable	127,154	145,525
Prepaid expenses	15,221	16,142
	<u>2,857,570</u>	<u>2,855,387</u>
<b>TOTAL CURRENT ASSETS</b>		
	<u>2,857,570</u>	<u>2,855,387</u>
<b>CAPITAL ASSETS</b>		
Land	225,700	225,700
Building	1,467,170	1,467,170
Building improvements	185,620	183,920
Office and studio equipment	3,412,034	3,500,161
Vehicles	302,045	313,817
Less: accumulated depreciation	(4,171,542)	(4,224,351)
	<u>1,421,027</u>	<u>1,466,417</u>
<b>TOTAL CAPITAL ASSETS, NET</b>		
	<u>1,421,027</u>	<u>1,466,417</u>
<b>TOTAL ASSETS</b>		
	<u>4,278,597</u>	<u>4,321,804</u>
<b>DEFERRED OUTFLOWS</b>		
Deferred outflows related to pensions	59,622	139,148
	<u>59,622</u>	<u>139,148</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Current portion of long-term debt	-	210,000
Accounts payable and accrued expenses	107,548	121,822
Deferred franchise fee revenue	798,806	955,030
	<u>906,354</u>	<u>1,286,852</u>
<b>TOTAL CURRENT LIABILITIES</b>		
	<u>906,354</u>	<u>1,286,852</u>
<b>NONCURRENT LIABILITIES</b>		
Long-term debt, net of current portion	-	4,999
Net pension liability	284,664	520,046
	<u>284,664</u>	<u>520,046</u>
<b>TOTAL LIABILITIES</b>		
	<u>1,191,018</u>	<u>1,811,897</u>
<b>DEFERRED INFLOWS</b>		
Deferred inflows related to pensions	293,108	198,308
	<u>293,108</u>	<u>198,308</u>
<b>NET POSITION</b>		
Net investment in capital assets	1,421,027	1,251,418
Unrestricted	1,433,066	1,199,329
	<u>1,433,066</u>	<u>1,199,329</u>
<b>TOTAL NET POSITION</b>		
	<u>\$ 2,854,093</u>	<u>\$ 2,450,747</u>

See accompanying notes  
to basic financial statements

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
For the Years Ended December 31, 2024 and 2023

	<u>2024</u>	<u>2023</u>
<b>OPERATING REVENUES</b>		
Cable operating franchise fees	\$ 1,242,571	\$ 1,219,852
PEG fees	<u>532,324</u>	<u>536,348</u>
<b>TOTAL OPERATING REVENUES</b>	<u>1,774,895</u>	<u>1,756,200</u>
<b>OPERATING EXPENSES</b>		
Franchise fee reimbursements, city members	150,000	200,000
Personnel	728,975	817,610
Employee benefits	194,126	301,136
Office	141,865	132,570
Legal fees	51,206	44,312
Other administrative costs	62,392	59,569
Vehicle	6,142	5,183
Production	3,064	26,960
Depreciation	178,950	397,280
Studio equipment expense	<u>61,481</u>	<u>1,039</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>1,578,201</u>	<u>1,985,659</u>
<b>OPERATING INCOME (LOSS)</b>	<u>196,694</u>	<u>(229,459)</u>
<b>NON-OPERATING REVENUES (EXPENSES)</b>		
Investment income	137,789	130,548
Other income	84,129	76,605
Grants and contributions	-	4,000
Interest expense	<u>(15,266)</u>	<u>(19,375)</u>
<b>TOTAL NON-OPERATING REVENUES (EXPENSES)</b>	<u>206,652</u>	<u>191,778</u>
<b>CHANGE IN NET POSITION</b>	403,346	(37,681)
<b>NET POSITION, BEGINNING</b>	<u>2,450,747</u>	<u>2,488,428</u>
<b>NET POSITION, ENDING</b>	<u><u>\$ 2,854,093</u></u>	<u><u>\$ 2,450,747</u></u>

See accompanying notes  
to basic financial statements

# NORTH METRO TELECOMMUNICATIONS COMMISSION

## STATEMENTS OF CASH FLOWS

For the Years Ended December 31, 2024 and 2023

	2024	2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from operations	\$ 1,637,042	\$ 1,831,243
Payments to suppliers and vendors	(469,441)	(469,553)
Payments to employees	(998,234)	(1,100,522)
Other non-operating receipts	83,932	78,836
	<u>253,299</u>	<u>340,004</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Acquisition of capital assets	(139,348)	(200,161)
Interest expense	(15,266)	(19,375)
Payments on long-term debt	(214,999)	(210,000)
	<u>(369,613)</u>	<u>(429,536)</u>
<b>NET CASH USED IN CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Investment income	137,789	130,548
	<u>21,475</u>	<u>41,016</u>
<b>NET CHANGE IN CASH AND INVESTMENTS</b>		
<b>CASH AND INVESTMENTS, BEGINNING</b>	2,693,720	2,652,704
<b>CASH AND INVESTMENTS, ENDING</b>	<u><u>\$ 2,715,195</u></u>	<u><u>\$ 2,693,720</u></u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Operating loss	\$ 196,694	\$ (229,459)
Adjustments:		
Depreciation	178,950	397,280
Loss on disposal of capital assets	5,788	-
Pension expense	(32,830)	44,457
Other non-operating receipts	83,932	78,836
Net change in assets, liabilities, and deferred outflows of resources:		
Accounts receivable	18,371	24,831
Prepaid expenses	921	80
Accounts payable and accrued expenses	(14,274)	190
Deferred franchise fee revenue	(156,224)	50,212
Deferred outflows - contributions after the measurement date	(28,029)	(26,423)
	<u>\$ 253,299</u>	<u>\$ 340,004</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		

See accompanying notes to  
basic financial statements

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities:**

The general purpose of the Commission is to award, administer and enforce a cable communications franchise in member municipalities located in the North Central region of the Twin Cities area in Minnesota. The Commission also administers and operates the cable television access functions of the franchise.

The Commission, being established by the joint powers agreement, is considered a governmental entity and as such is exempt from state and federal income taxes.

**Measurement Focus, Basis of Accounting and Basis of Presentation:**

The Commission has adopted Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments, which establishes the financial reporting standards for all state and local government entities.

The accompanying financial statements have been prepared using the economic resources measurement focus and the accrual basis of accounting and reflect transactions on behalf of the Commission, the reporting entity. The Commission accounts for its operations as an enterprise fund. Operating revenue and expenses result from administering and enforcing the cable communications franchise and operating the cable television access function. All other revenue and expenses are reported as non-operating revenue and expenses.

**Cash and Investments:**

For the purpose of the statements of cash flows, the Commission considers all highly liquid debt instruments with an original maturity of three months or less to be cash equivalents.

Investments are reported at fair market value and consist of the Minnesota Municipal Money Market Fund (4M). The 4M Fund is a 2a7 external investment pool that is unrated and is exempt from risk disclosure reporting requirements under GASB 40.

The Commission has reported all investment income as non-operating revenue in the Statement of Revenues, Expenses, and Changes in Net Position.

**Accounts Receivable:**

Bad debts are recorded on the allowance method based on historical experience and management's evaluation of outstanding accounts receivable. At December 31, 2024 and 2023, management considered all outstanding amounts to be fully collectible. Accordingly, there was no allowance for doubtful accounts.

**Revenues:**

Commission revenue consists primarily of franchise fees and governmental access fees (PEG fees). Franchise fees are assessed to the cable operators during the year and are recognized as revenue in the following year. PEG fees are based on a negotiated contract with the cable operators and are recognized as revenue in the year concurrent with the contract.



**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Capital Assets:**

Capital assets, which include property and equipment, are reported in the statements of net position. Capital assets are defined by the Commission as assets with an initial cost of more than \$500 and an estimated useful life in excess of two years. Capital assets are recorded at historical cost when purchased. Donated assets are recorded at their estimated fair market value on the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized.

Depreciation of exhaustible assets is provided on the straight-line basis over the following useful lives:

	<u>Years</u>
Building	5-40
Building improvements	5-39
Office and studio equipment	5-15
Vehicles	5-10

**Pensions:**

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates, and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Deferred Outflows of Resources:**

Deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Commission has only one item that qualifies for reporting in this category. Accordingly, the one item, deferred outflows related to pensions, is reported only in the statements of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

**Deferred Inflows of Resources:**

Deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Commission has only one item that qualifies for reporting in this category. Accordingly, the one item, deferred inflows related to pensions, is reported only in the statements of net position and results from actuarial calculations.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 1. NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Compensated Absences:**

Vested or accumulated vacation and sick leave is accrued for all eligible employees based on their past service and amounted to \$75,704 and \$101,051, as of December 31, 2024 and 2023, respectively.

**Net Position:**

In the government-wide financial statements, net position is classified in the following categories:

- **Net Investment in Capital Assets**- This amount consists of capital assets, net of accumulated depreciation and reduced by outstanding debt attributed to the acquisition, construction, or improvement of assets.
- **Restricted Net Position**- This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. At December 31, 2024 and 2023, there was no restricted net position.
- **Unrestricted**- This amount includes all other net position.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, then unrestricted resources as they are needed.

**Use of Estimates:**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures in these financial statements. Actual results could differ from those estimates.

**NOTE 2. DEPOSITS AND INVESTMENTS**

**Deposits:**

In accordance with applicable Minnesota Statutes, the Commission maintains deposits at authorized depository banks, all of which are members of the Federal Reserve System.

Minnesota Statutes require that all deposits be protected by insurance, surety bonds, or collateral. The market value of the collateral pledged must equal 110% of the deposits not covered by insurance or bonds.

Authorized collateral includes the legal investments described below, as well as certain first mortgages, and certain other state or local government obligations. Minnesota statutes require that securities pledged as collateral be held in safekeeping by the Commission or in a financial institution other than that furnishing the collateral.

At December 31, 2024 and 2023, the Commission had no deposits.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 2. DEPOSITS AND INVESTMENTS (continued)**

**Investments:**

At December 31, 2024 and 2023, investments included the following:

Description	2024	2023
External investment pool - 4M Fund	\$ 2,715,195	\$ 2,693,720

**NOTE 3. FRANCHISE FEE REIMBURSEMENTS**

Included within franchise fee reimbursements for the years ended December 31, 2024 and 2023 are the following amounts paid by the Commission to its city members that represent refunded franchise fees:

	2024	2023
City of Blaine	\$ 82,257	\$ 109,964
City of Centerville	5,367	7,171
City of Circle Pines	6,158	8,340
City of Ham Lake	21,234	27,950
City of Lexington	2,217	3,131
City of Lino Lakes	24,948	32,793
City of Spring Lake Park	7,819	10,651
	<u>\$ 150,000</u>	<u>\$ 200,000</u>

**NOTE 4. LONG-TERM DEBT**

During 2016, the Commission began HD equipment and studio upgrades. The equipment was purchased by a member city through issuance of a general obligation bond and is being leased under a capital lease agreement by the Commission for \$1 per year for a period of 10 years. At the end of the lease term, the Commission will assume ownership of the equipment. The remaining member cities have agreed to reimburse the member city for their proportionate share of the bonds issued. The Commission has agreed to repay each of the member cities for their share of the bond, plus interest at 2%. Principal is payable in annual installments on February 1<sup>st</sup> through 2024. Interest is due semi-annually on February 1<sup>st</sup> and August 1<sup>st</sup>. The total amount has been paid off at maturity.

A summary roll-forward of long-term debt is as follows:

December 31, 2023	Additions	Payments	December 31, 2024
<u>\$ 214,999</u>	<u>\$ -</u>	<u>\$ 214,999</u>	<u>\$ -</u>
December 31, 2022	Additions	Payments	December 31, 2023
<u>\$ 424,999</u>	<u>\$ -</u>	<u>\$ 210,000</u>	<u>\$ 214,999</u>

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 5. CAPITAL ASSETS**

A summary of changes in capital assets is as follows:

Description	December 31, 2023	Increases	Decreases	December 31, 2024
Land	\$ 225,700	\$ -	\$ -	\$ 225,700
Building	1,467,170	-	-	1,467,170
Building improvements	183,920	1,700	-	185,620
Office and studio equipment	3,500,161	137,648	(225,775)	3,412,034
Vehicles	313,817	-	(11,772)	302,045
Total depreciable assets	5,465,068	139,348	(237,547)	5,366,869
Building and improvements	(791,114)	(113,604)	-	(904,718)
Office and studio equipment	(3,143,812)	(59,730)	219,988	(2,983,554)
Vehicles	(289,425)	(5,617)	11,772	(283,270)
Total accumulated depreciation	(4,224,351)	(178,951)	231,760	(4,171,542)
Capital assets, net	\$ 1,466,417	\$ (39,603)	\$ (5,787)	\$ 1,421,027

  

Description	December 31, 2022	Increases	Decreases	December 31, 2023
Land	\$ 225,700	\$ -	\$ -	\$ 225,700
Building	1,443,850	23,320	-	1,467,170
Building improvements	176,530	7,390	-	183,920
Office and studio equipment	3,358,795	141,366	-	3,500,161
Vehicles	285,732	28,085	-	313,817
Total depreciable assets	5,264,907	200,161	-	5,465,068
Building and improvements	(745,698)	(45,416)	-	(791,114)
Office and studio equipment	(2,797,346)	(346,466)	-	(3,143,812)
Vehicles	(285,732)	(3,693)	-	(289,425)
Total accumulated depreciation	(3,828,776)	(395,575)	-	(4,224,351)
Capital assets, net	\$ 1,661,831	\$ (195,414)	\$ -	\$ 1,466,417

Depreciation expense charged to operations for the years ended December 31, 2024 and 2023 was \$178,950 and \$397,280, respectively.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS - STATEWIDE**

**Plan Description:**

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). These plan provisions are established and administered according to *Minnesota Statutes*, Chapters 353, 353D, 353E, 353G, and 356. Minnesota Statutes Chapter 356 defines each plan's financial statement reporting requirements. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan (General Plan)

Membership in the General Plan includes employees of counties, cities, townships, schools in non-certified positions, and other governmental entities whose revenues are derived from taxation, fees, or assessments. Plan membership is required for any employee who is expected to earn more than \$425 in a month, unless the employee meets exclusion criteria.

**Benefits Provided:**

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits, but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service. When a member is "vested," they have earned enough service credit to receive a lifetime monthly benefit after leaving public service and reaching an eligible retirement age. Members who retire at or over their Social Security full retirement age with at least one year of service qualify for a retirement benefit.

General Employees Plan Benefits

General Employees Plan requires three years of service to vest. Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for General Plan members. Members hired prior to July 1, 1989, receive the higher of the Step or Level formulas. Only the Level formula is used for members hired after June 30, 1989. Under the Step formula, General Plan members receive 1.2 percent of the highest average salary for each of the first 10 years of service and 1.7 percent for each additional year. Under the Level formula, General Plan members receive 1.7 percent of highest average salary for all years of service. For members hired prior to July 1, 1989 a full retirement benefit is available when age plus years of service equal 90 and normal retirement age is 65. Members can receive a reduced requirement benefit as early as age 55 if they have three or more years of service. Early retirement benefits are reduced by .25 percent for each month under age 65. Members with 30 or more years of service can retire at any age with a reduction of .25 percent for each month the member is younger than age 62. The Level formula allows General Plan members to receive a full retirement benefit at age 65 if they were first hired before July 1, 1989 or at age 66 if they were hired on or after July 1, 1989. Early retirement begins at age 55 with an actuarial reduction applied to the benefit.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50 percent of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1 percent and a maximum of 1.5 percent. The 2024 annual increase was 1.5 percent. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. Recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a prorated increase.

**Contributions:**

*Minnesota Statutes* Chapters 353, 353E, 353G, and 356 set the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

General Plan members were required to contribute 6.5 percent of their annual covered salary in fiscal years 2024 and 2023 and the Commission was required to contribute 7.5 percent for General Plan members. The Commission's contributions to the General Employees Fund for the years ended December 31, 2024 and 2023 were \$50,213 and \$58,637, respectively. The Commission's contributions were equal to the required contributions as set by state statute.

**Pension Costs:**

General Employees Fund Pension Costs

At December 31, 2024 and 2023, the Commission reported a liability of \$284,664 and \$520,046, respectively, for its proportionate share of the General Employees Fund's net pension liability. The Commission's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million during 2024 and 2023. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the Commission totaled \$7,359 and \$14,251 as of December 31, 2024 and 2023, respectively.

The net pension liability was measured as of June 30, 2024 and 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportionate share of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1 through June 30 each year, relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2024 and 2023, the Commission's proportionate share was 0.0077 percent and 0.0093 percent, respectively.

For the years ended December 31, 2024 and 2023, the Commission recognized pension expense of \$14,553 and \$13,697, respectively, for its proportionate share of the General Employees Plan's pension expense. In addition, the Commission recognized an additional \$197 and \$64, respectively, as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the General Employees Fund.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

During the plan year ended June 30, 2024, the State of Minnesota contributed \$170.1 million to the General Employees Fund. The State of Minnesota is not included as a non-employer contributing entity in the General Employees Plan pension allocation schedules for the \$170.1 million in direct state aid because this contribution was not considered to meet the definition of a special funding situation. The Commission recognized \$13,093 for the year ended December 31, 2024 as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the General Employees Fund.

At December 31, 2024 and 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	2024		2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$ 28,739	\$ -	\$ 17,342	\$ 3,774
Changes in actuarial assumptions	1,787	124,089	88,751	142,540
Net collective difference between projected and actual investment earnings	-	78,156	-	16,354
Changes in proportion	1,067	90,863	6,632	35,640
Contributions to PERA subsequent to the measurement date	28,029	-	26,423	-
Total	\$ 59,622	\$ 293,108	\$ 139,148	\$ 198,308

The \$28,029 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2025. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending December 31,	Amount
2025	\$ (115,347)
2026	\$ (120,080)
2027	\$ (26,088)

**Total Pension Expense:**

The total pension (benefit) expense recognized by the Commission for the years ended December 31, 2024 and 2023, was (\$7,030) and \$72,966, respectively.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

**Long-Term Expected Return on Investment:**

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness, on a regular basis, of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

	Target Allocation	Long-term Expected Real Rate of Return
Domestic equity	33.5%	5.10%
International equity	16.5%	5.30%
Private markets	25.0%	5.90%
Fixed income	25.0%	0.75%
Total	100%	

**Actuarial Methods and Assumptions:**

The total pension liability for each of the cost-sharing defined benefit plans was determined by an actuarial valuation as of June 30, 2024 and 2023, using the entry-age normal actuarial cost method. The long-term rate of return on pension plan investments used in the determination of the total liability is 7.0 percent and 6.5 percent as of June 30, 2024 and 2023, respectively. This assumption is based on a review of inflation and investment return assumptions from a number of national investment consulting firms. The review provided a range of return investment return rates considered reasonable by the actuary. An investment return of 7.0 and 6.5 percent was within that range for 2024 and 2023, respectively.

- Inflation is assumed to be 2.25 percent for the General Employees Plan.
- Benefit increases after retirement are assumed to be 1.25 percent for the General Employees Plan.

Salary growth assumptions in the General Employees Plan range in annual increments from 10.25 percent after one year of service to 3.0 percent after 27 years of service.

Mortality rates for the General Employees Plan are based on the Pub-2010 General Employee Mortality Table. The tables are adjusted slightly to fit PERA's experience.

Actuarial assumptions for the General Employees Plan are reviewed every four years. The General Employees Plan was last reviewed in 2022. The assumption changes were adopted by the board and became effective with the July 1, 2023 actuarial valuation. PERA anticipates the experience study will be approved by the Legislative Commission on Pensions and Retirement and become effective with the July 1, 2025 actuarial valuation.



**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

The following changes in actuarial assumptions and plan provisions occurred in 2024:

**General Employees Fund:**

Changes in Actuarial Assumptions:

- Rates of merit and seniority were adjusted, resulting in slightly higher rates.
- Assumed rates of retirement were adjusted as follows: increase the rate of assumed unreduced retirements, slight adjustments to Rule of 90 retirement rates, and slight adjustments to early retirement rates for Tier 1 and Tier 2 members.
- Minor increase in assumed withdrawals for males and females.
- Lower rates of disability.
- Continued use of Pub-2010 general mortality table with slight rate adjustments as recommended in the most recent experience study.
- Minor changes to form of payment assumptions for male and female retirees.
- Minor changes to assumptions made with respect to missing participant data.

Changes in Plan Provisions:

- The workers' compensation offset for disability benefits was eliminated. The actuarial equivalent factors updated to reflect the changes in assumptions.

**Discount Rate:**

The discount rate used to measure the total pension liability in 2024 and 2023 was 7.0 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Plan was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**

**NOTE 6. DEFINED BENEFIT PENSION PLANS – STATEWIDE (continued)**

**Pension Liability Sensitivity:**

The following presents the Commission's proportionate share of the net pension liability for the General Employees Plan it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	1% Lower Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Higher Discount Rate (8.0%)
2024			
Sensitivity of Net Pension Liability at Current Single Discount Rate	\$ 621,751	\$ 284,664	\$ 7,378
	1% Lower Discount Rate (6.0%)	Current Discount Rate (7.0%)	1% Higher Discount Rate (8.0%)
2023			
Sensitivity of Net Pension Liability at Current Single Discount Rate	\$ 920,002	\$ 520,046	\$ 191,066

**Pension Plan Fiduciary Net Position:**

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the internet at [www.mnpera.org](http://www.mnpera.org).

**NOTE 7. RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the Commission carries insurance. There were no significant reductions in insurance from the previous year or settlements in excess of insurance.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
For the Year Ended December 31, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	(Budgetary Basis)	Final Budget Positive (Negative)
<b>REVENUES</b>				
Franchise fees	\$ 1,150,000	\$ 1,150,000	\$ 1,242,571	\$ 92,571
PEG fees	565,000	565,000	532,324	(32,676)
Interest	50,000	50,000	137,789	87,789
Other income	35,000	35,000	89,721	54,721
Grants and contributions	-	-	-	-
Transfer from reserves	191,494	191,494	-	(191,494)
<b>TOTAL REVENUES</b>	<b>1,991,494</b>	<b>1,991,494</b>	<b>2,002,405</b>	<b>10,911</b>
<b>EXPENDITURES</b>				
Franchise fee reimbursements	150,000	150,000	150,000	-
Personnel	820,851	820,851	728,975	91,876
Employee benefits	284,359	284,359	254,985	29,374
Office	158,400	158,400	141,865	16,535
Legal fees	50,000	50,000	51,206	(1,206)
Other administrative costs	82,000	82,000	62,392	19,608
Vehicle	9,500	9,500	6,142	3,358
Production	15,500	15,500	3,064	12,436
Capital expenditures	420,884	420,884	425,306	(4,422)
<b>TOTAL EXPENDITURES</b>	<b>1,991,494</b>	<b>1,991,494</b>	<b>1,823,935</b>	<b>167,559</b>
<b>REVENUES UNDER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>178,470</b>	<b>\$ 178,470</b>
Plus effect of capital assets purchased			139,348	
Plus effect of debt service			214,999	
Less effect of depreciation			(178,950)	
Less effect of net pension liability			61,056	
<b>CHANGE IN NET POSITION (GAAP BASIS)</b>			<b>\$ 409,135</b>	

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE**  
For the Year Ended December 31, 2023

	Budgeted Amounts		Actual	Variance with
	Original	Final	(Budgetary Basis)	Final Budget Positive (Negative)
<b>REVENUES</b>				
Franchise fees	\$ 1,150,000	\$ 1,150,000	\$ 1,219,852	\$ 69,852
PEG fees	650,000	650,000	536,348	(113,652)
Interest	1,000	1,000	130,548	129,548
Other income	35,000	35,000	76,541	41,541
Grants and contributions	-	-	4,000	4,000
Transfer from reserves	205,433	177,723	-	(177,723)
<b>TOTAL REVENUES</b>	<b>2,041,433</b>	<b>2,013,723</b>	<b>1,967,289</b>	<b>(46,434)</b>
<b>EXPENDITURES</b>				
Franchise fee reimbursements	200,000	200,000	200,000	-
Personnel	847,884	811,253	817,610	(6,357)
Employee benefits	298,114	285,035	283,102	1,933
Office	159,600	159,600	132,570	27,030
Legal fees	50,000	50,000	44,312	5,688
Other administrative costs	27,500	49,500	59,569	(10,069)
Vehicle	9,500	9,500	5,183	4,317
Production	20,500	20,500	26,960	(6,460)
Capital expenditures	428,335	428,335	430,575	(2,240)
<b>TOTAL EXPENDITURES</b>	<b>2,041,433</b>	<b>2,013,723</b>	<b>1,999,881</b>	<b>13,842</b>
<b>REVENUES UNDER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(32,592)</b>	<b>\$ (32,592)</b>
Plus effect of capital assets purchased			200,161	
Plus effect of debt service			210,000	
Less effect of depreciation			(397,280)	
Less effect of net pension liability			(17,970)	
<b>CHANGE IN NET POSITION (GAAP BASIS)</b>			<b>\$ (37,681)</b>	

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

**BUDGETARY INFORMATION**

The Board of Commissioners adopts an annual legal budget for the Commission's enterprise funds. The budget for the funds is prepared on the modified accrual basis and includes capital outlays and debt service as expenditures. Additionally, the funds do not include depreciation and amortization as a budgetary expenditure. The reconciliation of the modified accrual basis (budgetary basis) to GAAP basis is found at the bottom of the schedules. Budgetary level of control is exercised at the overall budget level. During the year ended December 31, 2023, the Commission approved budget adjustments for unanticipated changes in personnel and accounting expenses. During the year ended December 31, 2024, the Commission did not approve any budget adjustments.

DRAFT

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER'S PERA CONTRIBUTIONS**  
For the Year Ended December 31, 2024

<b>Fiscal Year Ending</b>	<b>Statutorily Required Contribution (a)</b>	<b>Contributions in Relation to the Statutorily Required Contribution (b)</b>	<b>Contribution Deficiency (Excess) (a-b)</b>	<b>Covered- Employee Payroll (d)</b>	<b>Contributions as a Percentage of Covered- Employee Payroll (b/d)</b>
December 31, 2024	\$ 50,213	\$ 50,213	\$ -	\$ 669,507	7.50%
December 31, 2023	\$ 58,637	\$ 58,637	\$ -	\$ 781,827	7.50%
December 31, 2022	\$ 54,259	\$ 54,259	\$ -	\$ 723,453	7.50%
December 31, 2021	\$ 53,056	\$ 53,056	\$ -	\$ 707,413	7.50%
December 31, 2020	\$ 53,618	\$ 53,618	\$ -	\$ 714,907	7.50%
December 31, 2019	\$ 51,942	\$ 51,942	\$ -	\$ 692,560	7.50%
December 31, 2018	\$ 49,294	\$ 49,294	\$ -	\$ 657,253	7.50%
December 31, 2017	\$ 47,357	\$ 47,357	\$ -	\$ 631,427	7.50%
December 31, 2016	\$ 48,989	\$ 48,989	\$ -	\$ 653,187	7.50%

\* Schedule is to be provided prospectively beginning with the employer's fiscal year ended December 31, 2016 and is intended to show a ten year trend. Additional years will be reported as they become available.

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF EMPLOYER'S SHARE OF PERA NET PENSION LIABILITY**  
For the Year Ended December 31, 2024

Measurement Date	Statutorily Required Contribution (a)	Employer's Proportion of the Net Pension Liability (Asset)	Employer's Proportionate Share (Amount) of the Net Pension Liability (Asset) (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with NMTC (a)	Employer's Proportionate Share of the Net Pension Liability and the State's Proportionate Share of the Net Pension Liability Associated with NMTC (a)	Employer's Covered-Employee Payroll (b)	Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered-Employee Payroll (a/b)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
June 30, 2024	December 31, 2024	0.0077%	\$ 284,664	\$ 7,359	\$ 292,023	\$ 648,093	43.9%	89.1%
June 30, 2023	December 31, 2023	0.0093%	\$ 520,046	\$ 14,251	\$ 534,297	\$ 789,933	65.8%	83.1%
June 30, 2022	December 31, 2022	0.0099%	\$ 784,083	\$ 22,783	\$ 806,866	\$ 738,107	106.2%	76.7%
June 30, 2021	December 31, 2021	0.0098%	\$ 418,504	\$ 12,781	\$ 431,285	\$ 705,347	59.3%	87.0%
June 30, 2020	December 31, 2020	0.0095%	\$ 569,568	\$ 17,576	\$ 587,144	\$ 679,587	83.8%	79.1%
June 30, 2019	December 31, 2019	0.0097%	\$ 536,291	\$ 16,666	\$ 552,957	\$ 683,453	78.5%	80.2%
June 30, 2018	December 31, 2018	0.0098%	\$ 543,664	\$ 17,795	\$ 561,459	\$ 652,560	83.3%	79.5%
June 30, 2017	December 31, 2017	0.0099%	\$ 632,009	\$ 7,940	\$ 639,949	\$ 637,427	99.2%	75.9%
June 30, 2016	December 31, 2016	0.0102%	\$ 828,188	\$ 10,782	\$ 838,970	\$ 629,160	131.6%	68.9%

\* Schedule is to be provided prospectively beginning with the employer's fiscal year ended December 31, 2016 and is intended to show a ten year trend. Additional years will be reported as they become available.

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners  
North Metro Telecommunications Commission  
Blaine, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of North Metro Telecommunications Commission (the Commission), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise North Metro Telecommunications Commission’s basic financial statements and have issued our report thereon dated May 20, 2025.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.



Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2024-1 and 2024-2 that we consider to be significant deficiencies.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **North Metro Telecommunications Commission's Response to the Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Commission's response to the findings identified in our audit and described in the accompanying schedule of findings and responses. The Commission's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

May 20, 2025

## INDEPENDENT AUDITOR'S REPORT ON MINNESOTA LEGAL COMPLIANCE

To the Board of Commissioners  
North Metro Telecommunications Commission  
Blaine, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of North Metro Telecommunications Commission as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated May 20, 2025.

In connection with our audit, nothing came to our attention that caused us to believe that North Metro Telecommunications Commission failed to comply with contracting – bid laws, depositories of public funds and public investments, conflicts of interest, public indebtedness, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Commission's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. Accordingly, this communication is not suitable for any other purpose.

May 20, 2025

**NORTH METRO TELECOMMUNICATIONS COMMISSION**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
For the Year Ended December 31, 2024

**2024-1 Lack of Segregation of Duties**

Condition: North Metro Telecommunications Commission does not have adequate internal accounting controls in certain areas because of a lack of segregation of duties.

Criteria: Internal controls should provide a good system of internal accounting controls that contemplate an adequate segregation of duties so that no one individual handles a transaction from its inception to its completion.

Cause: This condition is common to organizations of this size due to the limited number of office personnel.

Effect: The lack of segregation of duties may not provide an effective system of internal accounting control necessary to prevent and detect errors and irregularities.

Recommendation: Management should provide close supervision and review of accounting policies and procedures and financial information. The Board of Commissioners should monitor the activities of the Commission by receiving interim financial statements and provide oversight to the financial reporting process. Any modifications of internal controls in this area should be reviewed from a cost-benefit perspective.

Management Response: Management will continue to implement segregation of duties to the extent possible. Management and the Board of Commissioners will continue to provide oversight to the financial reporting process.

**2024-2 Financial Reporting Process**

Condition: Like many similarly sized organizations, North Metro Telecommunications Commission has requested assistance from us, the auditors, with drafting financial statements and the related notes.

Criteria: Internal controls should provide a good system of internal accounting controls that includes the preparation of the financial statements and footnotes.

Effect: This control deficiency increases the possibility that errors and irregularities in the presentation of the financial statements and footnotes may not be detected on a timely basis.

Recommendation: The outsourcing of these services is not unusual to organizations of this size and is a result of management's cost-benefit decision to rely on our accounting expertise rather than incurring this internal resource cost. Management and the Board of Commissioners should continue to monitor the activities of the Commission by reviewing the financial statements and related notes and providing oversight to the financial reporting process.

Management Response: Management is aware of the situation, but a cost-benefit analysis of the issue does not currently support the allocation of additional employees or resources at this time. Certain other safeguards are currently maintained (management oversight and review of draft financial statements) which provide satisfactory mitigation of the issue.

## **NORTH METRO TV**

**TO:** EXECUTIVE COMMITTEE/CABLE COMMISSION  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** JUNE MISCELLANEOUS UPDATES  
**DATE:** 6/5/2025

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### **Guns-N-Hoses**

North Metro TV was proud to once again broadcast the annual Guns 'N Hoses hockey game. This year, in keeping with the event's growing popularity, coverage shifted to the NMTV Sports team, who used our HD production truck to film the game and broadcast it live. Hosted by the Lino Lakes Volunteers in Public Safety, the charity game pits local police personnel against local fire personnel, with some guest NHL pros added for good measure. This was an all hands on deck production, with the bulk of the NMTV staff all pitching in to help the sports team get the show on the air and to advertise it on social media. So far, the game and its highlights video have attracted more than 800 views.

### **Polar Plunge**

The Anoka County Polar Plunge returned to Blaine for the second year, bringing with it 920 plungers and some \$225,000 collected for Special Olympics. Trevor Scholl and TJ Tronson were on hand to film the event, helping to get the word out by talking to a Special Olympics representative and Blaine Police Detective Orin Chistensen. The video is jam packed with exciting, kinetic shots that perfectly capture all the thrills and chills of the day.

### **Spring Lake Park City Hall**

North Metro TV was proud to record the first City Council meeting at Spring Lake Park's gorgeous new city hall on March 17. While that first meeting recording was somewhat rudimentary, NMTV staff worked with Z Systems to install, test, and train on all the city's new video equipment, making each meeting recording better than the one before. As of May, the new video system was fully operational and city hall was once again bringing meetings to the homes of everyone in Spring Lake Park.

### **The Running Man**

Justin Ernst has run every street in the City of Blaine. That's 533 roads, 330 Cul de Sacs, and 40 miles of trails, equaling 1,000 miles overall. It's an amazing achievement that has given this local resident the unique opportunity to see every inch of the city. Trevor Scholl was on hand to see him run the last few feet, capping off a yearlong health journey. Justin hopes his story will inspire others to get outside and get active. Now, he just has to figure out which city to run to next.

### **Heroes and Hydrants**

The SBM Fire Department has a brand-new show on North Metro TV. Heroes and Hydrants is the brainchild of Community Relations Officer Chuck Fleury. Chuck wanted to find a way to highlight the issues facing the department as well as the good they do in the community. Danika Peterson and Eric Nelson immediately jumped on board and the result is a new, monthly series that brings the department right into people's homes.

### **Pizza with a Purpose**

This spring, the SBM Fire Department teamed with Pizza Hut of Blaine to take over pizza delivery for one special night. Their goal: to give free pizzas to homeowners with working smoke detectors. Eric Nelson went along for the ride and met several stunned residents who gladly let the fire personnel into their homes to check their detectors. That video is currently available on NMTV social media channels and will be part of an upcoming episode of Heroes and Hydrants.

### **North Metro Now**

North Metro Now is the new series with greater reach than any other NMTV show. As you may recall, each episode of North Metro Now features a compilation of all the best stories from the previous month. The series is specifically designed to be shared with other area community stations and to expand the reach of our member cities' stories across the metro. The premiere episode aired in 14 additional cities. Since then, North Metro Now has proven popular and is currently airing in 48 cities, including Woodbury, Stillwater, Maple Grove, Coon Rapids, and Plymouth.

## **NORTH METRO TV**

**TO:** CABLE COMMISSION  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** LEGISLATIVE UPDATE  
**DATE:** 6/5/2025

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### **Federal Digital Equity Act**

Since 2023, North Metro TV has been working with the Minnesota Department of Employment and Economic Development (DEED) on their Digital Opportunity Plan. That plan sought to expand Minnesotan's access to broadband and digital technology in a variety of ways. North Metro TV developed new classes for local seniors, wrote reports, and hosted listening sessions to help DEED develop that plan. Our participation helped to encourage DEED to make local governments and PEG stations eligible for competitive and noncompetitive grants that were expected later this year.

Unfortunately, DEED recently announced that the federal government was terminating the state's \$12 million grant from the State Digital Equity Capacity Grant Program. Due to this action, DEED will no longer be able to offer the expected grants.

### **NTIA Grant**

Last year, the North Metro Telecommunications Commission applied for a Digital Equity Competitive Grant through the National Telecommunications and Information Administration (NTIA). The NMTC was not among the cities and organizations in the first round of funding announcements, but there were hopes that we might be included in a later announcement. If not, the NTIA intended to offer further rounds of funding and to provide feedback on unsuccessful applications. The Commission planned to use that information to reapply the next time the NTIA offered funding.

Unfortunately, the Commission recently received an email from the NTIA stating that all Digital Equity Competitive grant awards have been terminated.



Eric Houston &lt;eric@northmetrotv.com&gt;

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**Fwd: Termination of Federal Digital Equity Act**

1 message

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**Michael Bradley** <mike@bradleywerner.com>  
To: Michael Bradley <mike@bradleywerner.com>  
Bcc: eric@northmetrotv.com

Fri, May 16, 2025 at 3:53 PM

Good afternoon,

The notice below from the Minnesota Office of Broadband Development was released this afternoon indicating that the federal government was terminating the funding for the Digital Equity Capacity Grant Program. Many of you participated in the development of the State's Digital Opportunity Plan resulting in local governments being eligible for competitive and noncompetitive grants from this program. The termination of funding will effectively eliminate these grants.

Mike

Michael R. Bradley  
**Bradley Werner, LLC**  
(651) 379-0900 ext. 101  
[mike@bradleywerner.com](mailto:mike@bradleywerner.com)  
[www.BradleyWerner.com](http://www.BradleyWerner.com)

----- Forwarded message -----

From: **DEED Communications** <[MNDEED@public.govdelivery.com](mailto:MNDEED@public.govdelivery.com)>  
Date: Fri, May 16, 2025 at 3:19 PM  
Subject: Termination of Federal Digital Equity Act  
To: <[mike@bradleywerner.com](mailto:mike@bradleywerner.com)>



## Termination of Federal Digital Equity Act

Minnesota's Office of Broadband Development has issued an urgent update on the status of Minnesota's Digital Opportunity Plan.

Late last Friday, May 9, 2025, the Minnesota Department of Employment and Economic Development (DEED) received notification from the federal government that it was immediately terminating the state's \$12 million grant from the State Digital Equity Capacity Grant Program. This funding was intended to reduce gaps in broadband access and expand digital skills and technology availability. All states received the same notification of cancellation and are awaiting further guidance

from the U.S. Department of Commerce regarding next steps.

Minnesota's Digital Opportunity Plan, a deliverable from this program, focuses on ensuring every Minnesotan has the tools and skills needed to harness the full power of broadband and reap the benefits of a digital economy. The U.S. Department of Commerce had approved DEED's Digital Opportunity Plan as part of the federal Digital Equity Act in 2024.

This sudden and unprecedented cancellation of awarded funding could hurt DEED's work to expand broadband access and digital technology to Minnesotans who are most underserved: seniors, Greater Minnesota residents, veterans, low-income Minnesotans, people of color, people with disabilities, and more.

Due to this federal action, DEED will not be able to provide grants to local governments, organizations, and small businesses to ensure these Minnesotans have the tools and skills to access and use the internet and digital technology. DEED is also forced to halt a planned statewide network of local experts to ensure Minnesotans everywhere have equitable access to get online.

Minnesota is a leader in delivering broadband, and we are committed to expanding service to underserved and unserved areas throughout the state. In light of this sudden cancellation, we are working with partners to determine how best to pursue the goals of our Digital Opportunity Plan.

If you have any questions or would like further information, please don't hesitate to reach out to [deed.broadband.equity@state.mn.us](mailto:deed.broadband.equity@state.mn.us).

Thank you for your continued support and engagement.

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Questions? [Contact Us](#)



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*DEED is an equal opportunity employer and program provider.*

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This email was sent to [mike@bradleywerner.com](mailto:mike@bradleywerner.com) using GovDelivery Communications Cloud on behalf of: Minnesota Department of Employment and Economic Development · Great Northern Building, 180 E 5th St Suite 1200, St. Paul, MN 55101 · (800) 657-3858







Eric Houston <[eric@northmetrotv.com](mailto:eric@northmetrotv.com)>

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**NORTH METRO TELEVISION - DE Competitive 2024 - GRN-003576**

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**NTIA - Broadband Grants** <[broadbandgrants@ntia.gov](mailto:broadbandgrants@ntia.gov)>  
To: "eric@northmetrotv.com" <[eric@northmetrotv.com](mailto:eric@northmetrotv.com)>

Tue, May 20, 2025 at 4:55 PM

Dear Eric Houston,

All Digital Equity Competitive and Digital Equity Capacity grant awards have been terminated, except for grants to Native Entities, which are pending further legal review.

Regards,

Sarah Bleau  
Team Lead, Competitive Grant Program  
phone: 303-868-9852

## **NORTH METRO TV**

**TO:** CABLE COMMISSION  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** FIRST QUARTER COMCAST FRANCHISE AND PEG FEE REPORTS  
**DATE:** 6/5/2025

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The Commission has received the first quarter gross revenue, franchise, and PEG fee reports and payments from Comcast. Comcast is required to provide these payments and reports within 30 days of the end of the quarter.

## **NORTH METRO TV**

**TO:** CABLE COMMISSION  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** FRANCHISE EXTENSION UPDATE  
**DATE:** 6/5/2025

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As of March, signed copies of the Franchise Extension Ordinances for all seven of our member cities have been received from Comcast. Copies have been distributed to each member city. This completes the Franchise Extension the Commission began last year. The current NMTC franchise will now be in effect through June 2030. The Interim Co-Executive Directors would like to thank the Commission and the Operations Committee for all of their help making this happen.

## **NORTH METRO TV**

**TO:** EXECUTIVE COMMITTEE

**FROM:** OPERATIONS COMMITTEE

**SUBJECT:** ORGANIZATIONAL ANALYSIS/EXECUTIVE DIRECTOR REPORT

**DATE:** 4/28/2025

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At its most recent meeting, the Executive Committee engaged Dr. Waldron to conduct an organizational analysis and provide a recommendation regarding the future leadership structure of North Metro TV. Enclosed is Dr. Waldron's final report, which recommends formally appointing the current co-interim Executive Directors to permanent roles.

To support the success of this unique leadership model, a set of operating procedures will be established. Specifically, any policy or procedural disputes between the co-Executive Directors will first be referred to the Chair of the Operations Committee for review and, if necessary, escalated to the full Operations Committee for resolution. These procedural guardrails will be finalized over the next month and presented to the full Board for approval.

Additionally, the Operations Committee will review and update the job descriptions for each co-Executive Director and bring forward a recommendation on compensation at the June Board meeting.

To monitor and safeguard the effectiveness of this organizational structure, Dr. Waldron will be engaged to conduct follow-up evaluations at six-month, one-year, and two-year intervals. These periodic assessments will help ensure continued alignment and organizational success under this leadership model.

The recommendation of the operations committee is to recommend to the North Metro-TV board to appoint Co-Executive Directors at the June board meeting.



# NORTH METRO TV ORGANIZATIONAL ANALYSIS



Prepared For: North Metro TV  
April 2025



# **NORTH METRO TV ORGANIZATIONAL ANALYSIS**

**April 2025**

## **Preface**

The Waldron Company was hired to conduct a brief organizational analysis as well as a potential search for an executive director for North Metro TV. The previous, and well respected executive director, retired and a dual leadership model was developed and has been in place for approximately the past 15 months. Initially, it was thought that the consultant would also help facilitate the search; however, it was subsequently decided that he would first complete an analysis of the current structure to formulate a recommendation as to whether such a search should occur or whether the dual leadership system should remain in place.

This report discusses the methodology and findings, as well as provides a specific recommendation. The report also includes the consultant's thoughts and suggestions with respect to the future operations of the commission.

The consultant, Craig Waldron, wishes to thank the directors, staff, commissioners, and the two members of the operations committee for their participation in this endeavor. All participants were very generous with their time and, in the consultant's opinion, were completely open and honest in their dialogue making it possible for the consultant to complete a comprehensive report.

## **Executive Summary**

The Waldron Company was engaged to conduct an organizational analysis of North Metro TV and evaluate whether its current dual leadership model should remain in place or if a search for a new executive director should be initiated. This analysis involved interviews with commission members, staff, operations managers, and executive directors to gather insights into the effectiveness of the leadership model and future organizational needs.

## **Key Findings**

- The majority of stakeholders expressed support for the dual leadership model, citing its effectiveness, cost savings, and ability to maintain operational stability during a transitional period.
- Both co-directors demonstrated professionalism, extensive experience, and commitment to the organization's success.
- Some concerns were raised about role clarity and the potential benefits of hiring a single executive director through an external search process.
- The operations committee is highly respected and capable of addressing any challenges that may arise with the dual leadership arrangement.

## **Primary Recommendation**

The consultant recommends continuing the dual leadership model as it has proven effective over the past 15 months. This recommendation is based on stakeholder feedback, cost considerations, and the stability it provides during a challenging period for local cable organizations.

Enhancements such as improved communication frameworks, clarified roles and responsibilities, leadership training, and succession planning are suggested to ensure long-term success.

## **Optional Consideration**

If a search is pursued, an external process is recommended to evaluate both internal and external candidates comprehensively.

## **Future Organizational Capacity Building**

To strengthen the organization's capacity and prepare for future challenges, the following steps are recommended:

1. Enhance communication between leadership, staff, and the commission.
2. Conduct further analysis of roles and responsibilities within the dual leadership model.
3. Invest in leadership development for current directors.
4. Develop a comprehensive succession plan.
5. Foster an innovation-focused culture and engage in strategic planning to address industry changes.

This approach ensures stability while positioning North Metro TV for continued growth and adaptability in a rapidly evolving landscape.

### **Methodology**

The consultant interviewed commission members, television staff, and the two operations committee members, Pat Antonen and Dan Buchholtz. The consultant pointed out that he would make every effort to ensure anonymity with respect to the respective discussions and responses.

### **North Metro TV Operations Committee Questions:**

- Please provide some background/perspective with respect to North Metro TV and its current model.
- What is your opinion with respect to the shared leadership model and how it is functioning?
- What concerns you about continuing this particular arrangement versus bringing in a new executive director?
- Should we keep this particular model in place? What are the upsides/downsides?



- What is your opinion if we just decided to do an internal search process?
- Does it make sense to you to consider an external search process? What criteria do you think we should utilize in our decision on whether to continue the current process or to open it up through some form of a search.
- Do you think we could build a basic ‘fail safe’ process where we continue the existing system but we would have the ability to move quickly should we start to experience difficulties with this particular model?
- Any other questions I should have asked?

North Metro TV Commission Member Questions:

- How effective is this dual leadership model working in your opinion?
- Do you have any current concerns with respect to this model?
- What is your perspective with respect to continuing this model versus searching for and hiring a new executive director?
- Do you prefer the current arrangement to stay in place or do you personally prefer a new executive search?
- If we do move forward with the executive search should that be internal or external?
- If we keep the current dual leadership process in place, are there methods or procedures that we can implement to ensure its ongoing success and allow us to react quickly if problems surface?

North Metro TV Staff Member Questions:

- How do you think the dual leadership model is working?

- Is this model working for you? Do you feel supported?
- In your opinion, should we keep this model in place?
- Are you clear on who you report to?
- What would be your opinion of an internal search or an external search for a new executive director?
- What safeguards could we put in place if we wanted to keep the dual leadership model in operation.
- How could we improve the sustainability of this model?
- Any other questions I should have asked?

North Metro TV Executive Director Questions:

- Tell me how you personally think the dual leadership model is working.
- If you say it is working, why has it been successful thus far?
- Should we keep this model in place? Why?
- What is your opinion if we conduct an external search for an executive director? What if we simply did an internal process?
- If we keep the system in place what additional safeguards and processes could we utilize to ensure the ongoing success?
- Any other questions I should have asked?

## Participants

Following is a list of the individuals who were interviewed. It is worth repeating that the consultant was very appreciative of the time and openness with respect to each participant's interview.

### Cable Commission:

- Barbara Goodboe-Bisschoff, Chair
- Meagan Bachmayer
- Nancy Golden
- Andrew Hallberg
- Barbara Mahr
- Chris Massoglia
- Matt Percy (former member)
- Dale Stoez

### North Metro TV:

- Pat Antonen, City Administrator/North Metro Operations Committee
- Dan Buchholtz, City Administrator/North Metro Operations Committee
- Eric Houston, Interim Co-Executive Director/Studio Manager
- Kenton Kipp, Sports Director
- Ted Leroux, Sports Producer
- Eric Nelson, News Producer
- Danika Peterson, Interim Co-Executive Director/News Director
- Trevor Scholl, Municipal Producer
- TJ Tronson, Events Coordinator

## **Findings**

In this section, the consultant wants to highlight some of the responses that were received that he believes are essentially indicative and representative of some of the overall thoughts flowing from the interviews. Again, every effort has been made to ensure confidentiality; thus, the comments are not attributed to any particular individual.

Overall, the majority of interviewees seemed to be comfortable with and relatively supportive of maintaining the dual leadership model, with a few exceptions.

### **Commission Member Comments:**

- I find the two directors to be very good, very responsible.
- I am not aware of any issues with respect to our co-leaders.
- I don't really have a preference on how we move forward with the hiring situation.
- I don't really have any concerns about this model. I think it's worked OK for the past 14 months and I have confidence in the operations committee to deal with any significant problems.
- I like the dual leadership model and I think it works well .
- I think this is a good collaboration and with clear roles and clear authority, it should be successful.
- I find the leadership to be very good and very responsive.
- They're a good team and they do a great job.
- I think we need a search. It's important to have one leader.

- They seem to be doing a great job and the organization is well run. They have done particularly well addressing our financial situation.
- I would lean toward keeping everything the same.
- If we decide to do some form of a search, we should keep it internal.
- They're doing a great job, but I would still like to see us move to one executive director and do an external search.

Staff Comments:

What follows are general comments from the staff. Every effort was made to ensure that the comments were anonymous and not attributable to any one particular staff member. As in the case of the commissioners, the staff lean toward keeping the leadership model the same, with a few exceptions.

- I think the dual leadership approach is working fantastically.
- I think it is in the best interest of the commission to keep going as we are now. Things are working and it saves money.
- The working environment is great and the staff is supported.
- They have done a good job keeping us afloat.
- Maybe an open search process may be positive.
- I like this dual system and the culture that's been created. We are all able to do our jobs and we have not missed a beat.

- I think it has gone well and the directors play to each other's strength.
- These are both good people, but I'm not sure the dual leadership works as it can be confusing on who runs the show and who do we report to.
- Maybe we should have an open external search.
- I would be fine leaving everything the way it is. I think the two work well together.
- I think we should keep this system as it works and it provides a good balance.
- They do a good job and they each are knowledgeable in their own areas.
- We are adjusting to our circumstances and I feel like I am supported.
- If we were to conduct a new search, it should be external.
- I think it's wonderful having two people in this position. I am a real fan of this approach and I have faith in their abilities.

#### Operations Committee Member Comments:

Although it is more difficult to maintain the same level of anonymity in light of the fact that only two individuals were interviewed, the consultant states that he found both members extremely helpful in providing background and offering perspectives. He notes that the most important information culled from their interviews was their extensive commitment to the commission to ensure its strength and viability in future years. With the two of them at the helm, the consultant is confident that the existing dual leadership could be successful, as well as any other leadership approach chosen. The operations committee appears to be a critical backbone to the ultimate success of the organization. The consultant has great confidence in these two individuals.

### Executive Director Comments:

Again, similar to the situation above, it is difficult to ensure anonymity when interviewing only two individuals and, also as noted above, the consultant found both interviewees to be very committed to the success of the organization. These two individuals have extensive experience in the organization and are very competent professionals. As one would expect, they would like to continue to utilize the dual leadership model. Should the commission decide to do an internal or external search, I would envision both of them handling it in a very professional context.

### **Primary Recommendation**

Developing a final recommendation was a challenge for the consultant. Essentially, two perspectives remained constant throughout the process and as he completed this analysis. The first perspective relates to the fact that throughout his career, the consultant has not been particularly comfortable with dual leadership models. He has been involved in dual leadership models on a number of occasions, including instances where the models were less than successful. His last personal experience with co-leadership, however, turned out to be extremely successful. While at Hamline University, he served as co-director for the Center for Public Administration and Leadership. The relationship worked extremely well as the center was, and continues to be, quite successful. Although no longer at Hamline on a full-time basis, the consultant retains an excellent relationship with his fellow co-director; they are still in contact and collaborate on a number of projects.

The consultant's other perspective is that when a model or system is working, don't change it. One can improve it but there is no need to abandon the whole model. This is essentially the old adage that if it isn't broken, don't fix it.

After analyzing all of the interviews and discussions, and after much thought and consideration, the consultant recommends that North Metro TV continue to use the existing dual leadership model based on the following:

1. Government organizations, including cable commissions, are all in a state of difficult transition and are facing significant challenges. Thus, this is not the time to look at major leadership changes. The model appears to be working and the consultant would rely on the existing leadership to work through these future challenges. In addition, local governance is becoming much more difficult and volatile; thus, if a working model is in place and successful, the consultant would suggest continuing to utilize it.
2. The commission has already experienced major transitional challenges. The retirement of a well respected leader, and the subsequent 15 months of an interim system versus a permanent arrangement is extremely stressful and challenging. The staff has been through a serious period of transition and has come through this transition period with a model that is working.
3. Utilizing the system should be cost-effective as opposed to bringing on new leadership. One of the directors provided basic financial information on a new leadership position that could end up costing the organization approximately \$66,000 in new annual expenses.
4. The two leaders work very well together and have worked out a successful model for dual leadership.
5. On the whole, with some exceptions, the staff is comfortable with the dual model and would prefer to keep it. They seem to be appreciative of being in a period of relatively smooth sailing. That being said, there are a few staff that would like to see a search conducted.
6. The same can be said for the commissioners that were interviewed. Again, with a few exceptions, the commissioners were comfortable with the dual leadership model and the two directors. As in the case with staff, a few thought an external search may be appropriate.
7. The consultant was made aware of a number of instances where an external search took place and a new director was brought into other cable organizations. These recruitments did not necessarily create a better outcome and actually created some significant problems for the organizations.



8. The operations committee is well respected and can easily address any problems that may surface with the dual leadership arrangement. The consultant has had the opportunity to work with a number of the members of the operations team. They are outstanding professionals who can easily monitor this dual system and should any problems surface, they would be able to successfully address them.
9. The consultant was impressed with his discussions with the two directors. They know the business and have been committed to North Metro TV with years of loyal service. The consultant believes they have earned the opportunity to give the dual system a chance.
10. Last of all, a great significant part of the consultant's time at Hamline University involved the study of organizational 'fit.' Oftentimes, organizations or individuals can fail simply because they are not a good fit for a particular organization. He got a real sense that the two leaders are a good fit for North Metro TV at this point in time. To go outside of the organization for a new executive director could possibly create significant organizational problems should this individual not be a good fit.

### **Optional Choice**

There was some interest, although at a much lesser extent, to the potential of conducting a search. If this ends up the direction of the group, the consultant would suggest an external process. This would allow the commission to provide the two existing leaders the opportunity for the position as well as taking a look at what may or may not be available in the open market.

### **Future Organizational Capacity Building**

Again, it is the consultant's recommendation that North Metro TV continue to utilize the dual leadership model and he suggests a number of enhancements to help facilitate the success of this model. They are as follows:

### **1. Continually Work to Enhance the Communication Framework**

The consultant would suggest building upon the communications framework that is in place. It is clear that the relationship between the operations committee and staff is extremely important. He suggests that the two parties continue to review and remain open to enhance and/or improve communications and reporting that could include the executive committee as well as the full board.

### **2. Complete Additional Analysis of Roles and Responsibilities**

Should it be decided that the dual leadership model will continue, it would be worthwhile to take a second look at further clarifying the understandings between the two directors with respect to their relationship and the respective rules and responsibilities.

Also, related to the above, further discussion with staff should occur to clarify any issues and to respond to any questions once a more permanent system is put into place.

### **3. Education and Training**

As the leaders move into their position, it is suggested that the commission provide ample funding for the ongoing development of their leadership skills.

### **4. Succession Planning**

It is also suggested that a level of succession planning occur. Should one leader leave or in the case of both of them leaving, it is critical that a plan be in place.

## **Future Considerations**

Based on the interviews, there was some discussion assuming there would be more permanence in the leadership situation; that there would be a future need for some new innovation and visioning. In that light, for future consideration, the following is recommended:

### **1. Foster an Innovation Culture**

Leaders should encourage an environment where experimentation, diverse perspectives, etc., are strongly encouraged. Employees should be empowered to explore new ideas and approaches while still maintaining the commissions' operational stability. This culture should reward creative contributions while fostering a perspective that encourages continuous learning.

### **2. Strategic Planning**

After going through this leadership transition, it would be helpful to go through a strategic planning process with the commission and staff, with a special emphasis on innovation and the vision for the future.

### **3. Consider Piloting New Initiatives**

Local cable television is experiencing major changes and challenges. The organization should be prepared to consider new initiatives and possibly develop new and innovative pilot projects to test out their feasibility.

# 2026 North Metro Telecommunications Commission

## Budget

### Talking Points

#### Overall Organizational Goals

- Support legislation that will update the community television funding model to better reflect current entertainment delivery trends.
- Develop educational services for internet service/devices/software usage.
- Apply for grants to fund broadband educational services.
- Grow commercial productions.
- Continue live and on-demand closed captioning.
- Comply with WCAG AA web standards.
- Continue to be responsive to cities communications needs.
- Maintain accessibility of all channels through live streaming, OTT channels, and video on demand services, 24-hours-a-day, on any device.
- Provide program playback, video transport, channel management services, video equipment maintenance and consulting services, internet streaming services for city channels, VOD libraries for meetings, meeting management software licenses and bookmarking services, program production and event coverage services, home-media transfer services, and public access to television production for our cities, schools and general public.

#### Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2026 are estimates based on previous allocations, planned spending for 2025, and estimated income.
- Estimated revenues include: Franchise fees, including the actual first quarter franchise fee payment, with anticipated reductions across quarters two through four. PEG fees based on estimated number of subscribers, throughout 2024, multiplied by the PEG fee.
- Other income includes dub fees, home movie transfers, drone, streaming and production services. Interest income is estimated conservatively based on the current market.
- Estimated expenditures include the operating expenses and capital expenses, production and office equipment, and the fee payment to the cities.
- The year end fund balances include:
  - The **Operating reserve** which is set at a minimum of 25% of the operating budget.
  - **Accrued vacation, sick and comp** time. The total value of owed vacation, sick, and comp time to employees.
  - The **capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **vehicle replacement fund** is to cover the cost of a new fleet vehicle.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, parking lot, AC replacement and painting, carpet replacement etc.
- The **franchise renewal fund** is a reserve fund for the NMTC's franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process historically costing around \$200,000 across the renewal period. With the 5-year franchise extension, these funds won't be needed in the near future.

## **Budget**

- The recommended operating budget for the organization totals \$1,443,254. This number is a \$786 decrease compared to last year's operating budget. Decreases were made to overall wages and benefits costs with the recommended Co-Executive Director model. Increases were made administrative costs line items. New expenses include an update to make the website meet federal accessibility requirements, along with ongoing consulting fees and educational opportunities for the Co-Executive Directors.
- Budgeted capital purchases for 2026 are set at \$224,750. Budgeted capital items include a new video player for the control room, a new router for the production truck, equipment contracts, closed captioning contracts, and closed captioning charges. The capital budget also includes routine computer/software upgrades, and software licenses, and \$100,000 in capital equipment support for cities.
- The overall 2026 capital budget is \$6,210 lower than the 2025 capital budget.
- The overall 2026 budget is \$6,996 lower than the 2025 budget.

## **Closing Points**

- North Metro TV provides a variety of valuable services to our member cities in a very cost effective manner. These services include:
  - Program playback and channel management.
  - Closed captioning.
  - Internet streaming of city meetings.
  - Bookmarking city meetings.
  - Podcasting city meetings.
  - Live streaming of city channels and community channels.
  - Provide city channels on Roku and AppleTV via NMTV app.
  - Video equipment repair, maintenance and consulting.
  - Drone services.
  - Video production services.
  - Meeting coverage and troubleshooting.
- The general public also benefits from the services of North Metro TV. These services include:
  - Educational opportunities.
  - Access to professional video production tools.

- Home Movie transfer services.
  - Varied and informative programming about their community, including high school sports, local news, and city meetings.
- Future state and federal legislation could have an impact on future income sources.

# **North Metro Telecommunications Commission**

## **2026 Budget Line-Item Supporting Information**

### **Personnel**

- The recommended 2026 budget follows the recommendation of The Waldron Group to move to a Co-Executive Director model and reduce one full-time staff position.
- The personnel line-item reflects a 3% COLA.
- Part-time staff includes sports and meeting coverage personnel. Employees in the part-time group are used when needed for a sports shoot or to cover a city meeting. The majority of the part-time staff qualify for PERA. They are not eligible for health benefits. Payroll taxes apply.

### **Benefits**

- The NMTC employee benefits package has been budgeted at \$1,400.00 per FT staff per month for 2026, plus the expected PT payroll taxes and PERA costs. This is \$0 more, per person/per month than was budgeted for 2025. The Member City benefits package average for 2024 was \$1,399.80.
- All indications are that the NMTC's contribution to PERA will remain at 7.5% in 2025.

### **Administrative Expenses**

- Budgeted administrative expenses are \$2,700 higher than 2025. The increases include educational opportunities for the new Co-Executive Directors, as well as ongoing consulting from The Waldron Group.

### **Production Expenses**

- Budgeted production expenses are \$12,800 less than 2025. The need for DVDs, Blu-rays, and disc cases continues to decrease, partially as a result of electronic file transfers.
- The intern budget has been decreased by \$2,000

### **Office Expenses**

- Office expenses are budgeted at \$10,200 more than the 2025 level.
- \$10,000 of the increase is attributed to website accessibility upgrades that put us into federal compliance before the April 2027 deadline.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.

- Building utilities include sewer, water, gas, and electric.
- Insurance includes all property, liability, crime, volunteer, vehicle, drone, and monument sign coverage.
- Office supply line-item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item covers bandwidth which is required to transport signals from city hall. NMTV continues to pay a fee to house video-on-demand and streaming content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed, or an inordinate amount of bandwidth for that purpose. The line-item also covers the wireless live transmission of sporting events and other field productions. The website maintenance contract, web hosting, telephone costs, license fees for our Roku and AppleTV apps, and the annual phone software upgrade are also included.
- Postage covers the cost of mailing dubs and equipment for contract maintenance, and other postage for the NMTC.
- Property tax is for the recycling assessment. In 2024, there was an unexpected street assessment fee in this line item.
- Building cleaning, trash, recycling, and hazardous material disposal/recycling increased \$6,000 to better reflect recent cost increases.

### **Capital Expenditures**

- The 2026 capital budget currently includes \$108,250 for production equipment, \$8,500 for office systems and software fees, \$8,000 for HVAC improvements, and \$100,000 for city capital expenses.
- The production equipment budget includes annual system contracts, including closed captioning, a new video player for the studio, and a new router for the production truck.
- Fees back to Cities are included as a capital cost.

### **Summary**

- The recommended 2026 Operating budget is \$786 lower than the 2025 budget.
- Capital equipment expenditures are budgeted at \$224,750, which is \$6,210 less than the 2025 budget.
- The 2024 HD bond payment was the final payment, and that bond has been paid off.
- It is recommended that fees returned to cities be included in capital expenditures in order to maximize fee payments in the future. This budget includes \$100,000 in fees for city capital expenditures and capital reserves.
- The overall 2026 budget is \$6,996 lower than the 2025 budget.



**North Metro Telecommunications Commission**  
**2026 FINANCIAL SUMMARY**  
**Estimated Fund Balances/Revenues/Expenditures.**

**BEGINNING FUND BALANCES**

Operating Reserve	\$608,709
Accrued Vac, Sick, Comp	\$120,000
Capital Equip. Fund	\$504,155
Vehicle Replacement Fund	\$49,763
Bldg Repair Reserve	\$275,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

**TOTAL: \$1,757,627**

**ESTIMATED REVENUES**

Franchise Fees	\$972,000
PEG Fees	\$480,000
Other Income	\$55,000
Interest Income	\$48,750
Income From Reserve Funds	\$112,254

**TOTAL: \$1,668,004**

**ESTIMATED EXPENDITURES**

Operating Expenses	\$1,443,254	
Capital Expenses: Equipment/Bldg	\$124,750	
Capital Expenses: Bond Payment	\$0	Paid off in 2024
Capital Expenses: PEG Fees to Cities	\$100,000	

**TOTAL: \$1,668,004**

**YEAR END FUND BALANCES**

		Increase(Decrease)
Operating Reserve	\$496,455	-\$112,254
Accrued Vac, Sick, Comp	\$120,000	\$0
Capital Equip. Fund	\$504,155	\$0
Vehicle Replacement Fund	\$49,763	\$0
Bldg Repair Reserve	\$275,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

**TOTAL: \$1,645,373 -\$112,254**

<p style="text-align: center;"><b>2026</b></p> <p style="text-align: center;"><b>North Metro Telecommunications Commission Budget</b></p>
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<p align="center"><b>2026</b></p> <p align="center"><b>North Metro Telecommunications Commission Budget</b></p>
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	2024 ACTUAL	2025 BUDGET		2026 BUDGET	
		Budget	April Act.		NOTES
ADMINISTRATIVE EXPENSES					
Commission Audit & Accountant	38,143	45,000	19,924	42,000	Annual audit of Commission finances
Audit: Company	0	0	0	0	
Consultants and Professional Fees	0	0	3,441	3,000	evaluating co-exec model
Conferences	600	5,000	140	5,000	NATOA & MACTA Conf. , Webinars
General/Special Meeting Expenses	2,330	3,000	738	3,000	
Government/Legislative Affairs	0	0	0	0	
Legal Fees	51,206	50,000	12,361	50,000	Franchise renewal/State and Fed Issues
Membership Dues	5,095	5,800	3,767	5,500	NATOA, MACTA, ,Chamber of C
Mileage Reimbursement	1,096	1,500	484	1,500	
Personnel Recruitment	0	0	0	0	
Tuition and Training	0	0	0	3,000	Executive Director Education
Contingency Expenses	0	0	0	0	
ADMINISTRATIVE EX. TOTAL:	98,470	110,300	40,855	113,000	
PRODUCTION EXPENSES					
Advertising/Marketing/Entry Fees	49	1,500	0	500	Printed materials, entry fees
Awards Ceremony/ Entry Fees	420	0	0	500	NATOA and MACTA awards
Bulbs/Batteries/Other Prod. Costs	239	4,500	214	1,000	Bulbs, Camera Batt. Duct tape
Interns	1,970	4,500	100	2,500	Stipends for internships
Truck/Fleet Vehicle Gas/Oil	2,725	3,800	580	3,500	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint/Lic.	2,818	6,500	4,241	4,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	298	4,500	0	1,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	477	1,500	214	1,000	Blank media for masters/copies
PRODUCTION EX. TOTAL:	8,996	26,800	5,349	14,000	
OFFICE EXPENSES					
Building Maintenance	26,328	50,000	8,877	35,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	798	800	0	1,000	
Building Utilities	21,494	35,000	8,766	30,000	Sewer, Water, Gas & Electric
Insurance	16,133	20,000	14,885	20,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	3,372	14,000	2,144	10,000	Copier & Fax maint. contracts, Supplies
Computer Apps/Subscriptions	15,431	0	6,978	18,000	Software subscriptions
Phone/Internt Service/Web Hosting	51,928	55,000	13,670	55,000	VOD, Live Streaming, web maint.,bandwidth
Website Update				10,000	WCAG AA updates
Postage/Shipping	201	250	343	250	equipment/dub/package postage
Property Tax	10,496	1,500	1,363	1,500	Recycling and street assessments
Trash/Recycling/Janitorial	11,822	10,000	4,040	16,000	
OFFICE EXPENSES TOTAL:	158,003	186,550	61,066	196,750	
OPERATIONS TOTAL:	1,075,899	1,444,040	476,012	1,443,254	

**2026**  
**North Metro Telecommunications Commission Budget**

	2024 ACTUAL	2025 BUDGET		2026 BUDGET	NOTES
		Budget	April Rev.		
<b>CAPITAL EXPENDITURES</b>					
Video Equipment	144,752	105,960	92,327	108,250	Master Control equipment, live streaming hardware
Computer/Office Equipment/Sftwre	20,042	15,000	10,492	8,500	office systems, software
To equipment reserve fund	200,000	0	0	0	
Vehicles	0	0	0	0	
Building Expenditures	12,409	10,000	0	8,000	HVAC improvements
Bond Payment	230,265	0	0	0	HD Bond Payment
City Capital Expenditures	150,000	100,000	100,000	100,000	Equipment/Equipment Reserves
<b>CAPITAL EXP. TOTAL:</b>	<b>757,468</b>	<b>230,960</b>	<b>202,819</b>	<b>224,750</b>	
<b>GRAND TOTAL:</b>	<b>1,833,367</b>	<b>1,675,000</b>	<b>678,831</b>	<b>1,668,004</b>	

## North Metro TV 2026 Recommended Equipment Budget

### Master Control Service & Subscriptions

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-1	CBL-PLATINUM-4	Tightrope	4 I/O Platinum Support through Tightrope. Loaner, Night Support, Upgrade Assistance	1	4250	4250
2026-2	CBL-PLATINUM-ADDL	Tightrope	Tightrope Additional I/O Annual Software Maintenance Contract for Large Systems (update 10 Needed)	10	550	5500
2026-3	CBL-REFLECT-BND	Tightrope	Cablecast Reflect Live & VOD Stream Server Subscription -	3	2800	8400
2026-4	CBL-REFLECT-LIVE	Tightrope	Cablecast Live Reflect Service	2	1500	3000
2026-5	CBL-CAPTIONING-500	Tightrope	500 Hour Block of Captioning	1	4000	4000
2026-6	CBL-CABLECAST-REN	Tightrope	Subscription Fee to maintain 1 Cablecast OTT channel	2	300	600
2026-7	CBL-ENCO-SUPPORT	Enco	Annual Support Contract for ENCO enCaption server & software	1	6500	6500
2026-8	M-PREM-SUPP-1	Haivision	Premium Maintenance & Support for StreamHub and Pro460	1	7000	7000
						<b>39250</b>

### Master Control Equipment

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
				0	0	0
						<b>0</b>

### Control Room/Studio A

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-20	Evertz Playback Server	Evertz	4 Output Playback Server replacing the Black Storm	1	36000	36000
						<b>36000</b>

### Control Room/Studio B

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Production Truck

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						0
						<b>0</b>

### Sports Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
2026-50	Ross NK Router	Ross	Ross router to replace 10-year old router in truck	1	20000	20000
						<b>20000</b>

### Public Access

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### News Department

ID No.	Model No.	Make	Description	Qty	Unit Price	Total
						<b>0</b>

### Special Events

ID No.	Model No.	Make	Description	Qty	Unit Price	Total

							0
<b>Municipal Servies</b>							
<b>ID No.</b>	<b>Model No.</b>	<b>Make</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>	
			Various Small Equipment Replacements	1	500	500	
							500
<b>Tech Shop Equipment</b>							
<b>ID No.</b>	<b>Model No.</b>	<b>Make</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total</b>	
2026-100			Cable Reels, Cable Ends, Small Tools, etc.....			7500	
							7500
<b>Various Small Items</b>							
<b>ID No.</b>	<b>Model No.</b>	<b>Make</b>	<b>Description</b>			<b>Total</b>	
2026-120	-	-	Small Item Budget			5000	
							5000
<b>Grand Total</b>							108250.00

## North Metro TV 2026 Computer Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-201		PC	Michele Office Computer	1	1500	1500
2026-202		PC	Ted Office Computer	1	3000	3000
2026-203		PC	Matt Office Computer	1	1500	1500
2026-204		PC	Computer Replacement Parts	1	1000	2000
						<b>8000</b>

## North Metro TV 2026 Software Budget

ID No.	Model No.	Make	Description	Qty	Cost	Total
2026-301	Adobe Suites	Adobe	Adobe Photoshop, Premiere, After Effects....etc (\$900/Month)	12	900	10800
2026-302	Office Products	Microsoft	Microsoft Office Subscription	1	2500	2500
2026-303	Gmail Accounts	Gmail	Google Gmail & Workspace Business Accounts (Monthly at \$211)	1	3000	3000
2026-304	Mac Drive	MacDrive	MacDrive Account for 4 Yearly Licenses	4	50	200
2026-305	RealVNC Pro	RealVNC	Remote VNC Connection to office computers (Yearly Subscription)	1	1000	1000
						<b>17500</b>

## NORTH METRO TV

**TO:** EXECUTIVE COMMITTEE  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** DRY SYSTEM REPLACEMENT  
**DATE:** 6/5/2025

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The North Metro TV building dry fire suppression system has reached its end of life. Multiple leaks have been detected and patched within the system, but the only viable long-term solution is replacement.

The dry system is a series of pipes in the building attic.

- The pipes are filled with compressed air. In the event of a fire, the air would vent from the pipes, allowing them to fill with water and feed the attic sprinkler system.
- Dry systems are necessary in Minnesota because attic pipes that are constantly filled with water would freeze during the winter and break.

Our current dry system:

- Over the last couple of years, multiple air leaks have been detected and patched within the system.
- Leaks are caused by very small holes that can only be detected by sound. As such, they are difficult to find and repair.
- The expected service life of the standard dry system is 20 years.
- Our dry system is 21 years old.

There are three options for a new dry system: a standard system, a nitrogen system, and a vapor shield system. Each of these would likely incur added costs of approximately \$4,000 - \$6000, such as drywall and attic insulation repair.

Standard system

- Similar to what we have now
- Should last 20 years
- Substantially less expensive

Vapor Shield system

- Coats the pipe with a shield of vapor to prevent corrosion
- A newer alternative to nitrogen
- Technology is new enough that it is unclear how many years it could add to the life of the system
- One third the price of the nitrogen add-on



## Nitrogen system

- Uses compressed nitrogen to fill pipes
- Nitrogen is less corrosive to the pipes
- System life expectancy up to four times that of a standard system
- Staff has spoken to other businesses that utilize nitrogen systems and received positive feedback

Presented here are:

Nova Fire Protection Quote (\$91,247 standard; \$99,617 vapor shield; \$115,921 nitrogen) **pp. 98 - 99**

Life Saver Fire Protection Quote (\$73,900 standard; \$78,800 vapor shield) **pp. 100 - 102**

Staff recommends drawing funds from building reserves to purchase and install a new attic dry system and nitrogen generator from Nova Fire Protection in 2025.

At their May 6 meeting, the Operations Committee recommended that the Cable Commission authorize staff to use funds from building reserves not to exceed \$125,000 for the purchase and installation of an attic dry fire suppression system from Nova Fire Protection.

The Executive Committee made the same recommendation at their June 10 meeting.

**RECOMMENDED MOTION:** To authorize staff to use funds from building reserves not to exceed \$125,000 for the purchase and installation of an attic dry fire suppression system from Nova Fire Protection.

# NOVA

## FIRE PROTECTION, INC.

5/23/2025

Bid ID: 16049

NORTH METRO TV  
Attn: Matt Waldron  
12520 POLK ST  
BLAINE, MN 55434

P: (763) 234-4955  
F:  
E: mattw@northmetrotv.com

Job: **North Metro TV Attic Replacement - Rev 1**  
**1250 Polk St**  
**Blaine, MN 55449**

## Proposal

### SCOPE:

Replace existing dry-type Fire Sprinkler System in accordance with NFPA 13 (2016 edition) & the MN State Fire Code in the attic above the job referenced above (approximately 10,998 SF). Existing wet-system will remain as-is.

Starting point is the existing system controls. In the base bid the existing controls remain as is. See Alternate #1 for a dry pipe valve replacement.

Design: Attic occupancy is considered Light Hazard as per NFPA 13.

Sprinkler Heads & Materials: Sprinkler coverage will be provided by upright and specific-application sprinklers similar to the existing system.

All piping will be black steel; Sch.10 type will be used for grooved applications and Sch.30 for threaded applications. All materials are in accordance with NFPA 13.

Disposal of Existing Piping: The base price below includes demolition and removal of existing dry system mains. Attic dry-system branchline piping that is not replaced will be abandoned in the attic after existing sprinkler heads are removed.

Attic Access: Access into the attic is required to move new piping into the attic. Existing attic hatches will be used where possible, but additional access points will be required. It is anticipated that one access point per attic section (2 total) will be required. The exact locations of these points shall be determined during design phase. Sheet rock repair, or access hatch installation is not included in this proposal and is the owner's responsibility.

Fire Watch: During the work described above, the existing dry-system will be taken out-of-service, but the wet-system will remain in-service. Fire watch, if required, shall be provided by owner.

Insulation: During our work we will need to access a large portion of the attic, and repeated traffic will cause insulation to be displaced and / or compacted. We do not include any additional insulation in this quote, and it will be the owner's responsibility to reinsulate as necessary.

Electrical Wiring: No electrical wiring is required for the base bid. For alternates #1 & #2 all electrical wiring and fire alarm work is excluded. Both options will require a new or upsized 120v electrical

# NOVA

## FIRE PROTECTION, INC.

circuit for the air compressor or nitrogen generator. Alternate #3 does not require any electrical work.

Drawings, Permits, & Sales Tax: Design drawings are included and will be submitted to local Authority Having Jurisdiction. Applicable building permits and sales tax are included.

Items NOT included in this proposal:

Cutting and patching finishes  
Fire Watch (if required)  
Additional Attic Access  
Additional Insulation

**Base Bid for the scope of work above is..... \$78,549.00**

**Alternate #1 Scope:**

Replace the existing control valve, dry pipe valve, air maintenance device, and air compressor.

**Alternate #1: Add ..... \$12,698.00**

**Alternate #2 Scope:**

Provide and install a nitrogen generator to prolong the life of the new dry pipe system. Price excludes electrical wiring.

**Alternate #2: Add ..... \$24,674.00**

**Alternate #3 Scope:**

Provide and install a vapor pipe shield system to protect the new piping.

**Alternate #3: Add ..... \$8,370.00**

We appreciate the opportunity to submit this proposal and look forward to working with your company. Prices are valid for 30 days from date above.

Sincerely,

*Eric Halvorson*

Eric Halvorson, Minneapolis Manager  
c: (763) 244-4244  
e: eric@novafire.com

**Acceptance:** The above price, scope, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Progress payments will be paid within thirty days of invoice.

Check All that Apply: ☒ Base Bid  
☐ Alternate #1  
☐ Alternate #2  
☐ Alternate #3

Accepted by: \_\_\_\_\_ PO #: \_\_\_\_\_ Date: \_\_\_\_\_



5097 Nathan Lane North  
Plymouth, MN 55442

[lifesaverfire.com](http://lifesaverfire.com)  
763-473-9010

COMMERCIAL • INDUSTRIAL • RESIDENTIAL • DESIGN-BUILD CONTRACTOR

## PROJECT PROPOSAL

### The Lifesaver Promise

We are focused on your success and communication is our top priority. As your collaborative partners, we provide weekly progress updates on long-term projects, a dedicated project manager to execute to your scheduling needs, and we are committed to exceeding your expectations. As the largest privately owned fire sprinkler contractor in the state of Minnesota, we are committed to prioritizing our values and relationships over profit.

*It's not just our job; it's our reputation.*

### Why Choose Lifesaver?

Our in-house design team is dedicated to your project's success utilizing 3D modeling and BIM coordination. We offer a unique control center to improve owner's liability, a free first-year annual inspection with new installations, and complimentary planning and consulting services. At Lifesaver Fire Protection, we also offer competitive pricing, financial stability, and have excellent credit and vendor relationships to perform your project on time and on budget.

SUCCEED BY TREATING PEOPLE BETTER

SATISFIED

30 YEARS

CLIENTS





PRESENTED TO: <b>Eric</b>		DATE: 4/9/25
CLIENT PHONE: (763) 231-2808	EMAIL: eric@northmetrotv.com	JOB NAME: North Metro TV Attic System Replacement #25811
ADDRESS: North Metro TV 12520 Polk Street Northeast Blaine, MN 55434		JOB LOCATION: 12520 Polk Street Northeast Blaine MN 55434

Lifesaver Fire Protection is pleased to provide you with this proposal for the following work:

**1. Attic Dry System Pipe Replacement**

*Scope:*

Shut down attic dry system, demo all line and main piping and remove from attic and provide new system lines and mains in accordance with code requirements.

As requested I have added the option for a Vapor Shield system to extend the new piping lifespan, please review the provided brochure for questions.

**Proposal Includes:**

- Shut down system and drain
- Fill the system with water and check for leaks at working pressure and drain
- Design, permit, permit fees, and acceptance testing
- State/local taxes

**Proposal Excludes:**

- Night work, weekends, or shift differential pay
- Any work to the existing valve assembly, mains, and branch lines including changes in elevation
- Painting and/or preparation of pipe for painting
- Lift rental

<b>TOTAL:</b>	<b>\$73,900.00</b>
<b>Option for Vapor Shield VPS-500A System</b>	<b>\$4,900.00</b>

**Proposal Date: April 9, 2025**

**Accepted:**

**By:**

*Tom Johnson*

**Lifesaver Fire Protection, LLC**

**Name**

**Title**

If you have any questions about the above bid, please feel free to contact **Tom Johnson** at (612) 709-9829. We look forward to serving you!



## Limited Warranty and General Terms and Conditions

**Agreement:** The Proposal, together with these Terms and Conditions, constitute the entire agreement ("Agreement") of the parties.

**Scope:** This Agreement is for work described in the scope of this Proposal only. If Customer desire that Company undertake additional work, repairs, alterations or replacements, the Company will only do so for additional compensation to be agreed upon in writing and signed by the parties.

**Warranty:** Materials and labor completed by Company carry a 1-year warranty from the installation date. Company will at its expense repair or replace any defective materials supplied or performed in this Agreement. Tampering with or changes made by others to work will nullify the 1-year warranty.

**Material Prices:** Material prices are subject to change without notice. Company reserves the right to pass material prices increases to Customer.

**Payment:** If payment is to be made in installments, then Customer's obligation to pay Company begins when engineering plans are submitted to Company and/or materials are delivered to Job Location. Customer shall pay Company the entire amount due under this Agreement no later than 10 days after Company completes the work described in this Agreement, after which time payment will be past due and subject to interest at the rate of 18% per annum (or maximum rate allowed by law), together with all costs of collection, including reasonable attorney's fees.

**Access:** Customer shall ensure Company access to the Property at all reasonable times in order to conduct the work as outlined in this Agreement.

**Exclusions:** The following are expressly excluded from this Agreement: Electrical wiring; painting of pipe and equipment; replacement of heads or pipe sprayed or painted by others; fire Pumps; rack systems; underground pipe & T; solenoid; demo of existing pipe; standpipe; local alarm installation & wiring; kitchen hood or exhaust system; backflow prevention devices; system monitoring; concrete floors to be poured prior to installation; sprinkler heads to be installed according to industry standards but not necessarily centered in tile ; overtime work and work outside normal business hours requested by Customer; structural integrity of building to support hanging this system.

**Water Discharge:** While the Company will make every reasonable effort to prevent the discharge of water into or onto areas of landscaping, decorative pavement, etc., it is Customer's responsibility to provide sufficient and readily accessible means to accept the full flow of water that may be required by tests as determined by the Proposal.

**Limited Liability:** The Company does not know and does not represent whether the current fire protection system on the Property was originally designed and installed in such a way that the system will operate as originally intended or is suitable and sufficient for its intended purpose given the way in which the Property has been or will be used. In other words, the Property has been or may be used in ways such that the configuration of partition walls, the location and types of materials (including the presence of hazardous materials) and other conditions of the Property's use are such that the fire protection system is inadequate, insufficient or unsuitable for the Property. THIS AGREEMENT IS NOT A GUARANTEE OR WARRANTY THAT THE SYSTEM WILL IN ALL CASES (A) PROVIDE THE LEVEL OF PROTECTION FOR WHICH IT WAS ORIGINALLY INTENDED, (B) IS FREE OF ALL DEFECTS AND DEFICIENCIES, AND (C) IS IN COMPLIANCE WITH ALL APPLICABLE CODES. Customer agrees that it has not retained Company to make these assessments unless otherwise specifically indicated.

**Indemnity:** To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Company and the Company's officers, directors, partners, employees and subcontractors, and any of them, to the Customer and anyone claiming by or through the Customer, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the Company under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**Contractor and Subcontractor Claims:** The Customer further agrees, to the fullest extent permitted by law, to limit the liability of the Company and the Company's officers, directors, partners, employees and subcontractors to all construction contractors and subcontractors on the Project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Company and the Company's subcontractors to all those named shall not exceed the Company's total fee for services rendered under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising unless otherwise prohibited by law.

**Insurance:** Customer agrees to obtain and shall be solely responsible to maintain insurance for the Property, and contents therein, and/or operations performed within or around the Property. Customer waives subrogation against, and releases Company from, any loss covered under any such property insurance policies.

**Assignment:** This Agreement may not be assigned by Customer without the written consent of Company.

**Punitive Damages:** Neither party shall be liable to the other for indirect, incidental, consequential or punitive damages arising out of the work.

**Survivorship:** This Agreement constitutes the entire agreement of the parties. If any provision hereof shall be invalid, the remaining provisions shall survive and be enforceable against the parties. The law of the state where the work is performed will govern. This Agreement supersedes all prior agreements. This Agreement may be modified only by a written instrument signed by both parties.

Notice pursuant to Pursuant to Minn. Stat. § 514.011, subd. 1.

(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.



## NORTH METRO TV

**TO:** CABLE COMMISSION  
**FROM:** ERIC HOUSTON & DANIKA PETERSON  
**SUBJECT:** BROADBAND FRANCHISING  
**DATE:** 6/5/2025

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The North Metro TV Operations Committee was joined by attorney Mike Bradley at the June 3 meeting for a discussion about franchising broadband companies. The Operations Committee then recommended that the Commission consider exploring options for franchising broadband service providers.

Attorney Bradley presented this same information to the Executive Committee on June 12. They also voted to recommend that the Commission consider exploring options for franchising broadband service providers.

**RECOMMENDED MOTION:** To authorize staff to explore options for franchising broadband service providers.

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

# Yuen: Community news is under threat as more Minnesotans cut their cable cords

*Laura Yuen*

8–10 minutes

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## Yuen: Community news is under threat as more Minnesotans cut their cable cords

Hyperlocal cable TV stations that broadcast everything from high school sports to city government meetings confront a perilous existence.

The Minnesota Star Tribune

CCX Media reporter Emily Haugen tapes a news segment at the CCX studios in Brooklyn Park. (Anthony Soufflé/The Minnesota Star Tribune)

Dave Kiser welcomed the mayor of Osseo at the entrance of the CCX Media cable TV station for their regular televised catch-up. The mayor, Duane Poppe, knew exactly what to do: He miked himself with a lavalier and quickly settled into a familiar armchair in a spacious professional studio for his latest recording of “Mayor’s Minutes.”

Before the cameras started rolling, Kiser, a fixture of the station since the 1980s, reminded the mayor of what was on their agenda. Then they launched into the chat: Emerald ash borer, the Tater Daze parade, a new



police officer and the town's upcoming 150th anniversary celebrations. All in three minutes.

Such banter has been the bread and butter of community cable TV stations that provide hyperlocal news and information to the communities they serve. But now their existence is under threat, and stations are fighting to tell their story after decades of telling the stories of others.

The main source of their financial woes is a trend in which you may have partaken (well, at least your grown children have): cord-cutting. As more people cancel their cable television service and pivot to on-demand streaming, the primary source for funding community television has dried up. Stations across Minnesota have reported anywhere from 13% to 43% revenue losses over the past eight years.

CCX, for one, has seen its revenue drop from \$5.7 million in 2017 to a projected \$3.2 million in 2025. The Brooklyn Park-based station, which serves nine northwest metro suburbs, will likely need to lay off people and pull back on coverage if they can't slow the leaks.

CCX Media executive director Shannon Slatton Schwartz tapes a segment with American Legion Department of Minnesota legislative chair Kristy Janigo at the CCX studios in Brooklyn Park. (Anthony Soufflé/The Minnesota Star Tribune)

OK, I get it. This is a column about community-access TV, so go ahead and ask that question about a tree falling in a forest. Would you notice if your hometown parade or local planning and zoning meeting weren't recorded? Maybe not. But you might start to care if you couldn't stream your kid's big high school game. Or if nobody was paying attention to the housing development slated for your neighborhood. Or if you're trying to decide which city council candidate to vote for, and the League of

Women Voters forum in your community wasn't televised.

People crave information when an issue directly affects them.

"They don't cover our stories," said Kiser, referring to larger news organizations. "So we need somebody to do that. That's why we exist."

The need for government transparency is even more acute in greater Minnesota, where many local newspapers have shrunk or folded altogether. In Grand Rapids, about three hours north of the Twin Cities, Itasca Community Television provides gavel-to-gavel coverage of local government and school board meetings.

Even a local newspaper reporter saddled with covering various communities in the region will typically write a story about the latest school board meeting after streaming it on ICTV, said Beth George, the station's executive director.

"We're the only ones there," George told me. "Like any community, there are Facebook and Twitter accounts that are horrendous and hateful. They're alleging this and alleging that. Once in a while, someone says, 'You know what? Watch it on ICTV, and see what was actually said.'"

## Related Coverage

What's happening with community TV stations is part of a tsunami that's annihilating local news. I was reminded of my profession's increasing irrelevance to young people when a University of Minnesota student recently cold-called to hit me up for a donation to the school. While updating my contact information, he confirmed that I worked for the Minnesota Star Tribune. "Correct me if I'm wrong, but that's a newspaper, right?" he asked, with genuine curiosity.

The word "newspaper" fell off his lips like it was a concept he'd only read

about in textbooks, much like the cotton gin.

The 20-year-old explained to me that he doesn't consume mainstream news but relies on social media to stay informed. The personality-driven culture of TikTok elevates the influencer who can explain their take on the world without ever having to credit the lowly paid reporter who did the actual work. Much of daily journalism is decidedly unsexy: monitoring public meetings, filing data requests, showing up in the community and crunching spreadsheets to tell the bigger story.

CCX Media graphics producer, director and editor David Dobrin works from the control room at the CCX studios in Brooklyn Park. (Anthony Soufflé/The Minnesota Star Tribune)

Community TV stations have banded across Minnesota to explain what's at stake as they push for more stable funding. Sometimes that means explaining to legislators that no, they don't receive state money. They are not TPT or MPR. Programming is primarily funded through fees that were negotiated by cities with the cable TV providers. That was the agreement struck in the 1980s: Sure, we'll let you dig up public land to build out your cable lines, but you're going to help our community stay informed.

"Should a private company have to pay for being in the public right-of-way?" asked CCX's executive director, Shannon Slatton Schwartz. "We believe yes. There should be a public benefit. If we didn't do the city council meetings, that's something that the cities would have to decide: whether or not that's a service that they want to provide their residents."

Stations are now asking lawmakers to pass a [bill](#) that would give cities the option of collecting franchise fees from broadband companies, just as they've done with cable TV. That money could be steered back to community TV outlets, which are increasingly devoting resources to their

digital and social media platforms. The outlets are also seeking more than \$7 million in [stopgap funding](#).

CCX employs 25 full-time staffers, many of them with journalism degrees and TV news experience in other markets. (The average reporter makes \$65,000 a year.) It's not uncommon to hear they've worked at the station for 10, 20 or 30 years. In an industry notorious for burnout, reporters here aren't expected to hop to crime scenes that unfold overnight. But they have planted deep roots in the community.

Sports director John Jacobson, who is celebrating his 35th year at CCX, reports on teen athletes whose own parents were interviewed by him back when they were in high school.

When he announces the live play-by-play, he recognizes that not all games are going to be riveting. "But it's important to the athletes who are playing that night," he said. "I try to bring that to every telecast. I don't want to make it sound like it's the most important thing ever, or that these athletes are gods, but it's important to our community, and it would be a shame if that goes away."

The vast majority of Americans have never spoken with a journalist, according to [Pew Research](#). And trust of media is at [record lows](#). I wish more Minnesotans could get to know people like Jacobson. Or people like Kiser, a Mr. Rogers-like personality who isn't faking enthusiasm when he talks about his love for civic suburban history.

Slatton Schwartz got emotional when she recalled the [last story](#) she filed as a reporter. It was about a Maple Grove man who volunteered at a local elementary school in honor of his late wife, who worked there. The piece won a regional Emmy, beating out entries from much bigger stations like KARE 11. It was not a story that would have garnered media attention if not for the relationships Slatton Schwartz built in the

community.

As smaller newspapers die out, she notes that there are fewer places to publish obituaries, or to brag about your kid when he makes Eagle Scout.

“I believe so much in local reporting and local journalism,” she said.

“We’ve been funded well for a long time, but that’s changing. We’re just trying to figure it out because we know we mean a lot to the communities that we cover.”

[indianacapitalchronicle.com](https://indianacapitalchronicle.com)

# Appeals court hears streaming services case where legislature intervened • Indiana Capital Chronicle

*Whitney Downard*

8–10 minutes

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- [Government & Politics](#)

## Four cities argue the General Assembly's amendment to 2023 bill blocking lawsuit is unconstitutional.

Do streaming services count as video service providers and should they be subject to franchise fees like traditional cable TV? Judges Melissa May, Elizabeth Taviton and Paul Felix weighed the above question in a remote hearing held at Wabash College on Tuesday.

Also at question was whether lawmakers unconstitutionally intervened in 2023 to nullify a lawsuit filed by four Indiana cities seeking to recoup franchise fees from some streaming service providers.

In August 2020, four cities sued a handful of streaming services seeking franchise fees equal to 5% of local gross revenue for using facilities in the public right-of-way, similar to how cable television stations operate.

A 2006 law requires video service providers to be licensed with the state and pay quarterly franchise fees to cities and other governments. But the

cities of Fishers, Indianapolis, Evansville and Valparaiso say that streaming giants like Netflix, Disney+, Hulu, DirectTV and Dish Network haven't complied.

Such companies depend on Internet services, specifically shared cables that are part of the greater utility framework accessed through public right-of-way.



Michael Limrick, a partner with Hoover Hull Turner LLP, argues on behalf of four cities before the Indiana Court of Appeals on April 29, 2025. (Screenshot of Court of Appeals livestream)

"I'm accessing the Hulu programming via the Internet, but I can only access that because the programming has traveled through the public right-of-way to get to my house," argued attorney Michael Limrick on behalf of the cities. "... if I'm going to pull up programming on my phone that will have been broadcast to my phone from a tower that may be sitting in the public right-of-way."

Broadcasting through satellite services, for example, wouldn't be included under Indiana's video service provider law, Limrick said.

But, rather than letting such questions play out in the courts, the General Assembly intervened, tweaking the definition of video service providers



in a way that killed the effort.

The [original version of the bill](#) that became House Enrolled Act 1454 didn't include any mention of video service providers, but as the 2023 bill grew from 42 pages to [282 pages](#), it picked up provisions. The relevant addition explicitly said that video programming offered over the Internet isn't considered to be a video service provider — and then backdated the language to 2006, when the franchise fees were established.

On Tuesday, judges also wondered whether re-opening up the definition in a way that includes the Internet might capture other forms of video content, such as creators on YouTube and TikTok.

“We have these YouTube producers that are making all of these videos ... somebody like a Mr. Beast, who now has huge production abilities. He's not just a guy with a cell phone anymore taking videos of the crazy things he's doing,” said Felix. “It begins to blur the line as to what is video programming that's similar to regular broadcast.”

Limrick argued that accessing YouTube videos aren't all fee based, though he acknowledged there's a separate, paid service for watching live television and ad-free videos built into the platform.

## **The case for streaming services**

Citing the new law, a trial court judge ruled in favor of the streaming services to dismiss the case and ruled that the additions were constitutional in June 2024. A story from the Northwest Indiana Times detailing the bill's journey to become law [reported that the author](#) said the language came from a lobbyist affiliated with Dish Network.

But the cities continued to argue that lawmakers overstepped by adding the video service provider language to a bill that initially sought to



address certain Department of Local Government Finance concerns — in effect, creating “special” legislation.

Attorney General Todd Rokita, arguing on behalf of the General Assembly, affirmed the trial court’s ruling on the constitutionality of the legislature’s actions in a December filing. However, should judges rule otherwise, he urged the appeals court to sever the specific portion of House Enrolled Act 1454 concerning video streaming providers from the rest of the law.

“... but this remedy is unnecessary in this case because (House Enrolled Act) 1454 is constitutional,” he continued. “Therefore, this Court should affirm the order of dismissal.”

Peter E. Davis, arguing on behalf of Netflix and others, said it didn’t count as special legislation and simply clarified existing law — noting that it mirrors how other states have approached the issue.

“The cities’ arguments today undermine the General Assembly’s ability to legislate, both for this case and for the future,” said Davis. “... The cities’ argument would make such amendments impossible, locking Indiana into taxes and fees passed in a different time, in a different day, with no ability to adjust.”



Peter E. Davis, an attorney with Latham & Watkins LLP, argues on behalf of streaming services before the Indiana Court of Appeals on April 29, 2025. (Screenshot from Indiana Court of Appeals livestream)

Davis said it was his understanding that Internet service providers don't pay franchise fees either. Additionally, since the companies are "agnostic" about how users access their offerings — whether by phone, Internet or otherwise — he said it makes "very little sense to impose a fee" on streaming.

"What the Internet service provider is doing is very different than what a cable company is doing ... they're enabling access to all kinds of content. So it's not just video, but it's email. It's information; it's social media; it's video games," said Davis. "It doesn't make any sense to impose franchise fees on just one piece of something that the Internet service provider — whose not even the streaming company here — is ultimately providing."

He also pointed to a [2022 report](#) from the Indiana Utility Regulatory Commission concluding that "streaming video is not treated as a traditional video provider and, therefore, is not required to obtain a state-issued franchise."

However, in a rebuttal, Limrick argued against the notion that the legislature only wanted to regulate the companies installing wiring for the Internet in the public right-of-way.

"It could do that; it hasn't done that," said Limrick. "What the act regulates are companies that transmit video programming through facilities located, at least in part, in the public right-of-way."

"... the act says nothing about who owns those facilities," continued Limrick, referring to the 2006 law.

Carving out streaming services who operate using the Internet, he said, would be special treatment.

Felix noted a “tension” created by the arguments because any ruling would impact not only existing streaming services but companies yet to be created. The three judges didn’t indicate when to anticipate their ruling.

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