



North Suburban Communications Commission



North Suburban Communications Commission January 7, 2010 6:00 P.M. Roseville, MN

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Public Forum (10 minutes)
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Reports
 - A. Executive Director
 - B. Cable Company
- VII. General Business
 - A. Treasurer's Report – November 2009
 - B. Intern Allocation – C. Wilson
 - C. Nominating Committee
 - D. Telecommunications Advisory Committee – C. Wilson
 - E. Community Network Discussion
- VIII. Announcements
- IX. Adjournment

Please call the office if you or your alternate will be unable to attend the meeting.

Next Meeting – February 4, 2010

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**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
December 3, 2009**

I. Call to Order

The Commission Chair, Hal Gray, called the meeting to order at 7:00pm at CTV North Suburbs, Roseville facility.

II. Roll Call

The following Commissioners were in attendance:

Craig Wilson, Arden Hills
Rick Montour, Little Canada
Mark Beer, Alternate, Mounds View
Mary Burg, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville
Hal Gray, St. Anthony
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director
Patricia Doocy, Office Administrator

III. Public Forum

No one was present to speak at the public forum.

IV. Approval of Agenda

Mr. Montour moved, seconded by Mr. Huffman, to approve the agenda. The motion was approved unanimously

V. Approval of Minutes

Mr. Beilke moved, seconded by Mr. Huffman, to approve the minutes of the November 5, 2009, Commission meeting. The motion was approved unanimously.

VI. Reports

A. Executive Report

Ms. Wilson gave an update on state legislation, stating that, while state franchising is still an issue, the interest now is focusing on the “areas served” issue. She explained that, in some cities, a competitor is interested in providing service, but only to part of the community. Presently the state law requires that any competitive franchise match the incumbent in terms of area served.

Ms. Wilson reported that work is continuing on the Community Access Preservation (CAP) Act and that several cities have passed resolutions supporting it. She added some co-sponsors have been picked up on the House side and the committee is still looking for a Senate sponsor.

Ms. Wilson advised the Commissioners that at the most recent Telecommunications Advisory Committee (TAC) meeting, there was discussion on some changes to the format of the committee. Since TAC was formed by the Commission, Ms. Wilson stated she would bring any changes forward for approval at the January Commission meeting.

B. Cable Company

No one was present for the Cable Company report.

Mr. Montour called attention to the notice that was received from Comcast indicating there will be a rate increase in January for cable subscribers. He requested that it be noted that the Commission is aware of the rate increase and that the increase of 3.4% for Basic service which includes Basic I and Basic II is within the parameters of the Commission’s rate review.

Ms. Wilson said, in Comcast’s defense, some of the rate increases are driven by their programming costs.

VII. General Business

A. Treasurer’s Report

Mr. Roe moved, seconded by Mr. Beilke, to approve the October 2009 Treasurer’s Report. The motion was approved unanimously.

B. 2010 Meeting Schedule

The Commissioners reviewed the proposed 2010 meeting schedule.

C. NSCC 2010 Budget

Mr. Huffman referred to the INet equipment replacement in the budget and asked about reserves and funding for equipment replacement.

Ms. Wilson reported on the reserve funds and stated that most of the equipment replacement is with the Access Corporation. Mr. Cook reported that he has an equipment replacement plan for the Access Corporation and that, although there is not a lot of equipment purchases for the Commission, he could supply a plan for the INet equipment replacement as well.

Mr. Roe suggested the staff prepare a capital improvement plan for both the Commission and the Access Corporation to be presented to the Commissioners and the Board Members for approval early in 2010.

During the discussion, Ms. Wilson noted that all of the available funding for scholarships and interns will run out by the end of 2009, and she explained that NSCC does not usually receive the Scholarship Grant from Comcast until May or June. That timing will leave us without funding for interns at the beginning of the year. Commissioner Beilke suggested the Executive Director bring forward a request for intern funding that could be replenished later when the check is received and the intern allocation decided.

Mr. Gray asked to have the line item titled "Transfer from Reverses" be changed to "Expected Surplus" or "Carry Over."

Mr. Beilke moved, seconded by Ms. Burg, to adopt the 2010 Budget for the North Suburban Communications Commission. The motion was approved unanimously.

VIII. Announcement

IX. Adjournment

Mr. Beilke moved, seconded by Mr. Huffman, to adjourn the meeting. The motion was approved unanimously and the meeting adjourned at 7:32 pm.

Respectfully submitted

Pat Doocy, Office Administrator

Jeff Dains, Secretary/Treasurer

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**NSCC Item VI.A.
December 30, 2009**

to: Commissioners
from: Cor Wilson
Executive Director
subject: December Report

I attended the Community Broadband Summit, sponsored by the Knight Foundation, the City of St. Paul and Ramsey County, on December 3. I also hosted a conference call on December 22 for my Twin Cities colleagues to discuss the ramifications of Comcast's announcement that it is discontinuing the analog receivers in this system and the manner in which it was handled.

Everything else I worked on during the course of the month is on the agenda under General Business.

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North Suburban Communications Commission

2009 Financial Report Summary

For the Eleven Months Ending November 30, 2009

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Interest Income	33.06 a.	9,536.02	(0.95)	9,166.67	10,000.00
Cable Co. Scholarships	0.00	87,476.52	(1.00)	79,809.59	87,065.00
Reimbursement	0.00	6,384.19	(0.97)	6,050.00	6,600.00
Misc. Income	0.00	28,426.40	0.00	0.00	0.00
City Contributions	0.00	331,831.00	(1.00)	304,178.42	331,831.00
Transfer from Reserves	0.00	0.00	0.00	0.00	0.00
Total Revenues	33.06	463,654.13	(1.06)	399,204.68	435,496.00
Expenses Summary					
Personal Services	6,974.10	104,047.08	0.87	110,162.25	120,177.00
Operating Expenses	8,352.92	261,150.67	0.93	256,959.05	280,319.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	0.00	18,838.68	0.54	32,083.33	35,000.00
Total Expenses	15,327.02	384,036.43	0.88	399,204.63	435,496.00
Net	(\$ 15,293.96)	\$ 79,617.70	0.00	0.05	0.00

a. Interest Income -- Bank Interest.

North Suburban Communications Commission

2009 Detail Financial Report

For the Eleven Months Ending November 30, 2009

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services						
Full Time Salaries	7,262.82		82,570.78	0.87	86,632.33	94,508.00
Part Time Salaries	0.00		0.00	0.00	0.00	0.00
FICA	585.62		6,646.70	0.85	7,164.67	7,816.00
Retirement	(1,823.71)	b.	4,246.20	1.00	3,898.58	4,253.00
Unemployment	64.28		739.19	0.82	825.00	900.00
Workers Comp	0.00		347.18	0.50	641.67	700.00
Health/Life Insurance	885.09		9,497.03	0.79	11,000.00	12,000.00
Total Personal Services	6,974.10		104,047.08	0.87	110,162.25	120,177.00
Operating Expenses						
General						
Printing	0.00		1,283.05	0.86	1,375.00	1,500.00
Publications	0.00		176.40	0.39	412.50	450.00
Memberships	1,500.00	c.	2,338.00	0.36	5,958.33	6,500.00
Entries Fees	0.00		0.00	0.00	0.00	0.00
Video Programming	0.00		0.00	0.00	0.00	0.00
Total General	1,500.00		3,797.45	0.45	7,745.83	8,450.00
Supplies						
I-Net Supplies	0.00		160.00	0.16	916.67	1,000.00
Office Supplies	94.14		1,229.21	0.61	1,833.33	2,000.00
Video Supplies	0.00		0.00	0.00	0.00	0.00
Software Supplies	0.00		0.00	0.00	3,666.66	4,000.00
Volunteer Supplies	97.99	d.	1,408.26	0.94	1,375.00	1,500.00
Total Supplies	192.13		2,797.47	0.33	7,791.66	8,500.00

b. Retirement -- Corrected allocation between NSCC and NSAC.

c. Memberships -- NATOA annual dues.

d. Volunteer Supplies -- Meeting refreshments

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	1,546.52	0.70	2,016.66	2,200.00
Network Equip. Maint.	0.00	0.00	0.00	7,333.33	8,000.00
Building Janitorial	875.75	10,844.73	1.08	9,166.66	10,000.00
Total Maintenance	875.75	12,391.25	0.61	18,516.65	20,200.00
Travel					
Conferences	1,089.65 e.	12,581.16	1.26	9,166.67	10,000.00
Mileage & Meals	176.25	1,942.23	0.78	2,291.67	2,500.00
Total Travel	1,265.90	14,523.39	1.16	11,458.34	12,500.00
Tuition & Training					
Tuition & Training	0.00	505.00	0.25	1,833.33	2,000.00
Utilities					
Utilities	500.00	5,366.71	0.98	5,041.67	5,500.00
Leases					
Rent	1,244.34	13,687.74	0.91	13,750.00	15,000.00
Property Taxes	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	602.25	657.00
Postage Meter	0.00	771.00	0.64	1,100.00	1,200.00
Total Leases	1,244.34	14,458.74	0.86	15,452.25	16,857.00

e. Conferences -- NATOA conference expenses.

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	4,988.33	1.00	4,583.33	5,000.00
Insurance	0.00	4,336.67	0.96	4,125.00	4,500.00
Legal	0.00	37,028.83	1.06	32,083.33	35,000.00
Intrnet Connection	500.00	5,547.19	0.92	5,500.00	6,000.00
NSCC SALES TAX	36.18	1,713.07	0.38	4,125.00	4,500.00
Cable Services	1,005.00	10,855.00	0.82	12,155.00	13,260.00
Miscellaneous	1,054.45	f. 36,911.87	1.23	27,500.00	30,000.00
Total Contractual	2,595.63	101,380.96	1.03	90,071.66	98,260.00
Communications					
Postage	154.00	908.39	0.91	916.66	1,000.00
Telephone	25.17	3,523.11	1.17	2,750.00	3,000.00
Advertising & Promotion	0.00	1,620.00	0.81	1,833.33	2,000.00
Total Communications	179.17	6,051.50	1.01	5,499.99	6,000.00
Grants					
Grants/Scholarships CABLE	0.00	60,000.00	0.59	93,547.67	102,052.00
Internships	0.00	39,382.20	0.00	0.00	0.00
Total Grants	0.00	99,382.20	0.97	93,547.67	102,052.00
Recruiting					
Recruiting	0.00	0.00	0.00	0.00	0.00
Total Operating	8,352.92	260,654.67	0.93	256,959.05	280,319.00

f. Misc. Contractual -- Roseville IT services; bank fees.

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency					
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses					
Capital Improvements	0.00	0.00	0.00	0.00	0.00
Capital Video	0.00	0.00	0.00	0.00	0.00
I-Net Equipment	0.00	18,838.68	0.75	22,916.67	25,000.00
Office Equipment	0.00	0.00	0.00	9,166.66	10,000.00
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Total Capital	0.00	18,838.68	0.54	32,083.33	35,000.00
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Total Expenses	15,327.02	383,540.43	0.88	399,204.63	435,496.00

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**NSCC Item VII.B.
December 29, 2009**

to: Commissioners
from: Cor Wilson
Executive Director
subject: 2010 Intern Allocation

In 2009 we expended all funds available for Scholarships and Interns, which included both the 2009 Scholarship Grant from Comcast and funds left over from previous years. As I explained at your December meeting, that means that we have no funds available at the beginning of 2010 to hire interns. Typically we do not request the Scholarship Grant from Comcast until later in the year, and the Scholarship Committee does not decide on the allocation between scholarships and interns until they meet in April. I can send a letter to Comcast requesting the Scholarship Grant earlier in the year, but can not use it for interns pending a decision on the allocation between scholarships and interns.

The Scholarship Grant from Comcast will be \$90,451 in 2010. Since we spent slightly over \$42,000 for interns in 2009, in an ideal world I would ask for a 50/50 split between scholarships and interns, which would provide \$45,000 for each. (In 2009, the Commission awarded \$60,000 to 15 students.) Student interns, in both our Production and Technical Services Departments, fill critical staff gaps in our organization while receiving career-enhancing real world experience for their resumés. However, if you prefer to keep your option open until the Scholarship Committee meets in April, I would request that you at least allocate one-third of the \$45,000 – or \$15,000 – which should take us through the end of April if not a little longer. (Interns typically work more hours in the summer.)

Action Requested: Motion to approve a (preliminary) allocation of \$_____ for student interns.

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**NSCC Item VII.C.
NSAC Item VI.B.
December 29, 2009**

to: Commissioners
Board of Directors

from: Cor Wilson
Executive Director

subject: Nominating Committee

It is that time of the year to appoint a Nominating Committee, the members of which will select a slate of officers for the coming year. Chair/President Hal Gray and Vice-Chair/Vice President Dan Roe are eligible to serve another one-year term in their current positions. Treasurer Jeff Dains is completing his second one-year term and, according to the Joint Powers Agreement, is ineligible to serve a third consecutive one-year term in that position. The Nominating Committee typically consists of three persons. We would anticipate a report from the Nominating Committee and the election at the February meetings.

Action Requested: Motion to appoint _____,
_____, and _____ to the Nominating Committee.

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**NSCC Item VII.D.
December 30, 2009**

to: Commissioners

from: Cor Wilson
Executive Director

subject: Telecommunications Advisory Committee

At your December meeting, I reviewed some changes that we were contemplating with the members of the Telecommunications Advisory Committee. After reviewing the attached policy regarding the committee, however, I believe the primary change we need to make is to go from bi-monthly to quarterly meetings. We were also considering eliminating the election of a chair and vice-chair for the committee, but, just for ease of organizing the meetings, I think it would be helpful to have a "point person" with whom I could consult. As a result, I will recommend to the committee that we keep these positions. In addition, I added Ramsey County to the list of other committee participants.

NORTH SUBURBAN COMMUNICATIONS COMMISSION TELECOMMUNICATIONS ADVISORY COMMITTEE

Purpose

The purpose of the Telecommunications Advisory Committee is to provide a forum for city staff to discuss potential Commission services, to advise the Commission on the implementation of those services, and to develop applications and policies for the Institutional Network.

The Chair of this Advisory Committee will report to the North Suburban Communications Commission.

Meetings

This Committee meets on a regular basis on a schedule they determine, generally ~~bi-monthly~~ [quarterly](#).

Membership

The Committee is composed of the city manager/administrator or his/her designee of each member city and is staffed by the Executive Director. Representatives from the school districts, [Ramsey County](#), and other I-Net users also participate on this committee or on any sub-committees created by this group.

**NSCC Item VII.E.
December 30, 2009**

to: Commissioners

from: Cor Wilson
Executive Director

subject: Community Network Discussion

Building on our discussion prior to the December meeting, we will have several guests with us at the January 7 meeting to review municipal fiber projects in general and the St. Paul-Ramsey County fiber project. For the former, we will have Christopher Mitchell, Research Associate for Institute for Local Self Reliance, which has an office in the Twin Cities. Mary Mahoney, CIO, Department of Information Services for Ramsey County, and Andrea Casselton, Director of St. Paul's Office of Technology and Communications, will attend the meeting to brief you on the St. Paul-Ramsey County Project.

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