

**NORTH SUBURBAN ACCESS CORPORATION**  
**January 6, 2010**  
**Immediately following NSCC Meeting**  
**Roseville City Council Chambers**  
**2660 Civic Center Drive**  
**Roseville, MN**

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
  - A. Executive Director
  - B. Operations Manager
  - C. Senior Project Manager
- VI. General Business
  - A. Treasurer's Report – November 2010
  - B. Transfer of Reserve Funds from the City of Roseville to Bremer Bank – C. Wilson
  - C. Affirm Adjust to Architectural Contract – C. Wilson
  - D. Appointment of Nominating Committee
- VII. Announcements
  - A. Crew introductions
- VIII. Adjournment

*Please call the office if you or your alternate are  
unable to attend the meeting.*

Next Regular Meeting – February 3, 2010

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**NORTH SUBURBAN ACCESS CORPORATION  
MINUTES  
December 2, 2010**

**I. Call to Order**

Board President Dan Roe called the meeting to order at 7:16 pm at the CTV North Suburbs Roseville facility.

**II. Roll Call**

The following Board Members were in attendance:

Craig Wilson, Arden Hills  
Rick Talbot, Falcon Heights  
Jeff Dains, Lauderdale  
Nancy Kracl, Alternate, Mounds View  
Mary Burg, New Brighton  
Steve Beilke, North Oaks  
Dan Roe, Roseville  
Jim Roth, St. Anthony  
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director  
Tim Domke, Operations Manager  
Patrick Cook, Senior Project Manager  
Patricia Doocy, Office Administrator

**III. Approval of Agenda**

Mr. Beilke moved, seconded by Mr. Wilson, to approve the agenda. The motion was approved unanimously.

**IV. Approval of Minutes**

Mr. Roe noted that the motion for approval of the agenda should include "as amended" since an agenda item was removed. Mr. Beilke moved, seconded by Mr. Wilson, to approve the minutes of the November 4, 2010, Commission meeting as amended. The motion was approved unanimously.

**V. Reports**

**A. Executive Director**

Ms. Wilson reported that she and Tim Domke have finished the job descriptions for the two part-time positions available and that they have four very good candidates to interview.

**B. Operations Manager**

Mr. Domke reported that Shannon Hunter, Education Outreach Coordinator, has been working with Twin City Youth Media. They are having a video showcase at the Walker Art Center. Mr. Domke announced that Riley O'Brien, who has volunteered as a camera operator for the Commission/Board meetings, has a program called "Wild vs Man" in the showcase.

Mr. Domke also announced CTV is having their 19<sup>th</sup> annual Santa Call-In on December 14 at the Guidant John Rose MN Oval.

**C. Senior Project Manager**

Mr. Cook reported that the last of the 2010 equipment replacement purchases have arrived, and staff will be able to recycle the old equipment as we move. He also reported CTV is continuing to live stream high school sports and will be streaming a hockey game from the National Sports Center.

**VI. General Business**

**A. Treasurer's Report**

Mr. Talbot moved, seconded by Mr. Wilson, to approve the October 2010 Treasurer's reports. The motion was approved unanimously.

**B. Approval of Lease for 2660-2680 Arthur Street, Roseville**

Mr. Huffman moved, seconded by Mr. Dains, to authorize the executive committee of the corporation to approve, and subject to that approval, the Board President and Secretary to execute, a lease for the premises at 2660-2680 Arthur St., Roseville, MN, at the terms, and substantially in the form of the lease presented to the board at this meeting. The motion was approved unanimously.

**C. Approval of Agreement with Robin Davidson for Construction Manager Services.**

Mr. Talbot moved, seconded by Ms. Burg, to enter into an agreement with the Davidson Companies, Inc., for construction management services, in accordance with the proposal from the Davidson Companies, Inc., dated November 17, 2010. The motion was approved unanimously.

**D. Approval of Contract with Architectural Firm**

Mr. Huffman moved, seconded by Mr. Dains to enter into an agreement for architectural services to develop construction specifications for specialized

production areas of the leased premises at 2660-2680 Arthur St., Roseville MN, in an amount not to exceed \$20,000. The motion was approved unanimously.

**E. 2011 NSAC Budget**

Mr. Huffman moved, seconded by Mr. Dains, to approve the 2011 North Suburbs Access Corporation budget as presented. The motion was approved unanimously.

**F. Executive Director's Performance Evaluation**

The Board discussed the questions and the process for the Executive Director's performance evaluation. The questions will be placed on Survey Monkey on CTV's web site and the results will be sent to Blake Huffman and Rich Talbot. The results will be discussed in an executive session prior to a Commission/Board meeting.

**VII. Announcements**

Mr. Huffman announced The Shoreview Northern Lights Concert on December 11, at the great hall at Bethel College in Arden Hills. It will be produced by CTV and played on the channel until Christmas.

Mr. Roe announced the Santa Call-In on December 14 from 6:00-8:00 pm at the Roseville Ice Oval.

Mr. Roe announced that this was the last Commission/Board meeting in this facility and that they will meet in January, "somewhere," and will be available to the public.

Mr. Roe thanked this evening's crew: Riley O'Brien, Kevin O'Brian, Barbara Bisschoff, Justin Surrency, Ben Kasper, Sheldon Gitis and Kevin Schmitz

**VIII. Adjournment**

Mr. Talbot moved, seconded by Ms. Burg, to adjourn the meeting. The motion was approved, and the meeting adjourned at 8:04 pm.

Respectfully submitted:

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Pat Doocy, Office Administrator

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Blake Huffman, Secretary Treasurer

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**NSAC Item V.A.  
December 29, 2010**

**to:** Board of Directors

**from:** Cor Wilson  
Executive Director

**subject:** December Report

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We've Moved! – The big item on my December to-do list was to work with attorney Steve Guzzetta and broker Rob Davidson to get a final lease for our new space at 2670 Arthur Street. I received the final document on the afternoon of December 17, and, as you can see from the attached minutes, the Executive Committee approved and executed the lease at 4:30 p.m. that day. We then sent four copies of the signed lease to the Ryan Company property manager on Saturday, December 18, and were cleared to moved on Monday, December 20. The move involved three trucks and 10 loads, but, despite a snow storm, they were done by mid-afternoon.

We are pretty well moved in now, and we re-opened for editing and equipment checkout this week. The staff is very pleased with the temporary space, and we are now working with the architect to finish the floor layout of the new facility so that he can begin working on the detailed plans and specifications for the bidding process. We had one meeting with him on December 23 and another is scheduled for December 30.

Weather Cancellations – The other big story of the month was the weather. We closed the facility at Woodhill on Saturday, December 11, because of the predicted snowstorm, and two productions – including the Shoreview Northern Lights Variety Band's annual Christmas concert – were cancelled. Fortunately, the band's Christmas concert was re-scheduled for the following weekend, and we were able to cover it. Another cancellation was the Roseville String's Christmas concert on December 20, and they did not re-schedule.

"New" staff – As you know, we had a full-time staff vacancy that we have planned to fill, at least for the time being, with part-time positions. So far, we have hired Justin Surrency for one of the positions. We will take up the second position after the first of the year.

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**EXECUTIVE COMMITTEE  
NORTH SUBURBAN ACCESS CORPORATION  
MINUTES**

**I. Call to Order/Roll Call**

The president, Dan Roe, called the meeting to order at 4:45 p.m. The members in attendance were: Dan Roe, president; Rick Talbot, vice-president, and Blake Huffman, secretary/treasurer. Executive Director Coralie Wilson was also in attendance.

**II. Approve Agenda**

Mr. Huffman moved to approve the agenda. The motion was seconded by Mr. Talbot and unanimously approved.

**III. Approve Lease with Ryan Company for 2670 Arthur Street, Roseville, MN 55113**

Ms. Wilson briefly reviewed the lease with the committee, highlighting those areas that had been unresolved at the most recent meeting of the Board of Directors. Mr. Talbot then moved to approve and execute the lease with Ryan Company for 2670 Arthur Street, Roseville, MN 55113. Mr. Huffman seconded the motion, and it was approved unanimously.

**IV. Review Bidding Process for Construction**

Mr. Davidson and Mr. Guzzetta explained that, because of the state's municipal corporation law, the NSAC will have to follow the formal bidding process as required for municipalities. Although they had investigated an alternate bidding process for cities, they determined that it would not save any time and would still require detailed architectural plans. Mr. Davidson said the detailed plans and specifications, particularly for the studio and control rooms, would be better for our project. As a result, the funding for the architecture contract needed to be increased from \$20,000 to \$25,000.

Mr. Davidson say the timetable is to develop the plans and specifications in January and go out to bid at the end of January, with a tentative bid deadline of February 8. A 90-day construction schedule would put the completion of the new facility around May 1.

There was some discussion about trying to set the bid deadline prior to the February 3 meeting of the Board of Directors, but that may not be possible.

**V. Approve Amended Proposal for Architectural Services**

Ms. Wilson asked that the Executive Committee authorize the increase in the architectural contract from \$20,000 to \$25,000, with the item to be affirmed by the Board at its January meeting. Following a brief discussion, Mr. Talbot moved to authorize the increase in the architectural contract to \$25,000. Mr. Huffman seconded the motion, and it was approved unanimously.

**VI. Adjourn Meeting**

There being no further business, Mr. Huffman moved to adjourn the meeting at 5:15 p.m. Mr. Talbot seconded the motion, and it was approved unanimously.

Minutes prepared by:

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Coralie A. Wilson, Executive Director

NSAC Item V.B.  
December 29, 2010

To: Cor Wilson  
Executive Director

From: Tim Domke  
Operations Manager

Subject: December 2010 Report

**Public** – In December, CTV trucks covered 21 events. Productions of note included CTV's [Santa Call In](#), Shoreview Northern Lights Concert, and Christmas programs from St. John's of New Brighton and Little Canada. Roseville Area High School's Wayne Power and students produced seven events, while St. Anthony High School produced three events, Mounds View High School/CTV produced two events, and Irondale/CTV produced one event.

Other December productions included, "NetLife" (religious program), "Lake County Choir" and "New Brighton Now." "New Brighton Now" is normally produced from our CTV studios, but producer Lynn Redlinger, along with many other studio producers, will now be using the production trucks to produce their shows until we can put together a temporary studio in our current location. Even with the temporary studio there is a good chance that many will continue to use the trucks.

**Production Services** – CTV is currently working on paid productions for:

Allina Hospital's Parkinson's Walk – Proposal was approved and taping to begin.  
Disability Viewpoints from Fargo – Location logistics for set and truck parking.

**Training and Volunteer Administration** – December classes had a total of 11 students, including four new students who took CTV 101. Other classes held included Final Cut Pro Editing, Compix graphics and Camcorder.

**Educational Outreach** – CTV's Shannon Hunter has been working with the Twin Cities Youth Media Network on a variety of youth initiatives. On December 4, the network selected youth programs to showcase at the Walker. The program included two programs from youth trained by CTV, Nick Erding and Riley O'Brien.

**Government** – The CTV 100 Hours program was a big success in 2010. CTV's goal was to have an overall average of 50hrs per city. The overall average came to 51.85 hours per city.

For Kevin's complete report see attached.

Arden Hills	Falcon Heights	Lauderdale	Little Canada	Mounds View	New Brighton	North Oaks	Roseville	St. Anthony	Shoreview	School Board	
4 hrs - 8/31 - Don and John ran RF cable	9.25 - 2/19/10 - Ben Taped and Edited Winterfest Video	14.25 - 2/17/10 - Ben Taped and Edited Lauderdale Snow Comootion	.5 hrs - 2/5/10 - Don cleaned deck	.5 hrs - 3/5/10 - Don cleaned the DSR20 Deck	14 hrs - 7/16 - Dave Created a Promo for Night to Unite	2 hrs - 5/19 - Don checking out equipment and V-Brick	5 hrs - 4/30/10 - Pat checked out new layout and potential cable running	20 hrs - 5/19 - Ben Shot Recycling Video in Parkview	1.5 hrs - 6/25 - Teresa burned Job transition DVDs	33.5 - 1/22/10 - Ben Shot and Edited SV Today Ep5	3 hrs - 3/10 - MV - V-Brick Installation, Pat 2 hrs and Johnny 1
3.5 hrs - 9/2 - Don and John planned, ran, and tested RF cable	5 hrs - 3/15 - Don worked on Camera	3 hrs - 5/25 - Pat and Jason taped the Lauderdale City Council Meeting	.75 hrs - 3/6/10 - Don cleaned a camcorder	4 hrs - 3/17/10 - Don located Cables to use and terminated them	8 hrs - 9/10 - Shot and created 4 garden-themed station IDs	1 hr - 8/17 - Don set up a Vbrick and did a One Pitch location test	1 hr - 5/25 - Pat channel support	2 hrs - 7/20 Ian and Johnny repaired speaker and projector	7.25 - 2/16/10 - Ben Taped & posted Council and EQC meeting	1.5 hrs - 10/18 - Don assisted St. Anthony schools	
8.5 hrs - Ben shot and Edited a package on the Fall Festival	1 hr - 8/18 - Johnny and Pat got DTA working at Fire Dept.	6.5 hrs - 6/27 - Pat trained Ben and Jason, Jason taped Council Meeting	9 hrs - 3/31/10 - Kevin shot and Ben edited Button Winners Video	6 hrs - 3/17/10 - Pat and Jhn Scout time to get AEI parts	1 hr - 10/12 - Terri prepared web offender video		1.5 hr - 7/12 - Pat and Ian went to investigate and fix CG	30.5 hrs - 8/3 - Ben shot and Edited National Night Out Video	1 hr - 4/30/10 - Pat had carousel player discussions with city staff		
9.5 hrs - 10/20 - Ben shot and edited a video on Anderson trail ribbon cutting	55 hrs - 8/24 - Intern Jason Edited Ice Cream Social, Kevin Shot	2.75 - 8/4 - Intern Jason taped City Council Meeting	30 hrs - 4/20/10 - Ram/Wash. Carp Video Hours	3 hrs - 3/18/10 - Don fabricated umbilical (70 ft)	1 hr - 10/18 - Ian worked on Compix Issue.		5 hr - 7/29 - Don created slide	18.5 hrs - 8/17 - Ben shot and edited arboretum promo	3 hrs - 5/20 - Teresa burned City Council DVDs		
		1 hr - 8/18 - Pat and Johnny replaced mic pop screen	4 hrs - 4/23 - Ben Shot and Edited an Arbor day celebration	2 hrs - 3/19/10 - John and Don Finished wall plates and tested connections	2 hrs - 10/18 - Don worked in Mounds View		1 hr - 7/30 - Ian fixed CG	3.5 hrs - 9/09 - Shannon shot and Edited recycling video for Roseville's youtube	3.75 hrs - 5/25 - Ben taped Planning Commission Meeting and Ripped the DVD		
		47.5 hrs - 9/22 - Ben shot and edited Fun Run and Day in the Park	4 hrs - 7/16 - Dave Modified Promo for Night to Unite	2 hrs - 3/22/10 - John and Don test camera and found bad cat 5	21 hrs - 10/15 - Justin shot and Ben K. edited Carp Lecture		2.5 hr - 8/5 - Johnny prepared a live meeting	10 hrs - 9/2 - Ben and Dave shot and Ben Edited Roseville history interview	1.25 hrs - 5/27 - Ben burned DVD of City Council Meeting		
		3 hrs - 10/31 - Kevin Shot Halloween Party	1.5 hrs - 6/7 - Johnny checked out soldering job, will continue to work	1.25 hrs - 4/13 - Setting up a 4th camera	25.25 - 10/22 - Justin Shot and edited rain garden program		2.5 hr - 8/16 - Don put a CG on their channel	2 hrs - 10/25 - Ben taped Human Rights workshop for next year's promo	1.5 hrs - 6/1 - Ben burned DVD of another City Council Meeting		
		.5 hr - 11/24 - Ian replaced DVD Player	1 hr - 7/20 - John swapped Ch. 3 Relay	1 hr - 5/17 - Found bad power supply. Checked camera.	1 hr - 12/10 - Pat worked on cabling for delay issues		1 hr - 8/23 - Pat helped set up new facility		3.5 - 6/7 - Ben Taped City Council Meeting		
		.5 hr - 12/2 - Ian replaced cable for copier	3 hrs - 8/24 - Vanessa attended Pat's switcher workshop	12.5 - 7/13 - Shannon shot and edited Guys and Dolls promo			1 hr - 9/8 - Terri Made DVDs		3 hrs (7/13-7/15) Ian worked on digital signage		
		20 hrs (11/1 - 12/10) Kevin Edited Halloween Party video					1.5 hr - 10/12 - John and Pat installed V-Bricks		2 hrs - 9/2 - Pat and Ian planned out cablecast		
									1 hr - 9/15 - Terri trained Tessia on cablecasting own channel		
									2 hrs - 10/25 - Ben edited and exported Lake level meeting		
<b>TOTAL = 25.5</b>	<b>TOTAL = 70.25</b>	<b>TOTAL = 99</b>	<b>TOTAL = 53.75</b>	<b>TOTAL = 105.5</b>		<b>TOTAL = 3</b>	<b>TOTAL = 10.75</b>	<b>TOTAL = 86.5</b>	<b>TOTAL = 1.5</b>	<b>TOTAL = 62.75</b>	<b>TOTAL = 4.5</b>

TO: Cor Wilson, Executive Director  
FROM: Pat Cook, Senior Project Manager  
Terri Schultz, Technical Services Administrator  
SUBJECT: December 2010 Report

**Technical Operations**

- Our report this month will be very brief. The entire Tech department has been dealing with the move, including preparation before, during and after.
- Due to the unknowns of where we would be in December, Santa Call In was scheduled at the Roseville Oval. It requires a lot of extra work but all went well.

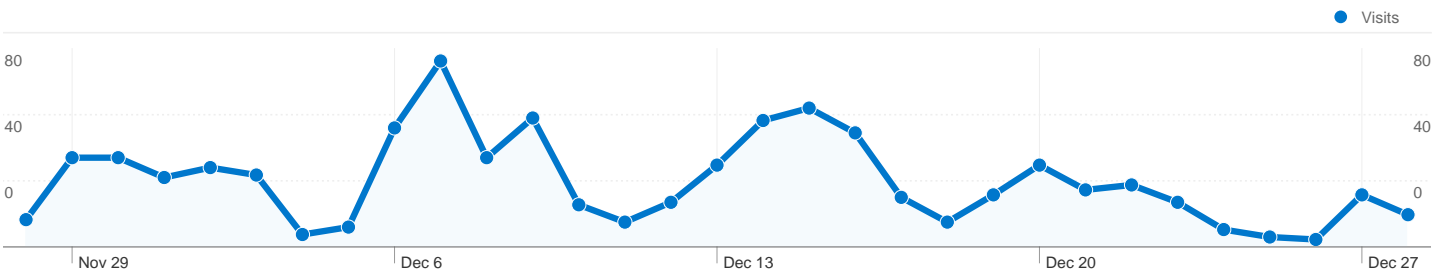
**IT and I-Net Operations**

- A monthly web streaming activity report is attached.

**Trucks**

- There were 21 truck shoots scheduled in December. There were three weather related cancellations. The Shoreview Northern Lights Variety Band was able to be covered on its rescheduled date one week later.

ts/pc



**825 visits came from 48 hostnames**

Site Usage

Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate	
<b>825</b> % of Site Total: 100.00%	<b>1.57</b> Site Avg: 1.57 (0.00%)	<b>00:01:51</b> Site Avg: 00:01:51 (0.00%)	<b>42.30%</b> Site Avg: 42.30% (0.00%)	<b>71.52%</b> Site Avg: 71.52% (0.00%)	
Hostname	Visits	Pages/Visit	Avg. Time on Site	% New Visits	Bounce Rate
rvcc.nsacwebcasts.com	134	1.63	00:02:24	29.85%	66.42%
mwcc.nsacwebcasts.com	85	1.52	00:01:58	37.65%	65.88%
nohoa.nsacwebcasts.com	79	1.28	00:00:35	30.38%	82.28%
mvsb.nsacwebcasts.com	76	1.71	00:01:24	67.11%	76.32%
ahcc.nsacwebcasts.com	74	1.31	00:01:22	27.03%	81.08%
mvcc.nsacwebcasts.com	44	1.48	00:01:03	20.45%	84.09%
sasb.nsacwebcasts.com	38	1.21	00:00:32	76.32%	78.95%
nspcc.nsacwebcasts.com	29	1.66	00:01:35	48.28%	62.07%
svcc.nsacwebcasts.com	29	2.38	00:09:53	37.93%	41.38%
lccc.nsacwebcasts.com	27	1.59	00:01:39	33.33%	62.96%
nocc.nsacwebcasts.com	20	1.40	00:00:28	50.00%	75.00%
mwccw.nsacwebcasts.com	17	1.24	00:00:31	58.82%	76.47%
nscnsac.nsacwebcasts.com	14	1.43	00:01:12	50.00%	64.29%
mvws.nsacwebcasts.com	13	1.08	00:00:06	15.38%	92.31%
rvpc.nsacwebcasts.com	13	1.69	00:01:00	61.54%	69.23%
sacc.nsacwebcasts.com	13	1.62	00:00:56	38.46%	76.92%
rvhrc.nsacwebcasts.com	11	1.18	00:00:07	45.45%	81.82%
lcc.nsacwebcasts.com	9	1.56	00:00:38	55.56%	77.78%
lcpc.nsacwebcasts.com	9	1.44	00:00:29	88.89%	88.89%
www.nsacwebcasts.com	7	4.57	00:14:50	0.00%	14.29%
mwpr.nsacwebcasts.com	6	1.83	00:00:15	50.00%	83.33%
www.david-schulte.com	6	1.83	00:00:53	33.33%	50.00%

ahpc.nsacwebcasts.com	5	1.60	00:02:14	60.00%	60.00%
mv_other.nsacwebcasts.com	5	1.60	00:04:30	60.00%	40.00%
mwpc.nsacwebcasts.com	5	2.60	00:01:49	60.00%	40.00%
rvccsm.nsacwebcasts.com	5	1.20	00:00:11	80.00%	80.00%
rvhra.nsacwebcasts.com	5	1.60	00:00:09	60.00%	60.00%
mwhpc.nsacwebcasts.com	4	2.00	00:01:11	100.00%	75.00%
nopc.nsacwebcasts.com	4	1.50	00:02:28	75.00%	50.00%
nsp.nsacwebcasts.com	4	2.50	00:02:12	50.00%	0.00%
mvcccm.nsacwebcasts.com	3	1.00	00:00:00	0.00%	100.00%
mvpc.nsacwebcasts.com	3	1.00	00:00:00	0.00%	100.00%
mvstuiip.nsacwebcasts.com	3	1.00	00:00:00	66.67%	100.00%
mwcdrb.nsacwebcasts.com	3	1.00	00:00:00	100.00%	100.00%
mwhra.nsacwebcasts.com	3	1.00	00:00:00	100.00%	100.00%
rvec.nsacwebcasts.com	3	6.67	00:15:52	100.00%	33.33%
mwenrc.nsacwebcasts.com	2	1.00	00:00:00	100.00%	100.00%
mwpcsc.nsacwebcasts.com	2	3.00	00:11:59	50.00%	50.00%
rvpr.nsacwebcasts.com	2	1.00	00:00:00	0.00%	100.00%
svpc.nsacwebcasts.com	2	1.00	00:00:00	50.00%	100.00%
www.web.com	2	2.00	00:00:00	0.00%	0.00%
74.6.117.48	1	1.00	00:00:00	100.00%	100.00%
mvccm.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
mvpr.nsacwebcasts.com	1	1.00	00:00:00	0.00%	100.00%
mwbedc.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
rvpwt.nsacwebcasts.com	1	1.00	00:00:00	100.00%	100.00%
sapc.nsacwebcasts.com	1	2.00	00:09:00	100.00%	0.00%
sapr.nsacwebcasts.com	1	2.00	00:00:55	0.00%	0.00%

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#### Explanation of Columns

Visits- The number of visits to the page.

Pages/Visits-The average number of pages viewed during a visit to the site. Repeated views of a single page are counted.

% New Visits-The percentage of visits by people who had never visited your site before.

Avg. Time on Site-The average duration of a visit.

Bounce Rate-The percentage of single-page visits (i.e. visits in which the person left your site from the entrance page).

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## North Suburban Access Corporation

2010 Financial Report Summary

For the Eleven Months Ending November 30, 2010

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Revenues</b>					
Tuition/Training/Misc.	596.31	10,875.79	(1.09)	9,166.66	10,000.00
Cable Company Grants	0.00	1,214,546.72	(1.00)	1,113,335.67	1,214,548.00
EARNINGS FUND 808, NSA	0.00	57,457.27	(2.30)	22,916.67	25,000.00
Reimburs/WEBstream	2,329.29	25,701.42	(0.89)	26,583.34	29,000.00
Earned Income	6,545.28	a. 66,184.05	(2.76)	22,000.00	24,000.00
Donations	0.00	1,065.00	0.00	0.00	0.00
Transfer from Reserves	0.00	189,177.79	(2.59)	67,048.67	73,144.00
<b>Total Revenues</b>	<b>9,470.88</b>	<b>1,565,008.04</b>	<b>(1.14)</b>	<b>1,261,051.01</b>	<b>1,375,692.00</b>
<b>Expenses Summary</b>					
Personal Services	52,130.09	703,930.59	0.87	647,938.49	810,842.00
Operating Expenses	16,221.77	261,425.17	0.64	371,845.81	409,850.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	0.00	21,396.43	0.14	142,083.35	155,000.00
<b>Total Expenses</b>	<b>68,351.86</b>	<b>986,752.19</b>	<b>0.72</b>	<b>1,161,867.65</b>	<b>1,375,692.00</b>
<b>Net</b>	<b>(\$ 58,880.98)</b>	<b>\$ 578,255.85</b>	<b>0.00</b>	<b>99,183.36</b>	<b>0.00</b>

a. Earned Income -- Star Program; First Home Properties; Ramsey/Washington Counties Commission (Maplewood and North St. Paul webstreaming)

# North Suburban Access Corporation

2010 Detail Financial Report

For the Eleven Months Ending November 30, 2010

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Personal Services</b>					
Full Time Salaries	44,909.14	514,577.11	0.88	535,333.33	584,000.00
Part Time Salaries	5,085.28	53,072.13	0.87	55,916.67	61,000.00
FICA	3,696.82	43,528.97	0.82	48,896.83	53,342.00
Retirement	0.00	25,918.16	1.00	0.00	26,000.00
Unemployment	12.83	2,254.06	0.45	4,583.33	5,000.00
Workers Comp	0.00	3,482.57	1.00	3,208.33	3,500.00
Health/Life Insurance	(1,573.98) b.	61,097.59	0.78	0.00	78,000.00
Total Personal Services	52,130.09	703,930.59	0.87	647,938.49	810,842.00
<b>Operating Expenses</b>					
<b>General</b>					
Printing	0.00	2,558.52	0.51	4,583.33	5,000.00
Publications	0.00	521.96	0.87	550.00	600.00
Memberships	0.00	10,710.00	0.95	10,358.34	11,300.00
Entries Fees	0.00	2,620.00	1.31	1,833.34	2,000.00
Video Programming	0.00	0.00	0.00	137.50	150.00
Total General	0.00	16,410.48	0.86	17,462.51	19,050.00
<b>Supplies</b>					
Office Supplies	217.04	4,192.43	0.42	9,166.66	10,000.00
Video Supplies	0.00	12,853.80	0.86	13,750.00	15,000.00
Software Supplies	0.00	9,442.95	0.63	13,750.00	15,000.00
Volunteer Supplies	691.26 c.	11,069.03	0.95	10,725.00	11,700.00
Total Supplies	908.30	37,558.21	0.73	47,391.66	51,700.00

b. Health/Life Insurance -- Payroll deductions

c. Volunteer Supplies -- Election coverage crew food

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Maintenance</b>						
Office Equipment	59.99		3,395.39	0.49	6,416.66	7,000.00
Video Equipment	6,164.95		18,532.87	1.24	13,750.00	15,000.00
Van Operations	491.49		12,405.87	0.62	18,333.33	20,000.00
Building Janitorial	1,781.92		25,066.89	0.84	27,500.00	30,000.00
Total Maintenance	8,498.35		59,401.02	0.83	65,999.99	72,000.00
<b>Travel</b>						
Conferences	30.00	d.	8,118.66	0.68	11,000.00	12,000.00
Mileage & Meals	158.38		2,741.57	0.65	0.00	4,200.00
Total Travel	188.38		10,860.23	0.67	11,000.00	16,200.00
<b>Tuition &amp; Training</b>						
Tuition & Training	45.00	e.	2,086.50	0.30	6,416.66	7,000.00
	45.00		2,086.50	0.30	6,416.66	7,000.00
<b>Utilities</b>						
Utilities	1,000.00		11,000.00	0.92	11,000.00	12,000.00
	1,000.00		11,000.00	0.92	11,000.00	12,000.00
<b>Leases</b>						
Rent	2,488.66		27,375.26	0.34	73,700.00	80,400.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		2,575.00	0.86	2,750.00	3,000.00
Bldg Security	0.00		0.00	0.00	0.00	0.00
Postage Meter	0.00		1,542.00	0.51	2,750.00	3,000.00
Total Leases	2,488.66		31,492.26	0.36	79,200.00	86,400.00

d. Conferences-- MACTA luncheon

e. Tuition/Training -- Wellness program

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contractual</b>					
Audit	0.00	6,200.00	1.11	5,133.33	5,600.00
Sales Tax	195.10	5,141.25	0.30	15,583.33	17,000.00
Payroll	244.93	3,005.55	0.79	3,483.33	3,800.00
Insurance	0.00	9,114.00	1.01	8,250.00	9,000.00
Legal	0.00	13,062.50	0.65	18,333.33	20,000.00
Special Program Grants	0.00	2,018.55	0.00	0.00	0.00
Intrnet Connect	0.00	10,007.50	0.50	18,425.00	20,100.00
Miscellaneous	150.00	f. 17,891.66	0.60	27,500.00	30,000.00
<b>Total Contractual</b>	<b>590.03</b>	<b>66,441.01</b>	<b>0.63</b>	<b>96,708.32</b>	<b>105,500.00</b>
<b>Communications</b>					
Postage	392.25	4,092.90	0.82	4,583.34	5,000.00
Telephone	628.80	11,477.43	0.72	14,666.66	16,000.00
Advertising & Promotion	1,482.00	g. 10,605.13	0.59	16,500.00	18,000.00
<b>Total Communications</b>	<b>2,503.05</b>	<b>26,175.46</b>	<b>0.67</b>	<b>35,750.00</b>	<b>39,000.00</b>
<b>Recruiting</b>					
Recruiting	0.00	0.00	0.00	916.67	1,000.00
<b>Total Operating</b>	<b>16,221.77</b>	<b>261,425.17</b>	<b>0.64</b>	<b>371,845.81</b>	<b>409,850.00</b>

f. Misc. Contractual -- Sponsorship of an out-of-town speaker for MACTA conference

g. Advertising/Promotion -- Ads for election coverage

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
<b>Contingency</b>					
Contingency	0.00	0.00	0.00	0.00	0.00
<b>Capital Expenses</b>					
Capital Improvements	0.00	0.00	0.00	73,333.34	80,000.00
Video Equip.	0.00	18,758.80	0.38	45,833.34	50,000.00
Office Equipment	0.00	2,637.63	0.11	22,916.67	25,000.00
Total Capital	0.00	21,396.43	0.14	142,083.35	155,000.00
Total Expenses	68,351.86	986,752.19	0.72	1,161,867.65	1,375,692.00
Net	<u>(\$ 58,880.98)</u>	<u>\$ 578,255.85</u>	0.00	99,183.36	0.00

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**NSCC Item IX.D.  
NSAC Item VI.B.  
December 30, 2010**

**to:** Commissioners  
Board of Directors

**from:** Cor Wilson  
Executive Director

**subject:** Transfer of Reserve Funds

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Since at least 1994, when we received \$650,000 for equipment replacement from Hauser Communications upon the sale of the cable company, the City of Roseville's Finance Department has been holding and investing the reserve funds for the North Suburban Communications Commission and for the North Suburban Access Corporation. In recent years, however, the reporting system used by the Roseville Finance Department has made it difficult for our staff to know what our monthly earnings are so that we can include them in our financial reports to you.

Further, because the lease of the new space required a Letter of Credit, the cost of which will be less expensive if our reserves are held and invested at the financial institution that issues the Letter of Credit, I initiated a conversation with our Secretary/Treasurer, Blake Huffman, and with the Chair/President Dan Roe about moving our funds to Bremer Bank, where the corporation has its checking account and which issued the Letter of Credit required by the lease. They both concurred with my recommendation to move our reserve funds to Bremer. In order to do so, you must adopt the attached resolution.

**Action Requested:** Motion to adopt Resolution 2011-01, A Resolution Designating Bremer Bank as the depository for the funds of the North Suburban Communications Commission/North Suburban Access Corporation.

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**NSAC Item VI.C.  
December 30, 2010**

**to:** Board of Directors

**from:** Cor Wilson  
Executive Director

**subject:** Affirm Adjustment to Architectural Contract

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Because of the state's municipal corporation law, the NSAC will have to follow the formal bidding process as required for municipalities. Although legal counsel Steve Guzzetta and construction manager Rob Davidson investigated an alternate bidding process for cities, they determined that it would not save any time and would still require detailed architectural plans. Mr. Davidson said the detailed plans and specifications, particularly for the studio and control rooms, would work better for our project. As a result, the funding for the architecture contract needed to be increased from \$20,000 to \$25,000. At their meeting on December 17, the Executive Committee authorized the increase so that we could start working with architect, Russ Rosa, but we wanted to have the Board of Directors affirm that decision.

Two notes: We did ask for a quote from the second architectural firm, but theirs was significantly higher (almost double). Russ Rosa is the architect who designed the Quad Cities and North Metro access buildings and the new facilities for Channel 6, and he is very familiar with the state's formal bidding process for municipalities.

**Action Requested:** Motion to increase the amount of the architectural contract from \$20,000 to \$25,000.

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**NSCC Item IX.C.  
NSAC Item VI.D.  
December 30, 2010**

**to:** Commissioners  
Board of Directors

**from:** Cor Wilson  
Executive Director

**subject:** Appoint Nominating Committee

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It is that time of the year to appoint a nominating committee for officers of the Commission and Corporation Board of Directors. However, all of the current officers are eligible to serve a second year in their current positions if they are willing and able to do so. The current officers are:

Dan Roe -- Commission Chair/Board President

Rick Talbot – Commission Vice-Chair/Board Vice-President

Blake Huffman – Commission and Board Secretary/Treasurer

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