



NORTH SUBURBAN COMMUNICATIONS COMMISSION
April 5, 2012
7:00 P.M.
NSCC/NSAC
2670 Arthur Street, 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. Executive Director's Report
- VII. General Business
 - A. Treasurer's Report – February 2012
 - B. LMCIT Liability Coverage
- VIII. Announcements
- IX. Adjournment

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

Next Regular Meeting – May 3, 2012

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**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
March 1, 2012**

I. Call to Order

The Commission chair, Blake Huffman, called the meeting to order at 7:00 pm at the CTV North Suburbs Roseville facility.

II. Roll Call

The following Commissioners were in attendance:

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

Others Present:

Coralie Wilson, Executive Director
Emmett Coleman, Vice President of Government Affairs, Comcast
Patricia Doocy, Office & Human Resource Coordinator

III. Public Forum

No one was present to speak at the public forum.

IV. Approval of Agenda

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

V. Approval of Minutes

Mr. Beilke moved, seconded by Mr. Montour, to approve the minutes of the February 2, 2012, Commission meeting. The motion was approved with one abstention from Ms. Kracl of Mounds View.

VI. Reports

A. Executive Report

Ms. Wilson reported that the Franchise Fee checks have been received and sent out to the cities with an invoice for their contribution to the Commission. She stated that the remainder of her activity is included in the agenda.

B. Cable Company

Mr. Coleman reported that Comcast is continuing to work on the Internet Essentials program. Comcast held a community breakfast in order to get the word out about their program. Mr. Coleman said the breakfast was attended by representatives from the Ramsey County Library and other establishments that provide technology trainings.

In response to a question regarding the restructuring of the Government Affairs Department at Comcast, Mr. Coleman reported Mike Logan has been hired and will be the new director for the area. Mr. Logan comes from Target Corporation where he served as Director of Government Affairs. He reported Allison Hartle has been hired as State Director. Ms. Hartle has been an independent lobbyist at the Capitol for a number of years. Also, Madeline Koch, who does outreach in the community, has been promoted. Mr. Coleman announced Comcast still has some other openings to fill including a couple of manager positions.

Mr. Coleman reported that Ms. Koch is revamping the company newsletter to have more content and video segments, and he is hoping that rather than having a representative at each meeting, the newsletter and communications with Ms. Wilson would keep the Commissioners informed.

VII General Business

A. Treasurer's Report

Mr. Dains moved, seconded by Mr. Wilson, to accept the January 2012 Treasurer's Report. The motion was approved unanimously.

B. Franchise Fee Audit Settlement Agreement

Mr. Roe moved, seconded by Mr. Roth to approve the Franchise Fee Audit Settlement Agreement as presented. The motion was approved unanimously.

Mr. Beilke moved, seconded by Mr. Dains to delegate to the Executive Committee the ability to adopt a resolution to rescind the notice of violation. The motion was approved unanimously.

C. Discussion – Annual Meeting

The Commissioners discussed whether to hold an annual meeting to which representatives of the member cities would be invited. Ms. Wilson said it would give the Commission and NSAC an opportunity to educate city officials about the organizations and their activities for the previous year, similar to an annual report, which is often not read. They also considered the option of having a video of highlights of the previous year to show at city council meetings.

Mr. Talbot agreed to serve on the committee to develop plans for an annual meeting. Ms. Wilson will contact Ms. Haake about serving on the committee as well.

D. Appointment of Scholarship Committee

Ms. Haake, Mr. Montour and Mr. Huffman agreed to serve on the Scholarship Committee.

VIII. Announcements

IX. Adjournment

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

Respectfully submitted

Gina Bauman, Secretary/Treasurer

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**NSCC Item VI.A.
March 30, 2012**

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

Franchise Fee Audit Settlement Agreement – Although Emmett Coleman, Comcast’s Vice President for Government Affairs, indicated a week ago that a check for the \$41,568 specified in the franchise fee audit settlement agreement is being processed, we have yet to receive it. Once we receive the check, we will prepare a resolution withdrawing the notice of franchise non-compliance.

City Administrator Orientation – The City of Falcon Heights has a new city administrator – Bart Fischer. He came over for his orientation on March 9.

NSCC Financial Audit – The auditors from Harrington Langer and Associates were in the offices in March for our annual financial audit. We anticipate the audit report will be presented at the May or June meeting.

Upcoming Events -- I’m involved in several upcoming meetings including:

April 11 – Telecommunications Advisory Committee meeting

April 12 – Planning and moderating an eNATOA webinar on cable franchising

April 19 – Franchise Renewal Committee meeting

May 8 – MACTA Franchise Renewal Workshop. This is a day-long workshop, and I am planning this along with my counterpart in St. Paul. It’s intended to be a more basic workshop, but the final session of the day will focus on negotiating strategies.

Comcast Correspondence – I have attached a letter from Emmett Coleman regarding some programming changes.



Comcast Cable
10 River Park Plaza
St Paul, MN 55107

March 12, 2012

Ms. Cor Wilson
Executive Director
North Suburban Cable Commission
2670 Arthur Street
Roseville, MN 55113

Dear Cor:

Comcast is writing to inform you that effective May 15, 2012, Spike TV will be removed from the Digital Economy Tier and MultiLatino Extra. Going forward, History International (H2) will be added to the Digital Economy Tier and MultiLatino Extra on Channel 116.

Beginning March 15, 2012, the following message will appear on our customers' bills:

Effective 05/15/12, Spike (Channel 62) will be removed from the Digital Economy Tier and MultiLatino Extra. H2 will be added to the Digital Economy Tier and MultiLatino Extra on Channel 116.

As always, please feel free to contact me with questions at 651-493-5774.

Sincerely,

A handwritten signature in cursive script, appearing to read "Emmett Coleman".

Emmett Coleman
Vice President, Government Affairs
651-493-5774

North Suburban Communications Commission
2011 Financial Report Summary
For the Two Months Ending February 29, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Interest Income	71.13		152.04	(0.15)	166.67	1,000.00
Cable Co. Scholarships	0.00		0.00	0.00	0.00	98,703.00
Reimbursement	1,710.12	a.	1,710.12	(0.25)	1,134.00	6,800.00
Misc. Income	0.00		684.60	0.00	0.00	0.00
City Contributions	0.00		0.00	0.00	57,539.50	345,237.00
Transfer from Reserves	0.00		0.00	0.00	14,344.00	86,068.00
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Total Revenues	1,781.25		2,546.76	(0.00)	73,184.17	537,808.00
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Expenses Summary						
Personal Services	9,026.72		18,113.45	0.14	21,166.66	127,015.00
Operating Expenses	33,242.24		74,900.81	0.19	66,066.00	396,393.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	0.00		0.00	0.00	2,401.00	14,400.00
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Total Expenses	42,268.96		93,014.26	0.17	89,633.66	537,808.00
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Net	(\$ 40,487.71)		(\$ 90,467.50)	0.00	(16,449.49)	0.00
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a. Reimbursements -- Ramsey County lease of capacity on I-Net

North Suburban Communications Commission

2011 Detail Financial Report

For the Two Months Ending February 29, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	7,435.20	14,870.40	0.15	16,333.00	98,000.00
Part Time Salaries	0.00	0.00	0.00	0.00	0.00
FICA	568.80	1,197.60	0.15	1,350.00	8,105.00
Retirement	0.00	0.00	0.00	734.00	4,410.00
Unemployment	44.67	89.35	0.09	166.66	1,000.00
Workers Comp	0.00	0.00	0.00	83.00	500.00
Health/Life Insurance	978.05	1,956.10	0.13	2,500.00	15,000.00
Total Personal Services	9,026.72	18,113.45	0.14	21,166.66	127,015.00
Operating Expenses					
General					
Printing	12.59	b. 23.84	0.02	200.00	1,200.00
Publications	0.00	184.99	0.37	83.00	500.00
Memberships	0.00	3,210.00	0.47	1,146.00	6,880.00
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	12.59	3,418.83	0.40	1,429.00	8,580.00
Supplies					
I-Net Supplies	2,490.00	c. 2,490.00	0.62	666.00	4,000.00
Office Supplies	0.00	162.58	0.11	250.00	1,500.00
Video Supplies	0.00	0.00	0.00	0.00	0.00
Software Supplies	0.00	0.00	0.00	167.00	1,000.00
Volunteer Supplies	158.68	158.68	0.16	167.00	1,000.00
Total Supplies	2,648.68	2,811.26	0.37	1,250.00	7,500.00

b. Printing -- Newsletter mailing preparation

c. I-Net Supplies -- Units that enable monitoring of the Channel 16's for each city.
(Budgeted expense).

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	174.40	d.	174.40	0.15	200.00	1,200.00
Network Equip. Maint.	0.00		0.00	0.00	334.00	2,000.00
Building Janitorial	1,575.57		2,573.20	0.16	2,667.00	16,000.00
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Total Maintenance	1,749.97		2,747.60	0.14	3,201.00	19,200.00
Travel						
Conferences	0.00		0.00	0.00	1,667.00	10,000.00
Mileage & Meals	41.32		372.31	0.14	433.00	2,600.00
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Total Travel	41.32		372.31	0.03	2,100.00	12,600.00
Tuition & Training						
Tuition & Training	135.00	e.	150.00	0.20	125.00	750.00
Utilities						
Utilities	462.95		959.40	0.11	1,418.00	8,500.00
Leases						
Rent	1,696.40		3,392.80	0.16	3,500.00	21,000.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		0.00	0.00	83.00	500.00
Postage Meter	0.00		0.00	0.00	125.00	750.00
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Total Leases	1,696.40		3,392.80	0.15	3,708.00	22,250.00

d. Office Equipment Maint. -- Copier contract

e. Tuition & Training -- eNATOA (split with NSAC) and wellness reimbursement

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	0.00	0.00	934.00	5,600.00
Insurance	0.00	0.00	0.00	666.00	4,000.00
Legal	21,335.50	39,019.25	0.43	15,000.00	90,000.00
Intrnet Connection	500.00	1,500.00	0.25	1,017.00	6,100.00
NSCC SALES TAX	20.84	69.23	0.09	125.00	750.00
Cable Services	1,005.00	2,010.00	0.15	2,210.00	13,260.00
Miscellaneous	3,292.14	f. 17,921.91	0.20	15,000.00	90,000.00
Total Contractual	26,153.48	60,520.39	0.29	34,952.00	209,710.00
Communications					
Postage	154.97	154.97	0.15	167.00	1,000.00
Telephone	186.88	373.25	0.09	666.00	4,000.00
Advertising & Promotion	0.00	0.00	0.00	266.00	1,600.00
Total Communications	341.85	528.22	0.08	1,099.00	6,600.00
Grants					
Scholarships	0.00	0.00	0.00	16,450.00	98,703.00
Internships	0.00	0.00	0.00	0.00	0.00
Total Grants	0.00	0.00	0.00	16,450.00	98,703.00
Recruiting					
Recruiting	0.00	0.00	0.00	334.00	2,000.00
Total Operating	33,242.24	74,900.81	0.19	66,066.00	396,393.00

f. Misc. Contractual -- Roseville IT services; The Buske Group (split with NSAC)

	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	234.00	1,400.00
Capital Video	0.00	0.00	0.00	0.00	0.00
I-Net Equipment	0.00	0.00	0.00	1,667.00	10,000.00
Office Equipment	0.00	0.00	0.00	500.00	3,000.00
Total Capital	0.00	0.00	0.00	2,401.00	14,400.00
Total Expenses	42,268.96	93,014.26	0.17	89,633.66	537,808.00

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NSCC Item VII.B.
March 28, 2012

to: Commissioners
from: Cor Wilson, Executive Director
subject: LMCIT Liability Coverage

Each year, the Commission must choose whether to waive or not to waive the statutory tort liability limits. The effects of waiving or not waiving the limits are described in the attached document from the League of Minnesota Cities Insurance Trust. The staff recommends that the Commission NOT waive the monetary limits on municipal tort liability.

Action Requested: Motion to NOT waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

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

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

_____ accepts liability coverage limits of \$_____ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting _____

Signature _____ Position _____

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044