



**NORTH SUBURBAN ACCESS CORPORATION
October 3, 2013
NSCC/NSAC
2670 Arthur Street, Roseville, MN
Regular Meeting
Immediately following NSCC Meeting**

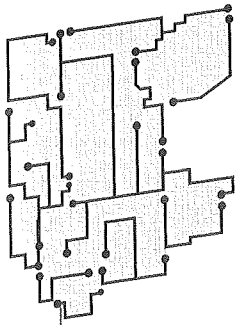
A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of September 2013 Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – August 2013
 - B. 2013 Budget Update – C. Wilson
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

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

Next Regular Meeting – November 7, 2013

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North
Suburban
Communications
Commission



NORTH SUBURBAN ACCESS CORPORATION
MINUTES
September 5, 2013

I. Call to Order

Board President Steve Beilke called the meeting to order at 7:22 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Board Members were in attendance:

- Craig Wilson, Arden Hills
- Rick Talbot, Arden Hills
- Jeff Dains, Lauderdale
- Rick Montour, Little Canada
- Barb Haake, Mounds View
- Steve Beilke, North Oaks, President
- Dan Roe, Roseville
- Hal Gray, St. Anthony,
- Ady Wickstrom, Shoreview, Vice President

Others Present:

- Coralie Wilson, Executive Director
- Tim Domke, Production and Outreach Manager
- Pat Cook, Senior Technician/Facilities Coordinator
- Val Kosky, Business Manager

III. Approval of Agenda

Mr. Dains moved, seconded by Ms. Haake, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Talbot moved, seconded by Mr. Dains, to approve the August 2013 minutes. The motion was approved with three abstentions: Ms. Haake, Mr. Roe and Mr. Talbot.

V. Reports

A. Executive Director

Ms. Wilson reported staff is working on election coverage. Candidates were notified by letter and email to participate in the speak-out videos. Twelve of fourteen candidates had responded

so far. Several candidate forums have been scheduled, and staff is meeting with past on-air talent on September 11 to discuss changes in election night coverage.

Ms. Wilson reported that Ryan Companies is selling the building and had sought assurances that NSAC was planning on staying in the building. She also reported that recent changes to state sales tax law do not apply to joint powers agreements.

Ms. Wilson noted that NSAC was conducting a survey that is available online or at the computer located in the lobby of the facility. She also noted that staff was researching the purchase of a new van, as the current van creates a risk for the organization.

B. Production and Outreach Manager

Mr. Domke reviewed the new report for the Municipal Assistance Program, noting that three cities will reach the 100 hour allotment this year and one other city will be close to using almost 100 hours.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that the blue truck rewiring is almost complete and its first shoot is tomorrow. He reminded all that the community channel is the place to be to watch high school football. He noted that the CTV webpage would include banners noting the games.

Mr. Cook reported that staff is currently appraising MPEG equipment that is being used to test webstreams.

VI. General Business

A. Treasurer's Report

Mr. Beilke moved, seconded by Mr. Dains, to approve the July 2013 Treasurer's report. The motion was approved unanimously.

VII. Announcements

A. Crew introductions

Mr. Beilke introduced the production crew:
Kevin O'Brien, Camera
Riley O'Brien, Camera
Kevin Schmitz, Producer, Master Control
Brandon Middlesworth, Master Control, Intern

VIII. Adjournment

Mr. Roe moved, seconded by Mr. Dains, to adjourn the meeting. The motion was approved, and the meeting adjourned at 7:50 pm.

Respectfully Submitted

Gina Bauman, Secretary/Treasurer

**NSAC Item V.A.
September 27, 2013**

to: Board of Directors
from: Cor Wilson
Executive Director
subject: September Report

Elections – All of the Candidate Speak-out videos have been recorded, and Shannon Hunter is editing them together. They should be ready for the channel by this weekend. I have attached Shannon's report of who recorded an election message. Those who did not record a message have an uncontested election. Shannon also reported that five candidates forums are scheduled, four of them in local city halls.

Tim Domke and Dale Irving are planning our election night coverage, and we met with Barb Haake and Mindy Greiling on September 11 to talk about new approaches to that evening's production. They both really liked the idea of sending crews out to interview candidates at their election parties, so staff is following up on that.

City Meeting Coverage – During the strategic planning process, one of the opportunities we discussed was providing the staff for city meeting coverage rather than the cities having to find someone to handle it for them. We have one contract already with the City of St. Anthony, and we are now working on two more – for the City of Roseville and the City of Arden Hills. We hope to have both contracts (or letters of agreement) consummated in October.

Sports Programming and Grand Stadium – I wanted to make you aware of an issue that has arisen in the last few years. In around 2010, our understanding is that the High School Athletic Association sold the rights for broadcasting tournament playoffs to Hubbard Broadcasting for 20 years for \$1,000,000. (That was a bargain for Hubbard, by the way.) However, somehow captured in the deal was the right to webstream not just tournament games but other games as well, and Hubbard spun off a subsidiary called Grand Stadium to do the webstreaming. Grand Stadium covers their games with one camera, which is given to the school and which is operated by a student.

Although this may look like a big deal for some Greater Minnesota school districts, it is obviously does NOT compare to the kind of coverage that the metro area community media facilities can provide. Nevertheless, Grand Stadium has been trying to get the metro area centers to sign agreements that would allow us to cover games, but require us to give the content to Grand

Stadium for webstreaming. Grand Stadium would sell commercials to insert in the programming. In essence, Grand Stadium gets to use our equipment and crew for free, while making money on the program, and all we get is limited cablecasting rights for the program.

To us, this does not look like a good deal, but Grand Stadium has approached some of the metro area athletic directors in an attempt to work around us (collectively). If a high school allows Grand Stadium to cover a game, we get shut out. So far, only a few area PEG access operations have signed agreements with Grand Stadium, but, given the length of the Hubbard Broadcasting deal with the High School Athletic Association, the issue is likely to be with us for a while.

Kruger Lawsuit – Shannon Hunter, C.J. Luck and I were required to give depositions in the lawsuit on September 11. Again, we are represented by Jack Hennen from the League of Minnesota Cities Insurance Trust. I will keep you informed as it progresses.

From: allstaff-owner@ctv15.org on behalf of [Shannon Hunter](#)
To: [All Staff](#)
Subject: [AllStaff] Candidates Speak Out
Date: Monday, September 23, 2013 11:55:55 AM

Thank you to everyone that helped with Candidates Speak Out this year! I wouldn't have been able to do it without everyone. We taped 18 candidates this year from a list of 23. I think that is a success!

Here is a list of who came in ...

Falcon Heights City Council

Keith Gosline
Pam Harris
Michael Thomas

New Brighton Mayor

Dave Jacobsen
Mary Burg

New Brighton City Council

Graeme Allen
Gina Bauman
Mary Kunesh-Podein
Char Samuelson
Brian Strub

District 621 School Board

John Hakes
Greg Madsen
Marre Jo Sager
Jon Tynjala

District 623 School Board

Mike Boguszewski
Kitty Gogins
Frank Shaw
Mark Traynor

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NSAC Item V.C.
September 25, 2013

To: Cor Wilson
Executive Director

From: Tim Domke
Production and Outreach Manager

Subject: September 2013 Report

Truck Productions – (17 in all)

- Public events
 - Korean Veterans picnic.
 - Roseville Big Band at Edinborough Park
- Educational events
 - Roseville High School
 - Volleyball – 2 events
 - Football – 3 events
 - Soccer – 2 events
 - Swimming event
 - St. Anthony High School
 - Football – 2 events
 - Swim event
 - Volleyball event
 - Bethel College
 - Football – 2 events
 - Northwestern College
 - Football event
- Staff produced
 - Irondale High School – Football

Studio/Misc. Productions – (to name a few)

- Staff
 - North Suburban Beat – (Two shows)
 - Guests/Organizations
 - Wild Rice Festival Preview
 - Little Canada Nadeau Park Opening
 - Vietnam Vets at the State Fair
 - Minnesota State Fair Heat
 - Arden Hills State of the City
 - G-Gal Program at CTV
 - Tammy Pust as Administrator Law Judge
 - Twin Cities Honor Flight
 - Habitat for Humanity ReStore in New Brighton
 - Roseville Visitors Association competition video.
 - Shot and continue to edit the Ramsey County Sheriffs video “Night to Unite.”
 - Candidates Speak Outs (see Shannon Hunters enclosed report)



September 2013 Special Projects Report

By Shannon Hunter

The North Suburban Beat

If you have a story idea, please contact Maureen Anderson at manderso@ctv15.org. Thanks!

1. Sept. 4th Highlights:
 - a. Wild Rice Festival Preview
 - b. Little Canada Nadeau Park Opening
 - c. Vietnam Vets at the State Fair
 - d. MN State Fair Heat

2. Sept. 18th Highlights:
 - a. Arden Hills State of the City
 - b. G-Gal Program at CTV
 - c. Tammy Pust as Admin Law Judge
 - d. Twin Cities Honor Flight
 - e. Habitat for Humanity ReStore in New Brighton

Candidates Speak Out

September 9th through September 21st, we had 18 candidates come to CTV to tape their 10-minute Speak Out in the lead up to their election. These 18 candidates were out of a possible 23 candidates in our local area. Replays of the races that had candidates are below.

Falcon Heights

Sunday, 10/6 at 4:30 pm
Monday, 10/7 at 12:30 am, 8:30 am
Saturday, 10/19 at 3:30 pm
Sunday, 10/20 at 1:30 am, 8:30 am
Monday, 10/21 at 5:30 pm
Tuesday, 10/22 at 3:30 am, 10:30 am

District 621 School Board

Monday, 10/7 at 3 pm, 11 pm
Tuesday, 10/8 at 7 am
Friday, 10/18 at 5:30 pm
Saturday, 10/19 at 3:30 am, 10:30 am
Wednesday, 10/23 at 3 pm, 11 pm
Thursday, 10/24 at 7 am

New Brighton

Sunday, 10/6 at 6 pm
Monday, 10/7 at 2 am, 10 am
Tuesday, 10/15 at 3 pm, 11 pm
Wednesday, 10/16 at 7 am
Friday, 10/25 at 3 pm
Saturday, 10/26 at 1 am, 8 am

District 623 School Board

Tuesday, 10/8 at 3 pm, 11 pm
Wednesday, 10/9 at 7 am
Friday, 10/18 at 3 pm
Saturday, 10/19 at 1 am, 8 am
Friday, 10/25 at 5:30 pm
Saturday, 10/26 at 3:30 am, 10:30 am

Candidates Forums

10/5: New Brighton Mayor/City Council [The Mirage]
10/16: Falcon Heights City Council [City Hall]
10/21: New Brighton Mayor/City Council [City Hall]
10/24: District 623 School Board [Roseville City Hall]
10/28: District 621 School Board [New Brighton City Hall]

CTV North Suburbs

Period: 1/1/13 - 12/31/13

Municipal Assistance Program

Updated Through:

9/25/13

CITY	Production		TOTAL HOURS	Production		TOTAL VALUE	TOTAL LENGTH
	Hours	Tech Hours		Value	Tech Value		
ARDEN HILLS	23	0	23	\$1,285	\$0	\$1,285	0:00:00
FALCON HEIGHTS	71.5	11	82.5	\$4,763	\$550	\$5,313	2:49:18
LAUDERDALE	56	1	57	\$4,120	\$50	\$4,170	3:32:14
LITTLE CANADA	86.5	13.5	100	\$7,643	\$675	\$8,318	0:39:45
MOUNDS VIEW	59	6.5	65.5	\$5,160	\$325	\$5,485	0:12:48
NEW BRIGHTON	72.5	0	72.5	\$6,648	\$0	\$6,648	0:15:15
NORTH OAKS	39	7	46	\$2,775	\$350	\$3,125	1:39:35
ROSEVILLE	84.5	24.5	109	\$7,608	\$1,225	\$8,833	0:13:49
SAINT ANTHONY	74	16	90	\$7,180	\$800	\$7,980	4:27:49
SHOREVIEW	89	2	91	\$7,395	\$100	\$7,495	2:41:16
TOTALS	655	82	737	\$54,575	\$4,075	\$58,650	16:31:49

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TO: Cor Wilson, Executive Director

FROM: Terri Schultz, Technical Services Manager
Pat Cook, Senior Technician and Facilities Coordinator

SUBJECT September 2013 Report

Technical Operations

- Ian Cobb and Pat Cook have been working on getting the Tektronix Sentry MPEG stream analyzer and monitor setup and running. This is the device mentioned at the last commission meeting. It monitors and alerts us when there are issues with the MPEG streams coming from the cities. It can also monitor and analyze the streams that Comcast puts on the cable system, thus allowing us to watch for issues there as well. One of the determinations so far has been a code upgrade to our VBricks.
- The technical staff has worked with Rich Chlebacek on getting the OVAL ready for more autonomous productions this winter. These are productions done using a mixture of CTV and OVAL equipment to cover outdoor events like speed skating and bandy, as well as indoor arena events like figure skating and hockey.
- The Mini-Mobile system was used to help record the Candidate Speak Out videos. It will also be used for a weeklong symposium at St. Paul Union Depot in October. This is one of the ideal uses of the system, to capture numerous presentations that will be happening at one location over an extended period. It allows for setting up once and the capturing of lots of programming.
- Don Swenson's monthly report is attached.

IT and I-Net Operations

- We have been successfully streaming high school sports this fall using the new Livestream web application. One interesting aspect of streaming is that we can measure the number of page views we get. Most events are in the tens or teens for live viewership, but the events keep getting more views as time progresses. We did have one game, Irondale vs. Northfield football that had as many as 80 viewers of the live stream and currently has 442 views of the archived video. This was probably due to Dale Irving's concerted effort to promote the stream to the Northfield area, as well as to our own.
- We have been successfully using the new LiveU encoder for a number of games. There are several advantages to the LiveU over the older VBricks. First, it's capable of HD, so, when that day comes, we are set. It can also utilize cellular modems if we do not have other Internet access available. This means we can get a live signal from more locations than ever.
- Our Filemaker database has been updated.
- Our SSL certificates have been renewed on our mailserver
- The election web site will be up soon starting with the Candidate Speak Out videos, continuing with the Candidate Forums, and, of course, live on election night.
- A monthly web streaming activity report is attached.

City and School Assistance

- Ian Cobb and John Sommer installed a new Elmo document camera that is used for document viewing on a screen at Roseville City Hall. We also integrated their existing projector into the new IR remote system for the control room. The video operator can now control the Elmo and the projector from the control room.

- John Sommer went to Shoreview City Hall with Kevin Schmitz and showed him how their new audio system works.

Trucks

- There were 16 truck shoots in September, 12 live and webstreamed.
- The wiring project on the Blue Truck has been completed. There are a few things that still need to be refined, but all of the major upgrades are done.
- In the past few months we have had some maintenance work done on the white truck's generator. The service people have commented that 7,700 hours is quite a lot to have on a Gen Set, equivalent roughly to 400,000 miles on a vehicle engine. We will continue to keep it working and in service, but we will have to look into replacing it or rebuilding it sometime in the future.

Don Swenson's Monthly Report

Sept. '13

Machine room

- 1) Worked with Muska electric to get more outlets for dual power supply equipment

Trucks

- 1) White - Repaired the red triax cable.
- 2) White - Fixed the power for the triple Marshall LCD monitor.

Misc.

- 1) Repaired 7 headsets.

Cities

- 1) St. Anthony Fixed the camera 1 and new Sony camera genlock issue. Also wired a monitor to preview the new Sony camera.

August 25, 2013 to September 24, 2013					
Page Title	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate
Arden Hills City Council April 29, 2013	1	1	11.00	0	0.00%
Arden Hills City Council August 12, 2013	6	6	104.67	1	100.00%
Arden Hills City Council August 26, 2013	15	11	142.00	5	60.00%
Arden Hills City Council July 29, 2013	10	6	241.00	0	0.00%
Arden Hills City Council July 8, 2013	1	1	6.00	0	0.00%
Arden Hills City Council June 24, 2013	1	1	44.00	0	0.00%
Arden Hills City Council May 13, 2013	1	1	8.00	0	0.00%
Arden Hills City Council May 28, 2013	15	14	200.78	7	71.43%
Arden Hills City Council September 9, 2013	31	15	348.91	2	100.00%
Arden Hills Planning Commission July 10, 2013	2	2	5.00	0	0.00%
Arden Hills Planning Commission June 19, 2013	1	1	13.00	0	0.00%
Arden Hills Planning Commission September 4, 2013	12	7	123.70	1	100.00%
Lauderdale City Council August 13, 2013	5	5	527.00	0	0.00%
Lauderdale City Council August 27, 2013	4	4	25.50	0	0.00%
Lauderdale City Council July 23, 2013	1	1	9.00	0	0.00%
Lauderdale City Council July 9, 2013	1	1	5.00	0	0.00%
Lauderdale City Council June 25, 2013	2	2	5.00	1	100.00%
Lauderdale City Council September 10, 2013	6	6	41.50	1	100.00%
Lauderdale City Council September 24, 2013	3	1	677.33	0	0.00%
Little Canada City Council August 14, 2013	22	11	373.63	5	60.00%
Little Canada City Council August 28, 2013	6	6	247.40	0	0.00%
Little Canada City Council July 10, 2013	4	3	74.33	0	0.00%
Little Canada City Council July 24, 2013	5	5	12.33	1	0.00%
Little Canada City Council June 12, 2013	2	2	79.50	0	0.00%
Little Canada City Council June 26, 2013	3	3	11.00	0	0.00%
Little Canada City Council May 22, 2013	1	1	15.00	0	0.00%
Little Canada City Council September 11, 2013	12	12	501.50	1	100.00%
Little Canada Parks & Recreation July 11, 2013	1	1	7.00	0	0.00%
Little Canada Parks & Recreation September 5, 2013	6	5	308.25	0	0.00%
Little Canada Planning Commission July 11, 2013	3	3	15.33	0	0.00%
Little Canada Planning Commission June 13, 2013	2	2	10.00	0	0.00%
Little Canada Planning Commission September 12, 2013	2	2	91.00	0	0.00%
Mounds View Charter Commission July 11, 2013	1	1	29.00	0	0.00%
Mounds View Charter Commission June 12, 2013	1	1	3.00	0	0.00%
Mounds View Charter Commission May 8, 2013	1	1	4.00	0	0.00%
Mounds View Charter Commission September 12, 2013	6	6	19.00	0	0.00%
Mounds View City Council August 12, 2013	5	5	373.00	1	100.00%
Mounds View City Council August 26, 2013	28	22	109.93	1	100.00%
Mounds View City Council July 22, 2013	2	1	8.00	0	0.00%
Mounds View City Council July 8, 2013	12	8	165.20	1	0.00%
Mounds View City Council June 10, 2013	2	2	56.00	0	0.00%
Mounds View City Council June 24, 2013	3	3	11.00	0	0.00%
Mounds View City Council May 13, 2013	2	2	230.00	0	0.00%
Mounds View City Council May 28, 2013	3	3	13.00	0	0.00%
Mounds View City Council September 23, 2013	4	4	39.50	0	0.00%
Mounds View City Council September 9, 2013	24	19	233.36	4	75.00%
Mounds View Economic Development Authority August 12, 2013	7	5	417.25	0	0.00%
Mounds View Economic Development Authority August 26, 2013	7	6	27.67	1	0.00%
Mounds View Economic Development Authority July 8, 2013	1	1	4.00	0	0.00%
Mounds View Economic Development Authority June 24, 2013	2	2	10.00	0	0.00%
Mounds View Economic Development Authority May 13, 2013	1	1	5.00	0	0.00%
Mounds View Economic Development Commission August 16, 2013	2	2	19.00	0	0.00%
Mounds View Parks & Recreation & Forestry Commission August 22, 2013	7	5	79.57	0	0.00%
Mounds View Parks & Recreation & Forestry Commission July 25, 2013	6	4	278.67	0	0.00%
Mounds View Parks & Recreation & Forestry Commission June 27, 2013	4	3	343.50	1	0.00%
Mounds View Parks & Recreation & Forestry Commission May 23, 2013	1	1	10.00	0	0.00%

Mounds View Planning Commission August 21, 2013	4	4	106.00	0	0.00%
Mounds View Planning Commission August 7, 2013	2	1	21.00	0	0.00%
Mounds View Planning Commission July 24, 2013	1	1	12.00	0	0.00%
Mounds View Planning Commission July 9, 2013	1	1	6.00	0	0.00%
Mounds View Planning Commission June 19, 2013	1	1	8.00	0	0.00%
Mounds View Planning Commission September 18, 2013	4	4	36.00	0	0.00%
Mounds View Schools School Board August 20, 2013	43	38	77.00	7	100.00%
Mounds View Schools School Board June 11, 2013	5	2	22.00	0	0.00%
Mounds View Schools School Board June 25, 2013	6	4	31.33	0	0.00%
Mounds View Schools School Board May 21, 2013	5	3	14.75	0	0.00%
Mounds View Schools School Board September 17, 2013	30	22	162.00	1	100.00%
Mounds View Street & Utilities Committee September 16, 2013	4	3	139.75	0	0.00%
Mounds View Work Session August 5, 2013	1	1	65.00	0	0.00%
Mounds View Work Session July 1, 2013	1	1	8.00	0	0.00%
Mounds View Work Session June 3, 2013	1	1	62.00	0	0.00%
Mounds View Work Session September 3, 2013	21	18	200.15	2	50.00%
North Oaks City Council August 7, 2013	7	5	88.40	0	0.00%
North Oaks City Council July 11, 2013	2	2	8.00	0	0.00%
North Oaks City Council June 13, 2013	3	3	84.50	0	0.00%
North Oaks City Council September 12, 2013	11	8	329.00	0	0.00%
North Oaks Home Owners Assn August 1, 2013	6	5	351.25	0	0.00%
North Oaks Home Owners Assn September 5, 2013	12	9	87.29	1	0.00%
North Oaks Planning Commission May 30, 2013	1	1	1418.00	0	0.00%
Ramsey / Washington Suburban Cable Commission July 11, 2013	8	3	21.75	0	0.00%
Ramsey / Washington Suburban Cable Commission May 9, 2013	24	18	104.31	16	37.50%
Ramsey / Washington Suburban Cable Commission September 12, 2013	22	16	388.33	8	50.00%
Roseville City Council August 12, 2013	21	18	140.07	0	0.00%
Roseville City Council August 19, 2013	15	9	110.50	0	0.00%
Roseville City Council August 26, 2013	35	28	170.17	0	0.00%
Roseville City Council July 1, 2013	2	2	6.00	0	0.00%
Roseville City Council July 15, 2013	1	1	13.00	0	0.00%
Roseville City Council July 18, 2013	2	2	9.50	0	0.00%
Roseville City Council July 22, 2013	6	3	47.33	0	0.00%
Roseville City Council July 8, 2013	1	1	5.00	0	0.00%
Roseville City Council June 10, 2013	1	1	11.00	0	0.00%
Roseville City Council June 17, 2013	1	1	11.00	0	0.00%
Roseville City Council May 13, 2013	1	1	118.00	0	0.00%
Roseville City Council September 16, 2013	20	13	165.80	1	100.00%
Roseville City Council September 23, 2013	3	3	100.67	1	0.00%
Roseville City Council September 9, 2013	28	20	113.25	1	0.00%
Roseville Ethics Commission August 14, 2013	5	5	194.50	0	0.00%
Roseville Housing & Redevelopment Authority August 13, 2013	9	8	247.71	0	0.00%
Roseville Housing & Redevelopment Authority July 16, 2013	1	1	14.00	0	0.00%
Roseville Housing & Redevelopment Authority June 18, 2013	1	1	9.00	0	0.00%
Roseville Housing & Redevelopment Authority May 21, 2013	1	1	175.00	0	0.00%
Roseville Housing & Redevelopment Authority September 17, 2013	5	1	198.60	0	0.00%
Roseville Humans Rights Commission July 17, 2013	3	3	11.00	0	0.00%
Roseville Humans Rights Commission June 19, 2013	1	1	8.00	0	0.00%
Roseville Humans Rights Commission September 18, 2013	9	6	109.00	0	0.00%
Roseville Parks & Recreation Commission August 6, 2013	5	4	310.50	0	0.00%
Roseville Parks & Recreation Commission May 7, 2013	1	1	1227.00	0	0.00%
Roseville Planning Commission July 10, 2013	1	1	5.00	0	0.00%
Roseville Public Works & Transportation August 27, 2013	7	5	797.25	0	0.00%
Roseville Public Works & Transportation July 23, 2013	8	4	72.00	0	0.00%
Roseville Public Works & Transportation June 25, 2013	2	2	7.50	0	0.00%
Roseville Public Works & Transportation May 28, 2013	1	1	97.00	0	0.00%
Roseville Public Works & Transportation September 24, 2013	2	1	1177.00	0	0.00%
Roseville Variance Board September 4, 2013	7	6	172.83	0	0.00%
Shoreview City Council August 19, 2013	10	9	198.14	1	0.00%

Shoreview City Council August 5, 2013	2	2	174.50	0	0.00%
Shoreview City Council July 1, 2013	2	2	6.00	0	0.00%
Shoreview City Council July 15, 2013	1	1	9.00	0	0.00%
Shoreview City Council June 17, 2013	1	1	9.00	0	0.00%
Shoreview City Council June 3, 2013	1	1	17.00	0	0.00%
Shoreview City Council May 20, 2013	1	1	164.00	0	0.00%
Shoreview City Council May 6, 2013	1	1	46.00	0	0.00%
Shoreview City Council September 16, 2013	12	10	301.00	2	100.00%
Shoreview City Council September 3, 2013	18	11	124.08	0	0.00%
Shoreview Planning Commission August 27, 2013	4	3	90.50	0	0.00%
Shoreview Planning Commission August 6, 2013	1	1	19.00	0	0.00%
Shoreview Planning Commission June 25, 2013	1	1	5.00	0	0.00%
Shoreview Planning Commission May 28, 2013	1	1	3.00	0	0.00%
Shoreview Planning Commission September 24, 2013	1	1	24.00	0	0.00%
St. Anthony / NB ISD Meetings - CTV North Suburbs	1	1	0.00	0	0.00%
St. Anthony / NB ISD School Board August 12, 2013	8	3	15.25	0	0.00%
St. Anthony / NB ISD School Board June 4, 2013	1	1	48.00	0	0.00%
St. Anthony / NB ISD School Board September 3, 2013	4	3	108.75	0	0.00%
St. Anthony City Council August 13, 2013	2	2	23.00	0	0.00%
St. Anthony City Council August 27, 2013	6	3	28.50	0	0.00%
St. Anthony City Council July 23, 2013	1	1	6.00	0	0.00%
St. Anthony City Council July 9, 2013	1	1	4.00	0	0.00%
St. Anthony City Council June 25, 2013	3	1	2.67	0	0.00%
St. Anthony City Council September 10, 2013	11	5	306.67	1	0.00%
St. Anthony City Council September 24, 2013	4	2	155.00	1	0.00%
St. Anthony Parks & Recreation Commission June 10, 2013	1	1	9.00	0	0.00%
St. Anthony Planning Commission August 26, 2013	7	5	38.00	0	0.00%
St. Anthony Planning Commission June 24, 2013	2	2	14.50	0	0.00%
St. Anthony Planning Commission September 23, 2013	4	4	25.00	0	0.00%
	3819	2070	107.40	805	29.57%

North Suburban Access Corporation

2013 Financial Report Summary

For the Eight Months Ending August 31, 2013

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	376.38	a.	7,497.73	(0.62)	7,600.00	12,000.00
Cable Company Grants	0.00		1,054,474.32	(0.75)	1,054,492.50	1,405,990.00
Interest Income	248.64		2,109.94	(0.60)	2,300.00	3,500.00
Reimburs/WEBstream	0.00		14,978.34	(0.50)	15,000.00	30,000.00
Earned Income	2,469.14	b.	30,242.46	(0.55)	32,000.00	55,000.00
Donations	0.00		10.00	(0.01)	0.00	1,000.00
EQUIP REPL GRANT 807	0.00		50,000.00	0.00	0.00	0.00
Transfer from Reserves	0.00		0.00	0.00	0.00	26,210.00
Total Revenues	3,094.16		1,159,312.79	(0.76)	1,111,392.50	1,533,700.00
Expenses Summary						
Personnel Services	69,251.31		549,782.28	0.65	541,573.78	841,000.00
Operating Expenses	41,000.12		327,472.59	0.61	366,722.64	532,700.00
Capital Expenses	359.43		79,768.90	0.50	116,470.50	160,000.00
Total Expenses	110,610.86		957,023.77	0.62	1,024,766.92	1,533,700.00
Net	(\$ 107,516.70)		\$ 202,289.02	0.00	86,625.58	0.00

a. Tuition/Training/Misc. -- Most of the income is from sales of DVD's

b. Earned Income -- Ramsey/Washington Commission webstreaming; St. Anthony city meetings; Minnesota State Council on Disability program

North Suburban Access Corporation

2013 Detail Financial Report

For the Eight Months Ending August 31, 2013

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personnel Services					
Full Time Salaries	47,684.22	375,880.96	0.65	366,942.32	576,500.00
Part Time Salaries	5,933.49	46,809.30	0.72	42,500.00	65,000.00
FICA	3,862.74	31,789.40	0.62	33,346.14	51,000.00
Retirement	2,022.18	16,858.60	0.56	20,000.00	30,000.00
Unemployment	227.48	2,952.10	0.66	2,942.32	4,500.00
Workers Comp	231.47	1,768.47	0.35	3,175.00	5,000.00
Health/Life Insurance	9,289.73	73,723.45	0.68	72,668.00	109,000.00
Total Personal Services	69,251.31	549,782.28	0.65	541,573.78	841,000.00
Operating Expenses					
General					
Printing	0.00	723.87	0.13	3,850.00	5,500.00
Publications	0.00	70.20	0.14	350.00	500.00
Memberships	0.00	8,185.00	0.59	8,300.00	13,800.00
Entries Fees	0.00	3,540.50	1.01	3,350.00	3,500.00
Video Programming	0.00	0.00	0.00	150.00	150.00
Total General	0.00	12,519.57	0.53	16,000.00	23,450.00
Supplies					
Office Supplies	466.15	3,415.09	0.43	6,200.00	8,000.00
Video Supplies	717.33	11,665.45	0.49	19,600.00	24,000.00
Software Supplies	963.00	c. 8,931.90	0.58	13,600.00	15,500.00
Volunteer Supplies	481.96	d. 10,151.63	0.85	9,800.00	12,000.00
Total Supplies	2,628.44	34,164.07	0.57	49,200.00	59,500.00

c. Software Supplies -- Paypal components; Kerio (e-mail client) maintenance renewal; website (Joomla) renewal

d. Volunteer Supplies -- Parade crew food

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	2,008.08	0.40	2,400.00	5,000.00
Video Equipment	1,534.08	16,972.24	0.89	13,250.00	19,000.00
Van Operations	624.60	8,762.62	0.44	14,300.00	20,000.00
Building Janitorial	5,536.11	40,483.20	0.62	44,000.00	65,000.00
Total Maintenance	7,694.79	68,226.14	0.63	73,950.00	109,000.00
Travel					
Conferences	0.00	15,167.76	1.32	10,450.00	11,500.00
Mileage & Meals	386.11	2,245.17	0.64	2,340.00	3,500.00
Total Travel	386.11	17,412.93	1.16	12,790.00	15,000.00
Tuition & Training					
Tuition & Training	602.16 e.	2,192.16	0.58	2,400.00	3,750.00
	602.16	2,192.16	0.58	2,400.00	3,750.00
Utilities					
Utilities	2,638.36	18,602.06	0.62	20,000.00	30,000.00
	2,638.36	18,602.06	0.62	20,000.00	30,000.00
Leases					
Rent	6,785.60	54,284.80	0.67	54,333.32	81,500.00
Miscellaneous	0.00	2,787.00	1.11	2,500.00	2,500.00
Postage Meter	0.00	168.00	0.28	300.00	600.00
Total Leases	6,785.60	57,239.80	0.68	57,133.32	84,600.00

e. Tuition/Training -- MN Council of Non-Profits workshop on diversity (4 staff); Xcel workshop (1 staff); wellness reimbursement

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	0.00		6,550.00	0.96	6,800.00	6,800.00
Sales Tax	1,128.70		9,533.79	0.64	10,000.00	15,000.00
Payroll	286.81		2,432.67	0.64	2,666.00	3,800.00
Insurance	640.57		5,531.53	0.35	9,000.00	16,000.00
Legal	11,000.00	f.	36,000.00	0.65	32,150.00	55,000.00
Producers/Trainers	3,240.00		15,092.00	0.75	14,000.00	20,000.00
Intrnet Connect	1,000.00		8,000.00	0.63	8,400.00	12,600.00
Miscellaneous	688.08	g.	14,199.26	0.32	27,000.00	45,000.00
Total Contractual	17,984.16		97,339.25	0.56	110,016.00	174,200.00
Communications						
Postage	615.95		3,471.99	0.67	3,400.00	5,200.00
Telephone	1,312.56		8,947.25	0.64	9,333.32	14,000.00
Advertising & Promotion	351.99	h.	7,357.37	0.61	10,500.00	12,000.00
Total Communications	2,280.50		19,776.61	0.63	23,233.32	31,200.00
Recruiting						
Recruiting	0.00		0.00	0.00	2,000.00	2,000.00
Total Operating	41,000.12		327,472.59	0.61	366,722.64	532,700.00

f. Legal Fees -- Allocation for franchise renewal work (RFRP)

g. Misc. Contractual -- Roseville IT services; DISH Network; PayPal fees

h. Advertising/Promotion -- Logo pens; DEX ad

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Capital Expenses						
Capital Improvements	0.00		0.00	0.00	9,000.00	18,000.00
Video Equip.	(1,386.52)	i.	74,979.35	0.71	74,970.50	104,970.50
Office Equipment	1,745.95	j.	4,789.55	0.13	32,500.00	37,029.50
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Total Capital	359.43		79,768.90	0.50	116,470.50	160,000.00
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Total Expenses	110,610.86		957,023.77	0.62	1,024,766.92	1,533,700.00
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Net	(\$ 107,516.70)		\$ 202,289.02	0.00	86,625.58	0.00
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i. Video Equipment -- Purchase of trial equipment to replace city V-Bricks moved to NSCC.

j. Office Equipment -- Purchase of staff computer (I-Mac)

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**NSAC Item VI.B.
September 27, 2013**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: 2013 Budget Update

In 2008, the Minnesota Department of Revenue conducted a sales tax audit of the NSAC and determined that we had overpaid by \$66,295. We could not get the department to understand that we were covered by a bill adopted several years earlier that required us to pay sales tax even though the NSAC is incorporated as a 501(c)(3) non-profit. We intended to hold on to the check for several years until the appeals were adjudicated, but the check was never deposited and sat in a former employee's desk drawer until Val Kosky found it last year. Since the Department of Revenue determined, despite our appeal, that we were owed the money, Val prepared and submitted the paperwork to have the check re-issued, and we just received it last week.

As I mentioned in my report last month, we really need to replace the mini-van, which has become very unreliable, unsafe and costly to maintain. We estimate the cost of a late model mini-van with basic accessories at around \$30,000.

In addition, we need to replace the encoders and related software that is used to webstream the city and school meetings. This equipment is now seven years old. The estimated cost of the encoders and software is \$32,500 (\$27,000 for hardware and \$5,500 for software). We had anticipated including the encoder hardware and software in our 2014 budget and amortizing the expense by billing the cities and school districts for which we provide webstreaming services over six years (\$500/year for 10 clients). The tax refund check would enable us to go ahead and purchase the encoders and software this year. An additional policy question for you to ponder is whether we should still charge back the cost of the encoders to our city and school clients or simply absorb that expense.

Staff recommends adding \$62,500 to the Capital Video account (801101) to purchase the mini-van and encoders and \$5,500 to the Operating Expense-Software account (601501) for these purchases this year.

Action Requested: Motion to add \$62,500 to the Capital Video account (801101) and \$5,500 to the Operating Expense-Software account (601501) for the purchases as recommended by staff.

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