

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
NORTH SUBURBAN ACCESS CORPORATION**

November 5, 2009

5:15 p.m.

Roseville, MN

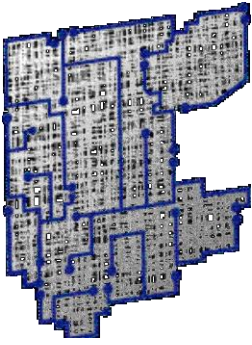
WORKSHOP MEETING

A G E N D A

- I. Call to Order
- II. Discussion of 2010 NSCC and NSAC Budget
- III. Adjournment

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

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North Suburban Communications Commission



North Suburban Communications Commission November 5, 2009 7:00 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 – September 2009
 - B. NSCC 2010 Budget -- Discussion
- VIII. Announcements
- IX. Adjournment

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

Next Meeting – December 3, 2009

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**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
October 8, 2009**

I. Call to Order

The Commission Vice Chair, Dan Roe, 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
Richard Talbot, Falcon Heights
Barb Haake, Mounds View
Mary Burg, New Brighton
Steve Beilke, North Oaks
Dan Roe, Roseville
Hal Gray, St. Anthony, was delayed
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. Beilke moved, seconded by Ms. Haake, to approve the agenda. The motion was approved unanimously

V. Approval of Minutes

Mr. Roe noted corrections to the September minutes. The date of the approved minutes should be September 3, not August 6; Direct TV should be capitalized, and Dish should also include the word Network.

Mr. Huffman moved, seconded by Mr. Beilke, to approve the minutes of the September 3, 2009, Commission meeting as amended. The motion was approved unanimously.

VI. Reports

A. Executive Report

Ms. Wilson reported that Commissioner Burg, Commissioner Wilson and Commission Chair Gray attended the NATOA Conference. She said that she, Mr. Gray and Mr. Wilson toured the city owned community network facilities in Lafayette, LA. She added Lafayette won a law suit against the incumbents and started building a fiber to the home community network. Ms. Wilson reported the group toured a school that has an IT curriculum. They met with the mayor and several businesses and an economic development agency that specializes in graphics and were able to walk through the facility virtually. Ms. Wilson also added that Disney is filming in Lafayette and is able to do editing there rather than in California because the city has a high speed connection to the state high speed connection out to California.

Ms. Wilson reported the conference had a session on franchise renewal and several representatives from the FCC were at the conference asking for local government input.

Ms. Burg stated the importance of Internet availability to the communities for economic development.

Mr. Wilson reported that he attended a session on planning and what is ahead for PEG, and after hearing comments from others in the session, he appreciates our facility, the volunteers, interns, scholarship availability, and the way this facility is run.

Ms. Wilson said that Commissioner Gray would like to have a work session for the Commissioners to share the information that was received at the NATOA conference. She reported that the City of St. Paul and Ramsey County have issued a joint Request for Proposals for a developer to create a fiber network for institutional use at this point. She added that it is important that this Commission is not getting lost or left behind on these programs.

Ms. Wilson reminded the Commissioners of the MACTA conference scheduled for October 22-23 in Lake Elmo. She reported that MACTA is having a PEG producer award this year. The staff nominated John Rusterholz, and it was just announced that Mr. Rusterholz won. For the NATOA government programming awards, Ms. Wilson reported that two honorable mentions and one second place were awarded to CTV.

Mr. Talbot suggested that Mr. Rusterholz be recognized at the next Volunteer Banquet.

B. Cable Company

No one was present for the cable company report.

VII. General Business

A. Treasurer's Report

Mr. Roe moved, seconded by Mr. Talbot, to approve the August 2009 Treasurer's Report. The motion was approved unanimously.

B. NSCC 2010 Budget - Discussion

The Commissioners will review the budget and continue discussion at the next meeting.

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 7:14pm.

Respectfully submitted

Pat Doocy, Office Administrator

Jeff Dains, Secretary/Treasurer

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

to: Commissioners

from: Cor Wilson
Executive Director

subject: October Report

MACTA Conference – Along with several staff, I attended the MACTA conference on October 22 and 23. I was a speaker/moderator at a session on Thursday on national policy issues. My topic was the Community Access Preservation Act. Dave Schulte was a speaker that day as well, sharing his expertise on election coverage.

I did miss part of the conference on Thursday morning in order to join NATOA President Ken Fellman (the other speaker during my session) and MACTA President Mark Moore in a meeting with Mayor Elizabeth Kautz of Burnsville. Mayor Kautz will take over as president of the U.S. Conference of Mayors in January, and we wanted to brief her on the many telecommunications issues facing local governments right now and to encourage her to have USCM staff focus more time on these issues. It was a very positive meeting, and I think Mayor Kautz will be a good advocate for local governments in the telecom arena.

Policy & Regulatory Update – Suffice it to say that, as it works on its Broadband report due to Congress in February, the FCC has initiated a huge number of inquiries requiring comment from local governments, and the Board, the staff and the NATOA membership have really stepped up to the plate to ensure that local government's voice is heard. In addition, the NTIA broadband stimulus program has also challenged us to stay involved.

On FCC issue on which your cities should weigh in, either individually or through the League of Minnesota Cities and/or the National League of Cities, is a proposed rulemaking on wireless tower siting. It appears that this is going to come forward at the FCC's November 18 meeting. Although Ken Fellman has had some conversations with FCC staff that indicate local government will not be harmed, statements by the chairman have confused the issue. If you do not want a "shot clock" imposed on your city's decisions on cellular tower siting issues, you should be taking action on this issue.

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North Suburban Communications Commission

2009 Financial Report Summary

For the Nine Months Ending September 30, 2009

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Interest Income	478.54	9,113.93	(0.91)	7,499.99	10,000.00
Cable Co. Scholarships	0.00	87,476.52	(1.00)	65,298.75	87,065.00
Reimbursement	0.00	4,761.19	(0.72)	4,950.00	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)	248,873.25	331,831.00
Transfer from Reserves	0.00	0.00	0.00	0.00	0.00
Total Revenues	478.54	461,609.04	(1.06)	326,621.99	435,496.00
Expenses Summary					
Personal Services	8,794.73	85,886.93	0.71	90,132.74	120,177.00
Operating Expenses	8,177.80	226,332.51	0.81	210,239.21	280,319.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	12,420.00	17,784.33	0.51	26,249.99	35,000.00
Total Expenses	29,392.53	330,003.77	0.76	326,621.94	435,496.00
Net	(\$ 28,913.99)	\$ 131,605.27	0.00	0.05	0.00

North Suburban Communications Commission
 2009 Detail Financial Report
 For the Nine Months Ending September 30, 2009

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	7,273.20	67,342.25	0.71	70,881.00	94,508.00
Part Time Salaries	0.00	0.00	0.00	0.00	0.00
FICA	586.40	5,421.71	0.69	5,862.00	7,816.00
Retirement	0.00	4,437.41	1.04	3,189.74	4,253.00
Unemployment	64.28	610.63	0.68	675.00	900.00
Workers Comp	0.00	347.18	0.50	525.00	700.00
Health/Life Insurance	870.85	7,727.75	0.64	9,000.00	12,000.00
Total Personal Services	8,794.73	85,886.93	0.71	90,132.74	120,177.00
Operating Expenses					
General					
Printing	423.89	a. 1,283.05	0.86	1,125.00	1,500.00
Publications	0.00	155.40	0.35	337.50	450.00
Memberships	0.00	630.00	0.10	4,874.99	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	423.89	2,068.45	0.24	6,337.49	8,450.00
Supplies					
I-Net Supplies	0.00	160.00	0.16	750.01	1,000.00
Office Supplies	105.75	855.44	0.43	1,500.00	2,000.00
Video Supplies	0.00	260.00	0.00	0.00	0.00
Software Supplies	0.00	0.00	0.00	2,999.99	4,000.00
Volunteer Supplies	87.57	b. 1,286.28	0.86	1,125.00	1,500.00
Total Supplies	193.32	2,561.72	0.30	6,375.00	8,500.00

a. Printing -- Newsletter, letterhead, labels and envelopes

b. Volunteer Supplies -- Meeting refreshments

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance					
Office Equipment	0.00	1,290.19	0.59	1,650.00	2,200.00
Network Equip. Maint.	0.00	0.00	0.00	5,999.99	8,000.00
Building Janitorial	1,247.48	9,093.80	0.91	7,499.99	10,000.00
Total Maintenance	1,247.48	10,383.99	0.51	15,149.98	20,200.00
Travel					
Conferences	0.00	6,690.77	0.67	7,500.00	10,000.00
Mileage & Meals	200.56	1,588.87	0.64	1,875.01	2,500.00
Total Travel	200.56	8,279.64	0.66	9,375.01	12,500.00
Tuition & Training					
Tuition & Training	15.00 c.	490.00	0.25	1,499.99	2,000.00
Utilities					
Utilities	500.00	4,366.71	0.79	4,125.01	5,500.00
Leases					
Rent	1,244.34	11,199.06	0.75	11,250.00	15,000.00
Property Taxes	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	492.75	657.00
Postage Meter	0.00	514.00	0.43	900.00	1,200.00
Total Leases	1,244.34	11,713.06	0.69	12,642.75	16,857.00

c. Tuition & Training -- Wellness program (1/2)

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	4,900.00	0.98	3,749.99	5,000.00
Insurance	0.00	4,336.67	0.96	3,375.00	4,500.00
Legal	0.00	36,838.83	1.05	26,249.99	35,000.00
Intrnet Connection	500.00	4,529.85	0.75	4,500.00	6,000.00
NSCC SALES TAX	913.83	1,580.16	0.35	3,375.00	4,500.00
Cable Services	1,005.00	8,845.00	0.67	9,945.00	13,260.00
Miscellaneous	1,057.83	d. 34,292.63	1.14	22,500.00	30,000.00
Total Contractual	3,476.66	95,323.14	0.97	73,694.98	98,260.00
Communications					
Postage	28.00	754.39	0.75	750.00	1,000.00
Telephone	352.55	3,079.01	1.03	2,250.00	3,000.00
Advertising & Promotion	0.00	1,620.00	0.81	1,500.00	2,000.00
Total Communications	380.55	5,453.40	0.91	4,500.00	6,000.00
Grants					
Grants/Scholarships CABLE	0.00	60,000.00	0.59	76,539.00	102,052.00
Internships	0.00	25,196.40	0.00	0.00	0.00
Total Grants	0.00	85,196.40	0.83	76,539.00	102,052.00
Recruiting					
Recruiting	0.00	0.00	0.00	0.00	0.00
Total Operating	7,681.80	225,836.51	0.81	210,239.21	280,319.00

d. 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	12,420.00	e. 17,784.33	0.71	18,749.99	25,000.00
Office Equipment	0.00	0.00	0.00	7,500.00	10,000.00
Total Capital	12,420.00	17,784.33	0.51	26,249.99	35,000.00
Total Expenses	28,896.53	329,507.77	0.76	326,621.94	435,496.00

e. I-Net Equipment -- Switcher for city meetings.

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NSCC Item VII.B.
October 30, 2009

to: Commissioners

from: Cor Wilson
Executive Director

subject: NSCC 2010 Budget - Discussion

I have attached a copy of the most current version of the proposed 2010 Budget for your review. We will discuss the document with you in more detail at the workshop prior to next Thursday's meeting.

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**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

10/30/2009
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	2008 ACTUAL	2009 Budget	2009 Jan-Sept Y-T-D	2009 Estimated Total	2010 Budget Proposed	Percent Change
REVENUES						
City Contributions	322,166	331,831	331,831	331,831	338,468	2.0%
Interest Income	44,864	10,000	9,114	12,152	15,000	50.0%
Scholarship Grant	82,137	87,065	87,477	87,477	92,725	6.5%
Reimbursements	6,456	6,600	4,761	6,600	6,600	0.0%
Misc. Income	0	0	28,426	28,426	0	n/a
Transfer from NSCC Reserves	0	0	0	0	67,991	n/a
<i>Total Revenues</i>	455,623	435,496	461,609	466,486	520,784	19.6%
EXPENSE SUMMARY						
Personal Services	121,364	120,177	85,887	120,091	122,649	2.1%
Operating Expenses	213,238	280,319	225,836	279,405	316,410	12.9%
Contingency	0	0	0	0	0	
Capital Expenses	46,008	35,000	17,785	31,000	81,000	131.4%
<i>Total Expenses</i>	380,610	435,496	329,508	430,496	520,059	19.4%
NET REVENUE (LESS EXPENSES)	75,013	0	132,101	35,990	725	

City Contributions -- Although we have been increasing the city contributions by 10% each year since 2002 in order to build the Commission's reserve funds to a healthier level, the increase in 2009 was 3% and in 2010 is 2% in recognition of current and anticipated economic challenges to the member cities.

Scholarship Grant -- This amount increases by the percentage increase in basic rates for the previous year. The increase from 2008 to 2009 was 6.5%. The 2010 amount is based on a 6% increase from the amount received in 2009.

Reimbursements -- The funds in this account are from Ramsey County's use of the I-Net. It increases in the middle of the year by the amount of increase in the Consumer Price Index. We propose no increase this year.

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

10/30/2009
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	2008 ACTUAL	2009 Budget	2009 Jan-Sept. Y-T-D	2009 Estimated Total	2010 Budget Proposed	Percent Change
Personal Services						
Full-Time Salaries	94,242	94,508	67,342	94,508	96,700	2.3%
Part-Time Salaries	0	0	0	0	0	0.0%
Retirement	7,471	4,253	4,437	4,253	4,352	2.3%
Health/Life Insurance	9,672	12,000	7,728	12,000	12,000	0.0%
SUI (Unemployment)	868	900	611	815	900	0.0%
Workers Compensation	673	700	347	700	700	0.0%
FICA	8,438	7,816	5,422	7,816	7,997	2.3%
<i>Total Personal Services</i>	121,364	120,177	85,887	120,091	122,649	2.1%

Full-time Salaries -- The amount for 2009 represents a 1% adjustment in the salary ranges and up to a 2% merit salary increase for staff. NSCC pays 50% of the salaries and benefits of the Executive Director, the Administrative Assistant and the Technical Services Senior Project Manager. The proposed increase for 2010 is 2%.

Retirement -- 4.5% of eligible Full-time and Part-time salaries.

Health/Life Insurance -- Employees pay approximately 20% of the premiums for health, dental and life insurance, plus co-pays.

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

10/30/2009
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	2008 ACTUAL	2009 Budget	2009 Jan-Sept.	2009 Estimated	2010 Budget	Percent Change
Operating Expenses						
General						
Printing	1,314	1,500	1,283	1,711	1,800	20.0%
Publications	512	450	155	450	450	0.0%
Memberships	7,968	6,500	630	6,500	6,500	0.0%
<i>Total General</i>	9,794	8,450	2,068	8,661	8,750	3.6%
Supplies						
Office Supplies	1,510	2,000	856	1,141	2,000	0.0%
I-Net Supplies	0	1,000	160	1,000	1,000	0.0%
Software Supplies	0	4,000	0	4,000	1,000	-75.0%
Video Supplies	0	0	260	0	0	
Volunteer Supplies	1,420	1,500	1,286	1,715	2,000	33.3%
<i>Total Supplies</i>	2,930	8,500	2,562	7,856	6,000	-29.4%
Maintenance						
Office Equipment	1,776	2,200	1,290	1,720	2,200	0.0%
Building/Janitorial	7,892	10,000	9,094	12,125	15,000	50.0%
Network Equipment	0	8,000	0	5,500	5,000	-37.5%
<i>Total Maintenance</i>	9,668	20,200	10,384	13,845	17,200	-14.9%
Travel						
Conferences	7,288	10,000	6,691	10,000	10,000	0.0%
Mileage & Meetings	2,363	2,500	1,589	2,119	2,200	-12.0%
<i>Total Travel</i>	9,651	12,500	8,280	12,119	12,200	-2.4%
Tuition & Training	580	2,000	490	600	1,000	-50.0%
Utilities	5,282	5,500	4,367	5,823	6,000	9.1%

Printing -- Primarily covers cost (1/4) of monthly newsletter, plus letterhead, etc.

Publications -- Includes several trade publications and 1/2 cost of *Pioneer Press*, community newspapers, and weekly newsmagazines.

Memberships -- National Association of Telecommunications Officers and Administrators (NATOA), MN Association of Community Telecommunications Administrators (MACTA), New Brighton/Mounds View Rotary Club, Suburban Area Chamber of Commerce, and state purchasing group (1/2).

Office Supplies, Building/Janitorial and Utilities -- 1/3 allocation.

Software Supplies -- For I-Net monitoring software and office software upgrades.

Volunteer Supplies -- Primarily refreshments for monthly meetings and meals for dinner meetings.

Network Equipment Maintenance -- This includes V-Brick and I-Net switch repair and maintenance.

Conferences -- Covers the cost of sending two to three persons to the NATOA conference and two or three to the MACTA conference.

Mileage -- 50% car allowance for the Executive Director and 50% mileage reimbursement for the Administrative Assistant and Technical Services Senior Project Manager.

Tuition & Training -- Includes tuition reimbursement for staff plus some miscellaneous workshops.

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

10/30/2009
3:24 PM

	2008 ACTUAL	2009 Budget	2009 Jan-Sept. Y-T-D	2009 Estimated Total	2010 Budget Proposed	Percent Change
Leases						
Rent	12,485	15,000	11,199	21,155	39,600	164.0%
Property Taxes	2,250	0	0	0	0	
Miscellaneous	0	657	0	0	500	-23.9%
Postage Meter	1,028	1,200	514	685	1,200	0.0%
<i>Total Leases</i>	15,763	16,857	11,713	21,840	41,300	145.0%
Contractual						
Audit	4,625	5,000	4,900	5,000	5,200	4.0%
Insurance	3,416	4,500	4,337	4,337	4,500	0.0%
Legal Fees	26,436	35,000	36,839	38,500	40,000	14.3%
Cable Service	11,960	13,260	8,845	13,260	13,260	0.0%
Sales Tax	3,620	4,500	1,580	2,107	5,500	22.2%
Internet Connection	6,005	6,000	4,530	6,000	6,000	0.0%
Miscellaneous	17,573	30,000	34,292	36,000	50,000	66.7%
<i>Total Contractual</i>	73,635	98,260	95,323	105,204	124,460	26.7%
Communications						
Postage	856	1,000	754	1,005	1,000	0.0%
Telephone	4,163	3,000	3,079	4,105	5,000	66.7%
Advertising & Public Information	755	2,000	1,620	1,800	1,500	-25.0%
<i>Total Communications</i>	5,774	6,000	5,453	6,911	7,500	25.0%
Grants						
Scholarship	42,500		60,000	60,000		
Internships	37,661		25,196	40,000		
<i>Total Grants</i>	80,161	102,052	85,196	96,547	92,000	-9.8%
Recruiting	0	0	0	0	0	
<i>Total Operating Expenses</i>	213,238	280,319	225,836	279,405	316,410	12.9%

Rent, Property Taxes, and Postage Meter -- 1/3 allocation. Under the lease with the Roseville School District, we are not paying property taxes.

Legal Fees -- These are fees charged for non-reimbursed legal services.

Cable Services -- Subscriber fees for Commissioners' and Executive Director's cable service, capped at \$100/month.

Telephone -- 1/3 allocation.

Advertising & Public Information -- Contingency amount.

Scholarships/Internships -- This amount increases by the percentage increase in basic rates for the previous year. The amount budgeted for 2009 anticipates a 6% increase in the Scholarship Grant with a carryover of \$14,350 from 2008.

Recruiting -- Contingency amount.

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
2010 BUDGET**

10/30/2009
3:24 PM

	2008 ACTUAL	2009 Budget	2009 Jan-Sept Y-T-D	2009 Estimated Total	2010 Budget Proposed	Percent Change
Contingency	0	0	0	0	0	
Capital Expenses						
Capital Improvements	0	0	0	0		
Office Furniture & Equipment	6,370	10,000	0	6,000	7,500	-25.0%
I-Net Equipment	39,638	25,000	17,785	25,000	73,500	194.0%
Total Capital Expenses	46,008	35,000	17,785	31,000	81,000	131.4%
TOTAL EXPENSES	380,610	435,496	329,508	430,496	520,059	19.4%
NET REVENUE (LESS EXPENSES)	75,013	0	132,101	35,990	725	

Contingency -- 3% of Personal Services and Operating Expenses

Capital Improvements -- Contingency amount.

Office Furniture & Equipment -- For replacement computers and other office equipment.

I-Net Equipment -- Includes: Cisco switch; work station to control Symetrix (purchased in 2008); and V-Brick encoder and decoder.

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