



NORTH SUBURBAN COMMUNICATIONS COMMISSION
January 3, 2013
NSCC/NSAC
2670 Arthur Street, Roseville, MN
7:00 p.m.

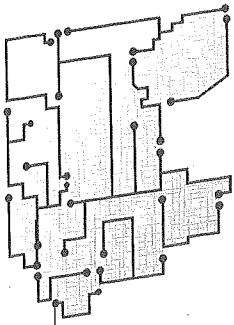
A G E N D A

- 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's Report
 - B. Cable Company Report
- VII. General Business
 - A. Treasurer's Report – November 2012
 - B. Appoint Nominating Committee
- VIII. Announcements
- IX. Adjournment

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

Next Regular Meeting – February 6, 2012

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**North
Suburban
Communications
Commission**



NORTH SUBURBAN COMMUNICATIONS COMMISSION

CLOSED EXECUTIVE SESSION

MINUTES

December 6, 2012

I. Call to Order

The Commission Chair Blake Huffman called the meeting to order at 5:30 pm at the CTV North Suburbs facility in Roseville.

II. Roll Call

The following Commissioners were in attendance:

- Craig Wilson, Arden Hills
- Jeff Dains, Lauderdale
- Barb Haake, Mounds View
- Gina Bauman, New Brighton, Secretary/Treasurer
- Dan Roe, Roseville
- Blake Huffman, Shoreview, Chair

Others Present:

- Coralie Wilson, Executive Director
- Stephen J. Guzzetta, Legal Counsel
- Val Kosky, Business Manager

III. Closed Executive Session to Discuss Confidential Legal Advice and Strategies Concerning Ongoing Franchise Renewal and Administrative Litigation

For the record, Mr. Guzzetta stated:

On October 11, 2010 and November 23, 2010, Comcast of Minnesota, Inc., invoked its formal cable television franchise renewal rights under Section 626 of the Cable Communications Policy Act of 1984, as amended, by filing written notices with the Commission's member cities which require the commencement of an administrative proceeding to evaluate Comcast's past performance, to ascertain the community's present and future cable-related needs and interests, and to determine whether Comcast should be awarded renewal cable television franchises. To date, the Commission is still in the process of evaluating Comcast's past performance under the existing franchises and has gathered and developed information and evidence, consistent with federal law, concerning the community's future cable-related needs and interests that would be used in a formal administrative hearing to award or deny

renewal franchises to Comcast pursuant to Section 626. Both Comcast and the Commission, however, have indicated that they would like to engage in settlement discussions in an attempt to reach agreement on the terms of a renewal franchise through informal contract negotiations. This approach involves the development and consideration of legal strategies and legal advice that will ultimately affect the Commission's and the member cities' renewal rights and remedies in the ongoing administrative litigation under Section 626 of the Cable Act.

At this point, the Commission is in the process of developing its legal position for anticipated settlement discussions. This means the Commission is now needs to consider the relative benefits and drawbacks of various settlement positions and weigh them against continued administrative litigation during which the parties' rights, obligations and forms of compensation will be adjudicated. This process involves the consideration of available evidence, and cable-related needs and interest, the assessment of the strengths and weaknesses, if any, of the Commission's legal position in the pending administrative litigation, the evaluation of the strengths and weaknesses of Comcast's legal position in the pending administrative litigation, and the development and discussion of litigation and settlement strategies. The outcome of the settlement and pending formal franchise renewal processes will affect the member cities' and the Commission's contractual rights and the compensation and benefits the Commission, the member cities and the public receive from Comcast for its use of valuable public rights-of-way over many years.

These circumstances, we believe, require the Commission to seek legal advice and options concerning the ongoing administrative litigation initiated by Comcast's October 11, 2010, and November 30, 2010, formal renewal notices, and the relative merits of pursuing a settlement and attempting to finalize a settlement agreement in the form of renewal franchises. If that discussion were to occur in public, it could seriously and unfairly prejudice the Commission's and the member cities' standing, position and rights in the ongoing administrative litigation, and would be very detrimental to the interests of the Commission and some or all of the commissioners and member cities, and would significantly impair the Commission's ability to effectively deal with this matter and to protect the public interest and preserve the member cities' and the public's rights under applicable law. We believe that a closed session between the Commission and its attorneys is necessary to advise the Commission so that it can make informed decisions that will produce an outcome that is ultimately beneficial to the Commission, the member cities, and the general public. Absolute confidentiality is needed at this time in order to have a meaningful, candid and open discussion of litigation and settlement strategies and options pertaining to the administrative proceeding associated with the

franchise renewal process. This closed session should not include discussion or consideration of any subject other than providing and requesting legal advice and strategies on the ongoing administrative litigation begun by Comcast's written formal renewal notices and possible settlement options. Thus, as your attorney, I recommend the following motion:

"(i) that this Executive Session be closed to the public to consider confidential legal advice and legal strategies concerning the ongoing franchise renewal-related administrative litigation and possible settlement of that litigation in the form of negotiated franchise agreements and associated documents; (ii) that all guests at the session are excused; and (iii) that the Commission's Executive Director and attorneys shall remain in the Executive Session."

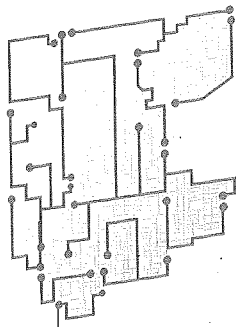
Mr. Roe moved, seconded by Mr. Wilson, (i) that this Executive Session be closed to the public to consider confidential legal advice and legal strategies concerning the ongoing franchise renewal-related administrative litigation and possible settlement of that litigation in the form of negotiated franchise agreements and associated documents; (ii) that all guests at the session are excused; and (iii) that the Commission's Executive Director, Business Manager and attorney shall remain in the Executive Session. The motion was approved unanimously, and the Executive Session was closed.

IV. Adjournment

At the end of the Executive Session, Mr. Dains moved, seconded by Ms. Haake, to adjourn. The motion was approved unanimously.

Respectfully Submitted:

Gina Bauman, Secretary/Treasurer



North Suburban Communications Commission



NORTH SUBURBAN COMMUNICATIONS COMMISSION MINUTES December 6, 2012

North Suburban Communications Commission • North Suburbs Access Corporation
2670 Arthur Street • Roseville, MN 55113 • Phone: (NSCC) 651-792-7500 (CTV15) 651-792-7515 (fax) 651-792-7501 • www.ctv15.org

I. Call to Order

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

II. Roll Call

The following Commissioners were in attendance:

- Craig Wilson, Arden Hills
- Jeff Dains, Lauderdale
- Joel Hansen, Little Canada, Alternate
- Barb Haake, Mounds View
- Gina Bauman, New Brighton, Secretary/Treasurer
- Greg Nelson, North Oaks, Alternate
- Dan Roe, Roseville
- Blake Huffman, Shoreview, Chair

Others Present:

- Coralie Wilson, Executive Director
- Val Kosky, Business Manager
- Madeleine Koch, Manager of Government Affairs, Comcast

III. Public Forum

No one was present to speak at the public forum.

IV. Approval of Agenda

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

V. Approval of Minutes

Ms. Haake moved, seconded by Mr. Wilson, to approve the minutes of the November 11, 2012, Commission meeting. The motion was approved with one abstention from Mr. Huffman.

VI. Executive Director's Report

Ms. Wilson reported on the franchise agreement process noting that an informal meeting was held with Comcast on October 10, 2012, and Franchise Renewal Committee meetings were held on November 8 and 15, 2012. In addition, she commented on the completion of a second document request that had been completed as requested by Comcast. Ms. Wilson is currently working with Comcast to schedule the next franchise agreement meeting. She reported on two data requests that were submitted to Comcast in regards to bundled package revenues and non-subscriber franchise fee pass-through

Ms. Wilson reported on her community outreach schedule including an upcoming visit to the Roseville School Board.

Ms. Wilson reported on the Integrated Public Alert Warning System (IPAWS), noting that she had attended the first meeting of the Policy Subcommittee of the Minnesota IPAWS Committee on November 13.

Ms. Wilson reported on the MACTA Annual Conference held on November 14. Several staff were involved in the planning of the event and served as speakers. In addition, other staff were attendees at the conference, and Brian Brady was recognized for his work as a public access producer.

Ms. Wilson reported that Standard Basic Service rates would be increasing by 3.76% as noted in the Comcast letter that was distributed. She also noted Comcast would be establishing a contract renewal webpage as noted in another Comcast letter.

VII. Cable Company Report

Ms. Koch noted that a website had been established for centralization of information for program contract renewals and programming changes.

Ms. Koch reported that the total digital migration will occur in March 2013. At that time, basic service will require a converter box, and up to three boxes per household are available for free.

Ms. Koch announced Comcast would be sponsoring events at the Roseville Oval from December 22 through January 2. She noted that she would leave admission passes at the front desk for residents.

VIII. General Business**A. Treasurer's Report**

Ms. Bauman moved, seconded by Ms. Haake, to approve the October 2012 Treasurer's report as amended. The motion was approved unanimously.

B. 2013 Budget

Mr. Dains moved, seconded by Ms. Baumann, to adopt the 2013 Budget as presented by staff. The motion was approved unanimously.

IX. Announcements

X. Adjournment

Mr. Dains moved, seconded by Ms. Haake, to adjourn the meeting. The motion was approved and the meeting adjourned at 7:15 pm. The motion was approved unanimously.

Respectfully Submitted

Gina Bauman, Secretary/Treasurer

NSCC Item VI.A.
December 28, 2012

to: Commissioners

from: Cor Wilson
Executive Director

subject: December Report

Franchise Renewal – On December 5, I met with Roseville City Manager Bill Malinen, Roseville’s IT director Terre Heiser, our Pat Cook and Ian Cobb, and technical consultant Dick Nielsen of CBG Communications, Inc., to discuss our “deal points” for the Institutional Network. Pat, Ian, Terre and I then spent the rest of the month clarifying the language and making sure that it said what we needed it to say. Our goal is to exchange “deal point” documents and schedule a meeting in January with Comcast to begin the informal negotiations.

Day at the Capitol – MACTA has scheduled its Day at the Capitol for Wednesday, February 13, 2013. With all of the changes in the state legislature, it will give us a good opportunity to educate new senators and representatives about cable communications and community media.

Digital Conversion – I have attached a copy of a letter from Karly Werner, the Senior Government Affairs Manager for the local Comcast system, announcing full digital conversion of the subscriber network in March 2013.



10 River Park Plaza
Saint Paul, MN 55107

December 21, 2012

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

Dear Cor:

On or shortly after March 14, 2013, we will take the final step in our digital network enhancement by converting all remaining analog channels to digital. Following this enhancement Comcast Customers will receive even more channels; crisp digital picture and sound on every TV and all of your channels in a high quality digital format.

In order to bring customers these new features, all Comcast video services will be transmitted exclusively in digital format on or after March 14, 2013. **This means that customers will need to have a digital set-top box or digital adapter from Comcast, or a third party device with a CableCARD™ for each television on which they wish to continue receiving Comcast video services.**¹

In order to make this enhancement as seamless as possible for our customers, Comcast will provide customers digital equipment in accordance with their service tier. Comcast will provide up to three digital adapters to its current Basic-tier customers at no additional cost. Customers who subscribe to higher tiers of service will be provided up to one digital set-top box and two digital adapters at no additional cost. Customers who bulk service contracts will receive digital equipment in accordance with their contract terms. Customers who would like more than the digital equipment included as part of their video service package may obtain additional equipment of their choice at the standard charge of \$1.99 (\$0.50 for Limited Basic customers) for each additional digital adapter.

Comcast customers may call us toll-free at 1-877-634-4434, go on-line at www.comcast.com/digitalnow, or visit a Comcast service center to determine the best solution for their home.

As always, please reach out if you have any questions or concerns regarding this program, or any other matter.

Sincerely,

Karly Werner
Sr. Government Affairs Manager
(651) 493-5777
Karly_Werner@cable.comcast.com

North Suburban Communications Commission

NSCC Item VII.A.

2012 Financial Report Summary

12/26/2012

For the Eleven Months Ending November 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues					
Interest Income	107.34	645.80	(0.65)	916.66	1,000.00
Cable Co. Scholarships	0.00	101,156.49	(1.02)	98,703.00	98,703.00
Reimbursement	0.00	6,840.48	(1.01)	6,233.00	6,800.00
Misc. Income	0.00	43,702.24	0.00	0.00	0.00
City Contributions	0.00	345,237.01	(1.00)	316,467.25	345,237.00
Transfer from Reserves	0.00	0.00	0.00	78,895.00	86,068.00
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Total Revenues	107.34	497,582.02	(0.93)	501,214.91	537,808.00
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Expenses Summary					
Personal Services	9,036.58	105,470.42	0.83	116,428.66	127,015.00
Operating Expenses	13,032.87	343,465.15	0.87	363,363.00	396,393.00
Contingency	0.00	0.00	0.00	0.00	0.00
Capital Expenses	9,326.94	10,442.66	0.73	13,201.00	14,400.00
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Total Expenses	31,396.39	459,378.23	0.85	492,992.66	537,808.00
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Net	(\$ 31,289.05)	\$ 38,203.79	0.00	8,222.25	0.00
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North Suburban Communications Commission
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services					
Full Time Salaries	6,782.21	82,693.07	0.84	89,833.00	98,000.00
Part Time Salaries	0.00	0.00	0.00	0.00	0.00
FICA	518.38	6,895.90	0.85	7,429.00	8,105.00
Retirement	587.04	3,836.82	0.87	4,042.00	4,410.00
Unemployment	35.00	508.59	0.51	916.66	1,000.00
Workers Comp	0.00	717.20	1.43	458.00	500.00
Health/Life Insurance	1,113.95	10,818.84	0.72	13,750.00	15,000.00
Total Personal Services	9,036.58	105,470.42	0.83	116,428.66	127,015.00
Operating Expenses					
General					
Printing	0.00	228.69	0.19	1,100.00	1,200.00
Publications	0.00	351.94	0.70	458.00	500.00
Memberships	0.00	5,331.00	0.77	6,306.00	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	0.00	5,911.63	0.69	7,864.00	8,580.00
Supplies					
I-Net Supplies	0.00	2,490.00	0.62	3,666.00	4,000.00
Office Supplies	32.70	2,123.33	1.42	1,375.00	1,500.00
Video Supplies	0.00	0.00	0.00	0.00	0.00
Software Supplies	0.00	409.27	0.41	916.00	1,000.00
Volunteer Supplies	4.49	498.43	0.50	917.00	1,000.00
Total Supplies	37.19	5,521.03	0.74	6,874.00	7,500.00

North Suburban Communications Commission
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	0.00		850.75	0.71	1,100.00	1,200.00
Network Equip. Maint.	0.00		0.00	0.00	1,834.00	2,000.00
Building Janitorial	1,066.00		13,028.84	0.81	14,667.00	16,000.00
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Total Maintenance	1,066.00		13,879.59	0.72	17,601.00	19,200.00
Travel						
Conferences	992.08	a.	6,309.20	0.63	9,167.00	10,000.00
Mileage & Meals	195.00		2,079.77	0.80	2,383.00	2,600.00
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Total Travel	1,187.08		8,388.97	0.67	11,550.00	12,600.00
Tuition & Training						
Tuition & Training	15.00		270.00	0.36	688.00	750.00
Utilities						
Utilities	516.26		5,394.71	0.63	7,792.00	8,500.00
Leases						
Rent	1,696.40		18,660.40	0.89	19,250.00	21,000.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		85.82	0.17	458.00	500.00
Postage Meter	0.00		462.60	0.62	687.50	750.00
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Total Leases	1,696.40		19,208.82	0.86	20,395.50	22,250.00

a. Conferences -- NATOA conference expense

North Suburban Communications Commission
Detailed Financial Reports
For the Eleven Months Ending November 30, 2012

	Current Month	Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual					
Audit	0.00	5,800.00	1.04	5,134.00	5,600.00
Insurance	(1,404.50) b.	6,463.80	1.62	3,667.00	4,000.00
Legal	6,792.50 c.	163,661.08	1.82	82,500.00	90,000.00
Intrnet Connection	500.00	5,518.54	0.90	5,592.00	6,100.00
NSCC SALES TAX	778.60	1,107.72	1.48	687.50	750.00
Cable Services	1,005.00	11,160.00	0.84	12,155.00	13,260.00
Miscellaneous	637.00 d.	17,327.70	0.19	82,500.00	90,000.00
Total Contractual	8,308.60	211,038.84	1.01	192,235.50	209,710.00
Communications					
Postage	19.67	755.00	0.76	917.00	1,000.00
Telephone	186.67	2,050.46	0.51	3,667.00	4,000.00
Advertising & Promotion	0.00	0.00	0.00	1,467.00	1,600.00
Total Communications	206.34	2,805.46	0.43	6,051.00	6,600.00
Grants					
Scholarships	0.00	45,000.00	0.46	90,478.00	98,703.00
Internships	0.00	26,046.10	0.00	0.00	0.00
Total Grants	0.00	71,046.10	0.72	90,478.00	98,703.00
Recruiting					
Recruiting	0.00	0.00	0.00	1,834.00	2,000.00
Total Operating	13,032.87	343,465.15	0.87	363,363.00	396,393.00

b. Insurance -- Corrected an earlier misallocation of expenses

c. Legal -- Franchise renewal expenses

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

North Suburban Communications Commission
 Detailed Financial Reports
 For the Eleven Months Ending November 30, 2012

	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	739.72	0.53	1,284.00	1,400.00
Capital Video	0.00	0.00	0.00	0.00	0.00
I-Net Equipment	9,326.94 e.	9,702.94	0.97	9,167.00	10,000.00
Office Equipment	0.00	0.00	0.00	2,750.00	3,000.00
Total Capital	9,326.94	10,442.66	0.73	13,201.00	14,400.00
Total Expenses	31,396.39	459,378.23	0.85	492,992.66	537,808.00

e. I-Net Equipment -- Network switching equipment

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**NSCC Item VII.B.
NSAC Item VI.B.
December 27, 2012**

to: Board of Directors
from: Cor Wilson, Executive Director
subject: Appoint Nominating Committee

Since our esteemed chair/president won his election in November and is moving on to higher office, the Commission and Board Directors need to appoint a Nominating Committee to select a new chair/president and vice chair/vice president. The officers may serve up to two consecutive one-year terms and, since Commissioner/Director Bauman was elected to her first one-year term as Secretary/Treasurer at the beginning of 2012, she could continue in that position.

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