

**NORTH SUBURBAN COMMUNICATIONS COMMISSION
MINUTES
MAY 21, 2020**

I. Call to Order

Chair Kara Ries called the virtual meeting to order at 7:00 p.m. via Zoom webinar. She stated that due to the COVID-19 pandemic they are executing a virtual meeting as a safety measure to protect the community. Because of a time of pandemic, state law allows cities to conduct meetings entirely by telephone or electronic means (Minnesota Statutes, Chapter 13D.021) and is only allowed during a time of pandemic.

Chair Ries then detailed instructions for public comment during the meeting, noting that people may sign up to participate live and submit comments during the livestream. She stated the best way to participate is to sign up before the meeting or join the meeting by phone. She then detailed instructions for the public on how to use the Zoom platform during the meeting.

Chair Ries noted that each vote would be recorded by roll-call.

II. Roll Call

The following Commissioners were in attendance:

Craig Wilson, Arden Hills
Sue Majerus, Falcon Heights, Vice-Chair
Kara Ries, North Oaks, Chair
Dan Roe, Roseville
Bernard Walker, St. Anthony
Emily Dunsworth, New Brighton
Kelly Dolphin, Lauderdale, Secretary/Treasurer
Rick Montour, Little Canada

Absent:

Bill Bergeron, Mounds View

Others Present:

Dana Healy, Executive Director
Vince Rotty, Attorney
David Rosenbloom, Business Manager
Andrew Berg, Auditor
Patrick Cook, Senior Technician/Facilities Coordinator

III. Approval of Agenda

Dolphin moved to approve the agenda. Montour seconded the motion. The motion was approved unanimously by roll-call.

IV. Approval of Minutes

Chair Ries asked if there are any changes to the minutes from last meeting. Commissioner Roe asked to insert "of member cities" on page 3. No other changes were requested.

Wilson moved to approve the amended minutes of the regular meeting on March 11, 2020. Roe seconded the motion. The motion was approved unanimously by roll-call.

V. Public Forum

No one chose to speak at the public forum.

VI. Reports

A. Executive Director's Report

Ms. Healy noted that 7 cable complaints had been received, 1 from Roseville and 6 from a Senior Living facility in Arden Hills. Ms. Healy has contacted Comcast directly about the influx of complaints from this one particular area.

Ms. Healy reviewed some changes in channels and coverage. She noted that Comcast has made an on-demand catalog and video-on-demand service available and that the 2020 Broadcast TV fee will now be \$12.60.

Ms. Healy stated that Comcast has responded to the community regarding COVID-19 in the following ways: there will be no disconnects, a waiving of late fees, Xfinity Wi-Fi hotspots in businesses & outdoor locations will be available for free, Comcast will pause data plans to give people access to unlimited data and their Internet Essentials program will be free to new customers through June 30th.

B. Attorney's Report

Mr. Rotty noted that on March 11th, the Sixth Circuit Court of Appeals heard arguments on the Franchising Authorities' petition asking for a temporary stay of the 621 Order. On March 19th, the court issued an order denying the petition. Mr. Rotty stated that they filed the initial brief on the merits on May 15th, and he expects oral arguments to occur later this year or early next year, as it has been delayed due to the COVID-19 pandemic.

Mr. Rotty then gave an update to the Open Meeting Law, which was recently amended to allow individuals to participate remotely in public

meetings and to close their physical location to the public when it vies to do so by a healthcare professional. This is also referred to as the “Medical Exception to the Open Meeting Law”. He noted that this exception is only available during a public emergency that’s been declared in the state and 60 days thereafter.

Regarding the Comcast franchise fee review, Mr. Rotty reported that they are still waiting to receive the initial proposal from Comcast to resolve the issue.

C. Cable Company Reports

i. CenturyLink

ii. Comcast

Kate Hensing from Comcast called in to the meeting to update the ways they’re working to support the customers during the COVID-19 pandemic. She noted a 32% increase in upstream traffic, which is within the overall capacity of their network.

VII. Treasurer’s Report

A. January and February Financials

Mr. Rosenbloom reviewed and summarized the Treasurer’s Report from January 2020 and February 2020.

Montour made a motion to accept the Treasurer’s reports. Roe seconded the motion. The motion was approved unanimously by roll-call.

B. Audit and 990 Presentation

Mr. Berg from Abdo, Eick & Meyers, LLP summarized the 2019 audit results for the NSCC and NSAC.

Majerus made a motion to accept the audit. Montour seconded the motion. Montour asked if the audit would be available on the website. Ms. Healy answered that they could make it available. The motion was approved unanimously by roll-call.

VIII. General Business

Chair Ries noted there were no items listed on the agenda under General Business.

IX. Approve Consent Agenda

A. Approval of check register

Roe moved to approve the Consent Agenda. Dolphin seconded. The motion was approved unanimously by roll-call.

X. Community Announcements

Ms. Dunsworth announced that New Brighton has welcomed new Councilmember Nasreen Fynewever. Ms. Fynewever will serve the remaining term of Councilmember Mary Berg who retired after 16 years on the City Council.

Mr. Roe announced that Rose Fest will not occur this year.

XI. Adjournment

Dolphin moved to adjourn the meeting. Montour seconded the motion. The motion was approved unanimously by roll-call, and the meeting concluded at 7:36 p.m.

Respectfully Submitted

Kelly Dolphin, Secretary/Treasurer

NORTH SUBURBAN ACCESS CORPORATION
May 21, 2020

Minutes

I. Call to Order

President Kara Ries called the virtual meeting to order at 7:36 p.m. via Zoom webinar. She stated that due to the COVID-19 pandemic they are executing a virtual meeting as a safety measure to protect the community. Because of a time of pandemic, state law allows cities to conduct meetings entirely by telephone or electronic means (Minnesota Statutes, Chapter 13D.021) and is only allowed during a time of pandemic.

President Ries then detailed instructions for public comment during the meeting, noting that people may sign up to participate live and submit comments during the livestream. She stated the best way to participate is to sign up before the meeting or join the meeting by phone. She then detailed instructions for the public on how to use the Zoom platform during the meeting.

President Ries noted that each vote would be recorded by roll-call.

II. Roll Call

The following Commissioners were in attendance:

Craig Wilson, Arden Hills

Sue Majerus, Falcon Heights, Vice-President

Kara Ries, North Oaks, President

Dan Roe, Roseville

Bernard Walker, St. Anthony

Emily Dunsworth, New Brighton

Kelly Dolphin, Lauderdale, Secretary/Treasurer

Rick Montour, Little Canada

Absent:

Bill Bergeron, Mounds View

Others Present:

Dana Healy, Executive Director

Vince Rotty, Attorney

David Rosenbloom, Business Manager

Andrew Berg, Auditor

Patrick Cook, Senior Technician/Facilities Coordinator

III. Approval of Agenda

Majerus moved to approve the agenda. Wilson seconded the motion. The motion was approved unanimously by roll call.

IV. Approval of Minutes

A. Regular Meeting, March 11, 2020

President Ries noted there was one change in the minutes to correct the position of President from "President Roe" to "President Ries." Roe moved to approve the minutes with the amendment to the President position. Wilson seconded the motion. The motion was approved unanimously by roll call.

V. Reports

A. Executive Director's Report

Ms. Healy gave an overview of the Executive Director's activities related to community engagement and operations. She noted collaboration with Ramsey County on weekly COVID-19 updates and meetings with the Channel 6 Executive Director to discuss other collaborative opportunities. Ms. Healy stated they have started a new program/podcast called "Cities Speak" to have conversations with guests including Councilmembers, State Representatives and Senators, most of which have provided updates on COVID-19 information. She noted they've been translating Governor Walz's COVID-19 updates to Spanish through a partnership with TPT, which allows a stronger reach to the Spanish-speaking demographic. Ms. Healy also stated that social media engagement is at an all-time high. Recently, Ms. Healy hosted a Cassander webinar with stakeholders regarding recent software improvements on the platform, with more updates coming in the future.

Ms. Healy gave an update on operations, noting that staff is mostly working from home and masks and gloves are worn by staff when they are on location. Ms. Healy stated that documentation has been submitted to trademark and copyright the Cassander platform. Regarding the new physical space, Ms. Healy has two Letters of Intent from landlords and they are continuing to look at options as business has changed during COVID-19 in commercial real estate.

Ms. Healy gave an update on branding and stated that the new organizational name and logo are finalized. They will be unveiled when there is a confirmation of their new space.

She noted that the 2019 audit is completed and 2021 preliminary budget conversations have begun.

Mr. Walker asked if the focus of showing the Governor's report is to make it available for people who did not view the program when it was presented. Ms. Healy responded it is a live-stream feed and she believes it is the only Spanish-speaking feed available. She noted that those who are watching are not able to see the Governor's report on mainstream TV.

Vice-President Majerus commented that it is a difficult time and acknowledged the difficulty for the CTV staff and team and applauded them for their collaborations and feeds. She stated that she appreciates everything they are doing and hopes they reach out with any needs to stay safe during this time. Mr. Wilson seconded Vice President Majerus's comments and congratulated Ms. Healy and her team on the phenomenal work they are doing during COVID-19.

B. Operations Report – Dale Irving

Mr. Irving reported on some of the production highlights they have been working on. He noted they are working on projects with Roseville Parks, St. Anthony High School's Virtual Graduation, and they will be live at Roselawn Cemetery for their Memorial Day Program on Monday, May 25th. Mr. Irving also noted a collaboration with 4 local churches to broadcast their worship services on Easter Sunday.

Mr. Walker asked if the churches reached out to stream Easter Sunday worship services. Mr. Irving responded that 3 of the 4 churches reached out because of the relationship established from the Points of Light program.

Vice President Majerus asked if the in-studio special events, specifically the Veteran's program, were missed because of COVID-19. Mr. Irving replied that due to COVID-19 the Veteran's program, On the Home Front, and Points of Light have been suspended for the time being and they are looking at ways to go forward.

C. Technical Report – Pat Cook

Mr. Cook stated that they have been busy helping cities get ready to hold their meetings during COVID-19. He stated that 5 of the 9 cities are set up for virtual-hybrid meetings and he is working on getting the remaining cities set up. He is also looking at enhancing meeting production in the future. Mr. Cook noted they are looking at ways to use the truck safely and effectively as it is a relatively confined space and stated they may also use remote location capabilities to increase safety.

VI. Treasurer's Report

A. January and February 2020 Financials

Mr. Rosenbloom gave an overview of the January 2020 Financials, and he noted they occur after the year-end closing financial transactions had been entered.

Mr. Rosenbloom asked if the members prefer to vote on January Financials and then move on to February Financials. President Ries stated they would wait to vote as they would be having a roll-call vote, but questions were welcomed at this point.

Mr. Rosenbloom gave an overview of the February 2020 Financials.

Majerus moved to approve the January and February 2020 Financials as presented. Montour seconded the motion. The motion was approved unanimously by roll call.

VII. General Business

A. Establish Executive Director Review Committee and Review of Survey Tool

President Ries stated that last year they put together a review committee to review Executive Director Healy's work.

Ms. Healy then gave an update and noted they would be using the Survey Monkey tool and have updated the questions to reflect the past year. They are looking to assemble an Executive review committee which would approve the questions being utilized within the tool. Ms. Healy noted she could then use the tool with the appropriate people and use the raw data to report back to the commission regarding their thoughts on Ms. Healy's performance.

President Ries asked for volunteers to serve on the committee and noted it is not a time-intensive committee. Vice President Majerus and Ms. Dunsworth volunteered. President Ries asked if there are a certain number of people needed on the committee. Ms. Healy thought two would be enough.

President Ries asked for a motion to form an Executive Director review committee and review of survey tool that includes a vote on approving volunteers Vice President Majerus and Ms. Dunsworth. President Ries volunteered Vice President Majerus and Ms. Dunsworth. Dolphin moved to approve. Vice President Majerus seconded the motion. The motion was approved unanimously.

VIII. Approve Consent Agenda

- A.** Approval of check register
- B.** Approval of credit card transactions

Dolphin moved to approve the Consent Agenda, as presented. Roe seconded the motion. The motion was approved unanimously by roll call.

IX. Crew Introductions

President Ries thanked Patrick Cook and CJ Luck for coming to CTV to assist on the crew. Ms. Healy also noted Maureen Anderson’s contribution.

X. Adjournment

Montour moved to adjourn the meeting. Wilson seconded the motion. The motion was approved unanimously by roll call, and the meeting concluded at 8:20 p.m.

Respectfully submitted,

Kelly Dolphin, Secretary/Treasurer