



## **North Liberty Telecommunications Commission**

Meeting Agenda

Monday, May 2, 2016

6:00 p.m. Regular Session

City Council Chambers, 1 Quail Creek Circle

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1. Call to order.
2. Roll call.
3. Public comment for items not on the agenda.
4. Mediacom update.
5. South Slope update.
6. Telecommunications staff report.
7. Telecommunications Commission mission and purpose discussion.
8. Approval of minutes.
9. Old business.
10. New business.
11. Next meeting date.
12. Adjourn.

# **Communications Department Report**

Submitted to the North Liberty City Council  
April 28, 2016 for the period of April 2016

## **Community Engagement Coordinator**

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In the two weeks the opening was posted, we received nearly 70 applicants, and began interviews on April 26 (my thanks to Library Director Jennie Garner for sitting on the interview panel). We will have the position filled by the end of May.

## **Blues & BBQ**

We continue to plan for our 10<sup>th</sup> year. The focus for April has been finding media partners, lining up and producing ads, getting ready to select vendors, offering space in the EverydayArts Pavilion, and shoring up some logistics.

We are still in need of volunteers before, during and after the event (it takes about 300 people). Folks can sign up at [northlibertyblues.org/volunteer](http://northlibertyblues.org/volunteer).

Blues & BBQ will be held on July 9, 2016, in Centennial Park.

## **Projects**

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We've worked with Josiah Bilskemper, the Shive-Hattery engineer leading the project, on to make sure message boards have been deployed prior to each new stage of the project about a week in advance. Streb Construction, the project's general contractor, has had some concerns with traffic speeds in the work zone, and the police department has taken some steps to help keep speeds down, such as deploying its speed trailer and parking patrol near the work zone.

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We closed the public name-suggestion period on April 8, and council confirmed the name-selection committee. Staffed culled the suggestion list to 31 suggestions after removing duplicates,

inappropriate or already used names. We've looking for a date for the committee to meet in May and hope to be able to provide a recommendation to the council in June.

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Mediacom Communications Corporation  
One Mediacom Way  
Mediacom Park, NY 10918

STATEMENT OF FRANCHISE FEE PAYMENT

Statement Period: Jan 1, 2016 to Mar 31, 2016

Statement Date: April 15, 2016

City of North Liberty  
PO Box 77  
North Liberty, IA 52317

Payment Item	Base Amount	Rate	Payment Amount
Advertising Revenues	\$64,037.23	0.05	\$3,201.86
Basic Service	\$170,973.80	0.05	\$8,548.69
Bulk Revenue	\$14,036.42	0.05	\$701.83
Digital Service Tier	\$27,847.65	0.05	\$1,392.38
Equipment Rental	\$33,475.31	0.05	\$1,673.75
Expanded Basic Service	\$123,377.76	0.05	\$6,168.90
Installation	\$9,200.03	0.05	\$460.00
Pay-per-View	\$7,997.96	0.05	\$399.90
Premium Services	\$37,294.83	0.05	\$1,864.72
VOD Service	\$349.75	0.05	\$17.49
Total Payment			\$24,429.52

Mediacom Contact: Lee Grassley 217-243-4621 lgrassley@mediacomcc.com

631271

CHECK  
NUMBER

**MEDIACOM COMMUNICATIONS CORP.**  
SUBSIDIARY DISBURSEMENT  
1 MEDIACOM WAY  
MEDIACOM PARK, NY 10918

JPMORGAN CHASE BANK, N.A.  
SYRACUSE, NEW YORK  
50-937/213

PAY

DATE

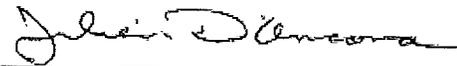
Apr 18, 2016

\$ \*\*\*\*\*24,429.52

Twenty-Four Thousand Four Hundred Twenty-Nine Dollars And Fifty-Two Cents\*\*\*\*\*

VOID AFTER 90 DAYS

TO THE  
ORDER  
OF  
City of North Liberty  
PO Box 77  
North Liberty, IA 52317



AUTHORIZED SIGNATURE

⑈ 631271 ⑈ ⑆ 021309379 ⑆ 6301518126509 ⑈

631271

City of North Liberty- 1-NORTH LIBERTY

Apr 18, 2016

Check No. 631271

Document Number	Document Date	Invoice Amount	Discount Taken	Net Payment
FF Q 8962 MAR-16	Mar 31, 2016	24,429.52	0.00	24,429.52

Security features. Details on back.





South Slope Cooperative Telephone Co.  
 PO BOX 19  
 NORTH LIBERTY, IOWA 52317-0019  
 PHONE (319)626-2211

PLEASE DETACH AND RETAIN

No. 113808

Date: 04/22/2016

DATE	INVOICE	DESCRIPTION	GROSS	NET
04/14/2016	20160414153416	JANUARY-MARCH TV FRANCHISE TAX	15,378.23	15,378.23
Totals:			15,378.23	15,378.23

THIS CHECK IS VOID WITHOUT A COLORED BACKGROUND AND WATERMARK/LINES ON THE BACK - HOLD AT ANGLE TO VIEW



South Slope Cooperative Telephone Co.  
 PO BOX 19  
 NORTH LIBERTY, IOWA 52317-0019  
 PHONE (319)626-2211

No. 113808

72-1375/739

HILLS BANK & TRUST COMPANY  
 HILLS, IOWA

FIFTEEN THOUSAND THREE HUNDRED SEVENTY-EIGHT AND 23 / 100\*\*\*\*\*

PAY TO THE ORDER OF  
 CITY OF NORTH LIBERTY  
 PO BOX 77  
 NORTH LIBERTY IA 52317

DATE	CHECK NO.	AMOUNT
04/22/2016	113808	\$*****15,378.23

*Case mine*

*[Signature]*

SIGNATURE HAS A COLORED BACKGROUND • BORDER CONTAINS MICROPRINTING

⑈ 113808 ⑈ ⑆073913755⑆ 164 20 2⑈

## Nick Bergus

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**From:** Dan Swick <djswick@southslope.com>  
**Sent:** Tuesday, April 05, 2016 2:18 PM  
**To:** Nick Bergus  
**Cc:** Meredith King  
**Subject:** RE: TV Rate Increase

Nick – Meredith was kind enough to put together answers to your questions. Keep in mind we have multiple TV packages and bundle options for our customer/members/businesses, ie: with internet, with phone, etc. We also grandfathered the first digital TV package we ever offered, Want it All, and that makes it confusing when you try to understand all of these notices, sorry. Here is our effort to explain.

1. What is the audience for each of the six letters?
  - a. Residential TV Rate Increase Letter (PDF page 1)
    - i. [Internet + TV] residential subscribers (Supreme, Superior, Standard Saver and Want It All – legacy package)
    - ii. Want It All (legacy package) and Supreme [TV + phone] subscribers
    - iii. NOTE: Saver, Standard, and Superior [TV + phone] subscribers will not receive a letter nor will they receive an increase in an effort to eliminate the rate differential between [TV + phone] and [TV + internet] customers
  - b. Residential [TV Only] Rate Increase Letter (PDF page 2)
  - c. Residential 12 Month Contract S Package Letter (PDF page 3)
  - d. Business Superior [TV + Internet] Rate Increase Letter (PDF page 4)
  - e. Business Superior [TV Only] Rate Increase Letter (PDF page 5)
  - f. Business Saver [TV + Internet] Rate Increase Letter (PDF page 6)
2. The increase varies by package based on the channels included in each package as well as the current margin on the package. The Coop aims to cover the cost of the channels provided within each package, not to increase revenue. We did not have a rate increase last year and the cost of programming has went up sustainably over the past 2 years with no end in sight.

I hope this helps, thank you.

**Dan Swick** | HR and Compliance Manager

**CALL** 319-626-2211 office | 319-981-8597 mobile

**CLICK** [www.southslope.com](http://www.southslope.com) | [djswick@southslope.com](mailto:djswick@southslope.com)

**VISIT** 980 North Front St - PO Box 19 | North Liberty, IA 52317

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Any Internet package  
Any TV package  
or try Whole Home DVR

No additional charge. No new contract.  
Fiber only. Call 319-626-2211 for details.

Be sure to tell them **Dan Swick** sent you.

---

**From:** Nick Bergus [mailto:nbergus@northlibertyiowa.org]

**Sent:** Tuesday, April 5, 2016 1:26 PM

**To:** Dan Swick <djswick@southslope.com>

**Subject:** RE: TV Rate Increase

Dan,

A commissioner asked last night two questions I couldn't fully answer and hoped you'd be able to shed some light on:

What is the audience for each of the six letters?

Why does the increase vary package to package?

Thanks for your help,

Nick Bergus

Communications Director

City of North Liberty

(319) 626-5756 office

(319) 541-7258 cell

Messages to and from this account may become public record.

◆ Community Leadership Program alumnus

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# Memo

**To** Telecommunication Commission  
**From** Communication Director Nick Bergus  
**CC**  
**Date** April 29, 2016  
**Re** Subject

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As we continue to discuss the involvement the commission should have, I'd like to offer a few places to start:

Continue to be body where cable customers might seek mediation. This is in the commission's current charter.

Review and approve annual Communications Department goals. As an oversight role, this can help the department set appropriate goals for the coming year in advance of budget discussions with administration and city council, as well as long term goals.

Request, review and approve communications policies and plans. This commission has reviewed our policies and procedures, and approved others, such as our quadcopter and calendar policy. The commission might help us cover our blind spots, and note deficiencies.

Oversee annual/biennial Community Satisfaction survey. The City Council has set the goal of performing a community satisfaction survey. This commission could oversee that process.

Act as community ambassadors. As a group of engaged, connected residents, the Commission could help us as an additional avenue to reach (and be reached by) residents.



## **North Liberty Telecommunications Commission**

Meeting Minutes

Monday, April 4, 2016

6:00 p.m. Regular Session

City Council Chambers, 1 Quail Creek Circle

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1. Call to order.

At 6 p.m. Hoffman called the meeting to order.

2. Roll call.

Present were commissioners Hoffman, Osterhaus and Wells. Also present: Nick Bergus and Stefan Juran.

3. Public comment for items not on the agenda.

There was none.

4. Mediacom update.

No Mediacom representative was present. Bergus mentioned Mediacom is in the process of suing the City of Iowa City and ImOn.

5. South Slope update.

No South Slope representative was present. Rate increases were discussed amongst the commission.

6. Telecommunications staff report.

Bergus discussed highlights of the previous month. Bergus pointed out some updated social media polices. He also noted that Erika Harper will be leaving the communications department, and the department is taking steps to find a replacement. Osterhaus asked about digital signage listed in the equipment upgrades.

7. Telecommunications Commission mission and purpose discussion.

Bergus outlined the current ordinance for the Telecommunications Commission. Hoffman pointed out that it's been many years since it was last updated. The commission discussed the best ways to update the ordinance. Bergus said he'd talk to the city attorney. Bergus mentioned he'd be open to a pizza meeting. Osterhaus asked about the commission's role regarding services – antennas on multiunit buildings. Osterhaus also brought up the demographics from last year's survey.

8. Approval of minutes.

Wells moved, and Osterhaus seconded, to approve the minutes of the March 7, 2016 meeting. The motion passed with all in favor.

9. Old business.

There was none.

10. New business.

There was none.

11. Next meeting date: Monday, May 2, 2016 at 6 p.m.

No conflicts were noted.

12. Adjourn.

Osterhaus moved, and Wells seconded, to adjourn the meeting at 6:30 p.m. The motion passed with all in favor.