



NOTICE OF CONDUCTING MEETING BY TELEPHONE

FOLLOWING A DETERMINATION BY THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) COMMISSION CHAIR, DAVE THIEDE, AND EMERGENCIES DECLARED BY THE UNITED STATES, THE STATE OF MINNESOTA, THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) MEETING SCHEDULED FOR THURSDAY, JULY 23, 2020 AT 6:30 P.M., WILL, PURSUANT TO MINN. STAT. § 13D.021, OCCUR BY TELEPHONIC MEANS. MEMBERS OF THE PUBLIC WHO WISH TO ATTEND THE MEETING MAY ATTEND BY TELEPHONE.

IF YOU WISH TO ATTEND BY TELEPHONE, PLEASE CALL 651-300-1528 AT THE SCHEDULED MEETING TIME, WHICH IS THURSDAY, JULY 23, 2020 AT 6:30 P.M.

IF THERE ARE ANY QUESTIONS ABOUT THIS NOTICE OR PARTICIPATING IN THE MEETING, PLEASE CONTACT THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) OFFICE AT 651-458-9241 EXT.1 OR BY EMAIL AT MARK@SWCTC.ORG

MEETING TIME, THURSDAY, JULY 23, 2020 AT 6:30 P.M

Join the call: <https://www.uberconference.com/swctc>

Optional dial-in number: 651-300-1528

No PIN Needed



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

Executive Committee Meeting

Time: Jul 23, 2020 06:30 PM Central Time (US and Canada)

Join the call: <https://www.uberconference.com/swctc>

Optional dial-in number: 651-300-1528

No PIN Needed

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - a. May 28 Executive Committee Minutes
 - b. June 25 Commission Meeting Minutes
6. Reports
 - a. Executive Director
 - b. Legal
7. Unfinished Business
8. New Business
 - a. 2021 Budget Schedule
9. Commission Comments and Requests
10. Adjournment

Please notify the SWCTC office if you are unable to attend the meeting



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
MAY 28, 2020
EXECUTIVE COMMITTEE MEETING MINUTES

A G E N D A

1. Call to Order

Chair, Dave Thiede, called the meeting to order at 6:30 p.m. via telephonic means pursuant to Minnesota Statutes Section 13.D.021. Members are meeting via telephonic means due to the COVID-19 pandemic.

2. Roll Call

Present: Dave Thiede
Rob James
Brian Bluhm
Tracy Rahm

Also, Present: Mark Martinez, SWCTC Administrator
Mike Bradley, Bradley Law
Andrea Date
Randy Olson
Pat Downs
Lonnie Garland
Ann Schweisguth

3. Approval of Agenda

MOTION 05.28.20.1 to approve the agenda Rahm/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. March 26 Executive Committee Meeting Minutes
- b. April 23 Commission Meeting Minutes

MOTION 05.28.20.2. to approve the Consent Agenda consisting of the March 26, 2020 Executive Committee Meeting Minutes and April 23 Commission Meeting Minutes. Bluhm/MOVED, Rahm/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. Reports

- a. Executive Director

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Executive Director Martinez reported that several capital projects are complete including upgrades at Cottage Grove. There are plans to continue work on other scheduled projects for the year, though what will be completed is dependent on each city's decision as to how to proceed during the COVID-19 pandemic. Several upgrades were completed in the cities of Cottage Grove and Woodbury related to the need for cities to provide virtual options with meetings. The upgrades were to ensure the virtual programs were integrated into the AV systems in the council chambers. These upgrades were approximately a \$6,000 investment in both cities. Similar upgrades are planned for other council chambers. Another project is adding control systems to the training room in Cottage Grove. This would allow for social distancing for both the council and the public once meetings are conducted again in person.

Martinez provided an update on the franchise renewal. Martinez and Attorney Bradley sent an invite to Comcast to meet and continue discussions.

Martinez presented several production pieces of the ROV to Cottage Grove. The meeting provided clarity on what Cottage Grove is looking for in future pieces.

Martinez has created the schedule for the HR committee and Strategic Planning committee. Employee benefits renewal is in October, so the HR committee will meet two-three times before then in order to present a plan to the Executive Committee for 2021 benefits.

Martinez reported that the strategic plan has been temporarily on hold because of COVID-19. A few virtual meetings are set up with potential clients for external work.

Martinez reported that the current lease has been extended through August 31, 2021. This provides time to assess the impact of COVID-19 and look at other options.

The application process for the broadband grant feasibility for Grey Cloud Island still has not been set for 2020.

Martinez and staff met to discuss how to reopen the office. A determination was made as to who would start working in the office again and who would continue to work from home. The office will continue to be closed to the public.

Saturday, June 20, 2020 from 9:00-12:00 SWCTC staff and volunteers will hold a food/needs based items drive in the parking lot. The parking lot easily allows for one way flow of traffic. There will be tables for donations to be placed on or staff/volunteers will take out items placed in people's trunks. SWCTC will create promotional videos to post on social media. This is part of the strategic plan for SWCTC to increase community partnerships.

b. Legal

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Attorney Bradley has four items.

1. A draft franchise renewal document has been submitted to Comcast along with a meeting request.
2. Comcast franchise fee review: Attorney Bradley has reached out several times to Comcast requesting their proposal. He has not received a response back. If he does not receive a response within the next week or so, he will start to look into other options including compliance.
3. FCC 621 Cable Franchise Order appeal: Appellate brief was submitted to Sixth Circuit Court of Appeals two or three weeks ago. The interveners are submitting briefs on May 29. Attorney Bradley will share the interveners briefs once he receives them. The FCC and other cable industry interests opposing the appeal will file briefs. The opposition briefs are due to the court by July 1.
4. A new medical exception to the open meeting law was passed in April. When in-person meetings start again, there is a procedure for any commission member to follow if they need to continue to meet virtually. Attorney Bradley or Executive Director Martinez can help with this process.

c. Treasurer

Treasurer Bluhm and Executive Director Martinez discussed adding depreciation costs on a quarterly basis instead of at the end of year. This would give a clearer picture of how the year is progressing.

Executive Director Martinez reported that the actuals for Q1 are available. The distributions from Comcast and Centurylink were received and were right on budget. Centurylink, on the whole, continues to dwindle. Budget lines for travel will likely not be expended this year so there will be some savings.

7. Unfinished Business
 - a. Lease Update

Executive Director Martinez had mentioned in his report that an agreement was reached to extend the lease until August 31, 2021. The extension includes an amendment that if the commission was no longer receiving revenue, they could terminate the lease.

MOTION 05.28.20.3. to recommend the full Commission approve the draft lease extension. Tracy/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business
 - a. Supporting for Protecting Community Television Act
 - i. [Link to Klobuchar statement](#)

Executive Director Martinez and Attorney Bradley are asking the Executive Committee to recommend the full commission approve the attached resolution that supports the

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Protecting Community Television Act. Martinez would also like the member cities to adopt their own resolution.

MOTION 05.28.20.4. to recommend the resolution to the full commission to be presented and voted on at the June 25 meeting. James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

MOTION 05.28.20.5. to recommend the full commission send the resolution to member cities to consider and support. Bluhm/MOVED, RAHM/SECONDED. MOTION CARRIED UNANIMOUSLY.

b. Newspaper delegation

Executive Director Martinez is recommending the executive committee designate Pioneer Press as the new SWCTC newspaper media outlet.

MOTION 05.28.20.6. to officially change newspaper delegation to the Pioneer Press. Rahm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

c. Insurance Waiver Form

Executive Director Martinez recommends the full commission approve the annual insurance liability waiver form with the “does not waiver” selected on the form. This limits SWCTC’s liability.

MOTION 05.28.20.7. to recommend the full commission approve the annual insurance liability waiver form with “does not waiver” selected to limit SWCTC liability. Bluhm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

9. Commission Comments and Requests

Commissioner James noted Woodbury used the upgraded AV system at their most recent council meeting and it worked seamlessly.

10. Adjournment

Motion 05.28.20.8. to adjourn at 7:30 pm. James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

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SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
THURSDAY, JUNE 25, 2020
COMMISSION MEETING MINUTES

1. Call to Order

Chair, Dave Thiede, called the meeting to order at 7:00 p.m. via telephonic means pursuant to Minnesota Statutes Section 13.D.021. Members are meeting via telephonic means due to the COVID-19 pandemic.

2. Roll Call

Present: Dave Theide

Rob James

Brian Bluhm

Tracy Rahm

Tom Ingemann

Andrea Date

Randy Olsen

Justin Olsen

Ray Kaiser

Patrick Downs

Paul Dieffenbach

Also, Present: Mark Martinez, SWCTC Administrator

Mike Bradley, Bradley Law, LLC

Ann Schweisguth, Operations Manager

Lonnie Garland, Master Control Specialist

3. Approval of Agenda

MOTION 06.25.20.1 Motion to approve the agenda. Date/MOVED, Bluhm/SECONDED.
MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. April 23 Commission minutes
- b. May 28 Executive Committee minutes
- c. April/May Checks Written report (Non-Payroll)
- d. Q1 P&L

MOTION 06.25.20.2 Motion to approve the consent agenda. James/MOVED,
Ingemann/SECONDED. MOTION CARRIED UNANIMOUSLY.



6. Reports

a. Executive Director

Executive Director Martinez reported that Phase 1 of the reopening plan has been put in place. Phase 1 started on June 1 with half the staff returning to the office and the other half continuing to work from home and coming into the office when needed. The office continues to be closed, but available by appointment. Phase 1 will be in place through September 1.

The HR and Strategic Planning committees agendas and meeting schedules have been created. The HR committee will meet in July, September, and October. The Strategic Planning committee will meet in July, September, and November.

MACTA Communications committee created a “Community Conversations” webpage to house community conversation videos about diversity, equity, and inclusion in the wake of the tragic death of George Floyd.

Executive Director Martinez in his role as President of MACTA is working with the national organization, NATOA, to create diversity and inclusion webinars.

The MACTA board is researching creating or contributing to a multicultural scholarship fund for Black and Indigenous People of Color (BIPOC) students pursuing education and training in video production and journalism.

The MACTA legislative report is not yet available, but Executive Director Martinez will share it with the Commission once he receives it.

Looking at 2020 Commission goals, virtual meeting upgrades were recently completed in Woodbury and Cottage Grove. All other projects are slowly moving forward or temporarily on hold.

The City of Newport is looking to start construction on a new city hall building. SWCTC is in discussions with the city regarding council chamber upgrades as part of this project.

Commissioner Thiede, Commissioner James, Executive Director Martinez, and Attorney Mike Bradley participated in a conference call with Comcast. Comcast promised to look at and respond to the draft franchise agreement created by SWCTC. As of this meeting, Comcast has not provided that response.

An agreement has been reached to extend the current lease by one year to end in August 2021.

MACTA has been working to get information out to the public regarding the 2020 Census. It is important for people to get accurate information and to complete the Census.



i. Operations

Operations Manager Ann Schweisguth reported that SWCTC has won eleven awards. One from the Alliance for Community Media, three National Telly Awards, and seven Northern Lights Awards. There are two awards left, NATOA and Regional Emmys, which will be awarded this fall.

The SWCTC Chalk Art Facebook Contest was a huge success. There were 20 entries and the judges remarked it was hard to choose winners from the entries. The Woodbury winner won a \$50.00 gift card to Angelina's Kitchen and the Cottage Grove/St. Paul Park/Newport/Grey Cloud Island Township won a \$50 gift card to Tinucci's. All entries can be viewed on the SWCTC Facebook page. This contest was part of the strategic plan goal to increase community engagement.

A video with the Cottage Grove police department and haircuts went viral with 133,000 views and 800 shares on Facebook.

Woodbury Public Safety Director Lee Vegue interviewed Pastor Timothy Brewington II for a candid conversation on the death of George Floyd and public safety. The video is approximately 33 minutes long and is recommended viewing.

ii. Technical

Master Control Specialist Lonnie Garland reported that the Woodbury and Cottage Grove upgrades were complete. The upgrades included setting up a computer with each city's respective virtual meeting software (Teams in Woodbury, Zoom in Cottage Grove) and feeding the audio and video of the live broadcast to the control room. This greatly improved the quality and clarity of the broadcasts.

Carousels is working again. There will need to be discussions about necessary hardware and software updates that need to be done in the near future.

There will also need to be discussions about updates to the entire broadcast scheduling and playback system. The system is going on six years old.

For the Newport City Hall project, SWCTC is considering a more virtual system. There would be a simplified control room as part of the city council chambers, with the ability to control the system remotely from the main office or home office if necessary.

The Woodbury Public Safety training room is scheduled to be upgraded including new projectors and monitors.

The food needs drive on Saturday, June 20 was a great success. Items were donated to Christian Food Shelf and Friends in Need. This drive was part of the strategic plan to increase community engagement.



b. Legal

Attorney Mike Bradley had four items to discuss.

The cable franchising order is in front of the Sixth Court of Appeals. The appellate brief and interveners briefs have been submitted. The opposition requested an extension. Their briefs must be submitted by August 10 or 11.

Comcast Franchise Fee Review: Comcast provided a written proposal. Attorney Bradley has met with the executive directors of the five different jurisdictions participating to determine the next course of action.

Comcast Renewal discussion -- As mentioned in Executive Director Martinez's report, we are waiting on a response from Comcast.

Attorney Bradley reminded the Commission that once in person meetings are being held, there is a process in place for members to continue to participate virtually if needed.

7. Unfinished Business

a. Office lease extension

The Executive Committee approved a recommendation to extend the current lease through August 2021. The lease extension includes the necessary provision that the Commission could cancel the lease at any time due to funding issues.

MOTION 06.25.20.3 Motion to approve the one-year lease extension at our current location through August 31, 2021 with Summerhill. James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business

a. Supporting for Protecting Community Television Act

i. [Link to Klobuchar statement](#), bill, and supporting doc included

The Protecting Community Television Act was introduced into Congress earlier this year. The bill aims to clarify language in the 621 order from the FCC, namely that franchise fees are monetary and not in-kind. Franchise fees have been monetary since their introduction 35 years ago.

The Executive Committee approved a recommendation to the Commission to support the Protecting Community Television Act and pass resolution 2020-01.

MOTION 06.25.20.4 Motion to approve supporting the Protecting Community Television Act and pass Resolution 2020-01. Ingemann/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.

MOTION 06.25.20.5 Motion to recommend member cities adopt Resolution 2020-01. Ingemann/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.



Executive Director Martinez will send tailored resolutions for each city with a short staff memo.

b. Insurance Waiver Form

This is the annual insurance waiver form provided by the insurance broker via the League of Minnesota Cities. Liability coverage is capped as long as “Does Not Waive” is selected on the form.

MOTION 06.25.20.6 Motion to select and approve “DOES NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.” Thiede/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

c. Newspaper designation

Rivertown.net ceased operations, therefore SWCTC needs a new newspaper designee. The Executive Committee recommends approval of Pioneer Press as the newspaper designation for the remainder of 2020.

MOTION 06.25.20.7 Motion to approve Pioneer Press as the newspaper designation for the remainder of 2020. James/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

9. Commission Comments and Requests

Executive Director Martinez thanked the Commission for their support of the food needs drive.

The Executive Committee is considering conducting the August meeting using a hybrid model with some Commissioners in the chambers and others connecting virtually. A final decision will be made at the July Executive Committee meeting. Any and all decisions will of course depend on the state of the COVID-19 pandemic.

10. Adjournment

MOTION 06.25.20.8 Motion to adjourn at 7:56pm. Ingeman/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

Next Regular Meeting
THURSDAY, AUGUST 27, 2020



JULY EXECUTIVE DIRECTOR REPORT

2019 FINANCIAL AUDIT

Harrington, Langer & Associates should have their draft report ready by the Executive Committee meeting. *I will provide copies should I receive it in time for our meeting.*

INFORMATIONAL WATER DOCUMENTARY UPDATE

The Water Doc is nearing completion. Work has begun on our marketing, press release, and distribution plan. We've received some positive feedback so far.

MACTA/NATOA/LEGISLATIVE UPDATE

Working with NATOA President Brian Roberts, Senior Policy Analyst with the City of San Francisco's Department of Technology, to provide a session on racial equity at [NATOA's Virtual Conference August, 31- September 3, 2020.](#)

MACTA planning MN legislative special session wrap and other updates for eBrief in August.

COMCAST FEE AUDIT AND RENEWAL

Work in progress with Comcast.

2020 COMMISSION GOALS

CAPITAL PROJECTS

- Q1
 - ~~Woodbury - Valley Creek Room at Central Park~~ **(COMPLETED)**
- Q2
 - ~~Cottage Grove Public Works~~ **(COMPLETED)**
 - ~~Cottage Grove Minnesota and Roll Call at Public Safety~~ **(COMPLETED)**
 - ~~Virtual Meeting Upgrades~~ **(COMPLETED)**
 - ~~PZ Camera Upgrade to Training Room (NO GO)~~
- Q3
 - **Woodbury Chambers- Installing web camera and sound bar at the back of the chambers to be utilized for workshop and team meetings**
 - **Woodbury Public Safety Training room A/V upgrade. After seven years, we are updating the entire system. This room will also have the ability to do Teams Meetings and other remote training.**
 - **Cottage Grove City Hall Mississippi Room, Repurposed old monitor from Public Works upgrade to this Room.**



- **St. Paul Park has asked for a New Monitor and Barco ClickShare for their Public Works Building. Getting quotes from AVI and Z systems.**
- Q4
 - Newport Council Chambers Project Design
 - Commission office remodel (on hold pending lease)
 - Additional storage server and automated delivery systems
 - Audio, Video, and Lighting tools (as needed)

ONGOING 2018-2021

- **Comcast Franchise Renewal and Fee Audit (ONGOING)**
 - Received renewal letter from Comcast (4/13/18)
 - Resolution 20180413 beginning formal renewal proceedings adopted (5/24/18)
 - Comcast fee audit with Ashpaugh & Sculco (6/6/18)
 - Initial findings (9/30/19)
 - CenturyLink - A franchise exit plan is being considered
 - CL fee audit completed (9/30/19)
 - Mark to set up meetings with each city
 - Initial member city franchise meetings completed (9/16/19)
 - Draft franchise completed in October 2019
 - Executive Committee continues plan (10/24/19)
 - Ok'd to proceed amid Fee audit and 621 Order (2/17/20)
 - Met with Bradley Law to determine next steps (5/21/20)
 - Met with Comcast. Comcast will review and provide franchise doc by (6/19/20)
 - **Received Comcast draft franchise (7/7/20)**
 - **Initial review with Bradley Law (7/14/20)**
- **ROV formula implementation**
 - First template created for review (8/23/18)
 - Individual city P&L concept presented (10/25/18)
 - Q1 anticipated implementation
 - Formula partially completed in October/November 2019
 - Presented some Production pieces of ROV to Cottage Grove (5/27/20)
 - **New analysis after Q2 revenue is received (Last week of July or first week of August)**
- **Policy, Procedures, and Resolutions**
 - Budget and reserve funding level policy proposed for 2020 (Q3-Q4)
 - **Schweisguth drone license renewal (5/18/20)**
 - **Supporting the Protecting Community Television Act (5/28/20)**
- **Organizational Structure and Compensation (Ongoing)**
 - Q2 - Revision of staff job descriptions
 - Q2 - Compensation analysis
 - Human Resource Committee (4/23/20 OK'd)
 - HR Committee meeting schedule set (5/28/20)
 - **HR meeting (Last week of July or first week of August)**
- **Strategic Planning/Rebranding/Diversified Revenue (ONGOING)**
 - Q1 prototype logo design development
 - Q2 website update



- Q2 Production Services official launch
- New SWCTC logo designed (4/25/19)
- Facilitated discussion re: branding (6/27/19)
- Executive Committee asks for strategic planning consultant estimate (6/27/19)
- Met with Aurora Consulting (9/20/19)
- Commission meeting with Aurora (12/5/19)
- Commission SWOT/GAPS meeting (1/16/20)
- GAPS Consolidation (2/27/20)
- COVID-19 Stay Home Order (3/18/20)
- Strategic Planning Committee (4/23/20 OK'd)
- SP meeting schedule set (5/28/20)
- **SP meeting (Last week of July or first week of August)**
- **2020 LEASE PLAN (COMPLETED TO 8/31/21)**
- Broadband Grant feasibility for Grey Cloud Island Township
 - Q2-Q3
 - Broadband grant application pushed back to 2020 (8/22/19)
 - [Application window for 2020 has not been set](#) (5/28/2020)
 - **Emailed Diane Wells of Office of Broadband Development (7/22/20)**
 - **2020 application window set to be open July 23 through September 30, 2020 (7/22/20)**

to: Executive Committee

from: Mark Martinez, Executive Director

Subject: 2021 Budget Schedule

2021 Budget Schedule

- July 23 Executive Committee: Present budget schedule
- August 27 Commission Meeting: Draft budget for review and recommendations
- September 24 Executive Committee: Review recommendations and finalize budget
- October 22 Commission Meeting: Present Final Budget for Approval
- November/December Meeting: Back-up date for approval

Recommended: No action required