



PLEASE POST

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

will hold its regular meeting

THURSDAY, MARCH 23, 2017

7:00 p.m.

City of Cottage Grove Council Chamber

12800 Ravine Parkway South

Cottage Grove, MN 55016

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - a. January 26, 2017 Meeting Minutes
 - b. February Checks Written report– Non-Payroll
6. Reports
 - a. Administrative
 - b. Cable companies
7. Unfinished Business
 - a. 2016 Year-End Audit scheduled for April 4th.
8. New Business
 - a. Discussion of Bylaws, Policies and Procedures review
9. Commission Comments and Requests
10. Information Items
11. Adjournment

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
MEETING MINUTES – JANUARY 26, 2017

CALL TO ORDER

Chair, Craig Johnson, called the meeting to order at 7:00 p.m. in the council chamber of Cottage Grove City Hall.

ROLL CALL

Present: Dave Thiede
Roger Peterson
Jack Lavold
Tracy Rahm
Virginia Keenan
Jerry Taube
Ron Glubka
Rich Irvine
Kevin Franke
Julie Ohs
Craig Johnson
Rob James

Also Present: Mark Martinez, Administrator
Fran Hemmesch, Administrator
Michael Bradley, Bradley Hagen & Gullikson, LLC
Ann Simpson, SWCTC Operations Manager/Producer

APPROVAL OF AGENDA

MOTION 1.26.17.1. to approve the Agenda. Ohs/MOVED, Keenan/SECONDED.
MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

MOTION 1.26.17.2. to approve the Consent Agenda consisting of the December 8th, 2016 Meeting Minutes, the 2017 Meeting Schedule, the 2017 Commission Membership List and the 2017 Commission Designations. Irvine/MOVED, Peterson/SECONDED.
MOTION CARRIED UNANIMOUSLY.

INTRODUCTIONS

Chair Johnson introduced new members Franke and James to the group.

REPORTS

Administrator

Mark Martinez gave an introduction as the new Administrator succeeding Fran Hemmesch. Martinez spoke of transfer of responsibilities from Hemmesch and initial development with key stakeholders.

There was a brief overview of the renovation of the City of Woodbury's council chamber slated to be completed in May of 2017.

Martinez gave a staff update that included a special video project for the City of Woodbury's 50th anniversary celebration in March of 2017.

Martinez gave an outlook report that covered technology installation in the proposed Cottage Grove fire station, continued relationship building and Fran's retirement party.

Legal

Bradley confirmed that the new Joint Powers Agreement was in place and that all member cities had approved.

Bradley gave updates of leadership changes in Government Affairs with the resignation of Patrick Haggerty at Century Link and Emmett Coleman at Comcast.

Changes as well at the FCC with the new Administration.

There are Small Cell bills at both State and Federal level related to zoning of small cell towers. The "Mobile Now Act" (Senate Bill 19) that could strip local governments of ability to do proper zoning. Also, a bill that relates to how cities can recover right-of-way management costs. Could change how cities regulate and receive compensation.

Comcast

Trade secret report distributed and collected.

Century Link

No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

2016 Year End Audit

Treasurer Thiede gave a brief overview of contract with Harrington, Langer, and Associates to provide services to SWCTC for the year ending December 31, 2016.

MOTION 1.26.17.3. to approve Harrington, Langer, and Associates to provide services to SWCTC for the year ending December 31, 2016 as per the audit engagement letter. Budget not to exceed \$7,800. Thiede/MOVED, Taube /SECONDED. MOTION CARRIED UNANIMOUSLY.

COMMISSION COMMENTS AND REQUESTS

Ohs thanked Wendy Chretien for her 17 years of service on the commission. Johnson stated that Chretien had been recognized by the City of Woodbury for her service.

INFORMATION ITEMS

Johnson reiterated that the new Joint Powers Agreement has been fully approved by the member cities. Johnson informed the group about Administrator Fran Hemmesch's retirement party on February 27th. Johnson asked the members to bring ideas from their cities and goals for 2017 to the executive committee meeting in February.

ADJOURNMENT

MOTION 1.26.17.4. to adjourn at 7:17p.m. Irvine/MOVED, Ohs/SECONDED. MOTION CARRIED UNANIMOUSLY.

1:26 PM

South Washington County Telecommunications Commission

Checks Written - Non-Payroll

03/10/17

As of February 28, 2017

Accrual Basis

Type	Date	Num	Name	Amount
Cash and Investments				
1010 - US Bank Checking				
Bill Pmt -Check	02/02/2017	23658	Lonnie Garland (Reimbursement)	-53.50
Bill Pmt -Check	02/02/2017	23659	US Bank Equipment Finance	-133.29
Bill Pmt -Check	02/02/2017	23660	To The Penny Bookkeeping, Inc.	-440.98
Check	02/03/2017	23663	Chase	-147.86
Bill Pmt -Check	02/07/2017	23664	Laurie Reineke	-150.00
Bill Pmt -Check	02/07/2017	23665	Premium Waters	-70.10
Bill Pmt -Check	02/10/2017	23666	Woodbury Bulletin	-44.00
Bill Pmt -Check	02/10/2017	23667	Guardian	-2,715.56
Bill Pmt -Check	02/14/2017	23668	Xcel Energy	-846.68
Check	02/14/2017	23670/EFT	Capital One, F.S.B.	-3,104.82
Check	02/14/2017	EFT	Analysis Service Charge	-13.00
Bill Pmt -Check	02/15/2017	23669	Graphic Resources	-152.12
Bill Pmt -Check	02/17/2017	23671	AT&T Mobility	-303.82
Bill Pmt -Check	02/17/2017	23673	NATOA	-2,215.00
Bill Pmt -Check	02/17/2017	23674	Microsoft	-1,446.19
Bill Pmt -Check	02/21/2017	23691	Bradley, Hagen & Gullikson, LLC	-1,406.25
Bill Pmt -Check	02/21/2017	23692	Laurie Reineke	-170.47
Bill Pmt -Check	02/27/2017	23693	Richard Irvine	-50.00
Bill Pmt -Check	02/27/2017	23694	Roger Peterson	-50.00
Bill Pmt -Check	02/27/2017	23695	Jerry Taube	-50.00
Bill Pmt -Check	02/27/2017	23696	Craig Johnson	-50.00
Bill Pmt -Check	02/27/2017	23697	Dave Thiede	-50.00
Bill Pmt -Check	02/27/2017	23698	Jack Lavold	-50.00
Bill Pmt -Check	02/27/2017	23699	Julie Ohs	-50.00
Bill Pmt -Check	02/27/2017	23700	Kevin Franke	-50.00
Bill Pmt -Check	02/27/2017	23701	Robert James	-50.00
Bill Pmt -Check	02/27/2017	23702	Virgina Keenan	-50.00
Total 1010 - US Bank Checking				-13,913.64
Total Cash and Investments				-13,913.64
TOTAL				-13,913.64



ADMINISTRATIVE REPORT MARCH 2017

ADMINISTRATIVE

- 3/01: Met with Cottage Grove communications to begin work on 2017 goals
- 3/06: Attended the MACTA “Day at the Capitol” event.
- 3/08: Banking - Treasurer Thiede and I became signatory for the SWCTC account.
- 3/10: Met with our insurance agent Michael Kullman
- 3/15: Per staff request we instituted direct deposit and online pay stub delivery
- 3/15: Met with Comcast rep Kate Hensing to discuss complaint report procedures
- 3/29: Planned meeting with Mr. Gridley, Woodbury Administrator

City meetings in attendance:

- 1/25: Woodbury city council
- 2/15: Cottage Grove city council
- 2/21: St. Paul Park city council
- 2/23: SWCTC executive committee
- 2/26: Woodbury State of the City
- 2/28: Newport comprehensive plan meeting
- 3/14: Grey Cloud Island annual meeting
- 3/15: Cottage Grove State of the City
- 3/15: Cottage Grove city council
- 3/22: Woodbury city council

MEMBER CITIES

COTTAGE GROVE:

Eagle Scout and Citizen Life-Saving awards were presented on 2/15. The mayor’s SOTC on 3/15 proclaimed that “CG is poised for growth” and is focusing on business development and housing. There are many construction and road projects planned for this year. Within their strategic plan is to “make CG a recreational destination.” They want to “engage the community to form the vision.” SWCTC was asked to produce their annual report in video format. It was the first time they had utilized video for the report.

GREY CLOUD ISLAND TOWNSHIP

Attended the GCIT annual meeting. GCIT is working with Washington County on a bridge, river and habitat project. There are infrastructure and industry concerns. The town hall building received additional microphone support from SWCTC to help with audio clarity during meeting recordings. The building could use additional PA support for audience in attendance.

NEWPORT

Newport's comprehensive plan meeting on 2/28 included discussion around economic growth in key areas and housing. There is interest in highlighting the city's park amenities and addressing challenges of infrastructure and industry.

ST. PAUL PARK

Comcast repaired the fiber conduit along the building as per requested by Mr. Walsh, City Administrator. The 2/21 council meeting discussed the contracting of a GIS provider.



WOODBURY

The 1/25 council meeting recognized Wendy Chretien for her 17 years of service on the Telecommunications Commission. There were also recognitions of student volunteers who participated in their student commissioner program. The mayor's State of the City on 2/26 detailed Woodbury as a "thriving business community" and a place for "commerce and community." The mayor noted the increase in healthcare investments and analysis of traffic, safety and connections to downtown St. Paul. The mayor discussed renovations to city buildings and parks planned for 2017, as well as, plans to revise the city's critical success factors in-line with the 2040 comprehensive plan.

STAFF

The cablecasters and staff recorded 14 meetings in February and 22 meetings in March. Staff producers developed weekly and monthly shows that included segments about public safety, first response training and local businesses.

There were special projects completed, in collaboration with the cities, that received positive feedback and achieved a new level of social engagement. The production team, led by Ann Simpson, produced the first ever annual report in a video format for the City of Cottage Grove. The Woodbury 50th Anniversary video series, led by Bob McSherry, produced 5 videos that will debut at the Woodbury Heritage Fair on March 25th.

SWCTC staff also covered the first ever State of the City address by Mayor Bailey and Mayor Giuliani Stephens' first SOTC held at Central Park.

2nd QUARTER OUTLOOK

The February Executive Committee meeting set administrator goals for the 2nd 2017 that included:

1. Review Bylaws to meet JPA conformity
2. Review Policies and Procedures to meet JPA conformity
3. Produce the 2016 annual report
4. Develop partnerships with key stakeholders
5. Oversee budget and operational activities

I will begin the Policy and Procedure review that will encompass a revision of SWCTC's policies and procedures that will comply entirely with the newly conformed Joint Powers Agreement.

Our 2016 Annual report will be available at the next regular meeting on May 25th.

The Cottage Grove fire station project is planned to begin in the spring. SWCTC will provide video equipment and communications support for the city improvement.

Ann and I will be attending the National Association of Broadcasting (NAB) annual conference April 22nd – 27th. We will be attending training seminars and gathering information from production manufacturers for field equipment and AV systems integration.