

***PLEASE POST***

**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**THURSDAY, APRIL 27th, 2017**

**6:30 p.m.**

**SWCTC COMMISSION OFFICE**

6939 Pine Arbor Drive South

Suite 106

Cottage Grove, MN 55016

651-458-9241

**A G E N D A**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
  - a. February 23<sup>rd</sup>, 2017 Executive Committee Meeting Minutes
6. Reports
  - a. Administrative
  - b. Legal
  - c. Comcast/CenturyLink
7. Unfinished Business
  - a. 2017 SWCTC Administrator and Commission Goals
8. New Business
  - a. NATOA discussion
9. Commission Comments and Requests
10. Adjournment

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES – FEBRUARY 23<sup>rd</sup>, 2017

CALL TO ORDER

SWCTC Chair, Craig Johnson, called the meeting to order at 6:32 p.m. in the SWCTC Studio.

ROLL CALL

Present: Craig Johnson - Chair  
Rich Irvine - Vice-Chair  
Dave Thiede - Treasurer  
Virginia Keenan - Secretary

Also Present: Jerry Taube  
Julie Ohs  
Roger Peterson  
Jack Lavold  
Rob James  
Kevin Franke  
Mike Bradley, SWCTC Legal Counsel  
Mark Martinez, Administrator

PUBLIC COMMENT

None

AGENDA

MOTION 2.23.17.1 to approve the Agenda with the additions of Agenda Item 6. b. Legal Report. Keenan/MOVED, Irvine/SECONDED. MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENT

None

CONSENT AGENDA

MOTION 2.23.17.2 to approve the Consent Agenda consisting of the October 27, 2016 Executive Committee Meeting Minutes. Irvine/MOVED, Thiede/SECONDED. MOTION CARRIED UNANIMOUSLY.

## REPORTS

### Administrative

Martinez notified the commission that SWCTC is now sales tax exempt in the State of Minnesota.

Martinez informed commission directors that he has been attending the council meetings of the member cities and that it was an opportunity to gain greater insight into the individual communities, pr and potential project coordination back at SWCTC.

Martinez noted that Comcast was intending to fix and replace their fiber installation at the St. Paul Park city hall building which had been requested by the SPP city administrator.

Martinez discussed the upcoming MACTA “Day at the Capitol” event and listed various industry topics that would be discussed at the meeting. Johnson asked committee to let the administrator know if they would like to attend the event. Taube recommended sending a producer out to capture the newly renovated capitol and to present some of the things the commission does behind the scenes.

Martinez reminded the commission that Hemmesch’s retirement party was the following week.

### Legal

Bradley handed out the new collateral from CCX Media, former Northwest Community Television (NWCT), for considerations of rebranding and annual reporting. The commission would like to know what it would cost to rebrand.

Bradley discussed recent legislation that could potentially redefine public rights of way. A legislative alert was issued from the LMC for HR 739/SF 561, drafted by Verizon, that amends 237.163 definition of “Public Rights of Way.” Bradley recommended that commission directors collectively look at how each member city plans to manage infrastructure growth of small cell tower placement in preparation for 5G technology and city wireless ordinances. Cretian recommended designating areas where the towers can be built. Bradley emailed a memo and LMC fact sheets for small cell/DAS information and talking points.

Bradley confirmed that CenturyLink will stop rolling out their Prism product nationally but will continue rolling it out in the Metro area. CenturyLink is also testing an over-the-top (OTT) service where video rides on top of the public internet.

Bradley gave information regarding a waiver that was filed with the FCC by the ACM that would keep PEG producers exempt from complying with their closed captioning rules.

Bradley asked that SWCTC consider compliance with ADA regarding closed captioning and joining a cost savings group that is studying the requirements. The commission gave Bradley an expression of interest in joining the ADA requirement group.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Johnson introduced a brainstorming session for initiatives member cities would like the commission to undertake in 2017. This goal setting is intended to provide clarity for the administrator, staff and member cities in:

1. Maintaining excellence in business-as-usually activities.
2. Identifying the incremental things we want to accomplish in 2017?

Martinez listed current projects that were in process or planned for 2017. (see addendum)

Martinez discussed the administrator goals for 2017. (see addendum)

Johnson asked directors for input.

Cottage Grove: Thiede commented on the possible future use of interactive technology for citizen engagement during live city council meetings. (i.e. live call in, texting, email or social media) with the use of a screener.

St. Paul Park: Irvine asked when SPP would be budgeted for equipment upgrade. Martinez said that it was being proposed for 2018.

Newport: Keenan said Newport did not have any recommendation as of yet.

Grey Cloud Island: Taube said Grey Cloud did not have a recommendation at this time. Johnson recommended the best kinds of things that are high value and low cost. Lavold recommended Martinez attend the GCIT annual meeting.

Woodbury: James gave a brief history of how the commission has helped Woodbury with technology needs over the years. In 2017 the city would like the commission to continue providing conference room AV systems and additional security system upgrades, monitors at city run food service areas at Stafford Library and Eagle Valley Golf Course. There may be some digital signage needs in Central Park like the Read system. The Elm conference room at city hall needs a new projector. The Public Works building may begin construction in 2018, however, may not need until 2019. The H.E.R.O center construction project could be slated for 2019-2020. Thiede suggested AV for H.E.R.O. be put in to the overall building construction plan so that it could be a part of the bonding and not potentially deplete the entire SWCTC annual budget. James also mentioned a possible Ojibwe Park need this year as design and renovations begin.

James asked for research regarding new services that Granicus could provide.

Keenan asked to receive Woodbury projects list via email including prioritizations.

Martinez asked if SWCTC should inform the public about SWCTC's role in construction projects. Johnson suggested including that as research within the branding area. Irvine recommended that it could be tied into the annual report. Lavold suggested using the Bulletin for communications.

#### COMMISSION COMMENTS AND REQUESTS

Lavold asked if there was a standing personnel committee and asked how employees should handle any grievances. Johnson said that the employee handbook explains the procedures and that the executive committee was the personnel committee.

Lavold asked if there could be a full review of the policies and procedures. Johnson informed Lavold that he and Martinez were in the beginning phase of reviewing by-laws and policies and procedures.

Lavold asked how votes are weighted within the new JPA. Discussion followed referring to the revised JPA and previous executive committee meeting minutes.

Lavold recommended that an auditor look at operations of the commission. Discussion followed regarding the operational audit that occurred in 2016 by Front Range Consulting. Johnson confirmed that both operations and financial processes have been reviewed thoroughly within the last year and that only by-laws and policies and

proceedures would follow this year. Thiede commented on the administrators involvement with industry best practices.

Lavold asked about the annual review of administrator. Johnson said that the administrator will be reviewed by the executive committee on or about July 1<sup>st</sup> of 2017 and that the goals discussed in the meeting would be a benchmark for the success of the administrator and commission.

Johnson asked the administrator Martinez to publish the goals for 2017, in bullet format, so that the commission could have a checklist to review on occasion.

#### INFORMATION ITEMS

#### ADJOURNMENT

MOTIONS 2.23.17.3. to adjourn at 7:17 p.m. Keenan/MOVED, Thiede/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

## ADDENDUM

### ACTION ITEM - 2017 SWCTC GOALS

#### ADMINISTRATOR GOALS

- Continued excellence in day-to-day activities and staff productions
- Complete 2016 annual report
- Review SWCTC by-laws and policies and procedures
- Coordinate city administrators meeting
- Conduct staff meetings and development
- Partner with member cities' strategic initiatives and comprehensive plans
- Cultivate stakeholder collaboration

#### COMMISSION GOALS

##### Construction Projects

*Provide systems design and integration support for technology equipment that benefits city communications and community awareness.*

##### Woodbury:

- Council chamber AV system installation (\$350K in 2016 budget) in-progress
- Additional Council chamber carryover (\$25K) in-progress
- Various equipment upgrades in city areas (\$25K)

##### Cottage Grove:

- Council chamber AV system upgrade (\$300K slated for Q3 or Q4)
- New Fire Department building needs (\$150K slated for Q3 or Q4)

##### Newport, St. Paul Park, Grey Cloud Island:

- None currently

##### Special Programming

*Development of content that is detailed in nature and intends to have a significant informative or historical impact to the community.*

##### Woodbury:

- Woodbury's 50<sup>th</sup> Anniversary video series and event (completed Q1)

##### Cottage Grove:

- City's 2016 annual report in video format (completed Q1)
- Volunteer banquet video (completed Q2)

## **ADMINISTRATIVE REPORT APRIL 2017**

I attended Woodbury's 50<sup>th</sup> Anniversary Celebration on Saturday March 25<sup>th</sup>. The videos that were produced by Bob McSherry and SWCTC were well received by the community and city leadership. There were many in attendance and an enjoyable event celebrating their history.

Met with Mr. Gridley, Woodbury city administrator, on March 29<sup>th</sup> and gathered insight as to Mr. Gridley's goals and expectations for the commission. I informed him that, as part of my 2017 goals, we would be reviewing all SWCTC by-laws and policies and procedures. I asked for recommendations on financial policies that are currently in practice at the City of Woodbury. Mr. Gridley agreed to provide.

Met with Mr. Hirman, Cottage Grove Ice Arena Mgr., on March 31<sup>st</sup> to discuss, as per recommended by vice-chair Irvine, a potential sound system upgrades for the arena. Met with Mr. Zimmer of AVI on April 7<sup>th</sup> to follow-up on estimated costs for such an improvement. Details of our discussion will be included in Unfinished Business as part of our goals discussion for 2017.

Met with contracted financial auditors Harrington, Langer & Associates on April 4<sup>th</sup> as part of their field work in preparation of 2016 annual audit that will be included in the 2016 annual report. If all goes well, a representative from the firm will be available at the next regular commission meeting in May to discuss their report. The SWCTC annual report will follow.

Attended Woodbury construction meeting on April 13<sup>th</sup>. Overall, the construction is going well. Some concerns over dais speakers were address and a plan was implemented to address concerns. I will be meeting with our AV integrator prior to installation and training.

Attended Cottage Grove council meeting on April 19<sup>th</sup>. Determined that SWCTC should seek an additional part-time "senior" cablecaster that would have greater technical experience and skillset suitable for city council meetings. This employee's job requirements would include all aspects of current cablecaster duties with additional technical skills that are needed for higher level, customer facing meeting support. This part-time position would pay up to \$25/hr. whereas the current cablecaster receives \$16/hr. for 3-4/hrs. per week. This need is recommended after receiving concerns from city administration about occasional technology service levels and assessing the current part-time employee's skillset and availability.

I will be attending the NAB conference between April 22<sup>nd</sup> – April 27<sup>th</sup> and will report on finding at our meeting on the 27<sup>th</sup>.



## UNFINISHED BUSINESS

### ACTION ITEM - 2017 SWCTC GOALS

#### ADMINISTRATOR GOALS

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#### COMMISSION GOALS

##### Construction Projects

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##### Woodbury:

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- Additional Council chamber carryover (\$25K) in-progress
- Various equipment upgrades in city areas (\$25K)

##### Cottage Grove:

- Council chamber AV system upgrade (\$300K slated for Q3 or Q4)
- New Fire Department building needs (\$150K slated for Q3 or Q4)
- ***Ice arena sound system design and implementation (2017 or 2018)***

##### Newport, St. Paul Park, Grey Cloud Island:

- None currently

##### Special Programming

*Development of content that is detailed in nature and intends to have a significant informative or historical impact to the community.*

##### Woodbury:

- Woodbury's 50<sup>th</sup> Anniversary video series and event (completed Q1)

##### Cottage Grove:

- City's 2016 annual report in video format (completed Q1)
- Volunteer banquet video (completed Q2)

## NEW BUSINESS

NATOA early registration is open until June 12<sup>th</sup>. As per commission Treasurer Thiede's request, I have prepared an estimate of costs per person. There is also a recommendation to discuss what goals and outcomes should be for those attending.

\$675 Member Registration

\$250 Per Diem

\$375 Estimated Flight Cost

\$900 Estimated Hotel Accommodations

**\$2200 TOTAL ESTIMATED COST PER PERSON**

\$10,000 Estimated remaining in 2017 conference budget