

***PLEASE POST***

**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

**EXECUTIVE COMMITTEE MEETING**

**THURSDAY, AUGUST 24th, 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. June 22<sup>nd</sup>, 2017 Executive Committee Meeting Minutes
6. Reports
  - a. Administrative
7. Unfinished Business
  - a. ADA Compliance Study from Bradley Berkland Hagen & Herbst
  - b. Employee/HR handbook
  - c. 2018 Budget
8. New Business
  - a. Financial Planning Framework
9. Commission Comments and Requests
10. Adjournment

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

CALL TO ORDER

SWCTC Chair, Craig Johnson, called the meeting to order at 6:30 p.m. in the SWCTC Studio.

ROLL CALL

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

Also Present: Julie Ohs  
Rob James  
Kevin Franke  
Mark Martinez, Administrator

AGENDA

MOTION 6.22.17.1 to approve the Agenda. Keenan/MOVED, Irvine/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENT

None

CONSENT AGENDA

MOTION 6.22.17.2 to approve the Consent Agenda consisting of the April 27<sup>th</sup>, 2017 Executive Committee Meeting Minutes. Irvine/MOVED, Keenan/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

REPORTS

Administrative

Administrator Martinez notified the executive committee about collaborations with the City of Cottage Grove that have been put in place to focus more on storytelling projects within the guidelines of the cities strategic plan. Attention will be paid to to tell the stories of city staff and residents in a narrative way that is intended to provide information and engage the viewers.

Secretary Keenan stated that storytelling is discussed at seminars during NATOA.

Vice-Chair Irvine asked if we should consider a small workshop for city communications to explain what is intended by storytelling.

Chair Johnson said it would be good to work over the next 3-6 months as a pilot with Cottage Grove to attain the skillsets and to provide those as another option for the member cities. Perhaps it would be best explained by demonstration.

Administrator Martinez gave take aways from the annual MACTA conference stating that the cable industry and Comcast is still strong with subscriberships but that numbers are falling slightly across the industry and that the company, as a whole, is becoming smaller relative to other media outlet such as Apple, Netflix and Amazon. There is quite a bit of disruption happening in the industry.

Administrator Martinez also returned that although the industry is still relatively strong the legislative side of the equation meaning regulations could change rapidly which would impact SWCTC much more quickly than market erosion.

#### Comcast/CenturyLink

No report.

#### UNFINISHED BUSINESS

- a. Final review of bylaws revision.

Chair Johnson review the bylaws. A redline was shown at the April executive committee meeting and discussed at the May full commission meeting. He stated that the document has been available for comment over the last two months.

Chair Johnson stated that only one change was recommended in Article VII Section XII. It's a one word change from should to shall recommended by Commissioner Lavold.

Chair Johnson stated that the new document, with edits and added exhibits, is aligned with the Joint Powers Agreement and refers back to the JPA.

MOTION 6.22.17.3 to recommend to the full commission to accept these Bylaws including suggested change from Commissioner Lavold. Irvine/MOVED, Keenan/SECONDED. MOTION CARRIED UNANIMOUSLY

- b. Approval of ADA Compliance Study from Bradley Berkland Hagen & Herbst

Administrator Martinez asked the commission to decide upon granting our counsel the contract to begin a study of a potential closed captioning requirements for PEG channels under the Americans with Disabilities Act or ADA.

The executive committee asked if information could be provided about

- Why is this study necessary?
- How many other cable commissions are participating in the study?
- What is the scope of this project?
- What are the deliverables at the end of the project?

Vice-Chair Irvine asked what was the driving need to do this right now.

Counsel was not in attendance to answer questions. Martinez will ask counsel Bradley to attend the next full commission meeting in July.

### NEW BUSINESS

#### a. Review of Employee/HR handbook

Chair Johnson stated that the current employee handbook had been sent to Cottage Grove HR by Administrator Martinez and that a copy of their red line review was in the meeting packet.

He asked that Administrator Martinez and Counsel Bradley would start to create an outline that is based on the League of Minnesota Cities HR handbook template. Once the outline and topics would be determined then the content could be completed with input of member cities and other cable commissions. Channel policy should be looked at as well.

Vice-Chair asked if the outline could be brought to the next full commission meeting in July.

### COMMISSION COMMENTS AND REQUESTS

Chair Johnson stated that Administrator Martinez first review is approaching and asked for input for that process.

Vice-Chair Irvine said that the review was in process.

Commission Director James talked about take aways he had gained from attending the MACTA annual conference. He mentioned information regarding small cell technology, impacts of city right-of-way usage, the small cell bill that passed in the state legislature and 5G roll out in 2020.

Administrator Martinez stated that video over wireless is still backhauled over fiber from the cell towers in the cities right-of-way.

MOTION 6.22.17.4 to adjourn. Irvine/MOVED, Keenan/SECONDED. MOTION CARRIED UNANIMOUSLY.

**ADMINISTRATIVE REPORT**  
**AUGUST 2017**

Welcome to Brian Bluhm who was newly appointed to the commission by the City of Cottage Grove on August 9<sup>th</sup>, 2017. Brian is currently the MIS Coordinator for the city with an expertise in technology. I look forward to working with Brian and having his input toward the future success of the commission.

07/27: Commission meeting – 2018 Budget review  
08/01: Administrator 6 month review  
08/01: Cottage Grove Water Ban Ends  
08/02: Staff Meeting  
08/04: Received design agreement from AVI for CG council chamber upgrade  
08/07: NATOA right of way webinar  
08/08: Hy-Vee ribbon cutting  
08/09: Cottage Grove appoints Brian Bluhm to replace Roger Peterson as SWCTC Commission Director  
08/10: Junction 70 ribbon cutting  
08/13: Newport Pioneer Day Parade  
08/14: South Washington County Schools  
08/16: Closed Captioning product demo  
08/19: SPP Heritage Day Parade  
08/24: Woodbury Production Meeting  
08/27: Woodbury Days Parade

September Outlook

Continued development of the Cottage Grove council chamber project  
NATOA Annual Conference  
League of Women Voters Candidate Forums  
Recognition of Roger Peterson