



PLEASE POST

SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

will hold its regular meeting

THURSDAY, MARCH 22, 2018

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 25, 2018 Meeting Minutes
 - B. Jan/Feb Checks Written Report– Non-Payroll
6. Reports
 - A. CenturyLink
 - B. Administrator
 - C. Legal
7. Unfinished business
 - A. 2017 Year-End Audit Update
8. New business
9. Commission comments and Requests
10. Adjournment



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

JANUARY 25th, 2017

COMMISSION MEETING MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Present: Rich Irvine
Rob James
Tracy Rahm
Julie Ohs
Brian Bluhm
Paul Dieffenbach
Jack Lavold
Kevin Franke

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

3. APPROVAL OF AGENDA

MOTION 1.25.18.1. To approve the agenda. Rahm/MOVED, Ohs/SECONDED. MOTION CARRIED UNANIMOUSLY.

4. PUBLIC COMMENT

None

5. CONSENT AGENDA

MOTION 1.25.18.2. to approve the Consent Agenda consisting of the December 7th, 2017 Meeting Minutes and the Nov/Dec checks report, meeting schedule, Commission Membership List w/ Commission Director Job Description, 2018 designations, new Employee Handbook . Rahm/MOVED, Ohs/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. REPORTS

A. Administrator

2017 wrapped up with the completion of the renovation at Cottage Grove Council Chamber. Administrator Martinez thanked Master Control Operator Lonnie Garland and Ann Schweisguth for their instrumental project management.

Lonnie Garland spoke about the technology at SWCTC, Cottage Grove and Woodbury. Mr. Garland stated how much he appreciated the Commission support to be able to do the equipment upgrades and work with the latest technology.

Commissioner James asked if other commissions had been moving to HD. Mr. Garland stated that few had and again reiterated appreciation that support from SWCTC and Administrator Martinez enable staff to provide services other commissions are not able to do and it shows.

Commissioner Ohs gave kudos on behalf of the City of Woodbury for the work of SWCTC.

Commissioner Rahm asked if mobile cameras were HD. Mr. Garland stated that new equipment upgrades were 4K cameras. Initial research on cameras were done at NAB conference in 2017. Garland also talked about SWCTC testing 360 degree cameras now too.

Commissioner Lavold asked if we were using drones. Garland confirmed and stated that Ms. Schweisguth was a certified drone pilot. Commissioner Irvine asked if a policy had been put in place. Administrator Martinez said the drone policy would be put in place later in 2018 as part of 2018 goals.

Garland talked about structural and acoustical improvements made to master control to mitigate sound levels. Looking at Granicus upgrades later this year.

Administrator Martinez showed the promo created by Bob McSherry and other staff for the 2018 Celebrity Sweat Celebrity Flag Football Game taking place at HealthEast Sports Complex in Woodbury on February 3rd.

Administrator Martinez went through his goals for 2018 and asked for additional input.

- Scope of Service recommendations
- Capital projects
- Continued policy updates
- Organizational structure and compensation
- Branding?
- Franchise Renewal

B. Legal

Counsel Bradley reviewed how SWCTC attained the HD channel from Comcast through a settlement agreement back in 2014. The franchise with CenturyLink was negotiated by the Commission on behalf of its member cities to have all channels in HD.

Apparently there may have been an under payment of PEG fees from Comcast for the month of November 2017. Bradley will be looking into the under payment from Comcast. CenturyLink changed the way they are reporting their franchise fees. Bradley asked for clarification but has yet to receive additional information to date.

Bradley's firm will be drafting a drone policy template for all commissions.

Information memos went out to the Commissioners. Open Meeting Law doc and the Supreme Court decision on Public Comment.

Commissioner Ohs asked about auditing the payment fees. Bradley suggested auditing every five years.

7. UNFINISHED BUSINESS

- A. Scope of Service Project - Chair Irvine reviewed the project of creating a scope document that would establish some guidelines of the kinds of projects SWCTC would take on in the future. Additionally, what would fall under our purview. Administrator Martinez would be working with the Commission and staff to look at what had been done in the past and pool recommendations. Chair Irvine suggested the topic be discussed at the next Executive Committee meeting. Martinez presented a "birds eye view" list of SWCTC services. Chair Irvine asked for the document to be forwarded to the Commission.

8. NEW BUSINESS

- A. 2017 Year-End Audit - Administrator Martinez stated that he had received the engagement letter from Harrington for the 2017 audit. Martinez informed the Commission that the cost had been increased by \$200 from the previous year to \$8000. Martinez asked the Commission for approval of the agreement.

MOTION 1.25.18.3. To accept the engagement letter. Rahm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.

9. COMMISSION COMMENTS AND REQUESTS

Chair Irvine welcomed Mr. Paul Dieffenbach new Commissioner from Grey Cloud Island Township. Irvine noted that the packet included the meeting schedule, membership contact list, designations, and Commission Director position description. Irvine asked to bring any recommendations to update the position descriptions to the next Executive Committee meeting in February.

10. INFORMATION ITEMS

None

11. ADJOURNMENT

MOTION 1.25.18.4. to adjourn at 7:31 p.m. Rahm/MOVED, Ohs/SECONDED. MOTION CARRIED UNANIMOUSLY.

South Washington County Telecommunications Commission

03/19/18

Checks Written - Non-Payroll

Accrual Basis

As of February 28, 2018

Type	Date	Num	Name	Amount
Cash and Investments				
1010 - US Bank Checking				
Bill Pmt -Check	01/04/2018	24052	To The Penny Bookkeeping, Inc.	-285.05
Check	01/05/2018	EFT	Capital One, F.S.B.	-1,712.91
Bill Pmt -Check	01/05/2018	24053	AVI Systems	-1,222.45
Bill Pmt -Check	01/05/2018	24054	Bubble Soccer Minnesota LLC	-100.00
Bill Pmt -Check	01/05/2018	24055	CenturyLink (V)	-165.76
Bill Pmt -Check	01/05/2018	24056	Fun Jumps	-75.00
Bill Pmt -Check	01/05/2018	24058	Patrick Cook	-2,843.75
Bill Pmt -Check	01/05/2018	24059	TBS Office Automations	-84.79
Check	01/05/2018	24060	Microsoft	-46.67
Bill Pmt -Check	01/09/2018	24061	Haivision Network Video	-6,400.00
Bill Pmt -Check	01/09/2018	24062	Laurie Reineke	-150.00
Bill Pmt -Check	01/10/2018	24069	Alternative Video Solutions	-7,800.00
Check	01/16/2018	EFT	Analysis Service Charge	-13.00
Bill Pmt -Check	01/24/2018	24071	Laurie Reineke	-150.00
Bill Pmt -Check	01/25/2018	24057	Park Grove Electric, Inc.	-1,536.00
Bill Pmt -Check	01/25/2018	24073	Brian Bluhm	-50.00
Bill Pmt -Check	01/25/2018	24074	Jack Lavold	-50.00
Bill Pmt -Check	01/25/2018	24075	Julie Ohs	-50.00
Bill Pmt -Check	01/25/2018	24076	Kevin Franke	-50.00
Bill Pmt -Check	01/25/2018	24077	Richard Irvine	-50.00
Bill Pmt -Check	01/25/2018	24078	Robert James	-50.00
Bill Pmt -Check	01/25/2018	24079	Tracy Rahm	-50.00
Bill Pmt -Check	01/26/2018	24072	Chris Rheault	-1,996.14
Bill Pmt -Check	01/28/2018	24103	AVI Systems	-110,808.38
Bill Pmt -Check	01/28/2018	24104	B. H. VIDEO	-4,739.59
Bill Pmt -Check	01/28/2018	24105	CenturyLink (V)	-0.98
Bill Pmt -Check	01/28/2018	24106	MACTA	-2,625.00
Bill Pmt -Check	01/28/2018	24107	Premium Waters	-24.05
Bill Pmt -Check	01/28/2018	24108	Scheitel's Music	-19,079.74
Bill Pmt -Check	02/01/2018	24080	AT&T Mobility	-429.51
Bill Pmt -Check	02/01/2018	24082	Comcast 2	-202.19
Bill Pmt -Check	02/01/2018	24083	Electro Watchman, Inc.	-292.45
Bill Pmt -Check	02/01/2018	24084	Guardian	-3,161.66
Bill Pmt -Check	02/01/2018	24085	Leaf	-397.44
Bill Pmt -Check	02/01/2018	24087	Park Grove Electric, Inc.	-659.00
Bill Pmt -Check	02/01/2018	24088	Summerhill II	-7,476.17
Bill Pmt -Check	02/01/2018	24089	US Bank Equipment Finance	-133.29
Bill Pmt -Check	02/01/2018	24090	Xcel Energy	-995.42
Bill Pmt -Check	02/01/2018	24091	Z Systems	-15,248.97
Bill Pmt -Check	02/01/2018	24093	Lonnie Garland (Reimbursement)	-1,489.60
Bill Pmt -Check	02/01/2018	24094	Jonathan C. Lyksett (Reimb)	-104.96
Bill Pmt -Check	02/02/2018	24095	Brian Schmidt (Reimbursement)	-1,506.54
Bill Pmt -Check	02/02/2018	24096	To The Penny Bookkeeping, Inc.	-472.30
Check	02/02/2018	EFT	Chase	-1,305.77
Check	02/02/2018	EFT	Capital One, F.S.B.	-903.57
Bill Pmt -Check	02/02/2018	24097	Ian R. Cobb	-2,625.00
Bill Pmt -Check	02/02/2018	24098	TBS Office Automations	-10.18
Bill Pmt -Check	02/02/2018	24099	John Foderick	-533.00
Bill Pmt -Check	02/05/2018	24100	Laurie Reineke	-150.00
Bill Pmt -Check	02/06/2018	24101	Lisa Clovning	-615.00
Bill Pmt -Check	02/06/2018	24102	Paul Dieffenbach	-50.00
Bill Pmt -Check	02/22/2018	24126	Julie Ohs	-50.00
Bill Pmt -Check	02/22/2018	24127	Kevin Franke	-50.00
Bill Pmt -Check	02/22/2018	24128	Richard Irvine	-50.00
Bill Pmt -Check	02/22/2018	24129	Robert James	-50.00
Bill Pmt -Check	02/22/2018	24130	Tracy Rahm	-50.00
Bill Pmt -Check	02/22/2018	24131	Virgina Keenan	-50.00
Bill Pmt -Check	02/22/2018	24134	Ray Kaiser	-50.00
Bill Pmt -Check	02/27/2018	24109	AT&T Mobility	-435.28
Bill Pmt -Check	02/27/2018	24110	Comcast 2	-202.19
Bill Pmt -Check	02/27/2018	24111	Leaf	-397.44
Bill Pmt -Check	02/27/2018	24112	Mail Finance	-576.94
Bill Pmt -Check	02/27/2018	24113	MEDICA	-4,147.99
Bill Pmt -Check	02/27/2018	24114	NATOA	-2,270.00
Bill Pmt -Check	02/27/2018	24115	US Bank Equipment Finance	-133.29
Bill Pmt -Check	02/27/2018	24116	Bradley Berkland Hagen & Herbst, LLC	-2,311.85

12:25 PM

South Washington County Telecommunications Commission

03/19/18

Checks Written - Non-Payroll

Accrual Basis

As of February 28, 2018

Type	Date	Num	Name	Amount
Bill Pmt -Check	02/27/2018	24117	Summerhill II	-9,798.13
Bill Pmt -Check	02/27/2018	24118	Alliance for Community Media	-2,400.00
Bill Pmt -Check	02/27/2018	24119	Laurie Reineke	-150.00
Total 1010 · US Bank Checking				-224,144.39
Total Cash and Investments				-224,144.39
TOTAL				-224,144.39



ADMINISTRATIVE REPORT

MARCH 2018

03/07: Met with St. Paul Park Administrator Kevin Walsh to discuss goals for 2018. Topics included introducing part-time production assistant to department leaders and prioritizing the Mayors moment.

03/08: Ann and I were invited to the newly formed East Metro Communicators group event where a number of Communications specialist convened to discuss communications topics. Cottage Grove and Woodbury participated as well.

03/12: Met with Newport Administrator Deb Hill to discuss goals for 2018. Topics included introducing part-time production assistant to community library group, creating marketing promo, and prioritizing the Mayors moment.

03/13: CenturyLink's Q4 meeting with Kristin Sersland and report stated that CL was not going to be in position to expand much at all this year because of changing management decisions around ROI. Specifically, that development was now going to have to meet a 5 yr ROI evaluation, as opposed to the previous 12 yr plan, in adding new service areas. Some analysis would suggest that this model is not attainable, however, CenturyLink hopes to establish exclusive agreements with developers to attain this goal.

03/13: Attended the Grey Cloud Island Township Annual Meeting - Installation of the new microphone and audio system was completed and showcased at the annual meeting. The investment was well received. Discussion raised on cell, cable and broadband build out. Planning to look into grants for unserved areas, however, bill HF 3002 may eliminate grant funding for unserved areas. (see attachment)

03/16: HERO Center meeting to discuss AV build out with architects. Ballpark figure for the project could be between \$300,00 and \$400,000.

03/22: Annual staff reviews have been in process over the last couple weeks.

03/26: Mark will be on vacation from March 26th to April 5th. Should you need any assistance please call Ann Schweisguth at 651-458-9241 Ext. 5.

Staff projects include: Woodbury PD's 50th Anniversary, new series with Woodbury Public Safety Director Lee Vague called "Driving with the Director", NATOA and ACM video awards, Brian and Lonnie attending NAB this year. VIDEO: Innovation Days promos

This Document can be made available in alternative formats upon request

State of Minnesota
HOUSE OF REPRESENTATIVES
NINETIETH SESSION

H. F. No. 3002

02/22/2018 Authored by Garofalo
The bill was read for the first time and referred to the Committee on Job Growth and Energy Affordability Policy and Finance

1.1 A bill for an act
1.2 relating to broadband; modifying eligibility for the border-to-border broadband
1.3 grant program; amending Minnesota Statutes 2016, sections 116J.39, subdivision
1.4 4; 116J.394; 116J.395, subdivisions 1, 5, 6.

1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.6 Section 1. Minnesota Statutes 2016, section 116J.39, subdivision 4, is amended to read:

1.7 Subd. 4. **Duties.** (a) The office ~~shall have~~ has the power and duty to:

1.8 (1) serve as the central broadband planning body for the state of Minnesota;

1.9 (2) coordinate with state, regional, local, and private entities to develop, to the maximum
1.10 extent practicable, a uniform statewide broadband access and usage policy;

1.11 (3) develop, recommend, and implement a statewide plan to encourage cost-effective
1.12 broadband access, and to make recommendations for increased usage, particularly in rural
1.13 and other underserved areas;

1.14 (4) coordinate efforts, in consultation and cooperation with the commissioner of
1.15 commerce, local units of government, and private entities, to meet the state's broadband
1.16 goals in section 237.012;

1.17 (5) develop, coordinate, and implement the state's broadband infrastructure development
1.18 program under section 116J.391;

1.19 (6) provide consultation services to local units of government or other project sponsors
1.20 in connection with the planning, acquisition, improvement, construction, or development
1.21 of any broadband deployment project;

2.1 (7) encourage public-private partnerships to increase deployment and adoption of
2.2 broadband services and applications, including recommending funding options and possible
2.3 incentives to encourage investment in broadband expansion;

2.4 (8) monitor the broadband development efforts of other states and nations in areas such
2.5 as business, education, public safety, and health;

2.6 (9) consult with the commissioner of commerce to monitor broadband-related activities
2.7 at the federal level, including regulatory and policy changes and the potential impact on
2.8 broadband deployment and sustainability in the state;

2.9 (10) serve as an information clearinghouse for federal programs providing financial
2.10 assistance to institutions located in rural areas seeking to obtain access to high-speed
2.11 broadband service, and use this information as an outreach tool to make institutions located
2.12 in rural areas that are ~~unserved or~~ underserved with respect to broadband service aware of
2.13 the existence of federal assistance;

2.14 (11) provide logistical and administrative support for the Governor's Broadband Task
2.15 Force;

2.16 (12) provide an annual report, as required by subdivision 5;

2.17 (13) coordinate an ongoing collaborative effort of stakeholders to evaluate and address
2.18 security, vulnerability, and redundancy issues in order to ensure the reliability of broadband
2.19 networks; and

2.20 (14) perform any other activities consistent with the office's purpose.

2.21 (b) In carrying out its duties under this subdivision, the Office of Broadband Development
2.22 shall have no authority to regulate or compel action on the part of any provider of broadband
2.23 service.

2.24 **EFFECTIVE DATE.** This section is effective the day following final enactment.

2.25 Sec. 2. Minnesota Statutes 2016, section 116J.394, is amended to read:

2.26 **116J.394 DEFINITIONS.**

2.27 (a) For the purposes of sections 116J.394 to 116J.398, the following terms have the
2.28 meanings given them.

2.29 (b) "Broadband" or "broadband service" has the meaning given in section 116J.39,
2.30 subdivision 1, paragraph (b).

3.1 (c) "Broadband infrastructure" means networks of deployed telecommunications
 3.2 equipment and technologies necessary to provide high-speed Internet access and other
 3.3 advanced telecommunications services for end users.

3.4 (d) "Commissioner" means the commissioner of employment and economic development.

3.5 (e) "Last-mile infrastructure" means broadband infrastructure that serves as the final leg
 3.6 connecting the broadband service provider's network to the end-use customer's on-premises
 3.7 telecommunications equipment.

3.8 (f) "Middle-mile infrastructure" means broadband infrastructure that links a broadband
 3.9 service provider's core network infrastructure to last-mile infrastructure.

3.10 (g) "Political subdivision" means any county, city, town, school district, special district
 3.11 or other political subdivision, or public corporation.

3.12 (h) "Underserved areas" means areas of Minnesota in which households or businesses
 3.13 lack access to ~~wire-line~~ broadband service at speeds of at least 100 megabits per second
 3.14 download and at least 20 megabits per second upload.

3.15 ~~(i) "Unserved areas" means areas of Minnesota in which households or businesses lack
 3.16 access to wire-line broadband service, as defined in section 116J.39.~~

3.17 **EFFECTIVE DATE.** This section is effective the day following final enactment.

3.18 Sec. 3. Minnesota Statutes 2016, section 116J.395, subdivision 1, is amended to read:

3.19 Subdivision 1. **Establishment.** A grant program is established under the Department of
 3.20 Employment and Economic Development to award grants to eligible applicants in order to
 3.21 promote the expansion of access to broadband service in ~~unserved~~ or underserved areas of
 3.22 the state.

3.23 **EFFECTIVE DATE.** This section is effective the day following final enactment.

3.24 Sec. 4. Minnesota Statutes 2016, section 116J.395, subdivision 5, is amended to read:

3.25 Subd. 5. **Application contents.** An applicant for a grant under this section shall provide
 3.26 the following information on the application:

3.27 (1) the location of the project;

3.28 (2) the kind and amount of broadband infrastructure to be purchased for the project;

3.29 (3) evidence regarding the ~~unserved~~ or underserved nature of the community in which
 3.30 the project is to be located;

4.1 (4) the number of households passed that will have access to broadband service as a
4.2 result of the project, or whose broadband service will be upgraded as a result of the project;

4.3 (5) significant community institutions that will benefit from the proposed project;

4.4 (6) evidence of community support for the project;

4.5 (7) the total cost of the project;

4.6 (8) sources of funding or in-kind contributions for the project that will supplement any
4.7 grant award;

4.8 (9) evidence that no later than six weeks before submission of the application the applicant
4.9 contacted, in writing, all entities providing broadband service in the proposed project area
4.10 to ask for each broadband service provider's plan to upgrade broadband service in the project
4.11 area to speeds that meet or exceed the state's broadband speed goals in section 237.012,
4.12 subdivision 1, within the time frame specified in the proposed grant activities;

4.13 (10) the broadband service providers' written responses to the inquiry made under clause
4.14 (9); and

4.15 (11) any additional information requested by the commissioner.

4.16 **EFFECTIVE DATE.** This section is effective the day following final enactment.

4.17 Sec. 5. Minnesota Statutes 2016, section 116J.395, subdivision 6, is amended to read:

4.18 Subd. 6. **Awarding grants.** ~~(a) In evaluating applications and awarding grants, the~~
4.19 ~~commissioner shall give priority to applications that are constructed in areas identified by~~
4.20 ~~the director of the Office of Broadband Development as unserved.~~

4.21 ~~(b)~~ (a) In evaluating applications and awarding grants, the commissioner may give
4.22 priority to applications that:

4.23 (1) are constructed in areas identified by the director of the Office of Broadband
4.24 Development as underserved;

4.25 (2) offer new or substantially upgraded broadband service to important community
4.26 institutions including, but not limited to, libraries, educational institutions, public safety
4.27 facilities, and healthcare facilities;

4.28 (3) facilitate the use of telemedicine and electronic health records;

4.29 (4) serve economically distressed areas of the state, as measured by indices of
4.30 unemployment, poverty, or population loss that are significantly greater than the statewide
4.31 average;

5.1 (5) provide technical support and train residents, businesses, and institutions in the
5.2 community served by the project to utilize broadband service;

5.3 (6) include a component to actively promote the adoption of the newly available
5.4 broadband services in the community;

5.5 (7) provide evidence of strong support for the project from citizens, government,
5.6 businesses, and institutions in the community;

5.7 (8) provide access to broadband service to a greater number of ~~unserved or~~ underserved
5.8 households and businesses; or

5.9 (9) leverage greater amounts of funding for the project from other private and public
5.10 sources.

5.11 ~~(e)~~ (b) The commissioner shall endeavor to award grants under this section to qualified
5.12 applicants in all regions of the state.

5.13 **EFFECTIVE DATE.** This section is effective the day following final enactment.