



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**  
**Regular Commission Meeting**  
**OCTOBER 28, 2021 7:00 PM Central**

**HYBRID MEETING IN-PERSON AND REMOTE PARTICIPATION**

**CITY of COTTAGE GROVE COUNCIL CHAMBER**  
12800 Ravine Parkway South, Cottage Grove, MN 55016  
**OR**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89831812135?pwd=Yk9uSXCxS0hBRkhJQWl1dzlGNIB3dz09>

**Meeting ID: 898 3181 2135**

**Passcode: 675611**

**Call in #1 312 626 6799 US (Chicago)**

**A G E N D A**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
  - a. August Regular and September Executive Commission Meeting Minutes
  - b. August/September Checks Written report (Non-Payroll)
6. Reports
  - a. Executive Director
  - b. Treasurer - Q3 update sans income
  - c. Legal
7. Unfinished Business
  - a. 2022 Budget - final **(action item)**
    - i. Capital Projects and Payroll
    - ii. Community Voices Grant
    - iii. Educational Programming
8. New Business
  - a. Selection of 2022 officer nominating committee
9. Commission Comments and Requests
10. Adjournment



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION  
AUGUST 26, 2021  
COMMISSION MEETING MINUTES

**A G E N D A**

1. Call to Order

Chair Rob James called the meeting to order at 7:00 pm in the City of Cottage Grove Council Chamber and via Zoom.

2. Roll Call

Present: Rob James  
Brian Bluhm  
Andrea Date  
Tracy Rahm  
Justin Olsen  
Tom Ingemann  
Patrick Downs

Also, Present: Randy Olson  
Mike Bradley, Bradley Law  
Mark Martinez, SWCTC Administrator

3. Approval of Agenda

*MOTION 8.26.21.1 to approve the agenda. Ingemann/MOVED, Rahm/SECONDED.  
MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

- a. June Regular and July Executive Commission Meeting Minutes
- b. June/July Checks Written report (Non-Payroll)

*MOTION 8.26.21.2. to approve the Consent Agenda. Rahm/MOVED,  
Ingemann/SECONDED. MOTION CARRIED UNANIMOUSLY.*

6. Reports

- a. Executive Director

Executive Director Martinez reported on the recently completed capital project of the EOC room at Woodbury. Current capital projects in progress are the Cottage Grove Central Fire Station. Currently acquiring quotes for the project. This project was



originally scheduled for 2022. Other current capital projects include Commission office upgrades. Receiving bids to upgrade playback system, upgrades in the conference room, and pulling network cable to update IT infrastructure and firewall capabilities.

The HR committee met on 8/26. The committee discussed compensation and filling the vacant position. The Strategic Plan committee also needs to meet to discuss the vacant position description to ensure it is inline with the goals laid out in the strategic plan. Once all are in agreement, the position will be posted.

The Technology committee is planning to meet on August 27.

Martinez attended the Minnesota Rural Water Association conference and presented the informational documentary, "Water: The Oil of Our Century" at the morning session on Wednesday. The keynote speaker spoke directly after the film viewing and opened his talk praising the documentary and its educational value to the community.

b. Treasurer

i. Q2 Actuals

Martinez reported that in Q2, SWCTC's revenue was higher than expected. Much of that is due to receiving the fee audit settlement funds. The fee audit discussions were held in 2020, but the funds were not received until Q2 2021. The final Century Link PEG fee was received. Expenses are running under budget. Much of that is due to the completed capital projects being under budget. Also, the Commission office upgrades have not started yet. Finally, several projects that had been scheduled for 2021 were completed at the end of 2020 due to an unexpected budget surplus in 2020. The Commission office upgrades will include updating channel servers and adding closed captioning services. Archiving and Cloud based shared editing system will be pushed to 2022 because more research needs to be done before they can make a decision. The City of Newport new City Hall project is part of the 2021 budget. There was a line for \$40,000 in miscellaneous funds. The City of Newport has a better idea of what extra A/V they would like to purchase. Details of those items will be presented at the October meeting. Based on spending right now, Martinez does expect a surplus at the end of this year and a Return to the Cities of those funds in 2022.

c. Legal

The Sixth Circuit Court of Appeals case has concluded. The parties to appeal may now petition the United States Supreme Court for a writ of certiorari. The deadline for filing is November 1.

Tou Xiong joined Bradley Law on August 2. He will be introduced to the Commission at a future meeting.

The First Circuit Court of Appeals upheld a Maine cable law related to statewide density build out requirements and specific provisions related to PEG. PEG channels are required to be provided on the basic service tier near broadcast channels, that they be carried in HD, and that electronic programming guide information be provided.



Bradley will be discussing the Sixth Circuit and First Circuit decisions at the upcoming NATOA conference in September. Bradley will also speak at the Wisconsin Community Media annual conference in October.

7. Unfinished Business
  - a. Executive Director Review Summary

Executive Director Martinez's annual performance review was held Thursday, July 29 by Chair James and Vice Chair Bluhm. Staff and commissioners provided comments beforehand, which were included in the review. On the whole, staff and commissioners are pleased with Martinez's performance. The biggest area of improvement was that the Executive Director and Commission need to ensure staff performance evaluations are scheduled and completed by the end of the year and that these reviews are put on a regular, annual schedule

*MOTION 8.26.21.3. to approve the annual review summary which includes a 6% salary increase for Executive Director Martinez backdated to January 1, 2021. Ingemann/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.*

8. New Business
  - a. 2022 Budget Draft

The City of Newport City Hall was expected to occur in 2021, but it will now be in 2022. It might be possible, once a vendor is chosen, to pay for the equipment using the 2021 budget funds. That will be a discussion Martinez will have with the chosen vendor. Rahm recommends that as soon as the build out design is complete, to quickly purchase the needed technology as the global supply chain has been tight and will continue to be tight in the foreseeable future.

The Commission office upgrades will include the archiving server equipment and potentially expanding closed captioning to other channels if it's successful with the government meetings.

Total capital expenses for 2022 is \$500,000. This is inline with the historical average.

Payroll expenses will see a 2.98% COLA increase in 2022. A benefits increase of 2.46% is also expected in 2022.

Revenue was cut by 10% in the 2020 budget in anticipation of the 621 order. Revenue decreased, but not to the extent expected. The revenue was increased by 5% in 2021. It is now being increased by another 5% in the 2022 budget. There has been a general increase in revenues the past two years. It is still too early to know if this is an ongoing trend or a temporary trend.

Martinez is working on putting together details on community educational opportunities in the budget that would advance the strategic plan goal of greater community



engagement. Those details will be presented at the September Executive Committee meeting.

The final budget will be presented at the September Executive Committee meeting. The final vote on the budget will be at the October Commission meeting.

#### 9. Commission Comments and Requests

Olsen complimented the production team for the wonderful video they did on Gary Orloff of Cottage Grove. Olsen also complimented the production team for the video they made of Steve Morris of Woodbury.

Olsen informed the commission that the City of Cottage Grove's communications manager recently left the city for a position in the private sector. The City of Cottage Grove is reevaluating the position description to ensure it is in sync with what the city is trying to do and actively recruiting for those types of skills.

James wanted the Commission to be aware that the closed captioning project has become a higher priority as it is an ADA requirement. Martinez mentioned that he and Technical Manager Lonnie Garland will be touring the City of Bloomington's newly installed channel delivery system that includes closed captioning. The City of Bloomington's system is one of the options SWCTC is considering. Bloomington's system is a one-time purchase. Other system options SWCTC are considering are subscription based.

#### 10. Adjournment

*MOTION 8.26.21.4. to adjourn at 7:44 pm. Bluhm/MOVED, Olsen/SECONDED. MOTION CARRIED UNANIMOUSLY.*



## SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

September 23, 2001  
Executive Committee Meeting Minutes

### A G E N D A

1. Call to Order

Chair, Rob James, 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

Rob James  
Brian Bluhm  
Andrea Date  
Tracy Rahm

Also, Present: Mark Martinez, SWCTC Executive Director  
Mike Bradley, Bradley Law  
Dave Thiede  
Dan Ohmann  
Brian Schmidt, staff  
Randy Olson  
Tom Ingemann

3. Approval of Agenda

*MOTION 9.23.21.1 to approve the agenda Bluhm/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

- a. July 29 Executive Committee Meeting Minutes
- b. August 24 Regular Commission Meeting Minutes
- c. August Checks Written report (Non-Payroll)

*MOTION 9.23.21.2 to approve the consent agenda Bluhm/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.*



## 6. Reports

### a. Executive Director

Executive Director Martinez reported on the progress of the 2021 capital projects. The Elm Conference Room at Woodbury City Hall is receiving an upgrade. The equipment is here and expected to be installed the last week of September by Z Systems.

Minor upgrade to the sound system at East to allow bluetooth connections at the rink. Cottage Grove is upgrading equipment in the Central Fire training room. The contract was awarded to ASI. Equipment includes two PTZ cameras, 75 inch monitors, ceiling mics, and sound and remote connections. This project was originally scheduled for next year with an estimated budget of \$50,000. The project was moved to this year and is coming in at about \$35,000.

The Newport City Hall design is complete and will go out for bid the week of September 27th. The budget is \$190,000 for the entire project. It is possible parts of the project will come out of both the 2021 and 2022 budgets. There are funds set aside in both budgets for this possibility.

Franchise renewal next step is for Martinez and Attorney Mike Bradley to meet and discuss edits. The approved edits will then be discussed with Chair James and Vice-Chair Bluhm. Once edits are approved by all, the document will be sent back to Comcast.

The Strategic Planning Committee is meeting on Thursday, September 30. This meeting will be a meeting with staff and committee members to finalize the strategic plan. The plan will be rolled out in 2022.

The Human Resources Committee met August 23. The discussion included the increases to COLA and benefits, which were approved. There was also discussion on creating a flexible workplace policy. The City of Woodbury and City of Newport have flexible workplace policies. The committee supported creating a flexible workplace policy. Attorney Bradly recommended checking current personnel policies to ensure there would be no conflicts between previous policies and the new flexible workplace policy. Martinez noted the employee handbook does not have anything stated regarding flexible work.

The MACTA conference is scheduled for October 19.

Martinez reached out to an audit firm for bids for next year's audit. The current auditor is Harrington Langer & Associates (HLA). Martinez reached out to Redpath for a bid. Redpath is currently short staffed and passed on providing services for 2022. They would like to be considered for 2023. They provided an estimate of \$15,000. The last audit with HLA was \$9,000. Treasurer Date recommends continuing with HLA as it is unlikely to receive any other bids less than \$9,000.

Comcast has a new grant called Comcast RISE. Comcast will grant \$10,000 to a hundred small businesses in each city. Businesses in Minneapolis-St. Paul are eligible to apply for the grant.

### b. Legal

Attorney Bradley stated the focus for the next few months will be the franchise renewal with Comcast.



Bradley spoke at the NATOA annual conference on Thursday, September 23. The focus was on the Sixth Circuit Court of Appeals decision. Bradley will be speaking at the Wisconsin Alliance for Community Media conference in October.

7. Unfinished Business

- a. 2022 Budget Draft (action item)
  - i. Capital Projects and Salaries (COLA)

The \$50,000 allocated for the Cottage Grove fire department training room, being completed this year instead of 2022, was moved into Maintenance. With all of the upgrades to equipment, Martinez has noticed an uptick in Maintenance costs. This is the only change to the Cottage Grove budget.

Woodbury and St. Paul Park budgets remain the same.

Newport has the City Hall allocation.

Grey Cloud Island Township currently has nothing planned for next year.

Commission office upgrades -- still researching several systems for different projects, budget also includes funds to expand closed captioning to other channels

Capital projects budget: \$500,000

COLA increase is just under 3% for wages. The benefits line is an estimate as the dental benefits adjustment has not yet been received. It should be received by the October Commission meeting.

- ii. Community Voices Grant

This is a new budget request. Community Voices Grant is an opportunity for the local governments and residents of South Washington County. The communities served by SWCTC have become more diverse over the past several years. With that in mind, SWCTC wants to provide a \$12,000 working grant to a BIPOC, Women, LGBT+ filmmaker to produce a 10-20 minute project. SWCTC will provide equipment and mentorship. Applicants must be a resident of a member city, be at least 21 years old, provide a story that will have an impact in these communities, and produce the product in 10 weeks. The SWCTC Community Voices panel will review the submissions. Three to five finalists will be chosen to give their pitch in person in front of the panel. The panel will notify the recipient within one week after the presentation. The program will run August-October 2022.

Costs of the program: \$12,000 grant, up to 24 hours/week of mentor time for a total of \$12,000, additional expenses of \$1,000. Total investment of \$25,000 or 1.5% of the total budget.

Commissioners had questions about potential discrimination, misuse of funds, and the amount of the budget.

Executive Director Martinez will take the suggestions to find the middle ground in the language and decrease the grant total to \$6,000. This item is part of the Contributions line item in the budget.

- iii. Educational Programming





Martinez and staff are interested in partnering with local schools and school districts to add additional value to the schools video programs. There needs to be more conversations with the schools as to what SWCTC resources would be the most helpful to them. The goal is to launch new programming during the 2022-2023 school year.

*MOTION 9.23.21.3 to recommend approval of the 2022 budget by the Commission at its next regular meeting on October 28,2021 Bluhm/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.*

8. New Business

- a. Irish Titan web development contract (action item)

The current website, which is 10 years old, does not have that ability to stream SWCTC original content directly on the website. A new website will take several months to build. Brian Schmidt met with five different web developers. The bids from those developers ranged from \$15,000-\$50,000. Irish Titan’s proposal is \$21,600. Irish Titan received a lot of positive referrals as well as reviews from current customers.

Commissioners recommended following up with Irish Titan regarding hosting and maintenance costs, change the bid to a “not to exceed” budget, and a clear scope of work.

- b. Flexible Workplace Policy (discussion)

Martinez wanted to bring the policy to the attention of the executive committee. The executive committee thinks it is a good idea and such a policy should be pursued.

9. Commission Comments and Requests

None

10. Adjournment

*MOTION 9.23.21.4 to adjourn at 7:56 pm Bluhm/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.*

South Washington County Telecommunications Commission

10/21/21

Checks Written - Non-Payroll

As of September 30, 2021

Accrual Basis

Type	Date	Num	Name	Amount
<b>Cash and Investments</b>				
<b>1010 - US Bank Checking</b>				
Check	08/02/2021	EFT	Chase	-5,598.75
Check	08/02/2021	EFT	Capital One, F.S.B.	-1,281.91
Bill Pmt - Check	08/03/2021	25493	To The Penny Bookkeeping, Inc.	-266.00
Bill Pmt - Check	08/03/2021	25485	Alaina Myers (Reimbursement)	-45.92
Bill Pmt - Check	08/03/2021	25486	AVI Systems	-32,998.16
Bill Pmt - Check	08/03/2021	25487	Bradley Law, LLC	-5,815.75
Bill Pmt - Check	08/03/2021	25488	Comcast 2	-411.74
Bill Pmt - Check	08/03/2021	25489	Electro Watchman, Inc.	-585.51
Bill Pmt - Check	08/03/2021	25490	Guardian	-2,674.87
Bill Pmt - Check	08/03/2021	25491	REACH	-3,610.18
Bill Pmt - Check	08/03/2021	25492	TBS Office Automations	-887.52
Bill Pmt - Check	08/03/2021	25494	Vertex Unmanned Solutions, LLC	-900.00
Bill Pmt - Check	08/04/2021	25495	Bob McSherry (Reimbursement)	-74.16
Bill Pmt - Check	08/04/2021	25496	S&S Electric LLC	-982.00
Bill Pmt - Check	08/04/2021	25497	Spartan Promotional Group	-172.96
Check	08/04/2021	EFT	US Bank	330,000.00
Bill Pmt - Check	08/09/2021	25498	Andrea Date	-50.00
Bill Pmt - Check	08/09/2021	25499	Brian Bluhm	-50.00
Bill Pmt - Check	08/09/2021	25500	Randy Olson	-50.00
Bill Pmt - Check	08/09/2021	25501	Robert James	-50.00
Bill Pmt - Check	08/09/2021	25502	Tracy Rahm	-50.00
Bill Pmt - Check	08/09/2021	25503	Laurie Reineke	-150.00
Check	08/11/2021	EFT	MEDICA	-6,654.31
Check	08/12/2021	EFT	Deluxe Business Checks	-717.14
Bill Pmt - Check	08/17/2021	25504	AVI Systems	-34,182.22
Bill Pmt - Check	08/17/2021	25505	Brian Schmidt (Reimbursement)	-21.41
Bill Pmt - Check	08/17/2021	25506	League of MN Cities Insurance Trust	-1,442.00
Bill Pmt - Check	08/17/2021	25507	Richard Mann Jr.	-45.00
Bill Pmt - Check	08/17/2021	25508	CenturyLink (T)	-181.76
Bill Pmt - Check	08/17/2021	25509	Cineqpt, Inc.	-83.91
Bill Pmt - Check	08/17/2021	25510	Xcel Energy	-1,191.78
Bill Pmt - Check	08/17/2021	25511	LPAV	-4,990.00
Bill Pmt - Check	08/19/2021	25512	Alaina Myers (Reimbursement)	-111.47
Bill Pmt - Check	08/20/2021	25513	Fixed Assets	-1,160.25
Bill Pmt - Check	08/20/2021	25514	Premium Waters	-39.37
Check	09/02/2021	EFT	Chase	-4,897.03
Check	09/02/2021	EFT	Capital One, F.S.B.	-2,584.38
Bill Pmt - Check	09/08/2021	25533	To The Penny Bookkeeping, Inc.	-370.50
Bill Pmt - Check	09/08/2021	25515	Andrea Date	-50.00
Bill Pmt - Check	09/08/2021	25516	AT&T Mobility	-1,348.04
Bill Pmt - Check	09/08/2021	25517	Bradley Law, LLC	-4,232.00
Bill Pmt - Check	09/08/2021	25518	Brian Bluhm	-50.00
Bill Pmt - Check	09/08/2021	25519	CenturyLink (T)	-183.96
Bill Pmt - Check	09/08/2021	25520	CenturyLink (V)	-1,014.28
Bill Pmt - Check	09/08/2021	25521	Comcast 2	-205.87
Bill Pmt - Check	09/08/2021	25522	Fixed Assets	-420.75
Bill Pmt - Check	09/08/2021	25523	Justin Olson	-50.00
Bill Pmt - Check	09/08/2021	25524	League of MN Cities Insurance Trust	-12,230.00
Bill Pmt - Check	09/08/2021	25525	Patrick Downs	-50.00
Bill Pmt - Check	09/08/2021	25526	Premium Waters	-32.22
Bill Pmt - Check	09/08/2021	25527	Quadient Finance USA, Inc.	-49.43
Bill Pmt - Check	09/08/2021	25528	Randy Olson	-50.00
Bill Pmt - Check	09/08/2021	25529	REACH	-1,079.83
Bill Pmt - Check	09/08/2021	25530	Robert James	-50.00
Bill Pmt - Check	09/08/2021	25531	Summerhill II	-8,075.29
Bill Pmt - Check	09/08/2021	25532	TBS Office Automations	-139.99
Bill Pmt - Check	09/08/2021	25534	Laurie Reineke	-300.00
Bill Pmt - Check	09/08/2021	25535	Richard Mann Jr.	-45.00
Bill Pmt - Check	09/10/2021	25536	Alaina Myers (Reimbursement)	-24.60
Bill Pmt - Check	09/10/2021	25537	B. H. VIDEO	-8,965.16
Bill Pmt - Check	09/10/2021	25538	Mary Braun	-645.00
Bill Pmt - Check	09/10/2021	25539	TIAA Commercial Finance, Inc.	-979.52
Check	09/10/2021	EFT	MEDICA	-3,941.13
Bill Pmt - Check	09/13/2021	25540	Damen Price (Reimbursement)	-295.00
Check	09/15/2021	EFT	Analysis Service Charge	-7.00
Bill Pmt - Check	09/21/2021	25541	Advanced Systems Integration	-2,176.47
Bill Pmt - Check	09/21/2021	25542	Ann Schweisguth (Reimbursement)	-56.47
Bill Pmt - Check	09/21/2021	25543	AT&T Mobility	-520.71
Bill Pmt - Check	09/21/2021	25544	Laurie Reineke	-150.00
Bill Pmt - Check	09/21/2021	25545	Quadient Finance USA, Inc.	-89.22
Bill Pmt - Check	09/21/2021	25546	S&S Electric LLC	-400.00
Bill Pmt - Check	09/21/2021	25547	Xcel Energy	-1,126.97
Bill Pmt - Check	09/21/2021	25548	Sahr Andrew Molwo Brima	-500.00
Bill Pmt - Check	09/23/2021	25549	B. H. VIDEO	-10,312.80
Bill Pmt - Check	09/23/2021	25550	David E. Palm	-1,118.34
Bill Pmt - Check	09/23/2021	25551	Summerhill II	-356.99
Check	09/28/2021	EFT	Chase	-6,159.29
Check	09/28/2021	EFT	Capital One, F.S.B.	-490.21
Total 1010 - US Bank Checking				146,650.00
Total Cash and Investments				146,650.00
<b>TOTAL</b>				<b>146,650.00</b>



**EXECUTIVE DIRECTOR REPORT  
2021 COMMISSION GOALS  
OCTOBER PROGRESS REPORT**

**2021 CAPITAL PROJECTS**

- Q1
  - Woodbury - HealthEast Sports Center, streaming system **(Completed)**
  - Cottage Grove - River Oaks Golf Course, meeting support **(Completed)**
  - Woodbury - Eagle Valley, meeting support **(Completed)**
- Q2
  - None
- Q3
  - Cottage Grove - Replaced monitor at River Oaks **(Completed)**
  - Cottage Grove - Replaced monitor at Central Fire **(Completed)**
  - Woodbury - Public Safety, EOC room **(Completed)**
  - Woodbury - Elm Conference Room **(Completed)**
- Q4
  - **Cottage Grove**
    - **Central Fire (Oct/Nov start - ASI awarded job )**
  - Commission office
    - Firewall
    - Website developer
    - Channel server upgrade including Closed Captioning
    - Conference room technology update
- **2022 - Q1**
  - Newport - Council Chambers, new construction

**ONGOING 2018-2021 WORK PLAN**

**FRANCHISE RENEWAL**

- 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)
  - 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)
  - Reviewed revisions with Woodbury and CG (9/14/20)
  - Met with Comcast (9/28/20)
  - Awaiting Comcast revision of franchise (12/31/20)



- Received settlement payment of \$81,410 (1/15/21)
- Received revised franchise renewal draft from Comcast (3/1/21)
- Review with Bradley Law (3/24/21)
- Franchise extension ordinance vote to approve (4/22/21)
- Revision review meeting (5/27/21)
- Bradley Twin Cities Cable Franchising Summary (Exec meeting - 5/27/21)

#### LEASE PLAN

- **3YR lease extension vote to approve (4/22/21 - Completed)**

#### STRATEGIC PLAN IMPLEMENTATION

- Staff Final Review of Plan:
  - Staff input phase - reintroduced (6/29/21)
  - Staff SP meeting (7/13/21)
  - Staff SP meeting (7/28/21)
  - SP meeting (9/30/21)
- ROV and Plan 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 (8/27/20)
- Community Engagement
  - Launch Quarterly Newsletter (1/15/21)
  - Second Edition published (4/19/21)
  - Third Edition published (7/16/21)
  - Woodbury Starlight Cinema Sponsorship Night promoting the Water doc (7/22/21)
  - Minnesota Rural Water Association 2021 Technical Conference (8/24-26/21)
- Diversified Revenue
  - Met Council - drone services (Paid 7/23/21)
  - Washington County - production services (Contracted - ongoing)
  - Renewal by Anderson photoshoot (7/16/21)
  - ISD 833 school board meeting contract

#### HUMAN RESOURCES

- Organizational Structure and Compensation
  - IT Specialist job posted (12/15/20)
  - IT screening 133 applicants (1/28/21)
    - Interviewing through March 8
  - Finalist interviews scheduled for Friday, March 25
  - Damen Price began employment (4/19/21)
  - Search Committee created to fill open producer position (5/26/21)
  - New hire job description reviewed (6/18/21)
  - HR Committee meeting (8/26/21)
  - **Proposed creating a flexible work policy (9/23/21)**

#### TECHNOLOGY COMMITTEE



- Inventory and create a diagram of technology connectivity (In progress)
- Shared document platform - TBD
- **Meeting (10/22/21)**

#### **POLICIES, ORDINANCES, and RESOLUTIONS**

- Review Financial Reserve Policy (1/28/21)
- Company Vehicle Policy (Adopted 2/25/21)
- Policy Audit Plan discussed (3/25/21)
- **Financial policy format updates (7/27/21)**
- **Flexible Workplace Policy - in progress (9/23/21)**

#### **MACTA**

- Informational and educational work plan to connect access and community media stations to their state legislators.
- Build bipartisan support for solutions to address declining cable revenue for municipalities across the state.
- Continue offering professional development opportunities and a network of resources across membership.
- Community Media Earth Day Collective (April 22, 2021)
- Spring LFA Leadership Summit (May 26, 2021)
- Access center legislative map project started (6/29/21)
- **Annual Conference (10/19/21)**
  - **Worked with Governor's office for conference welcome**
  - **Booked Keynote speaker Tane Danger**
  - **Secured sponsorship commitments from three vendors raising \$1500**
  - **Staff Brian Schmidt, Alaina Myers, and Lonnie Garland also participated in planning committees and event panels.**

#### **2020 FINANCIAL AUDIT (Completed 6/24/21)**

#### **IDEAS & ADDITIONAL**

- RFP Audit Firms (pushed to 2022 because of initial findings)
- Mark **elected to ACM National Board ( Official 8/12/21)**
- **Community Voices Grant** (2022 Budget)
- Rebranding? (Target 2022-2023)

**October 22, 2021**

**To:** Mark Martinez, Executive Director  
**From:** Ann Schweisguth, Operations Manager  
**Subject:** Operations Update September - October

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Let's begin with BIG news. SWCTC received a Regional Midwest Emmy award for our documentary "Water: The Oil of Our Century". The award was presented on October 9 at the Emmy Gala. "Water: The Oil of Our Century" along with the video "There's No Stopping the Washington County Library" also won first place NATOA awards in September.

We completed filming and editing a new series called, "Connecting the East Metro: Gold Line". This series provides information about the future bus rapid transit line operated by Metro Transit that will take riders from Woodbury to St. Paul. The series will be available for viewing starting November 4 at [swctc.org/GoldLine](http://swctc.org/GoldLine).

Twelve candidates running for District 833 School Board or St. Paul Park City Council recorded a candidate profile video this year at the SWCTC studio. Those started airing in mid-September. We also recorded two candidate forums hosted by the League of Women Voters.

Several projects have been completed over the past couple months and staff continues to develop engaging videos. Government Producer Brian Schmidt completed a budget video for the City of Cottage Grove. Government Producer Alaina Myers is creating a series of videos with the Woodbury Fire Department aimed at showing kids in elementary schools life saving tips and more. Lead Producer Bob McSherry is working on a story covering the Gujarati Samaj Indian ceremony held at the HealthEast Sports Center recently. Technical Manager Lonnie Garland along with IT Specialist Damen Price did two live video events with the City of Cottage Grove where the Mayor and a staff member discussed aspects of the proposed community center. I just completed the Gold Line video series and have been working on two work for hire projects with Washington County.

**The following videos were completed:**

**Woodbury Productions**

Kayte Barton

9/11 Remembered: John Wallgren

The Scoop September

LIVE Coverage #343 Tribute Run – 20<sup>th</sup> Anniversary 9/11

Local Biz: Board & Brush Creative Studio

Council Perspective September

Around Town with Emma: Carver Lake Bike Park Playground

Andrea Date

2022 Budget Virtual Listening Session

Woodbury Works: Community Service Officer

Woodbury Years of Service 2021  
Woodbury Recognition 2021  
Woodbury Fire Station Tour  
Woodbury Fire/EMS Truck Tour  
Council Perspective October  
Local Biz: Adefris & Toppin Women's Specialists  
Eagle Valley Training Videos  
The Scoop October  
Connecting the East Metro: Gold Line – Project Overview  
Connecting the East Metro: Gold Line – Why Bus Rapid Transit  
Connecting the East Metro: Gold Line – Mayor Paul Reinke  
Connecting the East Metro: Gold Line – Station & Amenities  
Connecting the East Metro: Gold Line – Funding & Next Steps

### **Cottage Grove Productions**

Community Center Chat with Mayor Bailey and Zac Dockter  
9/11 Remembered: Nick Arrigoni  
9/11 Remembered: Dar Hintz  
9/11 Remembered: Mike McCormick  
Council Update September  
Mayor's Moment September  
LIVE coverage #343 Tribute Run – 20<sup>th</sup> Anniversary 9/11  
Budget Video 2022  
Cottage Grove Bike Park -Lil Shredder's Race  
Council Update October  
Mayor's Moment October  
Salons By JC  
Community Center Chat with Mayor Bailey and Robin Roland  
Updated EDA video  
Advance Corporation  
Parks Improvements  
Strawberry Fields Ribbon Cutting  
Grove80 Apartment Ribbon Cutting

### **Other Productions**

Candidate Profiles  
Candidate Forums

**To:** Mark Martinez, Executive Director

**October 22, 2021**

**From:** Lonnie Garland, Master Control

**Subject:** Technical Support Update September-October

### **Current Projects**

Woodbury- Elm Creek Conference Room is complete. New 98 inch monitor with Barco Click -Share and Huddly video conference camera and Nureva Sound bar. Very nice system.

Cottage Grove- Central Fire Conference room, replaced the broken touchscreen and updated programming of crestron. Central Fire Station Training room has been Awarded to ASI, waiting on a couple key components before that project can move forward. Hoping for a December install date.

Newport- The new City Hall/Public Safety Building is on schedule. Bids for the A/V of the chamber and conference rooms will be submitted by November 1. Once we award the bid it's just a matter of planning the install around construction. I have repurposed several of the monitors to keep costs down. Along with working with Rob from LPAV, equipment cost should meet budget.

St. Paul Park- Recently asked for a monitor and video conferencing for their public meeting area. I think we can do this for a small budget. They will be doing some remodeling early next year in the room, so this project will not happen until Feb. or March 2022.

SWCTC Offices- Conference room has been emptied. Quotes have been submitted. We just need to select a vendor to install the system. There is still paint, acoustics, and flooring that have to happen before A/V is installed. Layer X will be installing new CAT 6a cable in our office as we prepare for the new Firewall and network. New firewall bid is in, just need to purchase.

### **Equipment Issues**

Ann's tripod head is being repaired at the manufacturer.

Ordered new Sony and Lectrosonic wireless mics for on camera recording. Old ones not working.

Van received an oil change, tire rotation and some other simple fixes. I love the van.

### **Master Control**

Damen has finished mapping our network and has researched and quoted a new firewall. Alpha video is working on a quote for the new playback system. Ian Cobb who did the initial setup in our office works for Alpha and is leading the project for our new system. He understands our setup and will make the best solution for our budget. The new playback system will include closed captioning.



## South Washington County Telecommunications Commission

10/21/21

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

January through September 2021

	Jan - Sep 21	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Fee Audit Settlement</b>	81,410.00	
<b>FRANCHISE FEES</b>		
<b>Comcast</b>		
6010 · Cottage Grove	223,213.57	302,790.08
6020 · Grey Cloud Island Township	1,639.42	2,332.03
6030 · Newport	21,459.52	28,307.40
6040 · St. Paul Park	28,691.66	39,584.16
6050 · Woodbury	454,619.93	623,583.44
<b>Total Comcast</b>	729,624.10	996,597.11
<b>Total FRANCHISE FEES</b>	729,624.10	996,597.11
<b>Outside Services Income</b>	2,560.00	
<b>PEG FEES</b>		
<b>Century Link</b>		
6160 · Cottage Grove	8.19	
<b>Total Century Link</b>	8.19	
<b>Comcast</b>		
6110 · Cottage Grove	39,943.51	58,295.14
6120 · Grey Island Township	299.80	465.79
6130 · Newport	3,881.07	5,700.19
6140 · St. Paul Park	5,144.62	7,849.88
6150 · Woodbury	80,614.18	119,501.30
<b>Total Comcast</b>	129,883.18	191,812.30
<b>Total PEG FEES</b>	129,891.37	191,812.30
<b>Total Income</b>	943,485.47	1,188,409.41
<b>Gross Profit</b>	943,485.47	1,188,409.41
<b>Expense</b>		
<b>ADMINISTRATIVE EXPENSE</b>		
7410 · Bank Fees & Charges	38.00	187.51
7420 · Cafeteria Supplies	1,324.69	450.00
7430 · Commission Meetings	379.72	750.01
7435 · Commission Directors Per Diem	3,600.00	3,749.99
7440 · Contributions	0.00	374.99
7470 · Insurance - Liability/Property	1,460.46	8,245.49
7490 · Insurance - Workers Comp.	1,442.00	1,049.99
7505 · IT Services	3,447.64	12,749.99
7510 · Legal Notices	0.00	374.99
7520 · Maint. Office Equipment	79.32	374.99
7530 · Memberships/Dues/Subscriptions	5,649.85	5,250.01
7540 · Misc. Expense	649.93	599.99
7560 · Office Supplies & Expense	14,605.41	4,050.00
7570 · Photo Copy	287.78	937.49
7575 · Postage	1,772.18	1,125.00
7581 · Promotional	1,191.66	3,375.00
7590 · Pro. Services- Accounting/Audit	11,618.72	11,250.00
7610 · Pro. Services- Legal	33,110.21	37,499.99
7620 · Pro. Services- Other	4,995.84	14,999.99
7630 · Seminars/Conferences	1,115.84	7,500.01
7640 · Staff Development	1,839.74	7,500.01
7710 · Payroll Processing Fees	341.25	374.99
7720 · Parking	0.00	112.50
7730 · Vehicle Expense		
7731 · Vehicle - Equipment/Repair	2,249.69	7,500.01
7732 · Vehicle - Insurance	0.00	3,000.01
7733 · Vehicle - Maintenance/Gas	1,629.01	4,500.00
<b>Total 7730 · Vehicle Expense</b>	3,878.70	15,000.02

## South Washington County Telecommunications Commission

10/21/21

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

January through September 2021

	Jan - Sep 21	Budget
<b>Total ADMINISTRATIVE EXPENSE</b>	92,828.94	137,882.95
<b>BUILDING EXPENSE</b>		
7810 · Housekeeping Services	2,850.00	3,510.00
7811 · Housekeeping Supplies	44.90	75.01
7830 · Rent	71,921.02	79,181.24
7840 · Repairs and Maintenance	5,262.58	1,875.01
7850 · Security System	3,379.29	1,125.00
7860 · Telephone	12,398.21	9,000.00
7870 · Utilities	8,753.23	8,497.49
<b>Total BUILDING EXPENSE</b>	104,609.23	103,263.75
<b>FURNITURE/EQUIPMENT</b>		
7300 · Furniture/Fixtures/Equipment		
7310 · Commission Office	26,273.33	
7320 · Cottage Grove	35,772.85	
7330 · Grey Cloud island	832.95	
7340 · St. Paul Park	889.92	
7350 · Newport	10,641.91	
7360 · Woodbury	97,354.21	
7300 · Furniture/Fixtures/Equipment - Other	0.00	472,500.00
<b>Total 7300 · Furniture/Fixtures/Equipment</b>	171,765.17	472,500.00
<b>Total FURNITURE/EQUIPMENT</b>	171,765.17	472,500.00
<b>MASTER CONTROL &amp; PRODUCTION</b>		
7220 · Maintenance of Equipment	1,571.91	3,749.99
7230 · Music License Fees	0.00	1,125.00
7240 · Outside Technical Assistance	0.00	11,250.00
7260 · Professional Services	15,704.16	11,250.00
7270 · Video Production Supplies	45,406.49	26,249.99
7290 · Software	11,362.87	8,249.99
<b>Total MASTER CONTROL &amp; PRODUCTION</b>	74,045.43	61,874.97
<b>PAYROLL EXPENSES</b>		
7100 · Wages	362,667.80	387,903.74
7110 · Payroll Taxes		
7170 · Medicare	5,248.91	
7180 · Social Security	22,443.56	
7195 · MN Workforce Enhancement Fee	0.00	
7110 · Payroll Taxes - Other	0.00	31,500.00
<b>Total 7110 · Payroll Taxes</b>	27,692.47	31,500.00
7120 · P.E.R.A.	26,489.19	28,274.99
7130 · Health Insurance	37,923.57	52,074.00
7135 · Dental Insurance	7,253.52	10,499.99
7140 · Auto Mileage	1,048.33	3,749.99
7150 · MN Unemployment	0.00	5,999.99
7160 · Compensation Reserve	9,000.00	7,500.01
<b>Total PAYROLL EXPENSES</b>	472,074.88	527,502.71
<b>Total Expense</b>	915,323.65	1,303,024.38
<b>Net Ordinary Income</b>	28,161.82	-114,614.97
<b>Other Income/Expense</b>		
Other Income		
<b>OTHER INCOME</b>		
6620 · Interest Income	149.64	
<b>Total OTHER INCOME</b>	149.64	
<b>Total Other Income</b>	149.64	
<b>Other Expense</b>		

South Washington County Telecommunications Commission

**Profit & Loss Budget vs. Actual**

January through September 2021

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	Jan - Sep 21	Budget
Ask My Accountant	-650.00	
Total Other Expense	-650.00	
Net Other Income	799.64	
Net Income	<b>28,961.46</b>	<b>-114,614.97</b>



MEMORANDUM

**To: South Washington County Telecommunications Commission**  
**From: Mike Bradley, Michael Athay, and Tou Xiong**  
**Re: October 2021 Legal Report**  
**Date: October 6, 2021**

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LEGAL UPDATE  
October 2021

**\$42.5 Billion Infrastructure Investment and Jobs Act (H.R. 3684)**

The Act has passed both the Senate and House. The broadband portion, Section 60101, which starts on p. 2,014 of the bill, provides \$42,450,000,000 appropriated to be available to states that apply for funds for grant programs. Local governments can be subgrantees and can apply for funding themselves if the state opts not to. The Digital Equity Act is also incorporated at Section 60301, starting on p. 2,090, as is an extension of the FCC's Emergency Broadband Benefit (EBB) program, to be called the Affordable Connectivity Program, but with a \$30/mo subsidy rather than \$50/mo (Section 60501 starting on p. 2,170). NATOA, NLC, USCM and NACo submitted a joint to House and Senate leadership emphasizing local government priorities for the broadband portion of the Act and provided proposed edits to the section limiting local ROW and permit fees. That section has so far been removed from the draft.

**FCC Seeks Comment on Competitive Broadband Access To Multiple Tenant Buildings**

On September 7, 2021, the FCC's Wireline Competition Bureau issued a Public Notice to update the record on issues raised in the 2019 *Improving Competitive Broadband Access to Multiple Tenant Environments Notice of Proposed Rulemaking*. The Notice seeks comment on, among other things, (1) revenue sharing agreements;(2) exclusive wiring arrangements, including sale-and-leaseback arrangements; and (3) exclusive marketing arrangements between broadband providers and building owners. The Notice also seeks to refresh the record on the effects of state and local mandatory access laws on competition, choice, and price in multiple tenant environments. Comments are due October 20 and reply comments November 4. In a Declaratory Ruling issued with the 2019 *Notice of Proposed Rulemaking*, the FCC partially preempted a San Francisco ordinance the FCC said mandated the sharing of the building owner's wiring. The Notice does not expressly seek comments on preempting mandatory access laws but local governments will be monitoring the docket for any indication the FCC will pursue further preemptions.

## **FCC Issues NPRM Seeking Comment On Resilient Networks**

At its September 30, 2021 meeting, the Commission adopted an [NPRM](#) in the Public Safety Docket (PS No. 21-346) seeking comment on whether elements of the Wireless Network Resiliency Cooperative Framework – a voluntary agreement developed by the wireless industry in 2016 to provide mutual aid in the event of a disaster – could be improved; whether the public would benefit from codifying some or all of the Framework into FCC rules; how the FCC can better promote situational awareness during disasters through its Disaster Information Reporting System (DIRS) and Network Outage Reporting System (NORS); and strategies to address electric power outages that cause service disruptions. Comments will be due 30 days after publication in the Federal Register; reply comments due 60 days after publication.

## **Petitions for Declaratory Ruling on Section 253 (WC Dockets No. 21-323, No. 21-217)**

The FCC's Wireline Competition Bureau issued a [Public Notice](#) on August 13, 2021 seeking comment on two petitions for declaratory ruling under section 253(d) of the Communications Act. The petitions of Bluebird Networks and Mediacom both allege violations of Section 253(a) of the Act. The [Bluebird Petition](#) asks preemption of a per linear foot fee charged by the City of Columbia, Missouri for use of its rights of way. The [Mediacom Petition](#) alleges a violation of Section 253(a) by the City of West Des Moines, Iowa because the City allegedly has conferred rights and privileges on one ISP related to a planned City-owned conduit network that, together with regulatory and other burdens imposed on other ISPs, effectively prohibit Mediacom from providing telecommunications services in contravention of Section 253(a). Comments or oppositions to the Bluebird Petition were due by September 22, 2021, reply comments are by October 12, 2021. The Mediacom Petition comments were due October 7, 2021 but time remains to file reply comments, which are due by October 27, 2021. NATOA and partners NLC, USCM, NACo and NATaT filed Comments opposing Bluebird's petition on September 22.

## **FCC NPRM on 4.9 GHz Rules (WP Docket No. 07-100):**

At its September 30, 2021 meeting, the Commission adopted an Order on Reconsideration and Eighth FNPRM vacating its 2020 Sixth Report and Order adopting a state-by-state leasing framework for the 4.9 GHz (4940-4900 MHz) band and seeking comment on a nationwide framework for the 4.9 GHz band, ways to foster greater public safety use, and ways to facilitate compatible non-public safety access to the band. Comments will be due 30 days after publication in the Federal Register; reply comments due 60 days after publication.

## **Window Opens for FM Noncommercial Radio Station Applications**

The FCC has issued a window for applying for non-commercial FM station licenses, opening at 12:01 am EDT on Tuesday, November 2, 2021, and closing at 6:00 pm EST on Tuesday, November 9, 2021. Communities that might benefit from a non-commercial FM station should consider applying as the stations are only rarely available.

## Treasury Releases Guidance On \$10 Billion Coronavirus Capital Projects Fund

The Treasury Department recently released Guidance on use by States of funding from the Coronavirus Capital Projects Fund. The \$10 billion Fund was enacted in the American Rescue Plan Act to carry out critical capital projects that directly enable work, education, and health monitoring in response to the coronavirus health emergency, with an emphasis on funding broadband infrastructure.

### Eligible Applicants/Recipients

The 50 states, the District of Columbia, and Puerto Rico are eligible. Recipient states may award funds to Subrecipients, including municipalities, counties and other subdivisions of government, as well as non-profits and private entities. Broadband Infrastructure Project Subrecipients may include co-operatives, electric utilities, and other entities that build or operate broadband networks, including networks that are owned, operated by, or affiliated with local governments. Although not a competitive grant program, States must submit an Application and a Grant Plan in order to receive funding.

### Eligible Projects

A Capital Projects must meet all of the following criteria to receive funding:

1. It invests in capital assets designed to directly enable work, education, and health monitoring.
2. It is designed to address a critical need that resulted from or was made apparent or exacerbated by the COVID-19 public health emergency.
3. It is designed to address a critical need of the community to be served.

### Broadband Infrastructure Projects

Broadband infrastructure projects are eligible for funding if the infrastructure is designed to deliver service that reliably meets or exceeds symmetrical download and upload speeds of 100 Mbps. If geography, topography, or excessive cost precludes meeting this speed, the project must reliably meet or exceeds 100 Mbps download speeds and between 20Mbps and 100 Mbps upload speeds and be *scalable* to a minimum of 100 Mbps symmetrical speeds.

### Digital Connectivity Technology Projects

The purchase and/or installation of devices and equipment to facilitate broadband internet access are eligible for funding where affordability has been identified by the Recipient as a barrier to broadband adoption and use. Permitted devices and equipment include laptops, tablets, and desktop personal computers for distribution to members of the public through a short- or long-term loan program or to be made available for use in public facilities. Permitted equipment includes equipment installed as part of public wi-fi infrastructure (*e.g.*, access points, repeaters, routers). Recipients of funding for these projects must, among other things, ensure ownership of the equipment is maintained by the Recipient or a Subrecipient and explain why the communities they have identified to be served have a critical need for those projects.

### Multi-Purpose Community Facility Projects

Projects to construct or improve buildings that are designed to jointly and directly enable work, education, and health monitoring are eligible for funding. Examples include projects to

construct or improve full-service community schools that provide a comprehensive academic program to their students and adult education in the community at large; health monitoring to their students and the community; and workforce training or career counseling services to community, including digital literacy training programs. Other examples are projects to construct or improve libraries that provide public access to the internet for purposes including work, education, and health monitoring, offering digital skills programs and support for community members engaging in virtual learning.

#### Performance Period/Timeline for Spending Funds

All funds must be expended by December 31, 2026, which is the end of the period of performance. Recipients must return to Treasury any grant funds that are not used by the end of the period of performance. Treasury may, in its sole discretion, grant extensions to the period of performance upon request from Recipients.

#### Applications

The Guidance includes detailed information and instructions on submitting applications, which must be completed by December 27, 2021 to receive funding.

### **Courts Find Against Cities Seeking Cable Franchise Fees From Internet Streaming Services**

Litigation is pending by cities in Kansas, Louisiana, New Jersey, Texas, Indiana, Ohio, Nevada, Tennessee, Arkansas, Missouri and Georgia alleging streaming services (including Netflix and Hulu) are providing video services under state law and, among other things, are required to pay franchise fees.

In *City of Lancaster v. Netflix et al.*, a California state court dismissed the city's complaint alleging Netflix and Hulu are subject to franchise fees under DIVCA (CA video franchise law) in ruling is based on the court's finding that only the California PUC can sue a provider for failing to get a state franchise and pay franchise fees. The court also found DIVCA does not apply to Netflix and Hulu because they do not own or operate any infrastructure in the ROW and do not provide "video programming" as defined in DIVCA.

In *City of New Boston v. Netflix et al.*, a Texas federal court dismissed the city's lawsuit because the franchise fee provision of Texas law only applies to franchise holders and neither Netflix nor Hulu is a franchise holder; the court also found state law did not give it authority to declare that the companies should be franchise holders, which is a determination to be made/enforced by the state PUC rather than municipalities.

## **State Franchise and Broadband Legislation**

State Wireless Bills: Up to 31 States and Puerto Rico have enacted wireless bills. Pennsylvania is the most recent. A wireless bill is active in New Jersey. Gov. Newsom vetoed California's wireless bill. State Net Neutrality Bills: Washington, Oregon, Vermont, California, Colorado and Maine have passed net neutrality legislation; six states have executive orders in place requiring ISPs that do business with the state to follow net neutrality principles. Bills have been introduced in New York, Connecticut, Missouri, Rhode Island and Texas. Minnesota passed a small cell wireless bill in 2017, based on promises by the wireless industry that 5G small cell wireless networks would be rapidly deployed throughout Minnesota.



to: Executive Committee

from: Mark Martinez, Executive Director

subject: 2022 Budget final V4

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The 2022 draft budget included for comment. Key areas below.

## **2022 CAPITAL INVESTMENTS**

### **Cottage Grove:**

Maintenance: \$50,000

CG Total: \$50K

### **Woodbury:**

Central Park Design and Engineering: \$30,000

Maintenance: \$45,000

Woodbury Total: \$75K

### **St. Paul Park:**

Maintenance: \$4,000

SPP Total: \$4K

### **Newport:**

City Hall: \$190,000

Maintenance: \$0

Newport Total: \$190K

### **Grey Cloud Island Township:**

Maintenance: \$1K

### **Commission office: \$180,000**

Evaluating archiving server, additional CC playback, camera and communication equipment and maintenance

CO Total: \$180K

**Total Capital: \$500,000**

**PAYROLL EXPENSES**

Wages w/ COLA \$532,605 (+2.98%)

Total Payroll Expenses including benefits: \$709,037 (+0.81%)

***Final budget review and vote: September 23 and October 28 meetings***

**Actions Requested:** Executive Director Martinez and the Executive Committee recommend approval of the 2022 budget by the full Commission at its regular meeting on October 28, 2021.

	2019 Budget	2019 Actual	2020 Budget	2020 Actuals	% Change 2019	2021 Budget	2021 through Q3	% Change 2020	2022 Draft Budget	% Change 2021
Ordinary Income/Expense										
Income							Sans Q3 Rev			
FRANCHISE FEES										
Comcast										
6010 · Cottage Grove	426,671.00	424,107.48	384,004.00	433,403.24	-10.00%	\$ 403,720.11	\$ 223,213.57	5.13%	\$ 423,906.12	5.00%
6020 · Grey Cloud Island Township	3,317.00	3,289.80	2,985.00	3,283.53	-10.01%	\$ 3,109.37	\$ 1,639.42	4.17%	\$ 3,264.84	5.00%
6030 · Newport	39,526.00	39,568.71	35,573.00	40,780.32	-10.00%	\$ 37,743.20	\$ 21,459.52	6.10%	\$ 39,630.36	5.00%
6040 · St. Paul Park	56,489.00	55,820.43	50,840.00	56,370.63	-10.00%	\$ 52,778.88	\$ 28,691.66	3.81%	\$ 55,417.82	5.00%
6050 · Woodbury	894,321.00	882,666.92	804,889.00	887,863.10	-10.00%	\$ 831,444.58	\$ 454,619.93	3.30%	\$ 873,016.81	5.00%
Total Comcast	1,420,324.00	1,405,453.34	1,278,291.00	1,421,700.82	-10.00%	\$ 1,328,796.14	\$ 729,624.10	3.95%	\$ 1,395,235.95	5.00%
Total FRANCHISE FEES	1,439,899.00	1,430,695.75	1,292,897.00	1,434,741.51	-10.21%	\$ 1,328,796.14	\$ 729,624.10	2.78%	\$ 1,395,235.95	5.00%
PEG FEES										
Comcast										
6110 · Cottage Grove	83,946.00	83,086.83	75,551.00	81,506.13	-10.00%	\$ 77,726.85	\$ 39,943.51	2.88%	\$ 81,613.19	5.00%
6120 · Grey Island Township	661.00	647.15	595.00	640.87	-9.98%	\$ 621.05	\$ 299.80	4.38%	\$ 652.10	5.00%
6130 · Newport	8,163.00	8,008.36	7,347.00	7,965.61	-10.00%	\$ 7,600.25	\$ 3,881.07	3.45%	\$ 7,980.26	5.00%
6140 · St. Paul Park	11,506.00	11,201.97	10,355.00	10,799.34	-10.00%	\$ 10,466.51	\$ 5,144.62	1.08%	\$ 10,989.84	5.00%
6150 · Woodbury	174,801.00	171,389.99	157,321.00	166,020.05	-10.00%	\$ 159,335.07	\$ 80,614.18	1.28%	\$ 167,301.82	5.00%
Total Comcast	279,077.00	274,334.30	251,169.00	266,932.00	-10.00%	\$ 255,749.73	\$ 129,883.18	1.82%	\$ 268,537.22	5.00%
Total PEG FEES	284,718.00	278,137.30	256,246.00	268,696.00	-10.00%	\$ 255,749.73	\$ 129,883.18	-0.19%	\$ 268,537.22	5.00%
Fee Audit Settlement		32,302.87					\$ 81,410.00			
CenturyLink							\$ 8.19			
Outside Services Income	0.00	0.00	\$ -	3,750.00	0.00%	\$ -	\$ 2,560.00		\$ 25,000.00	
Total Income	1,724,617.00	1,741,135.92	1,549,143.00	1,707,187.51	-10.17%	\$ 1,584,545.87	\$ 943,485.00	2.29%	\$ 1,688,773.00	6.58%
Expense										
ADMINISTRATIVE EXPENSE										
7410 · Bank Fees & Charges	500.00	197.59	\$ 500.00	157.00	0.00%	\$ 250.00	\$ 38.00	-50.00%	\$ 250.00	0.00%
7420 · Cafeteria Supplies	500.00	1,819.55	\$ 500.00	658.66	0.00%	\$ 600.00	\$ 1,324.69	20.00%	\$ 1,000.00	66.67%
7430 · Commission Meetings	1,000.00	812.76	\$ 1,000.00	675.63	0.00%	\$ 1,000.00	\$ 379.72	0.00%	\$ 750.00	-25.00%
7435 · Commission Directors Per Diem	5,000.00	3,850.00	\$ 5,000.00	4,250.00	0.00%	\$ 5,000.00	\$ 3,600.00	0.00%	\$ 5,000.00	0.00%
7440 · Contributions	500.00	0.00	\$ 500.00	0.00	0.00%	\$ 500.00	\$ -	0.00%	\$ 2,500.00	400.00%
7450 · Community Voices Grant									\$ 6,000.00	NEW
7470 · Insurance - Liability/Property	6,000.00	7,346.00	\$ 8,401.00	8,957.00	40.02%	\$ 10,994.00	\$ 1,460.46	30.87%	\$ 11,565.00	5.19%
7490 · Insurance - Workers Comp.	8,000.00	1,121.00	\$ 1,055.00	1,420.00	-86.81%	\$ 1,400.00	\$ 1,442.00	32.70%	\$ 1,442.00	3.00%
7505 · IT Services	20,000.00	27,327.95	\$ 30,000.00	6,628.20	50.00%	\$ 17,000.00	\$ 3,447.64	-43.33%	\$ 6,000.00	-64.71%
7510 · Legal Notices	500.00	0.00	\$ 500.00	0.00	0.00%	\$ 500.00	\$ -	0.00%	\$ 500.00	0.00%
7520 · Maint. Office Equipment	500.00	0.00	\$ 500.00	52.88	0.00%	\$ 500.00	\$ 79.32	0.00%	\$ 500.00	0.00%
7530 · Memberships/Dues/Subscriptions	8,500.00	10,176.08	\$ 7,000.00	10,665.00	-17.65%	\$ 7,000.00	\$ 5,649.85	0.00%	\$ 6,000.00	-14.29%
7540 · Misc. Expense	1,000.00	0.00	\$ 900.00	1,294.60	-10.00%	\$ 800.00	\$ 649.93	-11.11%	\$ 1,600.00	100.00%
7560 · Office Supplies & Expense	6,000.00	11,813.84	\$ 5,400.00	15,020.23	-10.00%	\$ 5,400.00	\$ 14,605.41	0.00%	\$ 14,000.00	159.26%
7570 · Photo Copy	1,200.00	1,599.41	\$ 1,080.00	1,727.97	-10.00%	\$ 1,250.00	\$ 287.78	15.74%	\$ 750.00	-40.00%
7575 · Postage	2,000.00	1,264.63	\$ 1,800.00	1,474.14	-10.00%	\$ 1,500.00	\$ 1,772.18	-16.67%	\$ 1,100.00	-26.67%
7580 · Printing	0.00	0.00	\$ -	0.00		\$ -	\$ -		\$ -	
7581 · Promotional	5,000.00	535.00	\$ 4,500.00	2,903.00	-10.00%	\$ 4,500.00	\$ 1,191.66	0.00%	\$ 3,500.00	-22.22%
7590 · Pro. Services- Accounting/Audit	10,000.00	18,858.95	\$ 15,000.00	13,028.94	50.00%	\$ 15,000.00	\$ 11,618.72	0.00%	\$ 10,000.00	-33.33%
7610 · Pro. Services- Legal	50,000.00	53,115.00	\$ 50,000.00	37,261.25	0.00%	\$ 50,000.00	\$ 33,110.21	0.00%	\$ 50,000.00	0.00%

7620 · Pro. Services- Other	20,000.00	3,016.03	\$ 20,000.00	5,028.00	0.00%	\$ 20,000.00	\$ 4,995.84	0.00%	\$ 15,000.00	-25.00%
7630 · Seminars/Conferences	20,000.00	25,342.73	\$ 18,000.00	3,132.00	-10.00%	\$ 10,000.00	\$ 1,115.84	-44.44%	\$ 10,000.00	0.00%
7640 · Staff Development	10,000.00	6,632.75	\$ 8,000.00	7,174.43	-20.00%	\$ 10,000.00	\$ 1,839.74	25.00%	\$ 10,000.00	0.00%
Vehicle - Equipment/Repair			\$ -		NEW	\$ 10,000.00	\$ 2,249.69	NEW	\$ 10,000.00	0.00%
Vehicle - Insurance			\$ -		NEW	\$ 4,000.00	\$ -	NEW	\$ -	-100.00%
Vehicle - Maintenance/Gas			\$ -		NEW	\$ 6,000.00	\$ 1,629.01	NEW	\$ 4,000.00	-33.33%
7710 · Payroll Processing Fees	500.00	446.25	\$ 500.00	439.25	0.00%	\$ 500.00	\$ 341.25	0.00%	\$ 500.00	0.00%
7720 · Parking		62.50	\$ -	0.00		\$ 150.00	\$ -		\$ 150.00	0.00%
<b>Total ADMINISTRATIVE EXPENSE</b>	<b>176,700.00</b>	<b>175,338.02</b>	<b>\$ 180,136.00</b>	<b>121,948.18</b>	<b>1.94%</b>	<b>\$ 183,844.00</b>	<b>\$ 92,828.94</b>	<b>2.06%</b>	<b>\$ 172,107.00</b>	<b>-6.38%</b>
<b>BUILDING EXPENSE</b>										
7810 · Housekeeping Services	4,000.00	3,900.00	\$ 4,000.00	3,825.00	0.00%	\$ 4,680.00	\$ 2,850.00	17.00%	\$ 4,680.00	0.00%
7811 · Housekeeping Supplies	100.00	36.38	\$ 100.00	0.00	0.00%	\$ 100.00	\$ 44.90	0.00%	\$ 100.00	0.00%
7830 · Rent	100,000.00	100,351.72	\$ 102,500.00	96,517.56	2.50%	\$ 105,575.00	\$ 71,921.02	3.00%	\$ 105,575.00	0.00%
7840 · Repairs and Maintenance	2,500.00	955.00	\$ 2,500.00	377.50	0.00%	\$ 2,500.00	\$ 5,262.58	0.00%	\$ 2,500.00	0.00%
7850 · Security System	1,500.00	1,169.80	\$ 1,350.00	1,169.80	-10.00%	\$ 1,500.00	\$ 3,379.29	11.11%	\$ 1,500.00	0.00%
7860 · Telephone	11,000.00	15,488.15	\$ 11,000.00	15,833.42	0.00%	\$ 12,000.00	\$ 12,398.21	9.09%	\$ 14,000.00	16.67%
7870 · Utilities	11,000.00	11,163.85	\$ 11,000.00	10,922.86	0.00%	\$ 11,330.00	\$ 8,753.23	3.00%	\$ 11,600.00	2.38%
<b>Total BUILDING EXPENSE</b>	<b>130,100.00</b>	<b>133,064.90</b>	<b>\$ 132,450.00</b>	<b>128,646.14</b>	<b>1.81%</b>	<b>\$ 137,685.00</b>	<b>\$ 104,609.23</b>	<b>3.95%</b>	<b>\$ 139,955.00</b>	<b>1.65%</b>
<b>FRANCHISE FEE REIMBURSEMENT</b>		200,000.00	\$ -	281,589.19						
<b>FURNITURE/EQUIPMENT</b>										
<b>7300 · Furniture/Fixtures/Equipment</b>										
7310 · Commission Office		73,724.68		41,322.29		\$ 160,000.00	\$ 26,273.33		\$ 180,000.00	
7320 · Cottage Grove		151,883.74		227,706.38		\$ 65,000.00	\$ 35,772.85		\$ 50,000.00	
7330 · Grey Cloud island						\$ -	\$ 832.95		\$ 1,000.00	
7340 · St. Paul Park		2,030.00		2,668.86		\$ -	\$ 889.92		\$ 4,000.00	
7350 · Newport				7,823.16		\$ 190,000.00	\$ 10,641.91		\$ 190,000.00	If not expended in 2021
7360 · Woodbury		371,716.79		184,035.38		\$ 215,000.00	\$ 97,354.21		\$ 75,000.00	
7300 · Furniture/Fixtures/Equipment - Other	600,000.00	0.00	\$ 450,000.00	0.00	-25.00%	\$ -	\$ -	-100.00%	\$ -	
<b>Total 7300 · Furniture/Fixtures/Equipment</b>	<b>600,000.00</b>	<b>599,355.21</b>	<b>\$ 450,000.00</b>	<b>463,556.07</b>	<b>-25.00%</b>	<b>\$ 630,000.00</b>	<b>\$ 171,765.17</b>	<b>40.00%</b>	<b>\$ 500,000.00</b>	<b>-20.63%</b>
<b>Total FURNITURE/EQUIPMENT</b>	<b>600,000.00</b>	<b>599,355.21</b>	<b>\$ 450,000.00</b>	<b>463,556.07</b>	<b>-25.00%</b>	<b>\$ 630,000.00</b>	<b>\$ 171,765.17</b>	<b>40.00%</b>	<b>\$ 500,000.00</b>	<b>-20.63%</b>
<b>MASTER CONTROL &amp; PRODUCTION</b>										
7220 · Maintenance of Equipment	10,000.00	797.32	\$ 10,000.00	3,111.01	0.00%	\$ 5,000.00	\$ 1,571.91	-50.00%	\$ 5,000.00	0.00%
7230 · Music License Fees	1,500.00	1,200.00	\$ 1,500.00	1,200.00	0.00%	\$ 1,500.00	\$ -	0.00%	\$ 1,500.00	0.00%
7240 · Outside Technical Assistance	15,000.00	2,250.00	\$ 15,000.00	6,742.98	0.00%	\$ 15,000.00	\$ -	0.00%	\$ 15,000.00	0.00%
7260 · Professional Services	10,000.00	14,968.49	\$ 15,000.00	15,217.50	50.00%	\$ 15,000.00	\$ 15,704.16	0.00%	\$ 15,000.00	0.00%
7270 · Video Production Supplies	24,000.00	55,310.53	\$ 35,000.00	62,632.24	45.83%	\$ 35,000.00	\$ 45,406.49	0.00%	\$ 45,000.00	28.57%
7290 · Software	8,000.00	10,662.28	\$ 10,000.00	14,993.47	25.00%	\$ 11,000.00	\$ 11,362.87	10.00%	\$ 11,000.00	0.00%
<b>Total MASTER CONTROL &amp; PRODUCTION</b>	<b>68,500.00</b>	<b>85,188.62</b>	<b>\$ 86,500.00</b>	<b>103,897.20</b>	<b>26.28%</b>	<b>\$ 82,500.00</b>	<b>\$ 74,045.43</b>	<b>-4.62%</b>	<b>\$ 92,500.00</b>	<b>12.12%</b>
<b>PAYROLL EXPENSES</b>										
7100 · Wages	457,500.00	460,180.79	\$ 498,000.00	470,279.30	8.85%	\$ 517,205.00	\$ 362,667.80	3.86%	\$ 532,605.00	2.98%
<b>7110 · Payroll Taxes</b>										
7170 · Medicare		6,687.07		6,808.04			\$ 5,248.91			
7180 · Social Security		28,593.04		29,110.22			\$ 22,443.56			
7195 · MN Workforce Enhancement Fee		0.00		0.00			\$ -			
7110 · Payroll Taxes - Other	37,058.00	0.00	\$ 39,840.00	0.00	7.51%	\$ 42,000.00	\$ -	5.42%	\$ 40,000.00	-4.76%
<b>Total 7110 · Payroll Taxes</b>	<b>37,058.00</b>	<b>35,280.11</b>	<b>\$ 39,840.00</b>	<b>35,918.26</b>	<b>7.51%</b>	<b>\$ 42,000.00</b>	<b>\$ 27,692.47</b>	<b>5.42%</b>	<b>\$ 40,000.00</b>	<b>-4.76%</b>
7120 · P.E.R.A.	31,553.00	33,249.56	\$ 37,350.00	34,102.71	18.37%	\$ 37,700.00	\$ 26,489.19	0.94%	\$ 38,500.00	2.12%
7130 · Health Insurance	52,750.00	43,669.43	\$ 61,428.00	43,347.52	16.45%	\$ 69,432.00	\$ 37,923.57	13.03%	\$ 69,432.00	0.00%

7135 · Dental Insurance	12,660.00	13,044.44	\$ 18,349.00	10,897.21	44.94%	\$ 14,000.00	\$ 7,253.52	-23.70%	\$ 15,500.00	10.71%
7140 · Auto Mileage	5,000.00	4,232.78	\$ 5,000.00	5,745.98	0.00%	\$ 5,000.00	\$ 1,048.33	0.00%	\$ 1,000.00	-80.00%
7150 · MN Unemployment	8,000.00	0.00	\$ 8,000.00	0.00	0.00%	\$ 8,000.00	\$ -	0.00%	\$ -	-100.00%
7160 · Compensation Reserve	10,000.00	14,236.71	\$ 15,000.00	12,479.98	50.00%	\$ 10,000.00	\$ 9,000.00	-33.33%	\$ 12,000.00	20.00%
<b>Total PAYROLL EXPENSES</b>	614,521.00	603,893.82	\$ 682,967.00	612,770.96	11.14%	\$ 703,337.00	\$ 472,074.88	2.98%	709,037.00	0.81%
<b>RETURN TO CITIES</b>	200,000.00	0.00				\$ -	\$ -		\$ -	
<b>Total Expense</b>	1,789,821.00	1,796,840.57	\$ 1,532,053.00	1,712,407.74	-14.40%	\$ 1,737,366.00	\$ 915,323.65	13.40%	\$ 1,613,599.00	-43.27%
<b>Net Ordinary Income</b>	(65,204.00)	(55,704.65)	\$ 17,090.00	(5,220.23)	-126.21%	\$ (152,820.13)	\$ 28,161.35	-994.21%	\$ 75,174.00	

to: Executive Committee

from: Mark Martinez, Executive Director

subject: Community Voices Grant

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## **Community Voices Grant**

### **Description**

The South Washington County Telecommunications Commission (SWCTC) provides a voice for the local governments and residents of South Washington County. To recognize our area's growing diversity, we are piloting a new grant program that provides an opportunity for an underrepresented community member to produce a compelling story told from their experience. The goal is to build partnerships that strengthen our member city communities while giving an emerging filmmaker an opportunity to jumpstart their career.

Applicants will complete an application that details their story and the positive impact it will make in the community. Once selected, the Community Voices Grantee will receive \$6,000 to produce their 10 – 20 minute project. SWCTC will provide the equipment needed and the guidance and mentorship that is required to complete the project.

### **Requirements:**

- Applicants must be residents of Woodbury, Cottage Grove, St. Paul Park, Newport or Grey Cloud Island
- Story should have a unique perspective and positive impact in these communities
- Must be at least 21 years old
- Must be able to produce a finished product in a 10-week period

### **The Process:**

- Candidates will apply for the grant online
- Fill out and submit an application by 6/1/2022
- The *SWCTC Community Voices* panel will review the applicants
- Three finalists will be chosen to be interviewed and “pitch” their story to the panel
- The panel will select the recipient and notify them within one week of the presentation

### **Duration**

10 Week Program – August through October 2022

### **Commission Investment**

- Awarded grant = \$6,000
- Up to 12 hours a week of mentor time = \$50/hr. x 24 hours = \$600 x 10 weeks = \$6,000
- Additional expenses \$1,000
- Total investment - \$13,000
- Percentage of budget: .0075%

**Similar Application and Promotional Examples**

<https://www.trailfilmfest.com/dei-film-grant>

**Actions Requested:** Executive Director Martinez and the Executive Committee recommend the approval of the Community Voices Grant as part of the 2022 budget.

to: Executive Committee

from: Mark Martinez, Executive Director

subject: Educational Programming

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## **Educational Programming**

There are a number of new strategies Executive Director Martinez is developing to partner with our local schools and school districts. These strategies include ideas for summer programming and cable channel content. While these strategies may include expenses in 2022 it was determined that additional research and discussion is needed before an estimate of cost can be provided.

With that in mind, Executive Director Martinez would like to take the first half of the year to prepare to launch new programming during the 2022-2023 school year.

**Actions Requested:** No action



SWCTC Item 8a.  
October 28, 2021

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Selection of Nominating Committee for 2022 Officers

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**ACTION REQUESTED:** No action. Request for three nominating committee volunteers to create the slate for 2022 officers.