

# **SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

COTTAGE GROVE • GREY CLOUD • NEWPORT • SAINT PAUL PARK • WOODBURY

## **NOTICE OF CONDUCTING MEETING BY TELEPHONE**

FOLLOWING A DETERMINATION BY THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) COMMISSION CHAIR, DAVE THIEDE, AND EMERGENCIES DECLARED BY THE UNITED STATES, THE STATE OF MINNESOTA, THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) MEETING SCHEDULED FOR APRIL 23, 2020 AT 7:00 P.M., WILL, PURSUANT TO MINN. STAT. § 13D.021, OCCUR BY TELEPHONIC MEANS. MEMBERS OF THE PUBLIC WHO WISH TO ATTEND THE MEETING MAY ATTEND BY TELEPHONE.

IF YOU WISH TO ATTEND BY TELEPHONE, PLEASE CALL 651-300-1528 AT THE SCHEDULED MEETING TIME, WHICH IS APRIL 23, 2020 AT 7:00 P.M.

IF THERE ARE ANY QUESTIONS ABOUT THIS NOTICE OR PARTICIPATING IN THE MEETING, PLEASE CONTACT THE SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION (SWCTC) OFFICE AT 651-458-9241 EXT.1 OR BY EMAIL AT [MARK@SWCTC.ORG](mailto:MARK@SWCTC.ORG)

**Join the Meeting: <https://www.uberconference.com/room/swctc>**

**Optional Dial-In Number: 651-300-1528**

**No PIN Needed**



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION  
will hold its regular meeting  
THURSDAY, APRIL 23, 2020

Join the call: <https://www.uberconference.com/room/swctc>

**Optional dial-in number: 651-300-1528**  
**No PIN Needed**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
  - a. February 27 Commission minutes
  - b. March 23 Executive Committee minutes
  - c. February/March Checks Written report (Non-Payroll)
6. Reports
  - a. Executive Director
    - i. Operations
    - ii. Technical
  - b. Legal
7. Unfinished Business
  - a. Office lease
8. New Business
  - a. Creating HR and Strategic Planning committees
9. Commission Comments and Requests
10. Adjournment

Next Regular Meeting  
THURSDAY, JUNE 25, 2020



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION  
COMMISSION MEETING MINUTES

THURSDAY, FEBRUARY 27, 2020

[ONLINE VIDEO LINK](#)

\*REVISED A G E N D A

1. Call to Order

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

2. Roll Call

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

Also, Present: Mark Martinez, SWCTC Administrator  
Mike Bradley, Bradley Law, LLC  
Jerry Taube, Grey Cloud Island Township resident

3. Approval of Agenda

MOTION 02.27.20.1. Motion to approve the agenda. Rahm/MOVED, Dieffenbach/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

4. Public Comment

None

5. Consent Agenda

- a. December 5 Commission minutes
- b. January 23 Executive Committee minutes
- c. December/January Checks Written report (Non-Payroll)
- d. 2020 Membership
- e. 2020 Designations
- f. 2020 Meeting Schedule

MOTION 02.27.20.2 Motion to approve the consent agenda. Ingemann/MOVED, Date/SECONDED. MOTION CARRIED UNANIMOUSLY.



## 6. Reports

### a. Executive Director

Executive Director Martinez provided an update on the preliminary 2019 PNL actual. There was

a

revenue surplus of \$189,677.10. The report does not reflect the budgeted \$200,000 Return to Cities. This will be discussed later in the meeting. Revenue and expenses by city are also available in the packet.

A letter was received from CenturyLink indicating they will not participate in the Prism TV Project.

The lease for the facility ends this August. All the information has been gathered to discuss and make a decision on whether to continue to lease at the current facility or move to another facility.

The Chair and the Executive Director met with staff to discuss strategic planning and created three action items. This will be discussed more later in the meeting.

MACDA Day at the Capitol is on Thursday, March 1. This is an event where community media, administration, executive directors, and staff get to meet with state legislators. The event starts at 9:00 am at the League of Minnesota Cities. Executive Director Martinez will be discussing with representatives the Protecting Community Television Act and asking for them to co-sign the bill.

### b. Legal

Attorney Mike Bradley has three items he's currently working on.

1. Protect Community Television Act -- This act is currently before the House and Senate in Washington. This act would reverse the FCC decision on franchise fees. Bradley's office has put together a resolution of commission and cities to pass and show support for this act, which asks that franchise fees revert back to the way they've been calculated for the past 35 years.

2. Comcast Franchise Fee Review -- A review of the past three years found an underpayment of franchise fees from Comcast. Comcast has contested this finding through a written response. Bradley will be meeting with Comcast representatives and will try to resolve the issue.

3. Appeal of FCC's Cable Franchising order: There are oral arguments for a stay of the motion in early March. A briefing will be created after the stay motion and will expect it to be completed by the end of Q2.

## 7. Unfinished Business

### a. Strategic Planning/GAPS

Thiede addressed the strategic planning objectives for 2019. He stated the focus changed to include looking for more ways to bring in revenue, mainly through contract work with private



organizations.

There are a total of 14 objectives with varying completion timelines from the end of 2019 to several years depending on the objective.

Jerry Taube stated that SWCTC tried passing motions to provide commercial work in the past without success. He wondered what is different today to make it a success.

Thiede stated that with people's changing viewing habits to streaming as well as litigation regarding cuts to revenue streams that SWCTC needs to consider other revenue options. He stated that work for the cities is still the mission and top priority of the SWCTC and any commercial work will not interfere with that mission

Martinez stated that one area of particular interest to SWCTC is to partner with nonprofits and promote community engagement with area nonprofits. SWCTC would benefit in revenues and non-profits would benefit in growing membership and increased revenue.

Martinez also noted that there are resources currently not being used to as fully or frequently as they could/should be. Seeking out commercial revenue would provide better and greater use of SWCTC's resources.

Bradley recommended changing the wording of the objective from "for profit" to "for hire." Thiede made the change as recommended.

## 8. New Business

### a. 2019 Return to Cities

The Executive Committee approved to put a motion to the full board to return the full amount of \$200,000 to the City of Woodbury and Cottage Grove. The City of Woodbury will receive a total of  $\frac{2}{3}$  that amount, or \$133,333.33 and the City of Cottage Grove will receive the remaining  $\frac{1}{3}$  of the total amount, or \$66,666.67.

This is the last year there will be a defined budget amount to return to cities. In the future, returns will be based on surplus numbers.

A discussion ensued explaining the process of the past and how it will be done in the future starting in 2020.

MOTION 02.27.20.3 Motion to approve the 2019 budgeted return of \$200,000 be distributed to the cities of Woodbury and Cottage Grove in the amount of \$133,333.33 and \$66,666.67. Date/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

### b. Harrington Langer and Associates financial audit

Martinez recommends contracting with Harrington Langer and Associates for 2019 audit due to their knowledge and understanding of the HERO project. The council can consider contracting out for new bids for future audits starting in Fall 2020. The 2019 audit fee will not exceed \$8,500.



MOTION 02.27.20.4 Motion to approve Harrington Langer and Associates to perform the 2019 audit. James/ MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

9. Commission Comments and Requests

None

10. Adjournment

MOTION 02.27.20.5 Motion to adjourn at 7:57 pm. Ingemann/MOVED, Rahm/SECONDED.  
MOTION CARRIED UNANIMOUSLY.

Next Regular Meeting  
THURSDAY, APRIL 23, 2020



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

MARCH 26, 2020

**EXECUTIVE COMMITTEE MEETING MINUTES**

**A G E N D A**

1. Call to Order

Chair, Dave Thiede, called the meeting to order at 6:40 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

Present: Dave Thiede

Rob James

Brian Bluhm

Tracy Rahm

Also, Present: Mark Martinez, SWCTC Administrator

Mike Bradley, Bradley Law

Randy Olson

Ann Schweisguth

Vince Rotty, Bradley Law

Andrea Date

3. Approval of Agenda

*MOTION 03.26.20.1 To approve the agenda Bluhm/MOVED, James/SECONDED.  
MOTION  
CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

- a. January 23 Executive Committee Meeting Minutes

*MOTION 03.26.20.2. to approve the Consent Agenda consisting of the January 23, 2020 Minutes. Rahm/MOVED, James/SECONDED. MOTION CARRIED UNANIMOUSLY.*

6. Reports

- a. Executive Director

Executive Director Martinez discussed the effect of the COVID-19 pandemic on day to



day operations. Several productions were canceled or postponed. Producers are working from home with access to the office when necessary. SWCTC continues to record and broadcast city meetings. SWCTC is also available for any live video or emergency video requests from the cities.

Martinez is conducting open forums for MACTA membership and non-membership to reach out to everybody that works in the PEG and community media world in Minnesota. The purpose of the forums are to share ideas and technical support for conducting virtual meetings. The calls have been well received and have been a great help to smaller cities.

Martinez and staff are trying to figure out how to help the larger community while working from home, in particular any technical support they can provide in conducting virtual meetings.

Finally, Martinez participated in a webinar on open meeting laws provided by Mike Bradley with a particular focus on how to conduct virtual meetings while following open meeting laws.

b. Legal

Attorney Bradley gave an update on three topics.

1. Comcast Franchise Fee Review: Attorney Bradley met with representatives from Comcast. Comcast is going to put together a written proposal and then they will meet again.
  2. Stay of FCC Order: The Sixth Circuit denied the local governments request for a stay of the FCC order. The court requested local governments to work with the FCC to create a briefing schedule, which they are currently in the process of doing. Oral arguments likely won't occur until fourth quarter 2020, with a final decision by the court sometime in 2021.
  3. Cable Renewal: Touched base with the City of Woodbury and have been given the go ahead to move forward to reach out to Comcast.
7. Unfinished Business
- a. Office Lease

Executive Director Martinez provided an update regarding the office lease process. They received a bid from the property in Woodbury in Wooddale. The bid came in at \$475,000 for a five year renewal. The renewal at the current location, Sumerhill, was at \$584,000 for a five year renewal. Build out costs at Wooddale would be \$203,000, while at Summerhill they would be \$153,000. They went back to Wooddale because they needed to add a clause allowing for early termination. Wooddale agreed to this, but also increased their bid amount. There have been discussions with Summerhill about a possible reduction in their bid. Martinez is waiting to hear back from Summerhill.





The action to be presented to the full commission is not a recommendation at this time, but to receive the counter from Summerhill and inquire about an extension.

8. New Business
  - a. Pandemic plan
    - i. Creating committees

Executive Director Martinez would like to create several small committees to work on projects including the franchise renewal, the strategic plan, and human resources. If approved, Martinez will present it at the next commission meeting and ask for volunteers to serve on any given committee. The committees will consist of two commission directors, Martinez, and a staff representative as needed.

After discussion, it was decided there is a need for two committees: strategic planning and human resources.

9. Commission Comments and Requests

Commissioner James discussed the need to figure out how to webcast future council meetings. He postulated that webcasting options should maybe be a permanent part of the meetings even after the pandemic to encourage greater community participation.

10. Adjournment

*MOTION 03.26.20..3. to adjourn at 8:44 p.m. James/MOVED, Bluhm/SECONDED.  
MOTION CARRIED UNANIMOUSLY.*

3:10 PM

## South Washington County Telecommunications Commission

04/17/20

## Checks Written - Non-Payroll

Accrual Basis

As of March 31, 2020

Type	Date	Num	Name	Amount
<b>Cash and Investments</b>				
<b>1010 - US Bank Checking</b>				
Check	02/03/2020	EFT	Chase	-9,139.96
Check	02/03/2020	EFT	Capital One, F.S.B.	-2,389.13
Bill Pmt -Check	02/03/2020	24896	Laurie Reineke	-150.00
Bill Pmt -Check	02/06/2020	24902	AVI Systems	-6,825.00
Bill Pmt -Check	02/06/2020	24903	B. H. VIDEO	-856.89
Bill Pmt -Check	02/06/2020	24904	TBS Office Automations	-32.14
Bill Pmt -Check	02/06/2020	24905	TIAA Commercial Finance, Inc.	-1,023.90
Bill Pmt -Check	02/06/2020	24906	Comcast 2	-99.95
Bill Pmt -Check	02/06/2020	24907	CineQuipt	-74.81
Bill Pmt -Check	02/06/2020	24909	Park Grove Electric, Inc.	-247.50
Bill Pmt -Check	02/12/2020	24914	MEDICA	-5,112.74
Bill Pmt -Check	02/19/2020	24912	MACTA	-2,625.00
Bill Pmt -Check	02/19/2020	24913	MAGC	-240.00
Bill Pmt -Check	02/24/2020	24918	Bradley Law, LLC	-7,487.50
Bill Pmt -Check	02/27/2020	24922	Andrea Date	-50.00
Bill Pmt -Check	02/27/2020	24923	Brian Bluhm	-50.00
Bill Pmt -Check	02/27/2020	24924	Dave Thiede	-50.00
Bill Pmt -Check	02/27/2020	24925	Jerry Taube	-50.00
Bill Pmt -Check	02/27/2020	24926	Laurie Reineke	-150.00
Bill Pmt -Check	02/27/2020	24927	Paul Dieffenbach	-50.00
Bill Pmt -Check	02/27/2020	24928	Randy Olson	-50.00
Bill Pmt -Check	02/27/2020	24929	Robert James	-50.00
Bill Pmt -Check	02/27/2020	24930	Tom Ingemann	-50.00
Bill Pmt -Check	02/27/2020	24931	Tracy Rahm	-50.00
Bill Pmt -Check	03/01/2020	24910	Laurie Reineke	-150.00
Bill Pmt -Check	03/01/2020	24911	Summerhill II	-16,531.60
Check	03/02/2020	EFT	US Bank	300,000.00
Check	03/06/2020	EFT	Chase	-1,393.98
Check	03/06/2020	EFT	Capital One, F.S.B.	-723.96
Bill Pmt -Check	03/06/2020	24932	AVI Systems	-11,254.68
Bill Pmt -Check	03/06/2020	24932	CenturyLink (V)	-176.96
Bill Pmt -Check	03/06/2020	24933	Leaf	-26.44
Bill Pmt -Check	03/06/2020	24934	Neofunds by Neopost	-13.80
Bill Pmt -Check	03/06/2020	24935	Premium Waters	-88.68
Bill Pmt -Check	03/06/2020	24936	TIAA Commercial Finance, Inc.	-467.57
Bill Pmt -Check	03/06/2020	24937	To The Penny Bookkeeping, Inc.	-631.53
Bill Pmt -Check	03/06/2020	24938	US Bank Equipment Finance	-133.28
Bill Pmt -Check	03/06/2020	24939	Alaina Myers (Reimbursement)	-2,989.02
Bill Pmt -Check	03/06/2020	24940	Brian Schmidt (Reimbursement)	-3,640.50
Bill Pmt -Check	03/06/2020	24941	Lonnie Garland (Reimbursement)	-138.56
Bill Pmt -Check	03/06/2020	24942	CTN Studios	-6,000.00
Bill Pmt -Check	03/12/2020	24943	Alaina Myers (Reimbursement)	-32.15
Bill Pmt -Check	03/12/2020	24944	AT&T Mobility	-1,561.14
Bill Pmt -Check	03/12/2020	24945	CenturyLink (V)	-177.71
Bill Pmt -Check	03/12/2020	24946	Comcast 2	-205.92
Bill Pmt -Check	03/12/2020	24947	Justin Atkinson (Reimbursement)	-158.67
Bill Pmt -Check	03/12/2020	24948	Justin Olsen	-50.00
Bill Pmt -Check	03/12/2020	24949	Park Grove Electric, Inc.	-130.00
Bill Pmt -Check	03/12/2020	24950	Patrick Downs	-50.00
Bill Pmt -Check	03/12/2020	24951	Premium Waters	-74.38
Bill Pmt -Check	03/12/2020	24952	Xcel Energy	-899.69
Bill Pmt -Check	03/17/2020	24953	AT&T Mobility	-711.29
Bill Pmt -Check	03/17/2020	24954	AVI Systems	-2,030.00
Bill Pmt -Check	03/17/2020	24955	B. H. VIDEO	-149.00
Bill Pmt -Check	03/17/2020	24956	Laurie Reineke	-150.00
Bill Pmt -Check	03/17/2020	24957	Xcel Energy	-865.83
Bill Pmt -Check	03/20/2020	24960	Summerhill II	-7,958.28
Bill Pmt -Check	03/26/2020	24961	CineQuipt	-466.90
Bill Pmt -Check	03/26/2020	24962	Comcast 2	-205.92
Bill Pmt -Check	03/26/2020	24963	Cyber Advisors Inc.	-1,006.25
Bill Pmt -Check	03/26/2020	24964	Jeffrey M. Fischer	-800.00
Bill Pmt -Check	03/26/2020	24965	Lake 3 Sound, LLC	-950.00
Bill Pmt -Check	03/26/2020	24966	Laurie Reineke	-225.00
Bill Pmt -Check	03/26/2020	24967	MEDICA	-5,112.74
Bill Pmt -Check	03/26/2020	24968	CenturyLink (V)	-1,013.04
Bill Pmt -Check	03/26/2020	24969	TBS Office Automations	-503.72

3:10 PM

South Washington County Telecommunications Commission

04/17/20

Checks Written - Non-Payroll

Accrual Basis

As of March 31, 2020

Type	Date	Num	Name	Amount
Bill Pmt -Check	03/27/2020	24970	Andrea Date	-50.00
Bill Pmt -Check	03/27/2020	24971	Brian Bluhm	-50.00
Bill Pmt -Check	03/27/2020	24972	Dave Thiede	-50.00
Bill Pmt -Check	03/27/2020	24973	Lonnie Garland (Reimbursement)	-134.55
Bill Pmt -Check	03/27/2020	24974	Randy Olson	-50.00
Bill Pmt -Check	03/27/2020	24975	Robert James	-50.00
Bill Pmt -Check	03/27/2020	24976	Tracy Rahm	-50.00
Check	03/30/2020	EFT	Chase	-3,667.45
Check	03/30/2020	EFT	Capital One, F.S.B.	-796.14
Total 1010 - US Bank Checking				188,349.15
Total Cash and Investments				188,349.15
<b>TOTAL</b>				<b>188,349.15</b>



## ADMINISTRATIVE REPORT APRIL 2020

### TAKEAWAYS FROM MARCH 26 EXEC AND FOLLOW-UP

Recommendation to form Strategic Planning and Human Resource Committees

- Work will be organized by the Executive Director
- Committees will make recommendations to the Executive Committee
  - Strategic Planning Priorities
    - Maintain excellent working relationships with Commission member cities
    - Community engagement and branding
    - Cable Franchise Renewal
    - Diversify revenue opportunities i.e. work for hire and other
  - Human Resource Priorities
    - Benefits plan review and recommendation
    - Organizational structure, talent management, and compensation

Office lease recommendation for one year extension due to COVID-19 pandemic and economic outlook

Financial Audit with Harrington Langer & Associates rescheduled for May 13 due to COVID-19 virus

### 2020 COMMISSION GOALS AND STRATEGIC PLANNING

#### CAPITAL PROJECTS

- Q1
  - Woodbury - Valley Creek Room at Central Park **(COMPLETED)**
- Q2
  - Cottage Grove Public Works
  - Cottage Grove Minnesota Conference Room
  - Combined Virtual Meeting Upgrades
- Q3
  - Woodbury - Public Safety EOC (TBD)
  - Commission office remodel (on hold pending lease)
    - Additional storage server and automated delivery systems
    - Audio, Video, and Lighting tools (as needed)
- Q4
  - Newport Council Chambers Project Design

## ONGOING 2018-2020

- Comcast/CenturyLink Franchise Renewal
  - Received renewal letter from Comcast 4/13/18
  - Resolution 20180413 beginning formal renewal proceedings adopted 5/24/18
  - Comcast fee audit with Ashpaugh & Sculco 6/6/18
    - Initial findings 9/30
  - CenturyLink - A franchise exit plan is being considered
    - CL fee audit completed 9/30
  - Mark to set up meetings with each city
    - Initial member city franchise meetings completed 9/16
  - Draft franchise completed in October
  - Executive Committee continues plan 10/24
  - **Ok'd to proceed amid Fee audit and 621 Order 2/17/20**
- ROV formula 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
- Annual Policy and Procedure Updates
  - Budget and reserve funding level policy proposed for 2020
- Organizational Structure and Compensation (Continue in 2020)
  - Q2 - Revision of staff job descriptions
  - Q2 - Compensation analysis
  - **Human Resource Committee 4/23/20 TBD**
- Strategic Planning/Rebranding/Diversified Revenue (ONGOING)
  - Q1 prototype logo design development
  - Q2 website update
  - Q2 Production Services official launch
  - New SWCTC logo designed 4/25
  - Facilitated discussion re: branding 6/27
  - Executive Committee asks for strategic planning consultant estimate 6/27
  - Met with Aurora Consulting 9/20
  - Commission meeting with Aurora 12/5/19
  - Commission SWOT/GAPS meeting 1/16/20
  - GAPS Consolidation 2/27/20
  - **Strategic Planning Committee 4/23/20 TBD**
- 2020 Lease Plan
  - Q2 office relocation feasibility (Ongoing)
    - Looking at a couple scenarios and will report in October
    - Finalizing feasibility report 12/5
  - **Recommendation to Commission 4/23/20**
- Broadband Grant feasibility for Grey Cloud Island Township (Continue in 2020)
  - Q2-Q3
  - Broadband grant application pushed back to 2020 8/22
  - [Application window for 2020 has not been set 4/23/2020](#)

## **STAFF**

Issues related to COVID-19 pandemic:

March 18: Staff begins working from home. SWCTC considered essential workers under Communications and Information Technology. Staff working with member cities to produce content while Executive Order is in place

March 23: [#dailypositivity](#) hashtag was started on [Facebook](#)

May 4: Stay At Home order currently in place until May 4

## **MACTA/LEGISLATIVE UPDATE**

March 12: Legislative/Public Policy Committee - Advocating Protecting Community Television Act

March 16: MACTA COVID-19 Open Forum

March 18: MACTA Conference Committee - Conference postponed until Fall 2020

March 19: MACTA COVID-19 Open Forum

March 25: MACTA Board Meeting

March 31: MACTA COVID-19 Open Forum

April 9: Legislative/Public Policy Committee -Advocating Protecting Community Television Act

April 14: MACTA Board Meeting

**April 20, 2020**

**To:** Mark Martinez, Executive Director  
**From:** Ann Schweisguth, Operations Manager  
**Subject:** Operations Update March – April

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On March 18 operations moved from the Commission office to remote work from home due to COVID-19. Communication with city staff and officials continued and several videos have been created in our temporary work environments. Thanks to online video conferencing, cell phones, and technology staff has been in contact often and continues to produce focused and beneficial content. Staff is also taking advantage of several online professional development learning opportunities including drone certification, technical skills and storytelling. SWCTC social media sites are also staying active with daily posts.

Staff will continue to explore ways to provide video communications for the member cities as we all navigate the current situation.

In March and April 31 productions were completed.

**Woodbury**

Dave Black: HealthEast Sports Center Manager  
Rec Zone  
Dollar Hobbyz Ribbon Cutting  
Public Works Tour  
Around Town with Emma – Summer Recreation  
Parks and Recreation promotional video  
Code Red Promo  
2020 Road Rehab virtual presentation with City Engineer Mike Hejna  
Mayor's Memo  
Woodbury Works: Hydrant Flushing  
Temporary Water Treatment Update with Jim Westerman  
Emerald Ash Borer promos  
Water Restriction promo  
The Scoop  
Election Judges promo

**Cottage Grove**

Snowshoeing at River Oaks  
Mayor's Moment April 2  
Mayor's Moment April 9  
Mayor's Moment April 16

Mayor's Moment April 23

COVID-19 Updates from the Directors

COVID-19 LIVE discussion with city/county/state officials

COVID-19 Virtual interview with Mayor Bailey, Zac Dockter and Ryan Burfeind

COVID-19 Virtual interview with Mayor Bailey, Christine Costello, Rick Redenius

In A Snap

Volunteer Video

Star Wars Work from Home

Police hair skit

**Other**

District 53 and 54 state representatives studio updates. (six people recorded prior to COVID-19)

COVID-19 virtual interview Minnesota District 53

COVID-19 virtual interview Minnesota District 54

COVID-19 virtual interview Cottage Grove Chamber of Commerce



**April 20, 2020**

**To:** Mark Martinez, Executive Director  
**From:** Lonnie Garland, Master Control  
**Subject:** Technical Support Update March – April

### **Current Projects**

Cottage Grove Public Works A/V upgrade. Bid award went to Z Systems. All Equipment has been ordered. Install Date is April 30 - May 2. All new monitors and video conferencing system in the Main Conference Room. Repurposed two monitors for smaller rooms. Break Room/Training Room will receive two new monitors for training and one new monitor for the Street Department to view maps.

Cottage Grove- Minnesota Conference Room in the Police Department will be updated in the same time frame as Public Works. With one new monitor and video conferencing system. Z Systems is also doing this install.

### **Equipment Issues**

With COVID 19 meetings became a Hybrid of meetings. Combining live with remote attendees. This presented some audio issues at Woodbury, Cottage Grove and Newport. Working with the cities IT Department we found workarounds for fixing the audio issues and making sure that all meetings went on as scheduled. I did get a quote on making the cities of Woodbury and Cottage Grove able to do Hybrid meetings by using existing equipment with addition of a few components and some reprogramming of current equipment. The current systems would be able to combine live and remote occupants without any audio or video issues. The cost was \$6,200 per city. Roughly \$12,500 to do both.

I have had some power supply issues with gear at Master Control. Working on finding replacements. System is still operational

Woodbury Broadcast Pix switcher is having communication issues with the computer. System is still functioning and I have been in contact with Broadcast Pix to resolve the issue.

### **Master Control**

Training Amanda Webster a PT Cable Caster to do some of the daily scheduling and jump points of meetings. We have set her up with remote access to work from home. She has trained twice, I'm confident that after a few more training sessions she will be able to handle these duties with little to no supervision.

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Office lease

SWCTC has received all lease offers from both the Wooddale property in Woodbury and current property management Summerhill in Cottage Grove. Summerhill also included a proposal for their Summerhill Pro Building (SPB) just north of the current location. **The committee expressed the non-negotiable requirement for both parties to include an “early termination clause” that must be included in any new agreement.**

	<i>2042 Wooddale -revised</i>	<i>2042 Wooddale -revised</i>	<i>Summerhill -current w/ upgrade</i>	<i>Summerhill Pro Bldg</i>
5 yr cost	\$ 524,937.30	\$ 487,000.04	\$ 572,882.64	\$ 471,887.78
				<i>renovation cost est.</i>
renovate	\$203,124.84	\$203,124.84	\$ 152,473.00	\$ 192,120.00
allowance	\$105,000.00	\$122,000.00	\$ 52,545.00	\$ 192,120.00
initial invest	\$116,133.84	\$81,124.84	\$ 99,928.00	\$ -
Fiber buildout	\$14,509.00	\$14,509.00	\$ -	?
Moving Co	\$3,500.00	\$3,500.00	\$ 2,800.00	\$ 3,500.00
TOTAL SWCTC invest	\$116,133.84	\$99,133.84	\$ 102,728.00	\$ 3,500.00
SqFt	3500	3500	3503	3202
Rent	\$ 22.00	\$ 21.00	\$ 25.79	\$ 17.88
Operating	<i>inc</i>	<i>inc</i>	\$ -	\$ 6.43
Tax	<i>inc</i>	<i>inc</i>	\$ -	\$ 3.60
Total Monthly	\$ 22.00	\$ 21.00	\$ 25.79	\$ 27.91
		<i>7yr commit - 5yrs shown</i>		<i>7yr commit - 5yrs shown</i>

*A lot depends on the cost to build out the SPB. Not sure of fiber buildout for SPB.*

*Shall we see what a real cost for reno in the SPB spot would be?*

*With the virus and uncertainty around the renewal with Comcast I might be leaning toward a one year lease extension where we are.*

**Recommended Action:** The Executive Committee will recommend that the Commission negotiate a one year lease extension at the current location amid the COVID-19 pandemic and Governor Walz order.

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Committee plan

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Executive Director Martinez recommends the formation of Strategic Planning and Human Resource committees to supplement Commission work in these key strategic areas. The committees will consist of two Commission Directors, the Executive Director, and a Commission staff representative or member city representative when necessary.

- Strategic Planning Priorities
  - Maintain excellent working relationships with Commission member cities
  - Community engagement and branding
  - Cable Franchise Renewal
  - Diversify revenue opportunities i.e. work for hire
  - Others as identified in GAPS analysis
- Human Resource Priorities
  - Benefit plan review and recommendation
  - Organizational structure, talent management, and compensation

Executive Director Martinez's goal in the creation of these committees is to build greater consensus in key areas of the strategic plan as the Commission carries out its work plan for 2020.

The Commission is able to create committees as stated in the bylaws:

*Article 9 Committees Section 1. Committee Creation. The Commission may create such committees, standing or special, as it deems necessary. Committees shall consist of as many members and perform such duties, as the Commission may require.*

**Recommended Action:** The Executive Committee recommends the formation of a Strategic Planning and Human Resource two committee for 2020. These committees will consist of two members of the Commission, the Executive Director, and an additional staff member or member city representative when necessary. The work will be organized by the Executive Director and the committees will provide recommendations to the Executive Committee.