



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
Regular Commission Meeting
JANUARY 27, 2022 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/89644019605>

Meeting ID: 896 4401 9605

+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. October Regular and December Executive Commission Meeting Minutes
 - b. November/December Checks Written Report (Non-Payroll)
 - c. 2022 Designations
 - d. 2022 Meeting Schedule
6. Reports
 - a. Executive Director
 - b. Treasurer - Q4 update
 - c. Legal
7. Unfinished Business
 - a. Officer elections
8. New Business
 - a. 2021 Return to Cities draft
9. Commission Comments and Requests
10. Adjournment



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
OCTOBER 28, 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
Tom Ingemann
Justin Olsen
Patrick Downs
Randy Olson

Also, Present: Mark Martinez, SWCTC Administrator
Ann Schweisguth, Operations Manager
Lonnie Garland, Technical Manager
Janel Butte, Staff member
Tou Xiong, Bradley Law

3. Approval of Agenda

*MOTION 10.28.21.1 to approve the agenda. Bluhm/MOVED, Ingemann/SECONDED.
MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

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

*MOTION 10.28.21.2. to approve the Consent Agenda. Olsen/MOVED,
Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.*



6. Reports

a. Executive Director

Executive Director Martinez reported on the annual MACTA conference held on October 19, 2021. There were over 100 participants, with half participating virtually. As MACTA president, Martinez was responsible for increasing sponsorship participation, which he did by bringing in new sponsors such as ASI. The sponsorships raised \$1,500 and the funds will be used towards legislative and lobbying efforts. The main goal of these efforts is to ensure local control of the municipal's right of way. Governor Walz provided a conference welcome for the second year in a row. Tane Danger was the keynote speaker. Staff members Brian Schmidt, Alaina Meyers, and Lonnie Garland participated in the planning of the conference and with event panels.

The Strategic Planning Committee met September 30. The meeting was with the committee and staff. The feedback from the committee was that staff are on the right track. There are new members on the committee, so Martinez would like to hold one more meeting with the new members after they've had time to more thoroughly review the plan.

Q3 revenue is complete and the forecast indicates there will be a revenue excess of \$100,000-\$125,000. That number does not include the additional \$80,000 received in the Comcast settlement for underpayment.

Operations Manager Ann Schweisguth previewed a new video series that will be released the week of November 1. It's called "Connecting the East Metro: Gold Line." It was a collaborative project with Washington County, City of Woodbury, and City of Oakdale with some assistance by Metro Transit. The purpose of the series is to provide information on the future BRT bus route that will take riders from Woodbury to St. Paul. The host of the series is Tane Danger. There will be five videos in the series.

SWCTC won an Emmy at the Upper Midwest Regional Emmy awards gala. The Emmy was for the water documentary, "Water: The Oil of Our Century." It won in the short or long form content category.

SWCTC also won three NATOA awards. An Award of Excellence for "Water: The Oil of Our Century." An Award of Excellence for "There's No Stopping the Washington County Library." An Award of Honor for "Stay a Lee Vague Apart."

Lonnie Garland, Technical Manager, reported that he and Damien Price have been working on fixing small technical issues. For example, Price adjusted the mics at Eagle Valley. They've been working with receiving 98" monitors that were damaged during shipping and returning them for undamaged monitors. With the supply chain issues, this process is taking longer than normal. The Central Fire training room is being updated with new cameras and new ceiling microphones. That project is at a standstill as a piece of equipment is on backorder. It will hopefully arrive in December. This will complete the project and allow the room to be used for remote training, video conferencing, etc. Garland reported the playback system is at end of life. Currently waiting for bids on a new playback system. The new system will allow a program to be played live and via streaming at the same time. The new system will also have closed captioning. The EOC room was upgraded from a large screen and projector to four 75" tv screens, with speakers on the side and bottom, and a camera. The system can be used as one large image using the four screens, or four smaller images, one on each screen.



Chairman James had questions about the difference between MACTA, NATOA, and ACM and Executive Director Martinez's involvement in each of them. They are all very similar organizations. MACTA is a chapter of NATOA. NATOA focuses on national/federal legislative issues and MACTA focuses on Minnesota legislative issues. ACM (Alliance for Community Media) has regional chapters and a national organization. NATOA's main focus is on telecommunications policy and wireless and cellular policy. ACM's main focus is on public, educational, and government channel programming. Martinez was elected to the ACM National Board for 2022. Martinez is currently president of MACTA with his term ending this year.

b. Treasurer - Q3 update sans income

As long as everything stays the same, Executive Director Martinez expects to exceed revenue for 2021.

c. Legal

Attorney Xiong provided an update on the Sixth Circuit Court of Appeals Eugene, Oregon vs FCC. November 1 is the deadline to file appeals on the Sixth Circuit Court of Appeals decision. Advising clients not to file a petition, but will write a letter of support to a petition if filed. If a petition is filed, Bradley Law will work on a brief in support of other local governments and their efforts in this Sixth Circuit Court case.

There are several state suits alleging streaming services should be paying franchise fees. No decisions have been made in any of those cases.

7. Unfinished Business

a. 2022 Budget - final **(action item)**

i. Capital Projects and Payroll

Capital investments being proposed for next year will be approximately \$500,000. This is the historical average.

Commissioner Olsen had a question about SWCTC's role in assisting Grey Cloud Island Township in getting cable/internet access. Executive Director Martinez stated part of the franchise agreement with Comcast is for Comcast to be able to build out throughout SWCTC communities. The Commission can decide to invest in that reinforcement if they choose. The Commission would need to meet with Grey Cloud Township and help them apply for the state broadband grant. The grant would be for up to 50% of the proposed estimate provided by Comcast. Comcast is not currently interested in building out into Grey Cloud as there is no return on investment. The grant program provides incentive for Comcast to build out into more remote areas such as Grey Cloud. SWCTC could use reserve funds to put towards the project as well.

Commissioner Olsen also asked about possible increases in educational programming. Executive Director Martinez noted he is in discussions with local schools and districts to develop partnerships with them and SWCTC. Several ideas that have been discussed include summer programming and cable channel content.

Payroll expenses will increase by less than 1%. The increase includes a 2.98% wages increase.



Revenue expectations had been cut by 10% in 2020. In 2021, revenue expectations were increased by 5%. In 2022, revenue expectations will increase by another 5%.

ii. Community Voices Grant

SWCTC is piloting a new grant program to assist in the production of a film for an applicant who is a resident of a member city, 21 years or older, and has a story that will make a positive impact on the community.

There was a question if there could be an opportunity for the finalists who don't win to observe different aspects of creating a production. Executive Director Martinez said that is certainly something the staff can take into consideration.

iii. Educational Programming

There is no request for funds at this time, but in the summer there may be an ask based on research done by Executive Director Martinez. SWCTC has ideals, but they need time to meet with community partners to make sure they are on the right track.

Commissioner Olsen asked if the budget needed to be approved now or if it could be approved at the December meeting to allow time for research and possible changes on the educational programming and Grey Cloud township discussions. Executive Director Martinez responded that the by-laws state the budget is to be approved at the October meeting, but the Commission can decide to change the approval to December. Treasurer Date recommended passing the budget in October as scheduled and then look at doing a budget amendment, which can be done at any time. The executive committee will meet in December to discuss the topics presented at the October Commission meeting. The executive committee will bring their findings and recommendations to the next Commission meeting in January.

MOTION 10.28.21.3. to approve the 2022 budget. Olsen/MOVED, Bluhm/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business

a. Selection of 2022 officer nominating committee

Three volunteers are needed for the nominating committee. The committee asks current officers if they are interested in continuing in their current roles and asks if any other commissioners are interested in being considered for one of the positions.

The 2022 nominating committee will consist of Commissioner Rahm, Commissioner Bluhm, and Commissioner Downs.

9. Commission Comments and Requests

None

10. Adjournment



MOTION 10.28.21.4 Motion to adjourn at 8:09. Ingemann/MOVED, Bluhm/SECONDED.
MOTION CARRIED UNANIMOUSLY.



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

December 2, 2021
Executive Committee Meeting Minutes

A G E N D A

1. Call to Order

Chair Rob James called the meeting to order at 5:00 pm in the City of Woodbury Ash Conference Room and via Zoom.

2. Roll Call

Rob James
Brian Bluhm
Andrea Date
Tracy Rahm

Also, Present:

Mark Martinez, SWCTC Administrator
Tom Ingemann
Dan Ohmann
Dave Thiede
Cheryl McColley, Grey Cloud Township Town Clerk
Mike Bradley, Bradley Law

3. Approval of Agenda

*MOTION 12.2.21.1 to approve the agenda. Bluhm/MOVED, Date/SECONDED.
MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None

5. Consent Agenda

- a. September Executive and October Regular Meeting Minutes
- b. October Checks Written report (Non-Payroll)

*MOTION 12.2.21.2 to approve the consent agenda Bluhm/MOVED, Rahm/SECONDED.
MOTION CARRIED UNANIMOUSLY.*

6. Reports



a. Executive Director

Executive Director Martinez reported that the capital projects at the Cottage Grove Central Fire and Commission office are continuing. The Commission office infrastructure, network cabling, firewall, and new switch are complete. Conference room technology and cosmetic updates and website development are in progress.

The extension of the current franchise agreement ends in April 2022.

The Strategic Planning Committee was scheduled to meet, but had to cancel. As the plan is very close to completion, Martinez will finalize the plan and submit it for review. The goal is to approve it in mid-January.

The Human Resources Committee has one open position, but waiting on the strategic plan to determine the position description and responsibilities. The first draft of the flexible workplace is being presented tonight. This policy is based on a staff request.

The Technology Committee will meet to discuss technology infrastructure and review capital projects.

Financial policies are being reviewed tonight.

Martinez was elected to serve a third two-year term on the MACTA board.

The financial audit will begin soon. It will be completed by Harrington Langer & Associates.

Martinez attended his first ACM National Board meeting as a board member in November.

b. Legal

Attorney Bradley reported that the Commission filed a notice to the Supreme Court supporting the petition to review the 6th Circuit Court order relating specifically and only on whether or not cities are preempted by the federal cable act from charging right of way fees on cable services provided over cable systems i.e. internet provided over a cable system Franchise fees are not part of this petition. The Supreme Court will approve or deny the petition by the end of February.

Bradley recommended the Commission provide input to MACTA on the Commission priorities for MACTA to consider pursuing as an organization. For example, MACTA is looking at possibly supporting legislation that would fund access media like government access channels in an additional way other than cable franchise fees or PEG fees. MACTA is also looking at supplementing lost income cities are seeing from the decline in cable franchise fees.

Bradley had something come across his desk from another client that the Commission might want to consider creating a policy. The issue was a name change by a transgender person who has not yet completed the legal name change process. Bradley suggests a policy of how the Commission would approach a similar situation from an operational perspective - payroll, business cards, etc.

Bradley noted several executive directors have left/are leaving in commissions in the surrounding area. The Ramsey-Washington directorship is open. The North Suburban executive director just announced they are leaving at the end of the year. The Northwest Suburbs cable commission executive director is retiring in April. Discussion ensued on the idea of merging with another commission.



c. Officer Nominating Committee

The Nominating committee has received a slate of candidates. The slate is the current officers in those positions. The slate will be voted on in January.

The committee recommends changing the nomination process from occurring every year to every two years. This would be a by-law change. This change will be discussed and voted on at the January Commission meeting.

7. Unfinished Business

a. Proposed 2022 Budget Amendments

i. Grey Cloud Island Township Cable/Broadband Matching Grant

Grey Cloud Island Town Clerk McColley reported on the broadband project in Grey Cloud Island Township. The estimate from Comcast is for \$110,000. The township applied for and were approved for ARPA funding. They have received the first installment of \$16,392. A second installment in the same amount is expected 12 months from the first installment. Washington County has \$2 million available for broadband access. The county is currently planning on providing half of the funding for the Grey Cloud Island Township project.

The quote from Comcast is a year old. Comcast is going to reassess and provide an updated quote.

For now, the Commission is tabling providing any funding until Comcast has updated the quote and all grant opportunities have been exhausted.

ii. Educational Programming

The staff suggested adding \$10,000 to the budget to provide workstations and learning tools for a program for students in the area. However, Martinez needs to do more research as to what the needs of the schools are and how SWCTC can create programming that supports those needs. He expects to have a more detailed proposal the middle of 2022.

b. Financial Policies Audit

There are several policies to review:

Reserve Policy – The policy does not address what should be done if the reserve is under funded or has an excess of funds. It was recommended to write into the policy that excess funds would go back to the cities. Discussion ensued regarding this change. The committee is recommending the Commission add an amendment to the Reserve Policy that excess reserve funds will be returned to the cities.

Administrative Spending Policy – The policy was created in 2008 and has had no updates. Martinez is updating the formatting. It was recommended to increase the spending limit from \$5,000 to \$20,000 and to change the approval rules from one executive committee member to majority of executive approval.



Credit Card Policy – The committee needs to write into the policy what they want to do with the points/benefits that accrue with the use of the credit cards. Possible ideas include using the points for capital projects, cash back to put toward operational expenses, or specific projects.

Legal Council Policy – The policy needs to be completely re-done. Questions to consider: Cost-benefit analysis of continuing billing on an hourly rate versus setting up a retainer. An RFP should be done every 'x' number of years to ensure receiving legal services that are competitive and fulfilling the Commission's needs.

Meeting Compensation Policy – The wording and templated need to be changed to be in line with other policies. Discussion ensued on whether or not to increase the per diem. The committee decided to keep the current per diem of \$50.00.

c. Flexible Workplace Policy

Staff requested a policy that addressed permanently changing work schedules or remote work options. Martinez created a policy based on the City of Woodbury policy. The committee recommended several changes. Martinez will revise the policy based on the recommendations and bring it to the committee for approval at the next meeting.

8. New Business

a. Commission Scope of Services

i. Donation Requests

A recent request brought up the question of possibly needing to create a donation policy. The policy would address what sort of projects the Commission would consider, maximum donation amount, how requests would be received and considered, etc. The committee agreed a policy would be helpful, but is not a top priority. In the meantime, SWCTC staff can provide consulting services and bring any projects to the Commission to consider on a case-by-case basis.

9. Commission Comments and Requests

None

10. Adjournment

*MOTION 12.2.21.3 to adjourn at 7:18 pm Bluhm/MOVED, Date/SECONDED.
MOTION CARRIED UNANIMOUSLY.*

South Washington County Telecommunications Commission

01/24/22

Checks Written - Non-Payroll

As of December 31, 2021

Accrual Basis

| Type | Date | Num | Name | Amount |
|--------------------------------|------------|-------|--|--------------------|
| Cash and Investments | | | | |
| 1010 - US Bank Checking | | | | |
| Bill Pmt - Check | 11/02/2021 | 25581 | Ann Schweisguth (Reimbursement) | -38.11 |
| Bill Pmt - Check | 11/02/2021 | 25582 | Andrea Date | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25583 | AVI Systems | -755.00 |
| Bill Pmt - Check | 11/02/2021 | 25584 | B. H. VIDEO | -2,232.25 |
| Bill Pmt - Check | 11/02/2021 | 25585 | Bob McSherry (Reimbursement) | -221.76 |
| Bill Pmt - Check | 11/02/2021 | 25586 | Brian Bluhm | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25587 | CenturyLink (V) | -1,014.28 |
| Bill Pmt - Check | 11/02/2021 | 25588 | Comcast 2 | -205.87 |
| Bill Pmt - Check | 11/02/2021 | 25589 | Justin Olsen | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25590 | Laurie Reineke | -150.00 |
| Bill Pmt - Check | 11/02/2021 | 25591 | Patrick Downs | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25592 | Randy Olson | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25593 | Robert James | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25594 | Tom Ingemann | -50.00 |
| Bill Pmt - Check | 11/02/2021 | 25595 | Tracy Rahm | -50.00 |
| Bill Pmt - Check | 11/04/2021 | 25596 | Alaina Myers (Reimbursement) | -249.99 |
| Bill Pmt - Check | 11/04/2021 | 25597 | TBS Office Automations | -279.98 |
| Bill Pmt - Check | 11/04/2021 | 25598 | AT&T Mobility | -581.07 |
| Bill Pmt - Check | 11/04/2021 | 25599 | CenturyLink (V) | -507.14 |
| Bill Pmt - Check | 11/04/2021 | 25600 | Cottage Grove Area Chamber of Commerce | -285.00 |
| Bill Pmt - Check | 11/04/2021 | 25601 | Electro Watchman, Inc. | -128.85 |
| Bill Pmt - Check | 11/04/2021 | 25602 | Summerhill II | -8,075.29 |
| Bill Pmt - Check | 11/04/2021 | 25603 | TBS Office Automations | -139.99 |
| Bill Pmt - Check | 11/04/2021 | 25604 | Xcel Energy | -1,099.89 |
| Bill Pmt - Check | 11/04/2021 | 25605 | Comcast 2 | -205.91 |
| Bill Pmt - Check | 11/04/2021 | 25606 | Guardian | -2,884.46 |
| Bill Pmt - Check | 11/04/2021 | 25607 | Bradley Law, LLC | -8,862.50 |
| Bill Pmt - Check | 11/04/2021 | 25608 | To The Penny Bookkeeping, Inc. | -218.50 |
| Check | 11/04/2021 | EFT | Chase | -9,131.69 |
| Check | 11/04/2021 | EFT | Capital One, F.S.B. | -1,155.99 |
| Bill Pmt - Check | 11/10/2021 | 25609 | Sahr Andrew Moivo Brima | -500.00 |
| Bill Pmt - Check | 11/10/2021 | 25610 | TIAA Commercial Finance, Inc. | -979.52 |
| Check | 11/10/2021 | EFT | MEDICA | -5,465.84 |
| Bill Pmt - Check | 11/17/2021 | 25611 | AT&T Mobility | -1,160.28 |
| Bill Pmt - Check | 11/17/2021 | 25612 | David E. Palm | -1,127.00 |
| Bill Pmt - Check | 11/17/2021 | 25613 | Doug Wightman | -433.34 |
| Bill Pmt - Check | 11/17/2021 | 25614 | Laurie Reineke | -150.00 |
| Bill Pmt - Check | 11/17/2021 | 25615 | Premium Waters | -88.87 |
| Bill Pmt - Check | 11/17/2021 | 25616 | Richard Mann Jr. | -60.00 |
| Bill Pmt - Check | 11/17/2021 | 25617 | The Journal | -55.00 |
| Bill Pmt - Check | 11/17/2021 | 25618 | Xcel Energy | -971.51 |
| Bill Pmt - Check | 11/19/2021 | 25620 | Mary Braun | -265.00 |
| Bill Pmt - Check | 11/30/2021 | 25621 | B. H. VIDEO | -2,900.82 |
| Bill Pmt - Check | 11/30/2021 | 25622 | Central Acoustics | -5,345.00 |
| Bill Pmt - Check | 11/30/2021 | 25623 | Laurie Reineke | -150.00 |
| Bill Pmt - Check | 11/30/2021 | 25624 | Layer X Technology Systems, LLC | -5,359.30 |
| Bill Pmt - Check | 11/30/2021 | 25625 | Verus Corporation | -2,400.00 |
| Bill Pmt - Check | 12/01/2021 | 25626 | Advanced Systems Integration | -373.75 |
| Bill Pmt - Check | 12/01/2021 | 25627 | AVI Systems | -13,259.70 |
| Bill Pmt - Check | 12/01/2021 | 25628 | LPAV | -6,590.00 |
| Bill Pmt - Check | 12/01/2021 | 25629 | To The Penny Bookkeeping, Inc. | -275.50 |
| Check | 12/02/2021 | EFT | Chase | -4,750.42 |
| Check | 12/02/2021 | EFT | Capital One, F.S.B. | -1,551.15 |
| Bill Pmt - Check | 12/07/2021 | 25631 | Andrea Date | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25632 | Brian Bluhm | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25633 | Brian Schmidt (Reimbursement) | -60.49 |
| Bill Pmt - Check | 12/07/2021 | 25634 | CenturyLink (T) | -388.62 |
| Bill Pmt - Check | 12/07/2021 | 25635 | CenturyLink (V) | -507.14 |
| Bill Pmt - Check | 12/07/2021 | 25636 | Dan Ohmann | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25637 | Dave Thiede | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25638 | League of MN Cities Insurance Trust | -49.00 |
| Bill Pmt - Check | 12/07/2021 | 25639 | Quadient Finance USA, Inc. | -40.57 |
| Bill Pmt - Check | 12/07/2021 | 25640 | Quadient Leasing | -256.79 |
| Bill Pmt - Check | 12/07/2021 | 25641 | Randy Olson | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25642 | Robert James | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25643 | Summerhill II | -8,468.99 |
| Bill Pmt - Check | 12/07/2021 | 25644 | Tracy Rahm | -50.00 |
| Bill Pmt - Check | 12/07/2021 | 25645 | Verus Corporation | -17,500.00 |
| Bill Pmt - Check | 12/10/2021 | 25646 | Advanced Systems Integration | -64,689.07 |
| Bill Pmt - Check | 12/10/2021 | 25647 | Brian Schmidt (Reimbursement) | -60.49 |
| Check | 12/10/2021 | EFT | MEDICA | -5,465.84 |
| Bill Pmt - Check | 12/17/2021 | 25648 | Laurie Reineke | -150.00 |
| Bill Pmt - Check | 12/17/2021 | 25649 | Premium Waters | -33.29 |
| Bill Pmt - Check | 12/17/2021 | 25650 | TIAA Commercial Finance, Inc. | -467.57 |
| Bill Pmt - Check | 12/17/2021 | 25651 | Xcel Energy | -1,001.28 |
| Bill Pmt - Check | 12/30/2021 | 25653 | Bradley Law, LLC | -6,481.25 |
| Bill Pmt - Check | 12/30/2021 | 25654 | Comcast 2 | -411.82 |
| Bill Pmt - Check | 12/30/2021 | 25655 | Laurie Reineke | -150.00 |
| Bill Pmt - Check | 12/30/2021 | 25656 | LPAV | -175.00 |
| Bill Pmt - Check | 12/30/2021 | 25657 | Z Systems | -179,943.04 |
| Bill Pmt - Check | 12/30/2021 | 25658 | MACTA | -2,625.00 |
| Bill Pmt - Check | 12/30/2021 | 25659 | Woodbury Area Chamber of Commerce | -435.00 |
| Bill Pmt - Check | 12/30/2021 | 25660 | NATOA | -2,255.00 |
| Total 1010 - US Bank Checking | | | | -381,890.77 |
| Total Cash and Investments | | | | -381,890.77 |
| TOTAL | | | | -381,890.77 |

5. CONSENT AGENDA

c. Designations

Digital First Media publishers of the Pioneer Press as the official newspaper.

U.S. Bank as the federal depository bank.

Bradley Law, LLC as legal counsel.

To The Penny Bookkeeping, Inc. as bookkeeper.

Kullman & Associates as health benefits broker.

North Risk Partners as insurance broker through the League of Minnesota Cities.

Harrington, Langer & Associates as an accounting firm.

Recommended Action: Executive Director Martinez recommends the approval of the above designations for 2022.



2022 Full Commission Meeting Schedule

REMOTE and Cottage Grove City Hall
12800 Ravine Parkway South
Cottage Grove, MN 55016

Start Time: 7:00p.m.

January 27
March 24
May 26
July 28
September 22
November TBD

2022 Executive Committee Meeting Schedule

REMOTE and WOODBURY CITY HALL when available
8301 Valley Creek Road
Woodbury MN 55125

Start Time: 5:00 p.m.

February 24
April 28
June 23
August 25
October 27
December TBD

Full Commission meetings are televised live on Government Access Channel 16 and web streamed and archived for a minimum of one year at swctc.org.

Notice of all SWCTC meetings is provided to all member municipality offices to be posted according to policies of the State of Minnesota Open Meeting Law. Meeting agendas are posted on the Commission website at <http://www.swctc.org/> under About Us - Meetings.

Regular meetings of the SWCTC or its committees are open to the public.

SWCTC meetings are conducted in accordance with Robert's Rules of Order Revised



**EXECUTIVE DIRECTOR REPORT
2022 COMMISSION WORK PLAN
JANUARY REPORT**

2022 CAPITAL PROJECTS

- Q1
 - Newport - Council Chambers, new construction (**TBD-Construction Delay**)
 - Commission Office
 - Infrastructure:
 - Studio acoustics treatment (**COMPLETED**)
 - Network firewall and switch implementation
 - Channel servers and closed captioning (**RFP**)
 - Conference room technology and cosmetic update (ongoing)
 - Website development (ongoing)
 - **Discovery meeting (1/25/22)**
- Q2
 - Maintenance
- Q3
 - Maintenance
- Q4
 - TBD

ONGOING 2018-2022 WORK PLAN

2021 FINANCIAL AUDIT

- Harrington Langer & Associates planned to conduct the 2021 audit in March
 - Received renewal letter from Comcast (4/13/18)

FRANCHISE RENEWAL

- Comcast Franchise Renewal and Fee Audit (**ONGOING**)
 - Internal review meeting (11/30/21)
 - Revised going to Comcast (January)

STRATEGIC PLAN IMPLEMENTATION

- Plan implementation
 - ROV
 - Annual Report presentations (February-April)
 - Community Engagement
 - 2022 Quarterly Newsletter (1/27/21)
 - Woodbury Chamber Expo (4/2/22)
 - Autism Acceptance Month Panel (4/4/22)
 - Diversified Revenue
 - Renewal by Anderson photoshoot (ongoing)
 - ISD 833 school board meetings (ongoing)



HUMAN RESOURCES

- Organizational Structure and Compensation
 - Flexible Workplace Policy Draft (12/2/21)

TECHNOLOGY COMMITTEE

- NineNorth field trip planned for February

POLICIES, ORDINANCES, and RESOLUTIONS

- Financial Policy review (12/2/21)
- Final Financial and Reserve Policy revisions planned (2/24/22)

COMMUNITY VOICES GRANT

- Staff working on grant application, timeline, and marketing components (01/21/22)

EDUCATIONAL PROGRAMING

- TBD

MINNESOTA ASSOCIATION of COMMUNITY TELECOMMUNICATIONS ADMINISTRATORS (MACTA)

- Mark serving third two-year term on MACTA Board
 - Stepping down to new role as Vice-Chair for 2022

ALLIANCE FOR COMMUNITY MEDIA (ACM)

- Mark serving first two-year term on national ACM board

RECOMMENDATIONS & ADDITIONAL DIRECTION

- Exploration of attorney retainer
- RFP audit firms
- Rebranding? (Target 2022-2023)
 - New name/New logo

Profit & Loss Budget vs. Actual

January through December 2021

| | Jan - Dec 21 | Budget |
|--|---------------------|---------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Fee Audit Settlement | 81,410.00 | |
| FRANCHISE FEES | | |
| Comcast | | |
| 6010 · Cottage Grove | 334,149.84 | 403,720.11 |
| 6020 · Grey Cloud Island Township | 2,427.27 | 3,109.37 |
| 6030 · Newport | 32,233.02 | 37,743.20 |
| 6040 · St. Paul Park | 42,991.95 | 52,778.88 |
| 6050 · Woodbury | 681,278.59 | 831,444.58 |
| Total Comcast | 1,093,080.67 | 1,328,796.14 |
| Total FRANCHISE FEES | 1,093,080.67 | 1,328,796.14 |
| Outside Services Income | 13,769.99 | |
| PEG FEES | | |
| Century Link | | |
| 6160 · Cottage Grove | 8.19 | |
| Total Century Link | 8.19 | |
| Comcast | | |
| 6110 · Cottage Grove | 59,408.59 | 77,726.85 |
| 6120 · Grey Island Township | 439.80 | 621.05 |
| 6130 · Newport | 5,765.12 | 7,600.25 |
| 6140 · St. Paul Park | 7,637.77 | 10,466.51 |
| 6150 · Woodbury | 120,107.80 | 159,335.07 |
| Total Comcast | 193,359.08 | 255,749.73 |
| Total PEG FEES | 193,367.27 | 255,749.73 |
| Total Income | 1,381,627.93 | 1,584,545.87 |
| Gross Profit | 1,381,627.93 | 1,584,545.87 |
| Expense | | |
| ADMINISTRATIVE EXPENSE | | |
| 7410 · Bank Fees & Charges | 45.00 | 250.00 |
| 7420 · Cafeteria Supplies | 715.57 | 600.00 |
| 7430 · Commission Meetings | 492.45 | 1,000.00 |
| 7435 · Commission Directors Per Diem | 4,250.00 | 5,000.00 |
| 7440 · Contributions | 1,000.00 | 500.00 |
| 7470 · Insurance - Liability/Property | 1,515.46 | 10,994.00 |
| 7490 · Insurance - Workers Comp. | 1,491.00 | 1,400.00 |
| 7505 · IT Services | 4,551.22 | 17,000.00 |
| 7510 · Legal Notices | 0.00 | 500.00 |
| 7520 · Maint. Office Equipment | 79.32 | 500.00 |
| 7525 · Meals | 1,252.26 | |
| 7530 · Memberships/Dues/Subscriptions | 11,460.28 | 7,000.00 |
| 7540 · Misc. Expense | 857.43 | 800.00 |
| 7560 · Office Supplies & Expense | 19,559.54 | 5,400.00 |
| 7570 · Photo Copy | 287.78 | 1,250.00 |
| 7575 · Postage | 2,241.54 | 1,500.00 |
| 7581 · Promotional | 1,510.92 | 4,500.00 |
| 7590 · Pro. Services- Accounting/Audit | 12,407.22 | 15,000.00 |
| 7610 · Pro. Services- Legal | 45,453.96 | 50,000.00 |
| 7620 · Pro. Services- Other | 10,991.18 | 20,000.00 |
| 7630 · Seminars/Conferences | -2,605.08 | 10,000.00 |
| 7640 · Staff Development | 3,312.73 | 10,000.00 |
| 7710 · Payroll Processing Fees | 458.50 | 500.00 |
| 7720 · Parking | 0.00 | 150.00 |

South Washington County Telecommunications Commission

01/11/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2021

| | Jan - Dec 21 | Budget |
|--|---------------------|---------------------|
| 7730 · Vehicle Expense | | |
| 7731 · Vehicle - Equipment/Repair | 4,616.00 | 10,000.00 |
| 7732 · Vehicle - Insurance | 0.00 | 4,000.00 |
| 7733 · Vehicle - Maintenance/Gas | 1,944.29 | 6,000.00 |
| Total 7730 · Vehicle Expense | 6,560.29 | 20,000.00 |
| Total ADMINISTRATIVE EXPENSE | 127,888.57 | 183,844.00 |
| BUILDING EXPENSE | | |
| 7810 · Housekeeping Services | 3,900.00 | 4,680.00 |
| 7811 · Housekeeping Supplies | 44.90 | 100.00 |
| 7830 · Rent | 88,759.60 | 105,575.00 |
| 7840 · Repairs and Maintenance | 5,656.28 | 2,500.00 |
| 7850 · Security System | 3,508.14 | 1,500.00 |
| 7860 · Telephone | 16,748.05 | 12,000.00 |
| 7870 · Utilities | 11,725.91 | 11,330.00 |
| Total BUILDING EXPENSE | 130,342.88 | 137,685.00 |
| FURNITURE/EQUIPMENT | | |
| 7300 · Furniture/Fixtures/Equipment | | |
| 7310 · Commission Office | 108,173.53 | |
| 7320 · Cottage Grove | 70,797.53 | |
| 7330 · Grey Cloud island | 832.95 | |
| 7340 · St. Paul Park | 889.92 | |
| 7350 · Newport | 198,790.23 | |
| 7360 · Woodbury | 116,369.30 | |
| 7300 · Furniture/Fixtures/Equipment - Other | 0.00 | 630,000.00 |
| Total 7300 · Furniture/Fixtures/Equipment | 495,853.46 | 630,000.00 |
| Total FURNITURE/EQUIPMENT | 495,853.46 | 630,000.00 |
| MASTER CONTROL & PRODUCTION | | |
| 7220 · Maintenance of Equipment | 1,571.91 | 5,000.00 |
| 7230 · Music License Fees | 1,200.00 | 1,500.00 |
| 7240 · Outside Technical Assistance | 0.00 | 15,000.00 |
| 7260 · Professional Services | 15,704.16 | 15,000.00 |
| 7270 · Video Production Supplies | 54,396.10 | 35,000.00 |
| 7290 · Software | 12,128.22 | 11,000.00 |
| Total MASTER CONTROL & PRODUCTION | 85,000.39 | 82,500.00 |
| PAYROLL EXPENSES | | |
| 7100 · Wages | 492,481.00 | 517,205.00 |
| 7110 · Payroll Taxes | | |
| 7170 · Medicare | 7,183.14 | |
| 7180 · Social Security | 30,714.08 | |
| 7195 · MN Workforce Enhancement Fee | 0.00 | |
| 7110 · Payroll Taxes - Other | 0.00 | 42,000.00 |
| Total 7110 · Payroll Taxes | 37,897.22 | 42,000.00 |
| 7120 · P.E.R.A. | 36,166.74 | 37,700.00 |
| 7130 · Health Insurance | 50,582.72 | 69,432.00 |
| 7135 · Dental Insurance | 9,987.41 | 14,000.00 |
| 7140 · Auto Mileage | -1,322.43 | 5,000.00 |
| 7150 · MN Unemployment | 0.00 | 8,000.00 |
| 7160 · Compensation Reserve | 16,146.73 | 10,000.00 |
| Total PAYROLL EXPENSES | 641,939.39 | 703,337.00 |
| 7200 · Loss on Sales of Fixed Assets | -650.00 | |
| Total Expense | 1,480,374.69 | 1,737,366.00 |
| Net Ordinary Income | -98,746.76 | -152,820.13 |

South Washington County Telecommunications Commission

Profit & Loss Budget vs. Actual

January through December 2021

| | Jan - Dec 21 | Budget |
|------------------------|--------------------------|---------------------------|
| Other Income/Expense | | |
| Other Income | | |
| OTHER INCOME | | |
| 6620 · Interest Income | 190.38 | |
| Total OTHER INCOME | 190.38 | |
| Total Other Income | 190.38 | |
| Net Other Income | 190.38 | |
| Net Income | <u><u>-98,556.38</u></u> | <u><u>-152,820.13</u></u> |

SWCTC Item 7.a.
January 27, 2022

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Election of 2022 Officers

ACTION REQUESTED: Vote to elect officers. Additional nominations from the floor will be permitted.

Nominating committee slate of officers:

Chair - Rob James

Vice Chair - Brian Bluhm

Treasurer - Andrea Date

Secretary - Tracy Rahm

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Estimated 2021 net revenue distribution

Executive Director Martinez forecasts the estimated 2021 return to be based on expense actuals, Q4 revenue projection, and the franchise fee settlement received from Comcast in January of 2021.

| | |
|---------------------------------------|---------------|
| INCOME | |
| 2020 Comcast Franchise Fee Settlement | \$ 88,410.00 |
| Estimated Budget Net Income | \$ 244,254.75 |
| | |
| ESTIMATED 2021 RETURN | \$ 332,664.75 |
| | |
| CITY SPLIT | |
| Woodbury | \$ 221,776.50 |
| Cottage Grove | \$ 110,888.25 |

Actions Requested: For discussion, no action at this time.