



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
MARCH 23, 2023 7:00 PM Central**

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

PUBLIC PARTICIPATION VIA ZOOM

<https://us02web.zoom.us/j/89644019605>

Meeting ID: 896 4401 9605

or dial +1 312 626 6799

A G E N D A

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Consent Agenda
 - a. January Regular and February Executive Meeting Minutes
 - b. January/February Checks Written report (Non-Payroll)
6. Reports
 - a. Chair
 - b. Executive Director - HR Committee Update
 - i. Content
 - ii. Technical
 - iii. New Website
 - c. Legal
7. Unfinished Business
 - a. 2022 Return to Cities
8. New Business
 - a. Central Park Presentation
9. Commission Comments and Requests
10. Adjournment



SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

January 26, 2022

COMMISSION MEETING MINUTES

A G E N D A

1. Call to Order

Chair Bluhm called the meeting to order at 7:00 pm in the City of Cottage Grove Council Chamber.

2. Roll Call

Present:

Brian Bluhm
Tracy Rahm
Justin Olsen
Richard Polta
Randy Olson
Pat Downs
Tom Ingemann
Dave Thiede

Also present:

Mark Martinez, SWCTC Executive Director
Mike Bradley, Bradley Law
Ann Schweisguth, Content Manager
Lonnie Garland, Technical Director
Vera Garland, Cablecaster

Absent:

Rob James
Andrea Date

3. Approval of Agenda

*MOTION 1.26.23.1 to approve the agenda. Olsen/MOVED, Rahm/SECONDED.
MOTION CARRIED UNANIMOUSLY.*

4. Public Comment

None



5. Consent Agenda
 - a. December Regular Meeting Minutes
 - b. November/December Checks Written (Non-Payroll)
 - c. 2023 Designations
 - d. 2023 Meeting Schedule
 - e. Meeting Compensation Forms

MOTION 1.26.23.2 to approve the consent agenda. Olsen/MOVED, Downs/SECONDED. MOTION CARRIED UNANIMOUSLY.

6. Reports
 - a. Executive Director

Executive Director Martinez noted the report provides a year in review summary for 2022.

The workplan for 2023 included the completion of the new website. The new website launched at the beginning of the year. Q1 includes projects for the City of Woodbury and City of Cottage Grove. The City of Woodbury projects include work on the police department conference room and Central Park AV design. The City of Cottage Grove project is the Glacial Valley Park project.

There are continuing conversations with Comcast regarding the franchise renewal. Executive Director Martinez, Chair James, Vice Chair Bluhn, and Attorney Mike Bradley reviewed the proposal. The discussion have been positive and the project is moving forward.

The application process for the Community Voices Grant is open for interested individuals looking create a positive video project within SWCTC communities. The winning applicant will receive a \$6,000 grant and mentorship with SWCTC staff to complete the project. The grant is available online at

<https://www.communityvoicesgrant.org/>

Martinez is in conversation with the City of Woodbury and the potential relocation of SWCTC offices to Central Park. The packet includes space needs for the offices and studio in a new location.

- i. Content report

Content Manager Ann Schweisguth provided 2022 content highlights. In 2022, 194 videos were created, 187 meetings were Cablecast, there were 420,333 YouTube views (up by over 104,000 from 2021), and over 736 new YouTube subscribers.

SWCTC live streamed the Canadian Pacific Holiday Train on December 12. There were 600 live views and over 1,300 views overall. Big thanks to Lonnie Garland and Damen Price for figuring out the technical details of livestreaming in the cold.

There are several community engagement ideas being pursued in 2023. In February, the Promote Your Non-Profit program will begin. People from non-profits can come in and create a short video promoting their non-profit. In April, SWCTC will attend the Cottage Grove Community Showcase. In the summer, SWCTC will participate again in the District 833 Skoolie event. In September, SWCTC will be at the Big Truck Day in Woodbury. Also in September, SWCTC will be celebrating their 40th Anniversary. Finally, in October



SWCTC will launch the Capture History Days program. Families from the community can come in and record an interview with a senior member of the family. The goal is to preserve histories for families and the community.

SWCTC ran a Snow Creation contest from January 4-6. The community was asked to submit photos to the SWCTC Facebook page. There were 24 entries received, with 30 comments and 12 shares. The winner received a \$25 certificate to Bridgeman's Ice Cream.

Finally, Alaina Meyers is the latest SWCTC staff member to become a certified drone pilot. SWCTC now has four certified drone pilots.

ii. Technical report

Technical Manager Lonnie Garland reported that he kept track of 2022 service calls. This data has not been tracked in the past. There were 50 service calls with around 75 hours total spent on the calls. Garland started keeping track to determine where the team was going most often and evaluate systems in those places to determine if they are at end of life and need to be replaced or upgraded in the near future.

Olsen asked a question regarding state legislative funding for tech and how SWCTC may benefit. Martinez noted he is going to the capital in the coming week as part of MACTA to learn more about the funding and possible benefits to community media.

b. Treasurer

Martinez noted the Q4 is close to complete. So far, income exceeded expectations. Franchise and PEG fees were slightly higher than anticipated. Work for hire brought in a little over \$50,000 for the year. That was double the budgeted amount. Expenses were slightly less than anticipated by approximately \$90,000. The net ordinary income is \$389,000. The surplus of income and how it will be distributed will be discussed at the executive committee meeting in February. The reserves are healthy, which means the majority of the surplus will be returned to the cities. There is a possibility some of the surplus will go towards the relocation fund based on previous discussions about the use of surplus funds. The last page of the report shows deductions from reserves drawn down by a little over \$284,000. That was paid out to the member cities in 2022.

c. Legal

Attorney Bradley commented on the importance of making legislative representatives aware of the need for funding for community media organizations as franchise fees and PEG fees continue to decrease in many communities.

There is a Notice of Proposed Rulemaking before the FCC on digital discrimination. Bradley spoke at an e-NATOA event in December on the Hill, the Courts, and the FCC. Bradley provided a review of court decisions relevant to municipalities, cable television, streaming services, legislation, etc.

Bradley spoke to the Oklahoma Association of Municipal Attorneys regarding right-of-way issues.



Law partner Nancy Werner spoke at NATOA in January on the future of right-of-way and right-of-way legislation.

Associate Attorney Tou Xioug was sworn in and seated in the state senate.

Finally, Bradley recently read an article that stated Comcast subscriptions were down by 11%. Bradley also noted in the last quarter, cable advertising revenue is down. Also, more and more live sports are available via streaming services. These are indicators of the health of cable television and the effect that may be had on franchise fees.

7. Unfinished Business

a. 2023 Officer Nominations

- i. Nominating Committee Meeting Minutes
- ii. Slate
- iii. Election for Treasurer

The nomination committee met on January 16 to review nominations and present a slate.

MOTION 1.26.22.3 to withdraw Rahm from consideration for the treasurer and move forward on the slate of candidates with Olsen as the nominee for treasurer. Rahm/MOVED, Olsen/SECONDED. MOTION CARRIED UNANIMOUSLY.

Bluhm asked three times, per rules, if there were any other nominations to be considered. None were presented.

MOTION 1.26.23.4 to approve nominating committee's slate of officers. Ingemann/MOVED, Rahm/SECONDED. MOTION CARRIED UNANIMOUSLY.

8. New Business

None

9. Commission Comments and Requests

Olsen thanked Rahm for his vote for treasurer.

10. Adjournment

MOTION 1.26.23.5 to adjourn at 7:38 pm. Downs/MOVED, Ingemann/SECONDED. MOTION CARRIED UNANIMOUSLY



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
FEBRUARY 28, 2023
Executive Committee Meeting**

A G E N D A

1. Call to Order

Chair Brian Bluhm called the meeting to order at 6:00 pm in the City of Woodbury Cherry Conference Room.

2. Roll Call

Present:

Brian Bluhm
Andrea Date
Justin Olsen
Patrick Downs

Also present:

Tom Ingemann
Randy Olson
Richard Polta
Rob James
Mark Martinez, SWCTC Executive Director
Mike Bradley, Bradley Werner Law
Ann Schweisguth, Content Manager
Lonnie Garland, Technical Director

3. Approval of Agenda

MOTION 2.28.23.1 to approve the amended agenda with the addition under New Business of the MOU and engineering costs related to the possible move to Central Park. Olsen/MOVED, Date/SECONDED.

4. Public Comment

None

5. Consent Agenda

- a. January 26 Regular Meeting Minutes
- b. January Checks Written report (Non-Payroll)

MOTION 2.28.23.2 to approve the agenda. Olsen/MOVED, Date/SECONDED.



6. Reports

a. Commission Chair

Chair Bluhm reported that Executive Director Martinez's review had been completed. Martinez completed the majority of the 2022 goals and his weighted score improved from 3.19 to 3.42. Several goals were carried over into 2023. It was an overall positive review. Based on the review results, the chair is recommending a compensation increase of 3% retroactive as of January 1.

MOTION 2.28.23.3 to approve the 3% increase of Executive Director Martinez's compensation retroactive as of January 1. Olsen/MOVED, Date/SECONDED.

b. Executive Director

Executive Director Martinez reported the last meeting with Comcast was in December. It was a positive meeting where Comcast made a verbal commitment on several key issues. The issues include increasing PEG fees from \$1.00/subscriber to 2%/subscriber. Also adding two more HD channels, particularly the city channel. Staff and Martinez along with Attorney Mike Bradley have been working on gathering additional data to share with Comcast, mainly regarding free franchise cable drops at each city. Many of the boxes are standard definition. The goal is to convert the boxes to HD.

The strategic plan will be implemented in 2023.

The second round for the application process for the Community Voices grant is complete. There were no applications received. The process was a learn experience that introduced key people in the community to SWCTC and increased community awareness of SWCTC. This growing community awareness includes a growing partnership with the school district, culminating in a request to live cast the high school graduation ceremonies scheduled for June 4. SWCTC staff also learned from conversations with students at Century College that the students are looking for internship and job shadow opportunities. SWCTC is going to shift from the grant to educational opportunities. The hope is the educational opportunities will lead to a group of people interested in future grants.

The Promote Your Non-Profit program started recordings on Monday, February 27. The program offers 18 local non-profits a free, short information video about their organization and resources for their organizations are looking for. A copy of the video is given to the organization and will be played inbetween programs on SWCTC channels. All 18 slots were filled. The recordings will be completed over the next few weeks. The goal is to continue this program next year.

SWCTC contracted with Sheletta Brundidge to record 4 PSAs to promote Autism Awareness Acceptance month. SWCTC is also working with Woodbury resident Kate Swenson to create a segment as well.

SWCTC worked with the City of Cottage Grove on the Hockey Classic.

The financial audit is scheduled with HLA for March 22.

SWCTC staff will have a site tour at Pixel Farm on Thursday, March 2. Pixel Farm is a video specialty company. One of their key services is post production color correction.



Staff will also tour North Metro Cable Commission sometime in March.

Martinez would like to begin the rebranding process this year to have time to create a new brand and put it in place by the time of a potential move in 2025. Martinez suggests making an RFP to hire a consultant to help with the rebranding process.

Martinez is in his last year of his third two-year term with MACTA. He is a national board member for Alliance for Community Media. He is also involved with the Woodbury Racial Equity Committee and on the foundation board of the Upper Midwest Regional ME.

Martinez will be a presenter for a second year in a row at the Student Production Awards on March 31st. Martinez and his wife are also offering a \$500 AV give to each winner in the AV category at the awards ceremony.

Brian Schmidt and Alaina Myers are attending South by Southwest this year.

There are several conferences for the Commission to be aware of and invited to attend. These include the MACTA conference on June 20 in Coon Rapids. The ACM conference will be held in Brooklyn and the NATOA conference will be held in Long Beach. The Catalyst conference is held in Duluth and is trying to be the Sundance of television. Martinez noted the Commission Director job descriptions are included in the packet.

- c. Cable
- d. Legal

Attorney Bradley recommended the Executive Committee start including discussions of options funding the Commission. Nationally, franchise fees are decreasing and other options will need to be found.

Bradley noted there has been positive movement on PEG channels and PEG fees. He is completing a revision of the Comcast draft and will send the revised document to Comcast in the next two weeks.

Bradley drafted a bill for the state legislature to give local governments the authority to franchise broadband providers. The bill is currently at the Revisor's office. The next step is finding an author and scheduling a hearing in this session.

The State of Minnesota is doing a digital equity plan through the Office of Broadband Development. The department received funds from the federal government to create a plan. Part of the plan includes giving out non-competitive grants to committees to study digital equity and provide a report to the Office of Broadband Development. There are three areas of interest: universal service availability, digital literacy programs, and cost of services. This is an opportunity for cities to remind people they are part of the solution to ensure digital equity. Submissions for grants are due Friday, March 3.

7. Unfinished Business

None

8. New Business

- a. Compensation Philosophy

The HR Committee requested a policy explaining how compensation and compensation



changes are decided. After doing some research, Executive Director Martinez learned it was better to create compensation guidelines and include them in the employee handbook. Martinez will call a meeting of the HR Committee to review the research, which includes documents from the League of Minnesota Cities, and start creating the philosophy and guidelines.

b. 2022 Return to Cities

2022 revenue was greater than expected and expenses were less than budgeted. There was an additional \$50,000 from outside revenue. There is an approximate revenue surplus of \$380,000.

Discussion ensued on whether the total should be returned to the cities or if a portion should be put towards the relocation fund. It was decided all of the surplus should be returned to the cities.

MOTION 2.28.23.4 to return the surplus to the cities and apply the policy to the reserve fund. Date/MOVED, Olsen/SECONDED.

c. MOU and Engineer Proposal

Staff met with HGA, the engineer for the Central Park project, to do a walkthrough of the current SWCTC location. Executive director Martinez and staff understood the walkthrough would lead to design concepts. Instead, they received an engineer proposal from HGA to create the design concepts.

Executive Director Martinez met with Attorney Bradley to review the MOU. Martinez also spoke with the City of Woodbury to understand their perspective. The City of Woodbury said they are honoring the MOU, however there are aspects of the design that the city does not have recommendations, approvals, or expertise and in those instances it is the Commission's responsibility.

Discussion ensued regarding the Commission's responsibility under the MOU. It was agreed that at this stage, all responsibility is with the City of Woodbury. The costs incurred by the city will be reflected in the monthly rental fee that will be discussed as part of a possible lease agreement.

9. Commission Comments and Requests

None

10. Adjournment

MOTION 2.28.23.5 to adjourn at 7:35 pm. Downs/MOVED, Date/SECONDED.

South Washington County Telecommunications Commission

02/17/23

Checks Written - Non-Payroll

Accrual Basis

As of January 31, 2023

Type	Date	Num	Name	Amount
Cash and Investments				
1010 · US Bank Checking				
Check	01/03/2023	EFT	Merchant Services	-352.75
Check	01/03/2023	EFT	CenturyLink (V)	-506.95
Check	01/03/2023	EFT	AT&T Mobility	-600.86
Check	01/03/2023	EFT	Chase	-1,398.04
Check	01/03/2023	EFT	Capital One, F.S.B.	-988.78
Bill Pmt -Check	01/06/2023	25503	To The Penny Bookkeeping, Inc.	-280.00
Bill Pmt -Check	01/06/2023	25500	Bradley Werner, LLC	-3,025.00
Bill Pmt -Check	01/06/2023	25501	MACTA	-2,625.00
Bill Pmt -Check	01/06/2023	25502	Mary Braun	-400.00
Bill Pmt -Check	01/11/2023	25504	B. H. VIDEO	-1,577.00
Bill Pmt -Check	01/11/2023	25505	Group One LTD	-570.00
Bill Pmt -Check	01/11/2023	25506	Z Systems	-5,998.00
Check	01/11/2023	EFT	Xcel Energy	-1,057.03
Check	01/11/2023	EFT	MEDICA	-5,683.43
Check	01/17/2023	EFT	Analysis Service Charge	-32.95
Bill Pmt -Check	01/18/2023	25507	Laurie Reineke	-150.00
Bill Pmt -Check	01/18/2023	25508	Premium Waters	-37.86
Bill Pmt -Check	01/18/2023	25509	Rumpca Services	-449.00
Bill Pmt -Check	01/21/2023	25510	LPAV	-290.00
Bill Pmt -Check	01/25/2023	25511	Irish Titan, LLC	-2,340.00
Bill Pmt -Check	01/27/2023	25514	Natalie Wilson	-122.50
Bill Pmt -Check	01/27/2023	25515	Electro Watchman, Inc.	-128.85
Total 1010 · US Bank Checking				-28,614.00
Total Cash and Investments				-28,614.00
TOTAL				-28,614.00

South Washington County Telecommunications Commission

03/17/23

Checks Written - Non-Payroll

Accrual Basis

As of February 28, 2023

Type	Date	Num	Name	Amount
Cash and Investments				
1010 · US Bank Checking				
Bill Pmt -Check	02/01/2023	EFT	Summerhill Crossing LLLP	-8,999.79
Check	02/01/2023	EFT	Verizon	-40.01
Check	02/01/2023	EFT	AT&T Mobility	-601.71
Bill Pmt -Check	02/02/2023	25516	To The Penny Bookkeeping, Inc.	-583.21
Bill Pmt -Check	02/02/2023	25517	Laurie Reineke	-150.00
Check	02/02/2023	EFT	Chase	-12,014.47
Check	02/02/2023	EFT	Capital One, F.S.B.	-3,703.47
Check	02/03/2023	EFT	CenturyLink (V)	-507.38
Check	02/10/2023	EFT	MEDICA	-5,683.43
Check	02/13/2023	EFT	Xcel Energy	-1,151.64
Check	02/14/2023	EFT	QuickBooks Payroll Service	-3.50
Check	02/14/2023	EFT	Analysis Service Charge	-35.95
Bill Pmt -Check	02/15/2023	EFT	Patrick J. Downs	-75.00
Bill Pmt -Check	02/15/2023	EFT	Richard K. Polta	-75.00
Check	02/15/2023	EFT	Guardian	-3,309.20
Bill Pmt -Check	02/21/2023	25518	Alaina Myers (Reimbursement)	-19.98
Bill Pmt -Check	02/21/2023	25519	Bradley Werner, LLC	-9,900.00
Bill Pmt -Check	02/21/2023	25520	Laurie Reineke	-150.00
Bill Pmt -Check	02/21/2023	25521	Mary Braun	-350.00
Bill Pmt -Check	02/21/2023	25522	Michael Quadrozzi	-315.00
Bill Pmt -Check	02/21/2023	25523	Premium Waters	-37.86
Bill Pmt -Check	02/21/2023	25524	Leah Brown	-245.00
Bill Pmt -Check	02/24/2023	25525	AVI Systems	-2,864.57
Bill Pmt -Check	02/24/2023	25526	B. H. VIDEO	-5,010.58
Bill Pmt -Check	02/24/2023	25527	Woodbury Area Chamber of Commer...	-449.00
Bill Pmt -Check	02/25/2023	25528	Sheletta Brundidge	-1,250.00
Total 1010 · US Bank Checking				-57,525.75
Total Cash and Investments				-57,525.75
TOTAL				-57,525.75



MARCH REPORT

CABLE RELATED CAPITAL PROJECTS

- Q1
 - Commission Office
 - New Website Launched (**COMPLETED**)
 - Central Park office design meeting (2/22/23)
 - Woodbury
 - **Central Park Design (In Progress)**
 - **Partner Design (3/16/23)**
 - **PD Conference Room (March/April)**
 - Cottage Grove
 - **Glacial Valley Park (March/April)**
- Q2-Commission Office
 - Central Park office design (TBD)
- Q3-Q4 - TBD

COMMISSION WORK PLAN

- **FRANCHISE RENEWAL (ONGOING)**
 - Comcast
 - Met with Comcast (12/14/22)
 - Meeting with Comcast (1/16/23 - **Rescheduled TBD**)
- **STRATEGIC PLAN IMPLEMENTATION**
 - **COMMUNITY/SUBSCRIBER ENGAGEMENT (10%)**
 - Community
 - Community Voices Grant (CVG)
 - Application relaunch (1/9/23)
 - Century College Presentation (2/8/23)
 - Application closed - No applicants (2/17/23)
 - Programming
 - Promote Your Non-Profit (18 Participating Non-Profits)
 - February 22
 - February 27
 - Autism Awareness/Acceptance Month (April)
 - Four segment/PSA's with Sheletta Brundig
 - One story with Kate Swenson
 - School District Partnerships
 - SWCTC Hockey Classic (2/2/23)
 - Cablecasting and streaming ISD 833 Graduations (In Progress)



MARCH REPORT

- Educational Outreach
 - Century College Student Job Shadow Hours (Summer-Fall)
 - Internship Program (TBD)
- Social Media
 - Facebook Snow Creating Contest (1/9/23)
 - Random Acts of Kindness Day (2/17/23)
- **DIVERSIFIED REVENUE (10%)**
 - Renewal by Anderson (ongoing)
 - ISD 833 school board meetings (ongoing)
 - **Cablecasting and streaming ISD 833 Graduations (In Progress)**
 - **Three Graduations - Sunday, June 4**
- **2022 FINANCIAL AUDIT (HLA Field Work - March 22)**
- **SUB-COMMITTEES**
 - HR
 - **Compensation Philosophy (3/15/23)**
 - **Employee Handbook revision (In Progress)**
 - **Staff reviews completed (3/22/23)**
 - Technology
 - AVI tour (1/20/23)
 - Pixel Farm Tour - staff (3/2/23)
 - *North Metro Cable Commission Tour (TBD)*
 - Relocation
 - Central Park (CP) Partner Design (1/16/23)
 - CP HGA Architect Scoping Meeting (1/30/23)
 - Central Park Office Design - Mark and staff (2/22/23)
 - **Central Park presentation (3/23/23)**
 - Nominating
 - Officer slate and election (**COMPLETED**)
- **Additional Goals**
 - **REBRANDING/Name Change Project (Q2-Q3 2023)**



MARCH REPORT

- **Boards and Committees - Mark**
 - MN Assoc. of Community Telecommunications Administrators (MACTA) - VP (2/10/23)
 - Third Two-Year Term End December 31, 2023
 - State Chapter of the National Association of Telecommunications Officers and Advisors (NATOA)
 - Alliance for Community Media (ACM) National - Board Member (2/22/23)
 - First Two-Year Term End December 31, 2023
 - Woodbury Racial Equity Committee (2/22/23)
 - Upper Midwest Regional Emmy Foundation - Board Member (3/1/23)
 - **Student Production Awards (3/31/23)**
 - **Working with former KARE11 Anchor Diana Pierce, President of the Foundation**

- **Trade/Industry Annual Conferences**
 - SXSW (Brian and Alaina, March 10-15, Austin)
 - National Association of Broadcasting Conference & Trade Show (April 15-19, Las Vegas)
 - Wisconsin Community Media and Midwest Region of the ACM (May, Wisconsin)
 - InfoComm - AV Integrators Conference & Trade Show (June 10-16, Orlando)
 - **MACTA Annual Conference (June 20th, Coon Rapids)**
 - **ACM Annual Conference (Week of June 26th, Brooklyn)**
 - NATOA Annual Conference (Week of October 2, Long Beach)
 - Catalyst Content Festival (October 4-7, Duluth, MN)



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION
Human Resources Committee Meeting
MARCH 15, 2023 4:00 PM Central**

SWCTC Commission Office

6939 Pine Arbor Dr. S
Cottage Grove, MN 55016

A G E N D A MINUTES

1. Call to Order
2. Roll Call - All present
 - a. Tom Ingemann - present
 - b. Rob James - present
 - c. Patrick Downs - present
 - d. Mark Martinez - present
3. Approval of Agenda
4. New Business
 - a. Compensation Philosophy
 - i. Discussion of Section 2.14 Performance Review of the Employee Handbook
 - ii. Discussion of Section 2.18 Compensation of the Employee Handbook
 - b. Payroll Expense Amendment
 - i. Executive Director Martinez presented recommendations for 2023 performance based salary increases
5. Adjournment

CURRENT EMPLOYEE HANDBOOK LANGUAGE

2.14 PERFORMANCE REVIEW

Depending on the employee's position and classification, SWCTC endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, SWCTC encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2.18 COMPENSATION

Each employee's initial salary is established based upon a series of factors, including complexity and responsibility of the position being filled. Salary is intended to reward employees for performance and merit. The SWCTC may adopt a salary scale for each job classification.

Each year, as part of the budgeting process, the Executive Director and South Washington County Telecommunications Commission Executive Committee make a recommendation to the SWCTC as to the percentage of increase (if any) in Compensation.

2.14 PERFORMANCE REVIEW (draft)

Depending on the employee's position and classification, SWCTC endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

Performance reviews will commence in January of each year and will review the employees performance for the prior year. Each employee will be required to complete a self-evaluation of their performance by January 31. The employee's supervisor will be required to complete the employee's assessment, and meet to discuss their performance, no later than February 28.

As part of the review process, each employee is required to work with their supervisor to develop annual goals for the year. Supervisor's must review goals with each employee mid-year and encourage employees and supervisors to discuss job performance on a frequent and ongoing basis to keep employees informed of their progress toward achieving personal and organizational goals.

2.18 COMPENSATION PHILOSOPHY (DRAFT)

SWCTC strives to provide market competitive and equitable pay for its employees. Each employee's initial salary is established based upon a series of factors, including complexity and responsibility of the position being filled. Pay increases with SWCTC are intended to reward employees for excellent performance. Such increases are within adopted salary scales for each job classification.

In addition, each year, as part of the budgeting process, the Executive Director and South Washington County Telecommunications Commission Executive Committee make a recommendation to the Commission as to the percentage of increase (if any) in Compensation.

Elements of the Compensation Philosophy are based on the following criteria:

- To offer competitive pay and benefits to optimize recruitment and retention.
- Maintaining a data-driven, competitive compensation structure that is updated regularly.
- Establish a consistent and equitable approach to compensation decisions.
- Complying with all relevant federal and state laws while ensuring sound stewardship of available compensation funding.

- Hiring - Starting Salary
 - Job Description
 - External job market data
 - Experience/Education
 - Internal job salary scale

- Merit Increase
 - Performance based on
 - Achieving employee and Commission goals
 - Consistent job function success

- Annual pay band adjustments
 - Based on fiscally responsible annual budget expectations and availability
 - Reflect member city input
 - Does not utilize cost-of-living (COLA) criteria

- Performance Above and Beyond
 - One-Time payment

- Promotion
 - Change in role and job description

March 16, 2023

To: Mark Martinez, Executive Director
From: Ann Schweisguth, Content Manager
Subject: Content Report March 2023

We invited non-profits to come into our studio to record a 2-minute video promoting their organization. 16 videos were recorded and this was very well received and was booked quickly by the non-profits. We plan to do this again next year. Thanks to Government Producer Brian Schmidt for producing and organizing this endeavor.

We will have a booth at the Cottage Grove Community Showcase on Saturday April 29. Along with information about SWCTC we plan to showcase some of our gear. The expo goes from 10am – 2pm in the activity center at Park High School.

We will be at the state capitol at the end of March connecting with legislators representing south Washington County. Executive Director Mark Martinez will be talking one-on-one with representative during each podcast episode.

Lead Producer Bob McSherry and Government Producer Alaina Myers were asked to join a panel to talk to local teens at the Washington County Library. The discussion was focused on careers in arts and humanities.

Production staff has been entering content for local and national awards. So far we have entered videos in ACM Hometown, Telly's and MAGC Northern Lights awards.

Lead Producer Bob McSherry completed the State of the City video for the City of Woodbury. The 15-minute presentation from Mayor Anne Burt debuted during a gathering at the Eagle Valley Golf Course on March 16. Government Producer Brian Schmidt is working on a video about the HERO Center for the City of Cottage Grove. Government Producer Alaina Myers is wrapping up an interesting story about a brother and sister duo from Woodbury, Coolsjes and Riddhi Singhvi, who have created award winning apps helping people with diabetes and time management. Government Producer Nikki Johnson is working on a story about Cottage Grove's Case Management Unit and I am currently working on a story about a local Woodbury mother/daughter duo who wrote and illustrated a children's book.

March 17, 2022

To: Mark Martinez, Executive Director
From: Lonnie Garland, Technical Manager
Subject: Technical Support Update Jan-March, 2023

Current Projects

Woodbury

Central Park - AVI is currently finishing the AV drawings for the building. Several meetings have taken place on the use of the space and what audio and video needs will be needed in each room. Amphitheater meeting is scheduled for 3/20/23 to finalize the plan for this space.

Public Safety - Added a Barco CX30 and Logitech Meetup camera and audio device in Police Department upstairs conference room.

Eagle Valley Golf Course - In October of 2023 the golf course will do a renovation of their bar area. This will require the current rack to be moved to a new location. Had a meeting with ASI to discuss the best possible solution for equipment location and new functionality with the addition of remodel.

Cottage Grove

Glacier Valley Park - Bid went to AVI. AVI has ordered equipment and has drawings complete. Installation should take place around October, if construction is on schedule.

Newport

City Hall - Still fine tuning the control room. Getting quotes for lighting the DIAS for better quality video.

St. Paul Park

City Hall Community Room - Still looking for a replacement monitor for the Community Room. The one installed was damaged during a rental.

SWCTC & Master Control

Researching an update to some old frame syncs. When we move the channels to HD we will need new frame syncs to support the HD video.

Researching a way other than CradlePoint to do live streams. Comrex makes a complete system for around 10K. This system is also used by other PEG's so it's possible to share live content.

Damen did our quarterly firewall update and security checks.

Started compiling an in depth inventory record.



MEMORANDUM

To: South Washington County Telecommunications Commission
From: Nancy L. Werner, Michael R. Bradley, and Michael C. Athay
Re: March, 2023 Legal Report
Date: March 3, 2023

Digital Discrimination Comments Filed

On February 21, 2023, we filed detailed Comments with the FCC in the Digital Discrimination docket on behalf of a coalition of local governments, communications commissions, and national and regional associations, with a collective population of approximately 3.9 million. A Summary of our Comments is attached. As you can see, we explained how local governments can be a big part of the solution for eliminating digital discrimination and obtaining the goal of equal access to broadband. We also explain how Commission's rules, including its 2019 cable franchising rules in the Section 621 Order, have impeded local governments' ability to address this issue. We will be submitting Reply Comments on March 21, 2023.

We would like to recognize and thank the following local government entities for participating in these Comments:

- City of Philadelphia, Pennsylvania
- City of Oklahoma City, Oklahoma
- City of Minneapolis, Minnesota
- National Association of Telecommunications Officers and Advisors (NATOA)
- Metropolitan Area Communications Commission
- Northwest Suburbs Cable Communications Commission
- North Metro Telecommunications Commission
- South Washington County Telecommunications Commission
- City of Edmond, Oklahoma
- Town of Gray, Maine
- Town/Village of East Rochester, New York
- Minnesota Association of Community Telecommunications Administrators (MACTA)
- Maine Community Media Association (MCMA)

Comcast Moves Closer To "10G Network"

NextTV reports that Comcast has said it has received prototypes of Full Duplex DOCSIS (FDX) amplifiers from cable tech vendor CommScope. The amplifiers are necessary to enable Comcast to build the multi-gigabit-speed network which is the heart of its next-generation "10G" network. Comcast wants to deploy this multi-gig network across most of its footprint by 2025, according to *NextTV*. That network will also be one of the first to be based on Distributed Access

Bradley Werner, LLC

Architecture (DAA), which virtualizes expensive proprietary core network hardware including the Cable Modem Termination System (CMTS). Comcast recently announced that by the end of February, it would have upgrades completed to reach 10 million customers with the FDX DOCSIS 4.0 network. The new amps overcome a limitation of earlier versions of FDX under which amplifiers could not be inserted between the last fiber node in the network and the customer premises, requiring that fiber be built deep into the network, so close to the premises served that the economic benefit of keeping hybrid fiber and coax became questionable. For details, see NexTV's full report [here](#).

Gigi Sohn's Renomination To Vacant FCC Seat Heard By Senate Commerce Committee

On February 14, the Senate Commerce held its third hearing on President Biden's nomination of public interest lawyer [Gigi Sohn](#) for the long-vacant third Democratic seat on the five-member FCC. There was no vote following the hearing. An article on the hearing by the AP is available [here](#).

Bill Imposing Fees On Streaming Providers Introduced In Massachusetts Legislature

In January of this year, *An Act To Modernize Funding For Community Media Programming* was introduced in both houses of the Massachusetts legislature. The bill would impose a fee of 5 percent of gross revenues on streaming service operators that use infrastructure in the public rights-of-way to sell and deliver video programming to Massachusetts residents. Monies would be collected at the state level twice a year and then distributed to the state general fund, municipalities, and community media centers. Distribution would be based on population. According to MassAccess, which supports and lobbies for community access in Massachusetts, the bill is modelled on cable television franchise fees and seeks to impose similar ROW use fees on streaming providers, who now pay nothing to municipalities or the state for use of the ROW. More information is available from MassAccess at <https://www.massaccess.org/get-involved/activelegislation/>. The bill, House Docket 215, is available [here](https://www.massaccess.org/get-involved/activelegislation/). The same bill was introduced in the last legislative session, where it had over 80 cosigners in the House and Senate, according to MassAccess, which has launched a campaign for support from many more legislators, as well as local governmental bodies.

Maine Community Media Association Bill Would Require PUC Oversight of Municipal Franchise Agreements

The Maine Community Media Association is developing legislation to mandate Maine Public Utilities Commission support for local franchise authorities. Titled "An Act To Support Municipal Franchise Agreements," the bill would provide for compliance oversight of municipal franchises by the Maine PUC. Action would be required by the PUC if a municipality files a non-compliance report or a "Video Service Provider" (which includes cable television providers) violates a provision of the Cable Act, FCC Regulations or Maine State Statutes. The bill would apply only to commercial entities that own facilities in the public right of way and also provide video entertainment channels or applications. According to MCMA, the bill is necessary both to provide for state-level oversight of compliance with municipal franchise agreements and to avoid

costly litigation. Draft legislation has been filed with the Maine legislature's Office of the Revisor of Statutes, which is the first step in making a bill ready for introduction.

***Protecting Community Television Act* Reintroduced To Overturn FCC Order and Uphold Access To Community Television**

Senate and House sponsors re-introduced last month their *Protecting Community Television Act*, which would overturn the FCC's 2019 Report and Order finding and ordering that non-monetary (in-kind) cable franchise requirements are franchise fees such that the operator's costs to meet those requirements can be set off against franchise fees. Impacted franchise requirements can include, among many others, free cable drops for LFAs, institutional networks and institutional services, transport services for Public, Educational and Governmental (PEG) programming, and other non-monetary support for PEG that is not expressly excluded by the Cable Act's definition of "franchise fee."

The *Protecting Community Television Act* was introduced on February 9, 2023, by Senators Edward J. Markey (D-Mass.) and Tammy Baldwin (D-Wisc.) and co-sponsored by Senators Amy Klobuchar (D-Minn.), Tina Smith (D-Minn.), and many others. The PCTA is endorsed by Alliance for Community Media, National Association of Counties, National Association of Telecommunications Officers and Advisors, National League of Cities, and MassAccess. Additional details are available [here](#) and a copy of the bill is available [here](#).

Bill To Provide Limited Open Meeting Law Exception Passes Minnesota Senate Committee

The Minnesota League of Cities reports that the Senate State and Local Government and Veterans Committee on Feb. 16 heard [SF 455](#) (Sen. [Jim Carlson](#), DFL-Eagan), which would provide a limited medical exception to the Minnesota Open Meeting Law. The bill passed out of the committee and now awaits action by the full Senate.

The bill would allow members of a public body to participate in an open meeting through interactive technology from a nonpublic location up to three times in a year if advised by a health professional against being in a public place for personal or family medical reasons. Under current law, this medical exemption is available only when a state of emergency has been declared under state law. SF 455 removes the state of emergency limitation.

On Jan. 19, the House companion bill, [HF 198](#) (Rep. [Erin Koegel](#), DFL-Spring Lake Park) was passed by the [House State and Local Government Finance and Policy Committee](#) and sent to the General Register where it awaits action by the full House.

The MLC's bulletin can be found [here](#).

FCC Task Force To Prevent Digital Discrimination

Chairwoman Jessica Rosenworcel has announced the formation of a cross-agency Task Force to Prevent Digital Discrimination that will focus on creating rules and policies to combat digital discrimination and to promote equal access to broadband. Individuals are invited to share their unique experiences and challenges in obtaining broadband internet access. By sharing your

broadband access stories, you will help the FCC to identify barriers experienced by historically unserved and underserved communities and inform the work of the Task Force. Submissions can be made at <https://consumercomplaints.fcc.gov/hc/en-us/articles/12303650382868-Broadband-Access-ExperienceForm>.

FCC’s Equity And Diversity Council (CEDC) To Host Digital Ecosystem Forum

The CEDC will host the forum on Monday, March 6, 2023. Details are available here: <https://docs.fcc.gov/public/attachments/DA-23-152A1.pdf> Chairwoman Jessica Rosenworcel will deliver opening remarks. The forum will be held virtually, beginning at 12:00 Noon ET, and will be available to the public for viewing via the Internet at <http://www.fcc.gov/live>. The Diversity and Equity Working Group of the CEDC will bring together industry thought leaders to discuss how the U.S. can provide digital and technology upskilling through multiple avenues, including via non-traditional local and regional anchor institutions, in order to create a more diverse workforce.

to: Commission Directors

from: Mark Martinez, Executive Director

subject: 2022 Income Return to Cities

2022 ACTUALS

- Total franchise income for 2022 was \$1,695,007.00, with an additional \$50,140.99 from outside services, totaling \$1,745,147.99 for the year
- Total expenses were \$1,362,106.23
- Revenue surplus for 2022 is \$383,041.76

RESERVE POLICY IMPLEMENTATION:

1. Six months of budgeted operating expenses

- a. 2023 Budgeted Operational Expenses (not including cable related capital expenditures):
\$1,133,954
- b. **Six months total: \$566,977**

2. Three year average of cable related capital expenditures

2021 Actual: \$506,835
2022 Actual: \$214,644
2023 Budgeted: \$453,500
3YR Average: \$391,660

Required Reserve Balance by Policy: \$958,637

4MIReserveAccount(Aslof13/17/23): \$1,564,200.81

USIBankChecking(Aslof13/17/23): \$94,790.81

Total: \$1,658,991.62

Total 2022 Budget Surplus Return: \$383,041.76

Total Reserve Drawdown per Policy: \$222,522.05

TOTAL RETURN: 605,563.81

One-Third and Two-Third Split Per 2017 Reserve Policy Vote

Cottage Grove: \$201,854.60

Woodbury: \$403,709.21

Action Requested: The Executive Committee recommend approval of the net income return, as stated in the above memo, at its next regular Commission meeting on March 23, 2023.

South Washington County Telecommunications Commission

03/17/23

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget
Ordinary Income/Expense		
Income		
FRANCHISE FEES		
Comcast		
6010 · Cottage Grove	449,852.93	423,906.12
6020 · Grey Cloud Island Township	2,843.29	3,264.84
6030 · Newport	42,258.76	39,630.36
6040 · St. Paul Park	55,259.86	55,417.82
6050 · Woodbury	906,937.81	873,016.81
Total Comcast	1,457,152.65	1,395,235.95
Total FRANCHISE FEES	1,457,152.65	1,395,235.95
Outside Services Income	50,140.99	25,000.00
PEG FEES		
Comcast		
6110 · Cottage Grove	73,539.90	81,613.19
6120 · Grey Island Township	470.47	652.10
6130 · Newport	6,845.17	7,980.26
6140 · St. Paul Park	9,047.76	10,989.84
6150 · Woodbury	147,951.05	167,301.82
Total Comcast	237,854.35	268,537.21
Total PEG FEES	237,854.35	268,537.21
Total Income	1,745,147.99	1,688,773.16
Gross Profit	1,745,147.99	1,688,773.16
Expense		
ADMINISTRATIVE EXPENSE		
7410 · Bank Fees & Charges	1,310.63	250.00
7420 · Cafeteria Supplies	648.03	1,000.00
7430 · Commission Meetings	129.85	750.00
7435 · Commission Directors Per Diem	3,800.00	5,000.00
7440 · Contributions	0.00	2,500.00
7450 · Community Voices Grant	0.00	6,000.00
7470 · Insurance - Liability/Property	-7,306.31	11,565.00
7490 · Insurance - Workers Comp.	17,295.00	1,442.00
7505 · IT Services	3,650.69	6,000.00
7510 · Legal Notices	0.00	500.00
7520 · Maint. Office Equipment	0.00	500.00
7525 · Meals	2,866.44	
7530 · Memberships/Dues/Subscriptions	7,591.26	6,000.00
7540 · Misc. Expense	1,439.98	1,600.00
7560 · Office Supplies & Expense	31,813.55	14,000.00
7570 · Photo Copy	0.00	750.00
7575 · Postage	940.70	1,100.00
7580 · Printing	96.98	
7581 · Promotional	1,422.29	3,500.00
7590 · Pro. Services- Accounting/Audit	12,889.32	10,000.00
7610 · Pro. Services- Legal	39,887.75	50,000.00
7620 · Pro. Services- Other	51,630.00	15,000.00
7630 · Seminars/Conferences	11,592.45	10,000.00
7640 · Staff Development	2,936.53	10,000.00
7710 · Payroll Processing Fees	460.25	500.00
7720 · Parking	15.00	150.00
7730 · Vehicle Expense		
7731 · Vehicle - Equipment/Repair	7,606.60	10,000.00
7733 · Vehicle - Maintenance/Gas	1,386.63	4,000.00
Total 7730 · Vehicle Expense	8,993.23	14,000.00
Total ADMINISTRATIVE EXPENSE	194,103.62	172,107.00

South Washington County Telecommunications Commission

03/17/23

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget
BUILDING EXPENSE		
7810 · Housekeeping Services	4,050.00	4,680.00
7811 · Housekeeping Supplies	50.75	100.00
7830 · Rent	120,488.74	105,575.00
7840 · Repairs and Maintenance	28,844.77	2,500.00
7850 · Security System	569.08	1,500.00
7860 · Telephone	14,288.48	14,000.00
7870 · Utilities	13,176.31	11,600.00
Total BUILDING EXPENSE	181,468.13	139,955.00
FURNITURE/EQUIPMENT		
7300 · Furniture/Fixtures/Equipment		
7310 · Commission Office	184,950.86	180,000.00
7320 · Cottage Grove	10,620.63	50,000.00
7330 · Grey Cloud island	540.00	1,000.00
7340 · St. Paul Park	2,955.00	4,000.00
7350 · Newport	0.00	20,000.00
7360 · Woodbury	21,777.36	75,000.00
Total 7300 · Furniture/Fixtures/Equipment	220,843.85	330,000.00
Total FURNITURE/EQUIPMENT	220,843.85	330,000.00
MASTER CONTROL & PRODUCTION		
7220 · Maintenance of Equipment	14,463.20	5,000.00
7230 · Music License Fees	1,200.00	1,500.00
7240 · Outside Technical Assistance	8,550.00	15,000.00
7260 · Professional Services	3,247.43	15,000.00
7270 · Video Production Supplies	43,687.12	45,000.00
7290 · Software	13,054.89	11,000.00
Total MASTER CONTROL & PRODUCTION	84,202.64	92,500.00
PAYROLL EXPENSES		
7100 · Wages	524,937.22	532,605.00
7110 · Payroll Taxes		
7170 · Medicare	7,612.53	
7180 · Social Security	32,550.05	
7110 · Payroll Taxes - Other	0.00	40,000.00
Total 7110 · Payroll Taxes	40,162.58	40,000.00
7120 · P.E.R.A.	38,382.79	38,500.00
7130 · Health Insurance	52,785.80	69,432.00
7135 · Dental Insurance	11,723.66	15,500.00
7140 · Auto Mileage	192.81	1,000.00
7160 · Compensation Reserve	13,303.13	12,000.00
Total PAYROLL EXPENSES	681,487.99	709,037.00
Total Expense	1,362,106.23	1,443,599.00
Net Ordinary Income	383,041.76	245,174.16
Other Income/Expense		
Other Income		
OTHER INCOME		
6620 · Interest Income	17,378.93	
Total OTHER INCOME	17,378.93	
Total Other Income	17,378.93	

South Washington County Telecommunications Commission

Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget
Other Expense		
Ask My Accountant	147.67	
Franchise Fee Reimb. Other Exp.	284,291.67	
Total Other Expense	284,439.34	
Net Other Income	-267,060.41	
Net Income	115,981.35	245,174.16

Agenda Item 8a.
March 23, 2023

to: Commission Directors

from: Mark Martinez, Executive Director

subject: Central Park Presentation

The City of Woodbury's Park & Recreation Director Michelle Okada will present renderings of the proposed Central Park renovation project.

Actions Requested: (Discussion - No action requested at this time.)