



**SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION**

**RELOCATION COMMITTEE MEETING  
WEDNESDAY, APRIL 19, 2023 at 5:00 PM Central**

**SWCTC Commission Office**

6939 Pine Arbor Dr. S  
Cottage Grove, MN 55016

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. Minutes from the April 12, 2023 Relocation Committee Meeting
5. New Business
6. Old Business
  - a. Commercial Office Space Analysis
7. Adjournment



## SOUTH WASHINGTON COUNTY TELECOMMUNICATIONS COMMISSION

### RELOCATION COMMITTEE MEETING WEDNESDAY, APRIL 12, 2023 at 5:00 PM Central

#### MINUTES

1. Call to Order
2. Roll Call
  - a. **Brian Bluhm - Cottage Grove**
  - b. **Patrick Downs - St. Paul Park**
  - c. **Tom Ingemann - Newport**
  - d. **Richard Polta - Grey Cloud Island Township**
  - e. Mike Bradley - Commission Attorney
  - f. Mark Martinez - Executive Director
  - g. Lonnie Garland - Technical Mgr.
3. Approval of Agenda (Approved)
4. New Business
5. Old Business
  - a. Central Park Presentation Review
    - i. *Members of the Relocation Committee thought the Central Park presentation given at the March Commission meeting by the City of Woodbury was informative.*
  - b. Current Market Availability
    - i. Commercial Office Space
      1. *The Relocation Committee reviewed the information included in the meeting packet and directed Executive Director Martinez to convene the committee in one week's time and present a condensed presentation of the criteria for evaluating properties, based on pros and cons of properties, so that the committee can make a recommendation for next steps at the April 27th Executive Committee meeting.*
      2. *The committee is also going to advise the Commission attorney as to what should be required in a potential "Letter of Intent" from the City of Woodbury regarding relocation to Central Park.*
6. Adjournment (Approved)

to: Relocation Committee

from: Mark Martinez, Executive Director

subject: Old Business - Commercial Office Space Analysis

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#### **AGENDA ITEM**

- Old Business
  - a. Commercial Office Space Analysis

#### **STAFF MEMO**

- Executive Director Martinez will present pros and cons of available commercial space and the needs assessment in pursuing a office relocation that will be in alignment with the Commission's strategic plan.

#### **PROPERTY LIST**

The attached property list was obtained this past fall when we previously looked at comparibles brought to us by commercial property agent Mark Young with Crossroads Properties.

I've narrowed to list down, as directed, to appropriate sized spaces and have included SF and CAM/Taxes totals to the best of my current knowledge.

I have also asked Mr Young to provide any update to properties and will share when I hear back.

**Actions Requested: Review office space analysis and provide a "next step" recommendation to the Executive Committee at its April 27, 2023 meeting.**

**SWCTC Future Office Space Needs**  
**3,722SF - 4,062SF (with all options)**

- Staff Offices: (1,121 SF)
  - Nine staff offices at 10' x 10' (900SF)
    - exterior windows preferred for some/managers?
  - **(Flexible)** Executive Director office at 11' x 11' (121SF)
    - Exterior window preferred
    - Able to fit a small table for 2-4
    - 10' x 10' minimum
  
- **(Flexible)** Studio: 40' x 28' (1,120 SF)
  - Able to fit a 15' x 15' Cyclorama Cove ([Cyc studio example](#))
  - Ideally, 18' ceiling height for lighting grid installation
  - Significant acoustic treatment needed
  - May require dedicated HVAC
  - May require 220 service
  - No exterior windows, no glass walls
  
- \*Studio Control Room: 10' x 14' (140 SF)
  - \*Room or space within the large Studio
  - The control room space could potentially “overlap” within the studio, can be floor level or raised and accessible by stairs, with storage below, to maximize overall footprint
  - No exterior windows
  
- Micro Studio/Podcast Room: 20' x 15' (300 SF)
  - Some interior glass ok
  - No exterior windows
  
- Server Room: 8' x 9' (72 SF)
  - Requires dedicated HVAC
  - Requires 220 service
  - Potential storage
  
- Break Room/Copier/Office Supplies: 13' x 15' (195 SF)
  - Exterior windows preferred, but not necessary
  - Seating for 4-8
  - Appliances
    - Sink, refrigerator, dishwasher, microwave
    - Floor copier, postal, back up printer/fax
  - Overhead storage for supplies and dishware
  
- Hallways: 600-750 SF estimated
  - **(Preferred)** 5' wide (750 SF estimated)
  - 4' wide (600 SF estimated)

**SWCTC Future Office Space Needs**  
**3,722SF - 4,062SF (with all options)**

- Storage in Space: 10' x 10' (100 SF)
  - More storage the better, would love to see a design with clever ways to include additional storage where possible
  - Storage needs for equipment, cleaning supplies, meeting books and larger set items
  - Ideal minimum of 14' ceiling height like studio
  
- **(Optional)** Reception seating area: 8' x 5' (40 SF)
  - Entrance reception seating or desk
  
- **(Optional)** Conference Room 20' x 15' (300 SF)
  - Interior glass ok
  - Exterior windows ok
  
- **(Flexible)** Additional Loading Dock Storage: (64 SF)
  - Requesting a secured 8' x 8' storage area, or equivalent, by the lower-level loading dock
    - with two gang 110 electrical service
    - accessible by SWCTC production van

# Office Space Evaluation Criteria

*draft*

# Space Objectives

1. Alignment with Strategic Plan
  - a. Return of Value to Member Cities
  - b. Community Engagement
    - i. Community Partnerships
    - ii. Ability to Amplify Great Work Within Cities
    - iii. Create Educational and Equitable Opportunities
  - c. Long-Term Sustainability
2. Managed Growth and Capacity
  - a. Office Space
  - b. Variety of Workspaces
  - c. Collaborative Space
  - d. Storage
  - e. Economies of Scale

# Key Drivers

- Member City Return of Value
  - Continued Service Priority
  - Centralized Location
  - Managed Growth
  - Value-Added Services
  - Cable Related Capital Improvements



# Key Drivers

## Alignment with Strategic Plan

- Community Engagement and Long-Term Sustainability
  - Visibility and Access
    - Community Hub
    - Foot Traffic
    - Signage
    - Parking
  - Collaborative Spaces
  - Sponsored/Managed Events
  - Networking Capabilities
  - Multi-Tenant/Customer Synergy

# Key Drivers

## 1. Managed Growth and Capacity (Next 10 Years)

- a. Office Work Space
  - i. Growth from current 8 staff w/ 7 offices to future 9 staff w/ 9 to 10 offices
- b. Studio Workspaces
  - i. Main studio with 18' ceiling height and space for a cyclorama
  - ii. Small audio and video podcast/screening room
- c. Collaborative Space
  - i. Meeting and other content gathering space
- d. Storage
  - i. Accessible storage and security
- e. Tenant Economies of Scale
  - i. Shared conference room, bathrooms, IT rackspace with power, fiber, and climate control



**SWCTC Relocation Cost/Benefits (Non-Rent/CAM)**

CURRENT SPACE	SQUARE FEET	ANTICIPATED COSTS	ESTIMATE	BUDGETING (If Staying)	BUSINESS/SERVICE INEFFICIENCIES/IMPROVEMENTS	TENANTS & COLLABORATION
Since 2010	3503SF	No build out	\$ -	\$ -	Lease through 8/24 (extend to 2025?)	Salon - <i>None</i>
6939 Pine Arbor Dr. S		Fiber complete	\$ -	\$ -	Insufficient office space for growth - (1) '21 FTE added & (1) Future FTE add	Dentist - <i>None</i>
		Converting space	\$50,000-\$100,000	\$ 100,000.00	Insufficient storage	Mental Health Center - <i>None</i>
					Insufficient work space for technology	
					Low public interaction/visibility	
					New Micro Studio in 2022	
					New cablecast delivery system in 2022	
					Rental agreement with RbA through 2023	
					RbA revenue is a 18%-20% rent offset	
					Low opportunity for further collaboration	
FUTURE SPACE	SQUARE FEET	ANTICIPATED COSTS	ESTIMATE	BUDGETING 2023-2025	BUSINESS/SERVICE IMPROVEMENTS	TENANTS & COLLABORATION
Estimated future needs	3555SF	Office build out	\$300K to \$400,000	\$ 100,000.00	Alignment with new strategic plan	(CP) - Washington County Library - High Potential
		Fiber tie in	\$15,000-\$70,000	\$ 50,000.00	(CP) - Public Visablity and interaction	(CP) - Washington County Schools - High Potential
		Moving Services	\$8,500	\$ 15,000.00	(CP) - Collaborative workspaces	(CP) - CVB - High Potential
		Design Architectural Service	\$10,000	\$ 20,000.00	Potential for work-for-hire visibility	(CP) - YMCA - Some
					Build-to-suit	
					Shared lavatory, janitorial, and IT services	
					(CP) - Indoor venue for live performances	
					Proximity to highway and member cities	
			KEY	Per Year	(CP) - Unique to Central Park	
				In Total		

Type	Address	Property Type	Property Size	Space Available	Asking Rate	Sub Lease	Lease Type	CAM	TAXES	TOTAL	SF	
Lease	<b>6939 Pine Arbor Dr. S. (Current Space)</b>	<b>Cottage Grove, MN 55016</b>	<b>Retail</b>	<b>3,503 SF</b>	<b>3,503 SF</b>	<b>\$16.82 Annual/SF</b>	<b>No</b>	<b>NNN</b>	<b>\$ 7.44</b>	<b>\$ 6.90</b>	<b>\$ 31.16</b>	<b>Small</b>
Lease	6053 Hudson Rd	Woodbury, MN 55125	Office (General)	59,829 SF	3,022 SF	\$16.00 Annual/SF	No	Gross			\$ 16.00	Small
Lease	8401 Seasons Pkwy	Woodbury, MN 55125	Office (Medical/Dental)	14,000 SF	4,649 SF	\$17.00 Annual/SF	No	Net NNN ( \$13.42)			\$ 30.42	Large
Lease	1811 Weir Dr	Woodbury, MN 55125	Office (General)	52,542 SF	3,034 SF	\$11.50 Annual/SF	No	NNN ( \$8.99)			\$ 20.49	Small
Lease	1625 Radio Dr	Woodbury, MN 55125	Office (General)	54,810 SF	3,739 SF	\$17.00 - \$20.00 Annual/SF	No	NNN ( \$12.80 )			\$ 29.80	Good Fit
<b>CENTRAL PARK Woodbury, MN 55125</b>				<b>3,500 - 4,000SF</b>	<b>\$25 Annual/SF</b>							Good Fit
				MOU states 3,000	<i>SF Reduce \$1 per \$30K of buildout</i>							Small
					<b>\$15 Annual/SF</b>							
					w/ \$300,000 buildout expense							