

**AGREEMENT BETWEEN RAMSEY COUNTY AND THE CITY OF SAINT PAUL FOR
RECORDING, CABLECASTING AND WEBSTREAMING SERVICES
OF RAMSEY COUNTY MEETINGS**

This Agreement is made and entered into by and between **Ramsey County**, a political subdivision of the State of Minnesota (hereinafter “County”), by and through the Ramsey County Board of Commissioners, and the **City of Saint Paul**, a political subdivision of the State of Minnesota (hereinafter “City”), by and through the City Council and Office of Technology and Communications (OTC).

WHEREAS, since April 1, 1995, under a series of written agreements between the City and the County, meetings of the Ramsey County Board of Commissioners (“County Board”) and County Board committee meetings held in the Saint Paul City Council Chambers and/or conducted virtually have been recorded, cablecast, and/or livestreamed by the City’s Office of Technology and Communications; and

WHEREAS, the most recent long-term agreement between the City and the County covered the term of January 1, 2011, through December 31, 2020, and was subsequently extended through December 31, 2023; and

WHEREAS, on March 21, 2024, the County executed **Amendment 1** to extend the agreement for the 2024–2025 period, with a contract term of January 1, 2024, through December 31, 2025, at a total contract value of \$53,000; and

WHEREAS, the County Board wishes to continue the recording, cablecasting, and livestreaming of County Board and committee meetings; and

WHEREAS, the County’s Director of Communications and Public Relations has expressed a desire to expand the scope of services to include support for strategic communications initiatives such as media events and video production; and

WHEREAS, beginning January 1, 2026, the City will partner with **Saint Paul Neighborhood Network (SPNN)** as a contracted **Service Partner** to deliver these Telecast Services, pursuant to the terms and scope of this Agreement; and

WHEREAS, SPNN, under contract with the City, will assume responsibility for the delivery of specified Telecast Services, working in close coordination with both the County and the City to ensure high-quality, accessible coverage of County and City public meetings and related communications initiatives;

NOW, THEREFORE, the County and the City agree to the terms set forth in this Agreement.

I. SCOPE OF CITY SERVICES

Beginning January 1, 2026, OTC shall coordinate the delivery of Telecast Services through its designated **Service Partner**, the **Saint Paul Neighborhood Network (SPNN)**, while continuing to maintain ownership, oversight, and infrastructure responsibilities as outlined below:

- a. Ensure the recording and live cablecast of Ramsey County Board meetings and meetings of County Board committees, whether held in the Council Chambers or conducted virtually, via the City of Saint Paul's government access channel (currently Channel 18). All recordings and broadcasts shall adhere to the technical standards and procedures established by the City's Office of Technology and Communications (OTC) for meetings of the Saint Paul City Council.
- b. Provide, through the City's contract with Granicus and under the coordination of OTC, live and recorded webstreaming and indexing of County Board and committee meetings that are cablecast on the City's government access channel. These streams shall be made available to both the public and the County's internal network as determined by the County.
- c. Provide administrative oversight of SPNN personnel involved in recording, cablecasting, and related graphics or production support. This includes participation in planning meetings and coordination with County staff. Administrative support shall not exceed four hours per month unless previously approved by the Ramsey County Chief Clerk.
- d. Furnish all labor necessary to perform the services outlined in this Agreement through SPNN, including assigning one technician per meeting as required. Technicians shall be trained and qualified per OTC requirements and shall operate within the City's technology environment using approved tools and methods.
- e. Provide the County with timely access to, and/or a copy of, all recorded Ramsey County Board and committee meetings in a mutually agreed-upon format, subject to availability of resources and technological compatibility.
- f. Maintain the physical infrastructure and audiovisual equipment located in the Council Chambers used for cablecasting, including replacing bulbs and other lighting supplies as needed.
- g. Maintain a Capital Replacement Fund for the replacement of City-owned equipment used in the provision of Telecast Services. Both the City and the County shall contribute 50% of the annual amount placed in the Fund. The City shall manage the Fund, report annually on contributions and expenditures, and retain sole ownership of all equipment purchased. It is understood that County contributions to the Fund do not confer any ownership or property interest in such equipment.

II. COUNTY RESPONSIBILITIES

- a. The County shall provide the City, no fewer than four (4) business days in advance of any meeting to be recorded, with an electronic copy of the meeting agenda and any additional relevant materials required to support cablecasting or livestreaming. The City will ensure this information is relayed to SPNN for operational readiness.
- b. The County shall provide the City and/or SPNN with access to video media, presentation files, or other audiovisual materials needed to properly record or broadcast the meeting, as technology dictates and in formats compatible with the City's systems.
- c. The County shall designate a primary point of contact within Office of the County Clerk to coordinate logistics with the City and SPNN, address service issues, and approve scheduling changes, escalations, or exceptions as needed.
- d. The County shall work with the City to ensure SPNN staff are granted timely access to necessary facilities, including the Council Chambers, virtual meeting links, AV inputs, and any other tools or credentials needed to perform recording and broadcasting services.

III. JOINT RESPONSIBILITIES

- a. The City and the County shall schedule and participate in regular coordination meetings at the reasonable request of either party, but no less than once annually, unless otherwise mutually agreed upon. These meetings may be held in person, by phone, videoconference, or other electronic means.
- b. These coordination meetings will serve to review service quality, address operational or technical issues, plan for upcoming events or enhancements, and ensure mutual understanding of service expectations. The City will ensure SPNN participates in these meetings as needed to provide updates on service delivery and receive direction or feedback.
- c. The City and the County agree to collaborate in good faith to resolve service issues, assess evolving technology needs, and adapt procedures to meet the communication and accessibility goals of both entities.

IV. COMPENSATION AND COST SHARING

To ensure the continuity, quality, and modernization of telecast services provided under this Agreement, the following compensation structure shall apply for the duration of the term.

- a. Beginning January 1, 2026, the City will partner with Saint Paul Neighborhood Network (SPNN) as a designated service provider to perform core telecast functions described in this Agreement. SPNN will operate under a Memorandum of Understanding (MOU) with the City of Saint Paul, and shall be responsible for technical operations including, but not limited to: meeting coverage, cablecasting, livestreaming support, video editing, graphics integration, and related production services. The City and County will contribute to the cost of the SSPNN managed services contract, under supervision from the City through the MOU. The City and

County will each contribute **\$18,750 annually**.

- b. The City shall continue to own and maintain all audiovisual and telecast-related infrastructure located in the Council Chambers and supporting remote and hybrid meeting production. The City will fund these maintenance responsibilities in part through its designated **PEG allocation** from the City's Comcast Franchise Agreement. PEG funding may be used to support equipment replacement, system upgrades, and other necessary infrastructure costs related to the performance of services under this Agreement. The City will retain sole discretion and responsibility for the management of these resources and assets.
- c. The County shall contribute to the cost of the City's enterprise webstreaming contract, which provides live and archived streaming of County Board and committee meetings. The County's share of this contract is: **\$900 per month, invoiced quarterly (\$10,800 annually)**.
- d. The City shall retain ownership and responsibility for the maintenance and replacement of all audiovisual and telecast-related infrastructure located in the Council Chambers and used to support remote and hybrid meetings. To ensure long-term sustainability of this infrastructure, the City and County shall continue to contribute to and manage a **Capital Replacement Fund**. The City's share of this fund is **\$53,250 annually**. The County's share of this fund is **\$15,750 annually**. The Fund, along with PEG resources allocated under the City's Comcast Franchise Agreement, shall be used to support necessary equipment upgrades, replacements, vendor service agreements, and other infrastructure needs associated with public meeting production.
- e. The City shall submit an itemized invoice to the County on a **quarterly basis**, detailing:
 - a. Webstreaming subscription costs (\$2,700).
 - b. The County shall remit uncontested payments within thirty-five (35) days of receipt.
 - c. Payment of interest on late payments and good faith disputes shall be governed by Minn. Stat. § 471.425.

V. ADDITIONAL SERVICES

- a. At the request of the County and with prior written approval (email is sufficient), the City will coordinate with SPNN, under the terms of its Memorandum of Understanding, to provide recording, production, or telecast support for additional County meetings, events, media availabilities, or special communications projects beyond those outlined in this Agreement.
- b. The scope and cost of such additional services shall be negotiated in advance and agreed to in writing by both parties. Rates may be structured on a flat-fee or hourly basis, depending on the nature and scale of the project, and will include any required administrative coordination or technical planning by the City.
- c. All services must align with the City's technical standards and be feasible within SPNN's available capacity. The City will include any approved charges for additional services in the County's next quarterly invoice.

VI. TERM

- a. The term of this Agreement shall be for **two years**, beginning on **January 1, 2026**, and ending on **December 31, 2027**. The parties may agree in writing to renew or extend this Agreement for additional terms as needed to continue services without interruption. The City's Memorandum of Understanding (MOU) with **Saint Paul Neighborhood Network (SPNN)** for the provision of Telecast Services shall be aligned with the same two-year term. The parties agree to initiate discussions by **September 1, 2027**, to evaluate service performance and negotiate terms for any future agreement to ensure continuity of operations.
- b. The parties acknowledge that upgrades in technology, production methods, and equipment are ongoing and may impact the services described in this Agreement. Either party may request in writing that the Agreement be reopened for negotiation to address changes or enhancements in equipment, technical capabilities, or service delivery methodology. Both parties agree to engage in good faith discussions regarding such requests.
- c. Either party may terminate this Agreement, with or without cause, upon **sixty (60) days' written notice** to the other party. Upon termination: The City shall be entitled to payment for all services rendered through the effective date of termination in accordance with Section IV. The County shall not be entitled to any reimbursement from the City's Capital Replacement Fund, as it will not be contributing to the Fund during the term of this Agreement.

VII. GENERAL TERMS AND CONDITIONS

- a. Data Practices and Security

Each party must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or any other applicable state statutes, any state rules adopted to implement the MGDPA and related statutes, as well as federal statutes and regulations, as they apply to all data created, collected, received, stored, used, maintained, or disseminated under this Agreement.

The City designates Chase Maxwell, Communications and Digital Media Manager, as its Responsible Designee, pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.02 Subdivision 6, as the individual responsible for any set of data collected to be maintained by Contractor in the execution of this Agreement.

The City shall take all reasonable measures to secure the computers or any other storage devices in which County data is contained or which are used to access County data in the course of providing services under this Agreement. Access to County data shall be limited to those persons with a need to know for the provision of services by the City. All County data retained by the City in the process of providing services under this Agreement will continue to be protected in accordance with this Agreement.

Each party must ensure that any agents (including contractors and subcontractors), analysts, and others to whom it provides protected information, agree in writing to be bound by the same restrictions and conditions that apply to it with respect to such information.

b. Indemnification

The County and the City agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the parties shall be governed by the provisions of Minnesota Statutes Chapter 466 (Tort Liability, Political Subdivisions) or other applicable law.

c. Alterations

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when reduced to writing and signed by both parties.

d. Insurance

Each party shall be responsible for obtaining and maintaining, either through commercial insurance or a program of self-insurance, property coverage, commercial general liability coverage, workers' compensation, cyber liability insurance, and such other insurance as will protect from claims which may arise out of or result from performance of the party under the terms of this Agreement.

e. Entire Agreement

This Agreement shall constitute the entire agreement between the parties regarding the subject matter of this Agreement and shall supersede all prior oral or written negotiations.

VIII. WHEREAS, the parties have executed this Agreement on the last date shown below.

RAMSEY COUNTY

By: _____
Rafael E. Ortega, Board Chair

Date: _____

By: _____
Jason Yang, Chief Clerk

Date: _____

Approved as to Form:

Stacey D'Andrea

Assistant County Attorney

Date: 12/11/2025

CITY OF SAINT PAUL

Laura Logsdon
By: _____
Laura Logsdon, Office of Financial
Services Director (Interim)

Date: _____

Jaime Wascalus
By: _____
Jaime Wascalus, CIO and Director,
Office of Technology & Communications

12-10-2025
Date: _____

Approved as to Form:

Kyle Citta

Assistant City Attorney

Dec. 12, 2025
Date: _____

Telecast Services Agreement 2026-2027 - FINAL

Final Audit Report

2025-12-10

Created:	2025-12-10
By:	Chase Maxwell (chase.maxwell@ci.stpaul.mn.us)
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 Agreement completed.

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