

2020 ANNUAL REPORT

**SOUTHWEST SUBURBAN
CABLE COMMISSION ("SWSCC")**

Prepared by:

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TABLE OF CONTENTS

| | <u>Page</u> |
|------------------------------|--------------------|
| Members | 1 |
| Meetings | 1 |
| Expenses/Income | 2-3 |
| Meeting Minutes | Exhibit A |

2020 Members

Chair: Patty Latham, IT Manager - City of Minnetonka

Vice Chair: Rick Getschow, City Manager - City of Eden Prairie

Secretary/Treasurer: Scott Neal, City Manager - City of Edina

Directors: Rick Getschow, City Manager - City of Eden Prairie*
Mark Freiberg, Council Member - City of Eden Prairie
Scott Neal, City Manager - City of Edina*
Mary Brindle, Council Member - City of Edina
Ari Lenz, Assistant City Manager – City of Hopkins*
Kristi Halverson, Council Member - City of Hopkins
Patty Latham, IT Manager - City of Minnetonka*
Deb Calvert, Council Member - City of Minnetonka
Katie Rodriguez, City Manager - City of Richfield*
Maria Regan Gonzalez, Mayor - City of Richfield

Commission Staff: Brian T. Grogan, Attorney/Administrator

*Managers' Committee designation.

2020 Meetings

The Manager's Committee met once in April 2020 and the Full Commission met once in October of 2020. The meeting minutes attached hereto as Exhibit A.

1. Manager's Committee Meeting - Wednesday, April 22, 2020; and
2. Full Commission Meeting - Wednesday, October 28, 2020.

2020 Expenses/Income

1. **2020 Annual Operating Budget.** The 2020 budget was approved by the Commission at the October 23, 2019 meeting.

SOUTHWEST SUBURBAN CABLE COMMISSION

| Operating Expenses | 2020 Budget |
|---------------------------------------|---------------------|
| Legal and Administrative Costs | \$60,000.00 |
| Seminar Expenses | |
| MACTA Conference | \$1,500.00 |
| NATOA Conference | \$4,000.00 |
| Insurance | |
| League of MN Cities | \$2,100.00 |
| Memberships | |
| MACTA | \$3,675.00 |
| NATOA | \$2,070.00 |
| Alliance for Community Media | -0- |
| Access Playback Personnel | \$35,000.00 |
| Web Support | \$565.00 |
| SWTV Marketing | \$1,000.00 |
| Contingency | \$6,500.00 |
| Total Operating Expenses | \$116,410.00 |
| Capital Expenses | |
| HD Equipment Replacement | \$10,000.00 |
| Playback Equipment Contingency | \$5,000.00 |
| City of Bloomington Access Facilities | \$15,000.00 |
| Total Capital Expenses | \$30,000.00 |
| TOTAL EXPENSES | \$146,410.00 |

2. **2020 CenturyLink and Comcast Franchise Fee Payments**

2020 FRANCHISE FEE PAYMENTS - SOUTHWEST SUBURBAN CABLE COMMISSION

| Member City | 2020 1st Quarter | | 2020 2nd Quarter | | 2020 3rd Quarter | | 2020 4th Quarter | | 2020 Total | % of Total |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------|
| | CenturyLink | Comcast | CenturyLink | Comcast | CenturyLink | Comcast | CenturyLink | Comcast | | |
| Eden Prairie | \$967.24 | \$194,147.69 | \$838.62 | \$191,524.18 | \$796.86 | \$189,518.99 | \$479.00 | \$192,921.10 | \$771,193.68 | 27% |
| Edina | \$632.98 | \$202,812.79 | \$476.79 | \$200,734.21 | \$533.30 | \$198,639.51 | \$360.31 | \$201,574.76 | \$805,764.65 | 28% |
| Hopkins | \$565.39 | \$48,870.00 | \$521.40 | \$47,823.09 | \$513.97 | \$47,197.13 | \$335.24 | \$47,737.79 | \$193,564.01 | 7% |
| Minnetonka | \$709.33 | \$189,989.42 | \$627.60 | \$187,691.67 | \$594.13 | \$187,202.35 | \$367.86 | \$191,935.17 | \$759,117.53 | 27% |
| Richfield | \$1,319.95 | \$77,913.49 | \$1,192.36 | \$76,505.24 | \$1,043.03 | \$76,404.70 | \$534.23 | \$78,109.56 | \$313,022.56 | 11% |
| TOTAL | \$4,194.89 | \$713,733.39 | \$3,656.77 | \$704,278.39 | \$3,481.29 | \$698,962.68 | \$2,076.64 | \$712,278.38 | \$2,842,662.43 | 100% |

EXHIBIT A
MINUTES
Southwest Suburban Cable Commission
Manager's Committee – Zoom Meeting
Wednesday, April 22, 2020

At approximately 4:00 p.m. Patty Latham called the meeting to order.

Members present: Rick Getschow of Eden Prairie;
Scott Neal of Edina;
Mike Mornson of Hopkins;
Patty Latham of Minnetonka; and
Katie Rodriguez of Richfield.

Staff present: Brian Grogan of Moss & Barnett
Dan Carpenter of SWTV, City of Edina

1. CONSENT AGENDA

Scott Neal moved to accept the Consent Agenda items and Mike Mornson seconded the motion. Motion passed.

2. NEW BUSINESS

A. 2020 Annual Report. Brian Grogan briefly described the Annual Report. Scott Neal moved to accept the 2019 Annual Report and Mike Mornson seconded the motion. Motion passed. Terri Hammer will finalize and distribute the 2019 Annual Report to a representative of each member city.

B. 2020 List of Directors. Patty Latham provided revised email addresses for Minnetonka members.

3. SECRETARY/TREASURER'S REPORT

Insurance Waiver. Scott Neal moved to "*not waive*" the monetary limits on municipal tort liability insurance and Mike Mornson seconded the motion. Motion passed.

4. ATTORNEY/ADMINISTRATOR REPORT

A. FCC Proceeding. Brian Grogan discussed the status of the FCC Section 621 Order and the Sixth Circuit Court of Appeals legal challenge.

B. Legislative Update. Brian Grogan summarized the information in the agenda packet.

C. Comcast and CenturyLink Settlements with the MN AG's office. Summaries and links to each Order were provided in the agenda packet.

D. CenturyLink Cable Service and Franchise Compliance. A great deal of discussion was held regarding CenturyLink's franchise and the draft settlement agreement provided in the agenda packet. Revisions will be made and redistributed to the managers committee for review.

E. Comcast Franchise Renewal. Staff will work on a renewal plan for presentation at the October Full Commission meeting.

F. 2019 Conference Dates. Brian Grogan discussed the MACTA and NATOA annual conference dates for 2020.

G. Bloomington Studio. Brian Grogan referenced the 2019 Bloomington studio usage charts included in the agenda packet.

H. SWTV Update. Dan Carpenter provided the SWTV update and answered questions from the managers.

5. **NEXT MEETING DATE**

The next regular Full Commission meeting is Wednesday, October 28, 2020 at 4:00 p.m. – Eden Prairie City Hall.

Meeting adjourned at approximately 5:00 p.m.

Southwest Suburban Cable Commission
Full Commission - Zoom meeting
Wednesday, October 28, 2020

At approximately 4:00 p.m. Patty Latham called the Zoom meeting to order.

Members Present: Rick Getschow and Mark Freiberg, Eden Prairie
Mary Brindle, Edina
Kristi Halvorson, Hopkins
Patty Latham and Deb Calvert, Minnetonka
Katie Rodriguez, Richfield

Guests Present: Steve Olson, Accountant, Edina
Dan Carpenter, Community Television Administrator, Edina
Karly Baraga-Werner and Andrea Kajer, Comcast

Staff Present: Brian Grogan and Terri Hammer, Moss & Barnett

1. CONSENT AGENDA

Deb Calvert moved to accept the Consent Agenda items and Mark Freiberg seconded the motion. Motion passed.

2. ATTORNEY/ADMINISTRATOR REPORT

A. FCC 621 Order. Brian Grogan provided an update on the status of the 621 Order Appeal and implementation of the Order. No cable operators have begun implementing the Order. Karly Baraga Werner commented that Comcast does not have a specific date, and that plenty of advanced notice will be provided to the cities.

B. CenturyLink to Discontinue Prism TV. Brian Grogan summarized the draft Settlement Agreement included in the packet. The Manager's Committee will work to finalize the agreement with CenturyLink.

C. Comcast Renewal. Comcast cable franchises in each member city will expire in August 2022. Comcast requested renewal from the member cities by letter dated August 6, 2019. Brian Grogan will work with the Manager's Committee to create a renewal plan that will be presented to the Full Commission at the April 28, 2021 meeting.

D. Legislative Update. Brian Grogan referred to the information provided in the packet. There were no questions regarding this information.

E. SWTV Update. Dan Carpenter shared his screen and presented his update (copy included in the agenda packet). He has working remotely since the pandemic started. There have been six new shows in the last six months. Dan is in the process of redesigning the SWTV web page.

F. Bloomington Studio Usage and 2021 Contract. The studio was closed for approximately six months due to the pandemic. Recently, re-opened in late September. Deb Calvert moved to renew the City of Bloomington contract for 2021 under the same terms and conditions as 2020. Kristi Halvorson seconded the motion. Motion passed.

3. SECRETARY/TREASURER'S REPORT

A. Treasurer's Report and Claims Report. Rick Getschow moved to accept the Treasurer's Report and Claims Report, and Deb Calvert seconded the motion. Motion passed.

B. 2021 Proposed Budget. Kristi Halvorson moved to accept the 2021 proposed budget and Mark Freiberg seconded the motion. Motion passed.

4. MANAGER'S COMMITTEE REPORT

The Manager's Committee had nothing new to report.

5. COMCAST REPORT

Karly Baraga Werner discussed updates from her are now delivered via email. Karly also discussed other initiatives and programs sponsored by Comcast. Brian Grogan thanked the Comcast representatives for attending today's meeting.

6. NEXT MEETING DATE

The next regular Full Commission meeting is Wednesday, April 28, 2021 at 4:00 p.m. – location to be determined.

7. MISCELLANEOUS

Mary Brindle announced her retirement effective the end of 2020.