

2021 ANNUAL REPORT

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

Prepared by:

Brian T. Grogan, Esq.
MOSS & BARNETT
A Professional Association
150 South Fifth Street, Suite 1200
Minneapolis, MN 55402
(612) 877-5340
brian.grogan@lawmoss.com

TABLE OF CONTENTS

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

2021 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*
Carolyn Jackson, 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.

2021 Meetings

The Southwest Suburban Cable Commission met virtually in April and December of 2021. The meeting minutes from each meeting are attached hereto as Exhibit A.

1. Full Commission Meeting - Wednesday, April 26, 2021; and
2. Full Commission Meeting - Wednesday, December 1, 2021.

2021 Expenses/Income

1. **2021 Annual Operating Budget.** The 2021 budget was approved by the Commission at the October 28, 2020 meeting.

SOUTHWEST SUBURBAN CABLE COMMISSION

Operating Expenses	2021 Budget
Legal and Administrative Costs	\$70,000.00
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	\$1,190.00
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	\$125,530.00
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	\$155,530.00

2. **2021 Comcast Franchise Fee Payments**

2021 Comcast Franchise Fee Payments SOUTHWEST SUBURBAN CABLE COMMISSION

Member City	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Total
Eden Prairie	\$194,847.95	\$197,456.71	\$194,756.84	\$195,525.78	\$782,587.28	27.10%
Edina	\$204,291.10	\$207,525.44	\$205,590.17	\$206,513.22	\$823,919.93	28.50%
Hopkins	\$48,682.29	\$48,883.66	\$47,802.84	\$47,505.06	\$192,873.85	6.70%
Minnnetonka	\$194,400.31	\$197,177.80	\$195,814.51	\$196,498.09	\$783,890.71	27.10%
Richfield	\$78,118.08	\$77,911.57	\$75,862.83	\$75,085.07	\$306,977.55	10.60%
TOTAL	\$720,339.73	\$728,955.18	\$719,827.19	\$721,127.22	\$2,890,249.32	100%

**EXHIBIT A
MEETING MINUTES**

**Full Commission – Zoom Meeting
Wednesday, April 28, 2021**

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

Members present: Rick Getschow and Mark Freiberg of Eden Prairie
Scott Neal and Carolyn Jackson of Edina
Ari Lenz and Kristi Halvorson of Hopkins
Patty Latham and Deb Calvert of Minnetonka
Katie Rodriguez of Richfield

Staff present: Dan Carpenter, SWTV Administrator
Steve Olson, Edina Accountant
Brian Grogan and Terri Hammer of Moss & Barnett

Guests present: Andrea Kajer, Comcast
Jeff Strate, SWTV Producer

The meeting began with introductions of all present.

1. CONSENT AGENDA

Deb Calvert moved to accept the Consent Agenda items and Kristi Halvorson seconded the motion. Motion passed.

2. NEW BUSINESS

A. 2020 Annual Report. Mr. Grogan briefly described the Annual Report. Terri Hammer will finalize and distribute the 2020 Annual Report to a representative of each member city. Scott Neal moved to accept the 2020 Annual Report and the motion was seconded by Deb Calvert. Motion passed.

B. 2021 List of Directors. Mr. Grogan referenced the 2021 list of contacts for the Commission's information only.

C. 2021 Election of Officers. The current officers were elected in 2019 and are as follows: Patty Latham – Chair; Rick Getschow - Vice Chair; and Scott Neal - Secretary/Treasurer. All current officers agreed to continue in their current role for another two-year term. Carolyn Jackson moved to re-elect the current slate of officers. Ari Lenz seconded the motion. Motion passed.

3. SECRETARY/TREASURER'S REPORT

A. Insurance Waiver. Scott Neal moved to "not waive" the monetary limits on municipal tort liability insurance and Deb Calvert seconded the motion. Motion passed.

B. Treasurer's Report and Approval of Claims. The Claims Report and Treasurer's Report were included in the agenda packet. Kristi Halvorson moved to accept the Claims Report and Treasurer's Report. Katie Rodriguez seconded the motion. Motion passed.

4. **ATTORNEY/ADMINISTRATOR REPORT**

Jeff Strate, SWTV Producer, introduced himself and his show of 24 years "Democratic Visions." Democratic Visions has been honored for the second year in a row by the Best of the Midwest Video Fest and has received an Achievement Award and a Merit Award.

A. SWTV Update – Dan Carpenter presented the SWTV update. A few highlights included a 63% increase in the number of shows since April 2020, high demand for airtime, Teen Video Boot Camp returns this summer, and several projects underway.

B. SWTV Policies and Procedures – Deb Calvert moved to accept the revised policies and procedures. Kristi Halverson seconded the motion. Motion passed.

C. Bloomington Studio Update. Brian Grogan reviewed to the 2020 Bloomington studio usage chart included in the agenda packet.

D. 2019 Conference Dates. Virtual conference dates were provided. Brian Grogan reminded everyone that there is a budget if any Commissioners would like to attend the conferences.

E. FCC 621 Order and Appeal Update. – Brian Grogan summarized the April 15th oral argument before the 6th circuit. A decision in this case is expected in the coming months.

F. Comcast Franchise Renewal Update. – Brian Grogan explained the issues to address in the franchise renewal process including the PEG needs over the next 10-year franchise term. Two proposals were received regarding the conduct of a PEG review and the details were discussed. Deb Calvert moved that Moss & Barnett will retain CBG to conduct the PEG review for the Commission and involve the Managers' Committee during the process, as needed. Rick Getschow seconded the motion. Motion passed.

5. **MANAGER'S COMMITTEE REPORT**

The Managers' Committee had nothing new to report.

6. **COMPANY REPORTS**

Andrea Kajer of Comcast provided the company report.

7. **NEXT MEETING DATE**

The next regular Full Commission meeting is Wednesday, October 27, 2021 at 4:00 p.m.

ADJOURNMENT – Mark Freiberg moved to adjourn the meeting at approximately 5:15 p.m. Deb Calvert seconded the motion. Motion passed.

**Full Commission - Zoom meeting
Wednesday, December 1, 2021**

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

Members Present: Rick Getschow and Mark Freiberg, Eden Prairie
Scott Neal and Carolyn Jackson, Edina
Ari Lenz and Kristi Halvorson, Hopkins
Patty Latham and Deb Calvert, Minnetonka

Guests Present: Steve Olson, Accountant, Edina
Dan Carpenter, Community Television Administrator, Edina
Andrea Kajer, Comcast
Jeff Strate, Public Access Producer
Grant Parker, Production Supervisor, BCAT

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

1. CONSENT AGENDA

Deb Calvert moved to accept the Consent Agenda items and Kristi Halvorson seconded the motion. Motion passed.

2. ATTORNEY/ADMINISTRATOR REPORT

A. Comcast Renewal. Brian Grogan reviewed the status of the renewal process. Patty Latham, Scott Neal and Brian Grogan will serve as the renewal negotiation team. The Manager's Committee will meet to finalize the Needs Assessment Report. The goal is to provide a draft renewal franchise to Comcast in early 2022 and request a written reply.

B. Legislative Update. Brian Grogan referred to the information provided in the packet. The FCC 621 Order was discussed as well as the Endorsement Letter filed with the United States Supreme Court.

C. SWTV Update. Dan Carpenter presented the SWTV update highlighting the new website launched in July, Teen Video Boot Camp, new classes coming in 2022, new station IDs, and recognition of great work by producers.

D. Bloomington Studio Usage and 2021 Contract. After many months of closure in 2020, studio and equipment usage are climbing. Scott Neal moved to renew the City of Bloomington contract for 2022 under the same terms and conditions as 2021. Kristi Halvorson seconded the motion. Motion passed.

3. SECRETARY/TREASURER’S REPORT

A. Treasurer’s Report and Claims Report. Kristi Halvorson moved to accept the Treasurer’s Report and Claims Report, and Deb Calvert seconded the motion. Motion passed.

B. 2022 Proposed Budget. Scott Neal moved to accept the 2022 proposed budget and Deb Calvert seconded the motion. Motion passed.

4. MANAGER’S COMMITTEE REPORT

The Manager’s Committee had nothing new to report.

5. COMCAST REPORT

Andrea Kajer announced Comcast recently awarded 100 - \$10,000 grants to small businesses. Comcast continues to work on multiple federal programs.

6. NEXT MEETING DATE

The next regular Full Commission meeting is Wednesday, April 27, 2022 at 4:00 p.m. – location to be determined.

ADJOURNMENT.

Mark Freiberg moved to adjourn the meeting and Carolyn Jackson seconded the motion. Motion passed.