

2022 ANNUAL REPORT

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

Prepared by:

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2022 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*

Gerard Balan, 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.

2022 Meetings

The minutes from the Southwest Suburban Cable Commission meetings are attached hereto as Exhibit A.

1. Full Commission Meeting - Wednesday, April 27, 2022; and
2. Full Commission Meeting - Wednesday, October 26, 2022.

2022 Expenses/Income

1. **2022 Annual Operating Budget.** At the December 1, 2021, Full Commission meeting, the 2022 budget was approved.

Operating Expenses	2022 Budget
Legal and Administrative Costs	\$60,000.00
CBG Needs Assessment	\$20,000.00
Comcast Renewal	\$50,000.00
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Seminar Expenses	
MACTA Conference	\$1,500.00
NATOA Conference	\$4,000.00
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Insurance	
League of MN Cities	\$2,100.00
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Memberships	
MACTA	\$3,675.00
NATOA	\$1,315.00
Alliance for Community Media	-0-
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Access Playback Personnel	\$35,000.00
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Web Support	\$650.00
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SWTV Marketing	\$1,000.00
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Contingency	\$6,500.00
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Total Operating Expenses	\$185,740.00
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Capital Expenses	
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HD Equipment Replacement	\$10,000.00
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Playback Equipment Contingency	\$5,000.00
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City of Bloomington Access Facilities	\$16,000.00
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Total Capital Expenses	\$31,000.00
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TOTAL EXPENSES	\$216,740.00

2. **2022 Comcast Franchise Fee Payments**

Member City	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Total
Eden Prairie	\$191,119.79	\$191,358.90	\$188,587.80	\$188,303.83	\$759,370.32	27.10%
Edina	\$202,319.09	\$202,814.47	\$201,787.79	\$201,928.77	\$808,850.12	28.80%
Hopkins	\$46,139.34	\$45,585.70	\$44,354.22	\$43,853.78	\$179,933.04	6.40%
Minnetonka	\$192,652.51	\$194,209.01	\$192,735.37	\$192,282.62	\$771,879.51	27.50%
Richfield	\$72,682.98	\$72,627.96	\$70,996.07	\$70,423.30	\$286,730.31	10.20%
TOTAL	\$704,913.71	\$706,596.04	\$698,461.25	\$696,792.30	\$2,806,763.30	100%

Exhibit A – Meeting Minutes

**Southwest Suburban Cable Commission Meeting Minutes
Wednesday, April 27, 2022 - Edina City Hall**

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

Members present: Rick Getschow of Eden Prairie
Scott Neal and Carolyn Jackson of Edina
Ari Lenz and Gerard Balan of Hopkins
Patty Latham and Deb Calvert of Minnetonka

Staff present: Dan Carpenter, SWTV Administrator
Alisha McAndrews, Edina Finance Director
Brian Grogan and Terri Hammer of Moss & Barnett

Guests present: Andrea Kajer, Comcast; and
Patty Piatz, SWTV Producer

The meeting began with introductions of all present.

1. CONSENT AGENDA

Deb Calvert moved to accept the Consent Agenda items and Scott Neal seconded the motion. Motion passed. Gerard Balan moved to approve the minutes of the December 1, 2021 Full Commission meeting and Scott Neal seconded the motion. Motion passed.

2. NEW BUSINESS

A. 2021 Annual Report. Terri Hammer will finalize and distribute the 2021 Annual Report to a representative of each member city. Ari Lenz moved to accept the 2021 Annual Report and the motion was seconded by Deb Calvert. Motion passed.

B. 2022 List of Directors. The 2022 list of contacts is for the Commission's information only.

C. 2021 Election of Officers. The current officers were elected in 2021 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. Ari Lenz moved to re-elect the current slate of officers. Deb Calvert 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. Ari Lenz moved to accept the Claims Report and Treasurer's Report. Deb Calvert seconded the motion. Motion passed.

4. **SWTV UPDATE**

Dan Carpenter presented the SWTV update. Highlights included new in-person classes and Teen Video Boot Camp. Dan plans to attend the MACTA and NATOA annual conferences this year.

5. **ATTORNEY/ADMINISTRATOR REPORT**

A. Bloomington Studio Update. Discussion of the 2021 Bloomington studio usage chart included in the agenda packet.

B. State Auditor's Request. Staff complied with the state auditor's request.

C. Comcast Franchise Renewal Update. The Needs Assessment Report prepared by CBG Communications ("Report") is currently being revised. Deb Calvert moved that upon receipt of the final Report, staff will forward the Report along with the proposed draft renewal franchise to the entire Commission (10 voting members) and allow seven days for Commission members to submit any comments/questions to staff. Commission members may also request that another Commission meeting be scheduled for the purpose of discussing the documents. Assuming no need for another meeting all suggested edits from Commission members will be inserted into the documents and the Manager's Committee is authorized to forward the Report and draft renewal franchise to Comcast for review and consideration. Carolyn Jackson seconded the motion. Motion passed.

D. Closed Captioning. No action needed at this time. More information will be provided as available.

E. Legislative Update. No action needed at this time. More information will be provided as available.

F. 2022 Conference Dates. Brian Grogan reminded Commissioners that there is funding available in the budget if any Commissioners would like to attend the NATOA or MACTA conferences.

5. **MANAGER'S COMMITTEE REPORT**

The Managers' Committee had nothing 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 26, 2022 at 4:00 p.m.

Ari Lenz moved to adjourn the meeting at approximately 5:01 p.m. Deb Calvert seconded the motion. Motion passed.

**Southwest Suburban Cable Commission Meeting Minutes
Wednesday, October 26, 2022 – Minnetonka Minnehaha Room**

At approximately 4:03 p.m. Patty Latham called the meeting to order.

Members Present: Rick Getschow and Mark Freiberg, Eden Prairie
Scott Neal and Carolyn Jackson, Edina
Kelsey Baumann and Gerard Balan, Hopkins
Patty Latham and Deb Calvert, Minnetonka
Katie Rodriguez, Richfield

Guests Present: Dan Carpenter, Community Television Administrator, Edina
Andrea Kajer, Comcast
Jeff Strate, SWTV Producer
Patty Piatz, SWTV Producer

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

1. **CONSENT AGENDA**

Carolyn Jackson moved to accept the Consent Agenda and Deb Calvert seconded the motion. Motion passed.

2. **SWTV**

Dan Carpenter presented the SWTV update and provided a clip of 14 public access programs. Dan plans to attend demonstrations on closed captioning next year as presented by the City of Edina.

3. **ATTORNEY/ADMINISTRATOR REPORT**

A. Comcast Renewal. Brian Grogan provided an update on the status of the renewal process with Comcast.

B. State Auditor's Request. The State has not contacted Staff since the last Full Commission meeting in April 2022. Nothing new to report.

C. Legislative Update. Brian Grogan referred to the information provided in the packet.

D. Bloomington Studio Usage. The public access producer usage charts were reviewed.

E. 2023 Bloomington Contract. Scott Neal moved to renew the contract with the City of Bloomington for one year and allow Brian Grogan to execute the 2023 contract up to a 10% increase from the 2022 annual fee. Mark Freiberg seconded the motion. Motion passed.

4. **SECRETARY/TREASURER'S REPORT**

A. Treasurer's Report and Claims Report. Gerard Balan inquired regarding the monthly bank fee and Scott Neal agreed to look into the possibility of eliminating the fee. Gerard Balan moved to accept the Treasurer's Report and the Claims Report. Mark Freiberg seconded the motion. Motion passed.

B. 2023 Proposed Budget. Scott Neal moved to revise the 2023 proposed budget for access playback personnel to \$30,000 and SWTV marketing to \$2,000. Deb Calvert seconded the motion. Motion passed.

5. **MANAGER'S COMMITTEE REPORT**

The Manager's Committee had nothing new to report.

6. **COMCAST REPORT**

Andrea Kajer announced Comcast is creating a small business vendor guide and offered copies to the Commission members. Comcast is beginning to prepare for the legislative session.

7. **NEXT MEETING DATE**

The next regular Full Commission meeting is Wednesday, April 26, 2023, at 4:00 p.m. and will be held at the Hopkins City Hall.

At approximately 5:10 p.m. Carolyn Jackson moved to adjourn the meeting. Deb Calvert seconded the motion. Motion passed.