

**Quad Cities Cable Communications Commission**  
Anoka City Hall – Council Chambers

November 19, 2015, 11:00 AM

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
  - 4.1. Secretary
    - 4.1.1. Approval of the October 15, 2015, commission minutes.
  - 4.2. Treasurer
    - 4.2.1. September Financial Reports
  - 4.3. Executive Director
- 5. General Business**
  - 5.1. Subscriber Survey
  - 5.2. Vehicle Replacement
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2015**

### **CALL TO ORDER – 1**

Chair Heitkamp called the meeting to order at 11:05 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Carl Anderson, Anoka; Greg Lee, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Eric Johnson, Champlin.

Others present included Karen George, Executive Director; Dick Nielsen, CBGE; and Jon Murphy, Producer.

### **APPROVAL OF AGENDA – 3**

Motion was made by LeTourneau and seconded by Trude to approve the agenda as presented.

**7 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from September 17, 2015 work session**

Motion was made by Dickinson and seconded by Trude to approve the September 17, 2015 work session minutes as presented.

**6 ayes – 0 nays – 1 abstain (Ulrich). Motion carried.**

#### **4.1.2. Approval of meeting minutes from September 17, 2015 regular meeting**

Motion was made by Dickinson and seconded by Trude to approve the September 17, 2015 regular minutes as presented.

**6 ayes – 0 nays – 1 abstain (Ulrich). Motion carried.**

#### **4.2 Treasurer**

##### **4.2.1. August Financial Reports**

Commissioner Dickinson provided a brief overview of the August financials and year to date information.

Motion was made by Trude and seconded by Ulrich to accept the August Financial Reports as presented.

**7 ayes – 0 nays. Motion carried**

#### **4.3 Executive Director**

Ms. George, provided an overview. She noted that they are working with vendors to research options for a new cargo van. She stated that the City Clerks' meeting took place and was well received. She introduced the newest staff person, who will replace Noah Johnson, Jon Murphy who will be the full-time producer on staff. She provided a brief overview of Mr. Murphy's 20+-year career experience that he brings to QCTV.

Jon Murphy introduced himself and stated that he is pleased to join QCTV and has been meeting staff and learning the layout of the organization.

Ms. George referenced the Overall Excellence Award received from Hometown Media Awards sponsored by the Alliance for Community Media, which will be published in local media. She stated that next month she will provide more detail on the Friend of the League of Women Voters award that Katherine Lenaburg recently received.

### **GENERAL BUSINESS – 5**

#### **5.1 Technical Audit Report**

Ms. George provided background information on the technical audit, which had been postponed during the negotiations with Comcast/Time Warner. She stated

that the report is available and the consultant is present today to provide a brief overview of the report. She stated that 29 code violations were documented during the technical audit that needs to be addressed by Comcast. She referenced language in the report regarding the I-Net, which is over 30 years old and is past its lifespan. She noted that the consultant will provide a brief overview today but also recommended that the Commission further review the details in a future work session meeting.

Dick Nielsen, CBG Communications, stated that the technical audit began over one year ago. He stated that he has been in the cable industry for some time and actually managed the I-Net system in the past but is now on the other side completing audits. He reviewed the aspects of the technical audit that are considered and reviewed during the audit. He referenced the system design and architecture, noting that while the system is not considered state of the art, it is still on the higher end of the spectrum. He stated that more and more of the system is being used for non-cable services, noting that while that is good for the customers that does leave less space for the video elements. He stated that while there are not problems at this time, the more channels you compress the lesser quality the video service becomes. He stated that the Commission will want to follow the element of compression. He stated that there is no such thing as a perfect cable system and noted that while the Quad Cities system is average, there is always room for improvement. He stated that during the work session additional discussion can occur on how to stay on top of the issue. He stated that one of the biggest issues is the Prisma Ring, which is outdated. He stated that the technology that was used is a bit dated. He provided additional information on the Regional Area Network (RAN). He stated the I-Net is the other biggest issue, also because of the dated equipment. He stated that perhaps during the work session a new network option could be discussed that would provide a digital network that would be reliable.

Chair Heitkamp questioned the ability of the Commission to specify the infrastructure as the process with CenturyLink continues on.

Ms. George stated that QCTV is in the second phase of negotiations and stated that CenturyLink is offering to meet the same standards of the other provider. She stated that the I-Net standard is 30 years old and staff understands that there will be different types of technology CenturyLink will be offering. She stated that there are new needs for the community such as being mobile friendly and wireless solutions within the home.

Commissioner Trude stated she has a problem with the fact that if you are using an antenna, you receive HD signal but if you receive a box from Comcast, you are not receiving the same quality, which she believed Comcast was downgrading the HD to analog. She asked if there is something that can be

done through contracts to ensure that the HD service provided for free by the government is being forwarded through by Comcast.

Mr. Nielsen stated that they are probably not downgrading to analog but most likely to SD during the compression. He was unsure if there is a legal answer to that question and believed that would best be answered by Attorney Vose. He provided additional explanation on the conversion from HD to SD.

Commissioner Trude understood that the Commission will meet in work session to further discuss the community aspects of the technical audit.

Mr. Nielsen stated that when the Commission considers this in work session they should focus on functionality and quality.

Motion was made by Trude and seconded by LeTourneau to accept the technical audit report, direct staff to send Comcast a copy of the technical audit for review and comment, and direct staff to schedule a work session regarding the technical audit.

**7 ayes – 0 nays. Motion carried.**

## **5.2 Surplus Equipment**

Ms. George stated at the last meeting there had been discussion regarding surplus equipment and a sister station that is interested in that equipment. She stated that the equipment does not have much value because of the condition but noted that the sister stations could use them to assist during their transition to HD. She stated that the recommendation is to identify the equipment as surplus and the equipment could be given to the sister stations with the agreement that those stations would then pay for the disposal of the equipment when they are finished using it.

Motion was made by Trude and seconded by Ulrich to authorize staff to surplus equipment listed in the inventory list and send to North Metro TV and Town Square TV.

**7 ayes – 0 nays. Motion carried.**

## **ADJOURN – 6**

Time of adjournment 11:35 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

Karen George  
Executive Director

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of September 30, 2015

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	1,235,747.96
- PayPay acct	3,688.75
- US Bank Reserve	5,000.00
- Petty Cash	250.00
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	0.00
<b>Total Current Assets</b>	<b>\$ 1,244,686.71</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 1,244,686.71</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	4,313.15
<b>Other Current Liabilities</b>	300.10
<b>Total Current Liabilities</b>	<b>\$ 4,613.25</b>
<b>Equity</b>	1,240,073.46
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,244,686.71</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - September 2015

	Sep 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	255.66	208.00	47.66	122.91%	2,073.29	2,500.00	(426.71)	82.93%
Equipment Grant		4,583.00	(4,583.00)	0.00%	0.00	55,000.00	(55,000.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	527,546.35	874,248.00	(346,701.65)	60.34%
Interest Income	18.03	8.00	10.03	225.38%	155.35	100.00	55.35	155.35%
Miscellaneous Income	145.16	416.00	(270.84)	34.89%	56,658.13	5,000.00	51,658.13	1133.16%
PEG Fee		36,427.00	(36,427.00)	0.00%	265,447.60	437,125.00	(171,677.40)	60.73%
<b>Total Income</b>	<b>\$ 418.85</b>	<b>\$ 114,496.00</b>	<b>\$ (114,077.15)</b>	<b>0.37%</b>	<b>\$ 851,880.72</b>	<b>\$ 1,373,973.00</b>	<b>\$ (522,092.28)</b>	<b>62.00%</b>
<b>Expenses</b>								
Accounting / HR Services	979.80	1,500.00	(520.20)	65.32%	9,338.67	18,000.00	(8,661.33)	51.88%
Ads/Promos/Sponsorships	25.00	570.00	(545.00)	4.39%	4,843.91	6,850.00	(2,006.09)	70.71%
Andover Capital Equipment	117.20	416.00	(298.80)	28.17%	3,983.37	5,000.00	(1,016.63)	79.67%
Announcers Fees	830.00	833.00	(3.00)	99.64%	3,950.00	10,000.00	(6,050.00)	39.50%
Anoka Capital Equipment	163.29	416.00	(252.71)	39.25%	4,507.35	5,000.00	(492.65)	90.15%
Audit		1,083.00	(1,083.00)	0.00%	12,750.00	13,000.00	(250.00)	98.08%
AV Equip / Repair / Supply / Software	1,139.39	2,000.00	(860.61)	56.97%	14,245.69	24,000.00	(9,754.31)	59.36%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	439.29	500.00	(60.71)	87.86%	4,432.05	6,000.00	(1,567.95)	73.87%
Building - Insurance		241.00	(241.00)	0.00%	1,394.00	2,900.00	(1,506.00)	48.07%
Building - Maintenance	410.32	583.00	(172.68)	70.38%	3,323.10	7,000.00	(3,676.90)	47.47%
Building - Supplies	33.07	250.00	(216.93)	13.23%	735.91	3,000.00	(2,264.09)	24.53%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	395.00	555.00	(160.00)	71.17%	3,835.00	6,660.00	(2,825.00)	57.58%
Champlin Capital Equipment		416.00	(416.00)	0.00%	3,189.04	5,000.00	(1,810.96)	63.78%
City Sewer & Water	350.62	291.00	59.62	120.49%	1,616.04	3,500.00	(1,883.96)	46.17%
Commission Expense	618.21	291.00	327.21	212.44%	3,469.79	3,500.00	(30.21)	99.14%
Computer Equip / Repair / Supply / Software	2,204.08	3,111.00	(906.92)	70.85%	19,244.34	37,340.00	(18,095.66)	51.54%
Consulting Services		4,166.00	(4,166.00)	0.00%	29,185.32	50,000.00	(20,814.68)	58.37%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	26,000.00	(26,000.00)	0.00%
Duplication Expenses		208.00	(208.00)	0.00%	261.75	2,500.00	(2,238.25)	10.47%
Electric Service	1,496.77	1,500.00	(3.23)	99.78%	10,779.22	18,000.00	(7,220.78)	59.88%



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - September 2015

	Sep 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	77.14	2,500.00	(2,422.86)	3.09%
Federal Unempl Expense	28.60	125.00	(96.40)	22.88%	589.90	1,500.00	(910.10)	39.33%
Health Insurance	4,613.39	5,634.00	(1,020.61)	81.88%	47,351.60	67,609.00	(20,257.40)	70.04%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	109.00	580.00	(471.00)	18.79%	4,073.00	6,964.00	(2,891.00)	58.49%
Lawn Service		416.00	(416.00)	0.00%	2,891.60	5,000.00	(2,108.40)	57.83%
Legal Fees		2,500.00	(2,500.00)	0.00%	16,264.95	30,000.00	(13,735.05)	54.22%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals	229.00	83.00	146.00	275.90%	477.50	1,000.00	(522.50)	47.75%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	1,319.00	5,480.00	(4,161.00)	24.07%
Mileage	282.11	500.00	(217.89)	56.42%	4,210.59	6,000.00	(1,789.41)	70.18%
Miscellaneous Expenses		83.00	(83.00)	0.00%	(76.41)	1,000.00	(1,076.41)	-7.64%
Natural Gas	39.57	291.00	(251.43)	13.60%	2,154.23	3,500.00	(1,345.77)	61.55%
Office Supplies / Equipment	612.42	833.00	(220.58)	73.52%	4,267.88	10,000.00	(5,732.12)	42.68%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Payroll Expenses (ADP)	345.10	433.00	(87.90)	79.70%	3,724.95	5,200.00	(1,475.05)	71.63%
PERA	2,619.84	3,609.00	(989.16)	72.59%	23,278.06	43,317.00	(20,038.94)	53.74%
Postage	21.41	83.00	(61.59)	25.80%	1,029.74	1,000.00	29.74	102.97%
Printing / Copy Services		166.00	(166.00)	0.00%	84.63	2,000.00	(1,915.37)	4.23%
Professional Development	513.43	1,425.00	(911.57)	36.03%	7,847.62	17,100.00	(9,252.38)	45.89%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	20.31	416.00	(395.69)	4.88%	3,381.09	5,000.00	(1,618.91)	67.62%
Sales Tax		166.00	(166.00)	0.00%	262.00	2,000.00	(1,738.00)	13.10%
Secretary Services	199.00	150.00	49.00	132.67%	1,532.40	1,800.00	(267.60)	85.13%
Snow Plowing Service		416.00	(416.00)	0.00%	1,497.50	5,000.00	(3,502.50)	29.95%
SS/Medicare Expense	2,782.98	4,087.00	(1,304.02)	68.09%	24,921.53	49,055.00	(24,133.47)	50.80%
State Unemploy Exp		416.00	(416.00)	0.00%	227.32	5,000.00	(4,772.68)	4.55%
STD / LTD / Life Insurance	256.29	504.00	(247.71)	50.85%	4,657.78	6,054.00	(1,396.22)	76.94%
Studio Sets	167.26	166.00	1.26	100.76%	167.26	2,000.00	(1,832.74)	8.36%
Subscription Services	55.00	0.00	55.00		385.00	0.00	385.00	
Temp Staff Services		416.00	(416.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2015 - FY15 P&L**  
 January - September 2015

	Sep 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	731.43	1,416.00	(684.57)	51.65%	7,286.38	17,000.00	(9,713.62)	42.86%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,887.00	3,000.00	(1,113.00)	62.90%
Vehicle - Maintenance / Gas		666.00	(666.00)	0.00%	1,774.78	8,000.00	(6,225.22)	22.18%
Wages - Full-time	31,978.54	45,853.00	(13,874.46)	69.74%	297,096.42	550,246.00	(253,149.58)	53.99%
Wages - Part-time	4,470.85	7,581.00	(3,110.15)	58.97%	29,180.52	90,979.00	(61,798.48)	32.07%
Waste Removal	83.06	166.00	(82.94)	50.04%	747.54	2,000.00	(1,252.46)	37.38%
Web / VOD / Int / CaTV / Phone	1,108.53	1,333.00	(224.47)	83.16%	10,084.76	16,000.00	(5,915.24)	63.03%
Work Comp Insurance	2,187.00	208.00	1,979.00	1051.44%	3,468.00	2,500.00	968.00	138.72%
<b>Total Expenses</b>	<b>\$ 62,906.16</b>	<b>\$ 103,907.00</b>	<b>\$ (41,000.84)</b>	<b>60.54%</b>	<b>\$ 645,457.81</b>	<b>\$ 1,247,214.00</b>	<b>\$ (601,756.19)</b>	<b>51.75%</b>
<b>Net Operating Income (Loss)</b>	<b>\$ (62,487.31) \$ 10,589.00</b>				<b>\$ 206,422.91 \$ 126,759.00</b>			

**Capital Improvements**

ZCIP - Network Servers		100,186.70
ZCIP - Studio		48.34
ZCIP - Truck	113,317.62	360,294.95
<b>Total Capital Improvement Expenditures</b>	<b>\$ 113,317.62</b>	<b>\$ 460,529.99</b>

**QCTV Bank Reconciliation**  
**September 2015**

Beginning Balance - 4M Statement	1,422,255.89
Less: Cleared Checks/Withdrawals	(92,705.76)
Plus: 4M Fund Interest	18.03
Plus: Bank Deposits/Credits	514.28
Bank Balance	<b>\$1,330,082.44</b>
Book Balance	1,330,082.44
Adjusted Book Balance	<b>1,330,082.44</b>
Difference:	<b>\$0.00</b>

Completed by:     MK

## Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 09/30/2015

Reconciled on: 10/21/2015 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

### Summary

Statement Beginning Balance	1,422,255.89
Checks and Payments cleared	-92,705.76
Deposits and Other Credits cleared	+532.31
Statement Ending Balance	1,330,082.44
Uncleared transactions as of 09/30/2015	-94,334.48
Register Balance as of 09/30/2015	1,235,747.96
Uncleared transactions after 09/30/2015	-12,415.77
Register Balance as of 10/21/2015	1,223,332.19

### Details

#### Checks and Payments cleared

Date	Type	Num	Name	Amount
07/22/2015	Bill Payment	10932	Kurtis G. Ulrich	-120.00
08/28/2015	Bill Payment	10970	Alpha Video & Audio Inc.	-180.00
08/28/2015	Bill Payment	10971	B&H Photo-Video	-2,289.82
08/28/2015	Bill Payment	10972	Comcast Cable	-20.31
08/28/2015	Bill Payment	10973	Preferred One Insurance Co.	-4,502.44
09/02/2015	Bill Payment	10974	Holiday Station	-143.29
09/02/2015	Bill Payment	10975	Joe G. Ruhland	-75.00
09/04/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
09/04/2015	Bill Payment	W/D	PERA	-2,378.29
09/04/2015	Journal	09A - 2015MK		-4,938.26
09/04/2015	Journal	09A - 2015MK		-13,485.53
09/04/2015	Journal	09A - 2015MK		-170.05
09/16/2015	Bill Payment	10976	ACE Solid Waste, Inc.	-83.06
09/16/2015	Bill Payment	10977	B&H Photo-Video	-415.50
09/16/2015	Bill Payment	10978	CenterPoint Energy	-39.57
09/16/2015	Bill Payment	10979	City of Champlin	-350.62
09/16/2015	Bill Payment	10980	Comcast 2	-452.42
09/16/2015	Bill Payment	10981	Comcast Cable	-334.66
09/16/2015	Bill Payment	10982	Commercial Steam Team Inc.	-731.56
09/16/2015	Bill Payment	10983	David S. Washburn	-75.00
09/16/2015	Bill Payment	10984	Heartland Video Systems, Inc.	-34,080.35
09/16/2015	Bill Payment	10985	Huebsch	-33.07
09/16/2015	Bill Payment	10986	Image Lawncare Services, Inc.	-455.92
09/16/2015	Bill Payment	10987	Joe G. Ruhland	-75.00
09/16/2015	Bill Payment	10988	Market Place Plus, LLC	-404.95
09/16/2015	Bill Payment	10990	U.S. Bank Corporate	-2,848.00
09/16/2015	Bill Payment	10991	Xcel Energy	-1,705.87
09/18/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
09/18/2015	Bill Payment	W/D	PERA	-2,512.11
09/18/2015	Journal	09B - 2015MK		-175.05
09/18/2015	Journal	09B - 2015MK		-5,267.45
09/18/2015	Journal	09B - 2015MK		-13,762.61
Total				-92,705.76
Deposits and Other Credits cleared				

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/04/2015	Deposit		Terry Lovaas	226.86
09/18/2015	Deposit		Brooke Beaton	18.00
09/18/2015	Deposit		Valerie Studer	15.00
09/23/2015	Deposit		Jeff Nelson	30.00
09/23/2015	Deposit		Kim Theobald	30.00
09/23/2015	Deposit		Miles Between Us LLC	150.00
09/30/2015	Journal	09C - 2015MK		18.03
09/30/2015	Journal	09D - 2015MK		44.42
Total				532.31

**Additional Information**

## Uncleared Checks and Payments as of 09/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	-100.00
09/16/2015	Bill Payment	10989	Pete C. Andersen	-75.00
09/29/2015	Bill Payment	10992	Alpha Video & Audio Inc.	-79,104.17
09/29/2015	Bill Payment	10993	Amazon	-3,009.80
09/29/2015	Bill Payment	10994	Barna, Guzy & Steffen, LTD	-26.00
09/29/2015	Bill Payment	10995	Bret Heitkamp	-120.00
09/29/2015	Bill Payment	10996	Carl E. Anderson	-80.00
09/29/2015	Bill Payment	10997	CDW Direct	-828.69
09/29/2015	Bill Payment	10998	City of Andover	-957.32
09/29/2015	Bill Payment	10999	Comcast Cable	-20.31
09/29/2015	Bill Payment	11000	David S. Washburn	-75.00
09/29/2015	Bill Payment	11002	G & B Environmental, Inc	-116.49
09/29/2015	Bill Payment	11003	James Dickinson	-80.00
09/29/2015	Bill Payment	11001	Eric Johnson	-40.00
09/29/2015	Bill Payment	11004	Joe G. Ruhland	-305.00
09/29/2015	Bill Payment	11005	John Letourneau	-80.00
09/29/2015	Bill Payment	11006	Julie Trude	-120.00
09/29/2015	Bill Payment	11007	Kennedy & Graven, Chartered	-680.00
09/29/2015	Bill Payment	11008	Kurtis G. Ulrich	-80.00
09/29/2015	Bill Payment	11009	League of MN Cities Insurance Trust	-2,296.00
09/29/2015	Bill Payment	11010	Monarch Pest Control	-112.64
09/29/2015	Bill Payment	11011	Multichannel News	-489.00
09/29/2015	Bill Payment	11012	Pete C. Andersen	-75.00
09/29/2015	Bill Payment	11013	Preferred One Insurance Co.	-4,767.41
09/29/2015	Bill Payment	11014	Sterling Trophy	-18.21
09/29/2015	Bill Payment	11015	The Lincoln National Life Ins. Co.	-483.15
09/29/2015	Bill Payment	11016	Verizon Wireless	-70.29
Total				-94,334.48

## Uncleared Checks and Payments after 09/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/02/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
10/02/2015	Bill Payment	W/D	PERA	-2,564.62
10/12/2015	Bill Payment	11017	ACE Solid Waste, Inc.	-83.06
10/12/2015	Bill Payment	11018	Cielo Cleaning Company	-439.29
10/12/2015	Bill Payment	11019	Comcast 2	-452.30
10/12/2015	Bill Payment	11020	Comcast Cable	-344.16
10/12/2015	Bill Payment	11021	David S. Washburn	-75.00
10/12/2015	Bill Payment	11022	Huebsch	-33.07
10/12/2015	Bill Payment	11023	Joe G. Ruhland	-75.00
10/12/2015	Bill Payment	11024	Markertek Video Supply	-41.64
10/12/2015	Bill Payment	11025	Market Place Plus, LLC	-404.95

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/12/2015	Bill Payment	11026	Pete C. Andersen	-75.00
10/12/2015	Bill Payment	11027	Rike -Lee Electric, Inc.	-148.12
10/12/2015	Bill Payment	11028	Section 4 AAAA/5 AAAAAA	-280.00
10/12/2015	Bill Payment	11029	Timesavers	-199.00
10/12/2015	Bill Payment	11030	U.S. Bank Corporate	-1,356.15
10/12/2015	Bill Payment	11031	Xcel Energy	-1,496.77
10/15/2015	Bill Payment	11032	CenterPoint Energy	-34.34
10/15/2015	Bill Payment	11033	City of Andover	-927.82
10/15/2015	Bill Payment	11034	City of Champlin	-327.10
10/16/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
10/16/2015	Bill Payment	W/D	PERA	-2,503.38
Total				-12,460.77

## Uncleared Deposits and Other Credits after 09/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/08/2015	Deposit		Kathleen Croaker	15.00
10/08/2015	Deposit		Donna Wesp	30.00
Total				45.00

4.3 Executive Director's Report

November 9, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

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**Katherine Lenaburg presented Friend of the League award**

The League of Women Voters – ABC, presented the Friend of the League award to QCTV's Katherine Lenaburg. Through Katherine's professionalism, personality, and positive attitude, she has engaged the local League of Women Voters in creating smart programming for our residents. Accomplishments include the first-time coverage of the 2014 judicial election candidate forum, improved quality of city/school candidate forum coverage, PSA development for the local and state LWV, and special programming on such topics as pollinators and gardening. The League members have also stepped up to serve as on-camera talent and provide programming ideas. Congratulations, Katherine.



The plaque is an original watercolor painting with the inscription:

*We, the League of Women Voters ABC -  
In recognition of the positive impact you have made on the civic life of our community  
For your initiative and leadership in educating citizens about elections, candidates and important public policy issues  
For expanding opportunities - both in-house and onsite to inform and engage citizens via their community cable station QCTV  
For visualizing and producing effective, creative PSAs for LWV ABC*

### **Replacement of Cargo Van**

Staff completed research with member city fleet professionals and a local welding company to provide rationale for the replacement of the cargo van. A report is included in this agenda packet.

### **Subscriber Survey**

Included in this agenda packet for action is a proposal to conduct the subscriber survey. This is on the strategic plan approved by the board.

### **Healthcare Insurance Coverage Change**

The Preferred One Healthcare Insurance policy that has been in place since 2011 is no longer available. Staff researched similar coverage plans available to small group employers. The options were presented to the Personnel Committee for review and direction. Staff has secured similar coverage with Preferred One Insurance.

### **Personnel Policy Update**

The personnel committee reviewed one additional change to the proposed policy changes. Language is under review with legal counsel and will return to the board for action in December.

### **Monthly reports**

Attached to this agenda item are the operations and technology updates. The October statistical report is unavailable at this time due to a software problem with the Tightrope system. The company has been notified and is working to correct the problem that occurred as a result of a software upgrade.

**Action Requested:** None.



## QCCCC Agenda Item

### 4.3.1 Operations Report

**November 10, 2015**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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Fall sports continued this month at QCTV with several football, volleyball, and soccer games produced, including a sectional final football game, a semi-final football game, and a quarter final and semi-final soccer game at St. Cloud State University. Our winter sports schedule was finalized and we hope to do thirty games including boys and girls hockey and boys and girls basketball. We are planning "In the Game" shows for playback at half time that features coaches and athletes.

Other productions include "The Anoka Anti-Crime Commission Fundraiser", "The Natalie Steffen Tribute", and a show with the U of M's Anoka County Master Gardeners called "Putting Your Garden to Bed."

We worked with the League of Women Voters on two programs. The first was the "District 11 School Board Candidates Forum" and the second one was their annual meeting with Minnesota Secretary of State Scott Simon. The title of his talk was "The Importance of Staying Restless in a Democracy". The League of Women Voters also awarded QCTV their "Friend of the League" award which is a real honor.

QCTV also produced city meetings in our four cities as well as District 11 School Board meeting and the cable commission meeting.

Regular monthly shows included "News and Views", "The Chamber Report", and "The District Court Show". We also produced a second episode of "QCRX" which is the program we produce in conjunction with the local Allina Clinic and features health care professionals talking about medical issues. "It's Your History" was produced and it featured archeology in Anoka County.

Promotional pieces included "What's New at the Q" which highlights our current programming and "At the Half" for playback during our sports games that highlights our

current line-up of shows. Several "Slow TV's" were produced that feature Halloween and the beautiful fall colors of our area.

We also produced a program called "Andover Kelsey Round Lake Open House" which promotes the upcoming open house and urges residents to show up with their questions.

We continue to work on our green screen productions and had a seminar on the Tricaster switcher that will help us improve our look on the green screen.

We produced several Halloween productions including live coverage of "The Big Parade of Little People", "The Grand Day Parade", and "The Anoka Royal Ambassador Coronation".

**Action: None**

4.3.2 Technology Report

**November 2, 2015**

**To:** Karen George, Executive Director

**From:** Steve Ulrich

**Subject:** October 2015 Technology Report

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**Equipment Issues:**

**QCTV Equipment**

- Update (3) Servers to Windows 10.
- Refresh QCTV-132 / internal web server. Load OS and configure
- Tightrope Media Systems updated the CableCast servers with new software. Unfortunately there were a number of problems with the update, most of which have been resolved. A few problems remain, the most serious is the inability to run accurate channel reports. This bug is to be fixed in the next few weeks according to Tightrope. Until then we will not be able to run the October channel reports.

**City Issues**

- None

**Comcast Issues:**

- None

**Web Site:**

- Work with BizzyWeb on file transfer issues.

### **October Projects:**

- Installed and configured SDI distribution for Century Link testing.
- Truck documentation for new equipment.
- Continued work on new equipment checkout program.
- Recycle old equipment.
- Begin budget process.

### **November Planned Projects:**

- Studio cabinets.
- Studio camera wiring.
- Launch new web site.
- Complete budget.
- Database maintenance.

### **Ongoing Projects:**

- NAS file maintenance.
- Equipment documentation.

**Action:** None.

## QCCCC Agenda Item

### 5.1 Subscriber Survey

**November 9, 2015**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Subscriber Survey

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The strategic plan calls for a subscriber survey to be conducted. The subscriber survey was to be part of the review process to negotiate a new franchise with Comcast. That process was interrupted by the commission's consideration of the Time Warner Cable/Comcast transfer of ownership. As you are aware, the commission successfully negotiated a franchise extension with Comcast.

Conducting a subscriber survey will provide important information for future decision-making and it is recommended that the subscriber survey be conducted now, among Comcast subscribers, prior to Century Link entry into the market space.

Local firm *The Morris Leatherman Company* (formerly Decision Resources) conducted the Quad Cities Cable Communications Commission subscriber survey in 2006. The company has also conducted cable subscriber surveys for area cities and cable commissions including CTV North Suburbs, NWCT-Channel 12, North Metro TV, Coon Rapids, Eagan, Burnsville, Lakeville, and Bloomington. The company has also completed resident surveys for commission member cities Andover, Champlin, and Ramsey.

The Morris Leatherman Company has provided a cost estimate and contract.

The project details:

The length of the questionnaire and the size of the sample drive the cost of a survey.

- Random Telephone Sample Selection from lists provided by Comcast.
- Foreign language interviewers to speak with residents whose primary household language is not English
- 400 Completed Random Sample ( $\pm 5.0\%$  at the .05 confidence level)
- 50 Question Items (approximately 15 minutes average interview time)

The total cost for this study would be \$13,000.00. Each question item beyond the initial allotment of 50 would be an additional \$135.00.

There are no additional costs. The final deliverables would include:

- ✓ Frequencies of question responses
- ✓ Volume of cross-tabulations
- ✓ Report of all other statistical methods used in this study
- ✓ Written Executive Summary, including survey findings and recommendations
- ✓ Presentation graphics, when applicable
- ✓ Formal presentation of results at a meeting of your choice

Staff recommends executing a contract with The Morris Leatherman Company.

**Action options:**

Option 1

Approve The Morris Leatherman Company proposal and direct staff to execute the contract.

Option 2

Do not conduct a subscriber survey at this time.

Option 3

Direct staff to solicit proposals from other survey companies nationwide.

# AGREEMENT

## PREAMBLE

Whereas, The Morris Leatherman Company, (hereinafter referred to as TMLC) offers its services to organizations in the public and private sectors for the purpose of conducting market research by telephone survey to ascertain such information as may be requested by its clients, and

Whereas, QCTV (hereinafter referred to as CLIENT) wishes to employ TMLC (as an independent contractor) for the above stated purpose, TMLC and CLIENT agree to the following terms, conditions, and fees governing such employment.

## SERVICES

- (A.) TMLC shall conduct a telephone survey: the sample size of which shall be 400 completed interviews with Comcast Cable subscribers.
- (B.) TMLC will submit the questionnaire for the survey to CLIENT for its approval prior to the commencement of interviews. The specific details of the survey as to timing, questionnaire content, and population sample to be surveyed (except as otherwise specified in paragraph A) shall be mutually agreed upon by the parties as circumstances may require. In the event the parties fail to agree, CLIENT shall have the final authority to determine the subject matter content of the survey, while TMLC shall have final authority to determine the specific wording of questions on the questionnaire and the specific individuals within the given population to be sampled. TMLC shall not be obligated to ask questions of persons interviewed in addition to those questions included on the approved questionnaire or to provide data or interpretations with respect to topics or issues not covered by the questionnaire. TMLC will proceed with a survey only after it receives notice of CLIENT's approval of the questionnaire.
- (C.) The survey shall be commenced as soon as is practicable following:
  - (1) Approval of the questionnaire by CLIENT, and
  - (2) the total survey cost is paid.

- (D.) Upon payment of all fees due to date, TMLC shall furnish to CLIENT a written report of the survey results including interpretations which may be reasonably drawn there from. At that time, CLIENT, in consultation with TMLC, will schedule meetings for the presentation and discussion of these results. Further time commitments of TMLC personnel deemed needed by CLIENT shall be billed upon a mutually agreed-to hourly basis prior to their execution.

### **FEES**

- (A.) CLIENT shall remit to TMLC fees in the amounts, at the times, and in the manner specified hereunder: The fee shall be \$13,000.00 for a 50 question survey. Each additional question unit would be \$135.00.
- (B.) All fees due under this agreement shall be payable by ordinary check, except that TMLC reserves the right to require payment by certified check, after having given CLIENT three days notice of such requirement.

### **PROPRIETARY RIGHTS AND DISCLOSURE**

The written report required under Section II (D.) shall become the sole property of CLIENT after payment to TMLC of the TOTAL AMOUNT required in Section III. The survey questionnaires and replies and all related data, materials, and information shall remain the property of TMLC. TMLC agrees not to divulge or use for any purpose, including but not limited to advertising and public relations, the information obtained in the survey without the written consent of CLIENT; provided, however, if the data or results of the survey are directly or indirectly made public by CLIENT or anyone else, TMLC may make public the following information: the population from which the sample was taken, the method of obtaining the interviews, including the size and design of the sample, and the basis of the data if the sample is less than the total sample, the dates and times when the interviews were conducted, the exact wording of questions asked and the client's name. CLIENT agrees that if it or anyone else acting on its behalf wishes to release in whole or in part to the public by press release, speech, or otherwise, the data or results of the survey or contents of the written report, that CLIENT or such other person will first notify TMLC in writing, and that there will be also stated in the release, speech, or otherwise, that the



survey was done by THE MORRIS LEATHERMAN COMPANY, OF MINNEAPOLIS, MINNESOTA. CLIENT further understands and agrees that the names and addresses of interviewers used by TMLC and the names and/or addresses of persons sampled are confidential and will not be made available to CLIENT.

**EXCLUSION OF WARRANTIES**

TMLC agrees to utilize its best efforts to insure the accuracy of any survey by it pursuant to this Agreement. However, it is specifically understood and agreed that nothing in this Agreement, or any survey or written report furnished under Section II (D.), shall be considered as either a prediction or guarantee of the results of any election or the outcome of any event, and any representations or warranties, express or implied, to that effect are hereby excluded. In addition, TMLC shall not be responsible or liable for any failure by it to conduct any survey or render any written report if such failure results from labor disturbances, fires, floods, wars, riots, civil disturbances, and other events beyond the control of TMLC.


**MODIFICATIONS**

Modifications of this Agreement shall not be enforceable unless in writing and signed by the party to be charged. Neither parties' waiver of any rights due him/her under this Agreement shall have the effect of waiving other or subsequent rights due hereunder.

**MISCELLANEOUS**

- (A.) This Agreement merges and supersedes all other agreements, verbal and written, between the parties and represents all agreements between them and binds their administrators, heirs, successors, and assignees.
- (B.) Any provision of this Agreement which may be held unenforceable shall be severable and the balance of the Agreement enforced.
- (C.) CLIENT agrees that it shall comply with all laws respecting disclosure of this Agreement.

- (D.) TMLC agrees that it shall comply with all laws in connection with its performance under this Agreement.
- (E.) This agreement may be subject to amendment based upon the mutual consent of both parties.
- (F.) TMLC shall indemnify and hold harmless the CLIENT and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising directly or indirectly out of this project.

 n witness whereof, the parties affix their signature on this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2015.

By: The Morris Leatherman Company

QCTV C

\_\_\_\_\_

\_\_\_\_\_

PRESIDENT

Position: \_\_\_\_\_

**November 4, 2015**

**To:** Karen George, Executive Director

**From:** Taylor Johnson, Mobile Production Coordinator/Producer

**Subject:** Cargo Van Replacement

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**Current Cargo Van Specs:**

- 1998 Chevrolet 3500 Cargo Van
- 190,000 miles
- Purchased in 2005 for \$3,000
- Driven approximately 3,000 miles per year
- Used primarily for transporting equipment to remote shoot sites as well as a platform for cameras during productions.
- Top decking on van used to support camera gear and camera operator during remote shoots.
- Ladder on back of van to access the top decking
- Branding on exterior is old QCTV logo





#### **Current Cargo Van Condition:**

- Vehicle inspected by Al Eiden, City of Champlin
- Vehicle in fair condition for age
- Inconclusive on expected life of vehicle due to mileage/age of vehicle  
May last another few years, may not if major mechanical issue occurs
- Estimated market value \$755 (Kelly Blue Book)
- Recommends safety updates for roof decking and ladder
- Provided information on state bid contract for new vehicle purchase: \$25,000

Reviewed information with City of Andover finance department.

Provided with information for used vehicle purchase

at [http://www.cargovango.com/\(4cmwmtaad1eixl45a5wxg0rg\)/index.aspx](http://www.cargovango.com/(4cmwmtaad1eixl45a5wxg0rg)/index.aspx)

#### **Staff research on safety add ons for roof decking and ladder:**

Research was conducted to see if the current roof decking could be transferred to a new cargo van. Crystal Welding stated that this could be accomplished with a few add ons to the frame of the existing decking. New fold down, hinged aluminum railings would be attached to the new frame with a safety gate guarding the ladder entrance up to the decking. The cost to retrofit the platform would be \$3,460.

Research also determined that the spacing on the top step of the ladder was too wide to be OSHA compliant. Crystal welding stated they could retrofit the existing ladder for \$315 but it would not be recommended because a different type of piping would need to be used and the strength of the ladder may become compromised. A new ladder that is OSHA compliant could be created at a cost of \$943.

#### **Staff recommendation and estimated cost of implementing safety add ons:**

Railing and ladder safety improvements on the existing rooftop platform would be \$4,403. Once a new cargo van is purchased, staff could transfer the platform to the new vehicle. Staff recommends retrofitting the existing rooftop platform with proper safety improvements and transferring the platform to a new cargo vehicle.

#### **Staff research on graphic branding wrap for the van:**

Staff spoke with an area sister station about the graphic wraps on their cargo van as they had just completed this process. The approximate price provided for a graphics wrap on all sides of the vehicle would be approximately \$3,650.

**Staff research on a new or used cargo van replacement:**

Research was conducted for pricing on the online and dealer markets as well as through the used vehicle purchase link provided by the city of Andover. Staff's research included the following criteria:

- Year: 2008 or newer
- Miles: 60,000 miles or less
- Transmission: Automatic
- Size: Full-size
- Color: White
- Type: Cargo Van(no side windows in the back of the vehicle)

Research on the Craigslist and CarSoup used market determined that a van could be purchased for \$17,000-\$21,000

Research at nearby dealerships determined that a used van could be purchased for \$20,000-\$25,000 and \$27,000-\$32,000 for a new van.

Research on cargovango.com (link provided by the city of Andover) did not provide and leads on a van because our specifications were not met by their current inventory status.

**Staff recommendation on purchasing (new or used):**

Staff recommends to purchase the cargo van on the used market by using Craigslist or other online listing website as this is the most cost effective option.

**Options for rooftop platform:**

Option 1: Continue to use the rooftop platform for camera placement at various mobile productions with safety upgrades. (Recommended)

**Pros:**

- Provides the necessary elevated shots at baseball, softball, football, soccer, lacrosse, and parade venues where ground level camera angles may be blocked by fences, people, players, etc....
- Quicker to setup than scaffolding
- Once safety improvements are made, the rooftop platform will meet OSHA requirements.

**Cons:**

- Some shooting locations are too small or the terrain is too rough to drive the van into.

Option 2: Discontinue the use of the cargo van's rooftop platform

**Pros:**

- No need to invest in upgrades to the current platform and ladder.

**Cons:**

- Increased staff setup time at mobile productions in order to construct scaffolding sets.
- Camera angles would be dropped from 7ft to 5ft by switching to all scaffolding which reduces the quality of the camera angle (especially for baseball outfield camera angles)
- Removes the option to allow for two cameras on one platform as scaffolding can only support a single camera and operator.

**Option 3: Continue to use existing platform without safety upgrades****Pros:**

- Continues to allow for the use of the necessary camera angles needed for our various mobile productions.
- Quick camera platform placement and setup
- Financially most cost effective option

**Cons:**

- Would not meet OSHA requirements
- Unsafe for employees to work on without proper fall prevention equipment

**Staff notes:**

The cargo van is critical in many of our outdoor mobile productions. With many of our sports venues, fences block the view of the game. It is necessary to get the cameras up over the fence in order to get the necessary shots to broadcast the game. The cargo van provides both the rooftop platform as well as the transportation of scaffolding that helps us accomplish this task. If the van were to go out of commission, there would be a risk that our mobile productions may need to be cancelled until a replacement van could be purchased. Our recommendation is to be proactive and replace the current cargo van now in order to minimize the risk of a disruption to our mobile production broadcast schedule as a result of a mechanical issue with the cargo van.

**Questions:****How should a new or used cargo van be purchased?**

- New dealer market (\$27,000-\$32,000\*)
- Used dealer market (\$20,000-\$25,000\*)
- Private seller market (\$17,000-\$21,000\*)

\* Tax exempt if purchased as a capital expenditure after Jan 1<sup>st</sup>, 2016.

**Should safety improvements be made to the existing rooftop platform?**

- No Improvements (\$0)
- Add safety railings (\$3,460 – tax not included)

And/or

- Add onto existing ladder – not recommended (\$315.00 – tax not included)
- Create new ladder (\$943 – tax not included)

Should a graphics wrap be included onto the purchased cargo van?

- Yes (approx. \$3,650 – tax not included)
- No – not recommended (\$0)
  
- Option – but not recommended:  
Add on safety improvements to rooftop platform while continuing to use the current cargo van (\$4,403 – tax not included)

Should the purchase of the cargo van/safety upgrades be postponed for future consideration?

- Yes
- No

**Staff purchase recommendation:**

- Purchase van off of the private seller market - \$17,000-\$21,000
- Add on safety improvements to existing roof top platform and create a new safe ladder - \$4,403
- Add on graphics wrap to purchased vehicle – Approx. \$3,650

**Total:** \$25,053-\$29,053 +/- 5%

Funding for these purchases will be made through the excess capital amount not spent on the mobile production van equipment upgrades.

**2015 capital budgeted amount (mobile production van):** \$469,214

**2015 capital expenditures:** \$357,939.13

**Amount remaining:** \$111,274.87



**Crystal Welding, Inc.**

17601 113th Ave N  
 Maple Grove, MN 55369  
 Phone: (763) 428-8281  
 Fax: (763) 428-8231

**Quotation**

Quote QCTV Community Television  
 To: 12254 Ensign Ave. N  
 Champlin, MN 55316  
 United States

Quote Number:	61943	Contact:	Taylor Johnson
Quote Date:	11/03/15	Expires:	12/03/15
Customer:	QCTV	Inquiry:	Due On Receipt
Salesman:	House Account	Phone:	(763) 427-1411
Ship Via:	Customer Pickup	FAX:	
FOB:	Plant - Maple Grove, MN		

Includes material, labor and installation.

Line item 1:

Aluminum angle frame(4x4x1/4)  
 1-1/4 sch 80 aluminum pipe post  
 1-1/4"sch40 aluminum pipe rails(top/mid)  
 Hinged gate @ ladder corner  
 Assembly mounts on top of existing platform w/ hinged rail to fold down for transport.

Line item 2:

Complete Stainless steel ladder installed  
 Use existing mount locations

We could weld one more rung onto your existing ladder that would make accessing the platform easier than it is now. The spacing would not be uniform. Just an option to keep cost down.  
 \$315.00

Taxes NOT included

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	QCTV15000 Guardrailing, Van Platform		1	\$3,460.0000 /EA
2	QCTV15001 Rear door ladder		1	\$943.0000 /EA
			<b>Total:</b>	<b>\$4,403.00</b>

By Philip Schroer  
 Crystal Welding, Inc.