

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

January 19, 2017, 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 November 17, 2016, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. October and November Financial Reports
 - 4.3. Executive Director
 - 4.4. Commission Organization
- 5. General Business**
 - 5.1. Designate Depository
 - 5.2. Surplus Studio Set
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2016

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:00 a.m. at the Anoka City Hall.

ROLL CALL– 2

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

Commissioners absent and excused: Carl Anderson, Anoka.

Others present included Karen George, Executive Director.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by LeTourneau 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 October 17, 2016

Motion was made by Trude and seconded by Ulrich to approve the October 17, 2016 minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. September Financial Reports

Motion was made by LeTourneau and seconded by Lee to accept the September Financial Reports.

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George introduced the newest Technology Manager, John Summer, who joined the organization the previous week.

John Summers stated that he is excited to join the organization and believed that his skills fit well with the organization and the upcoming projects; noting that some of the equipment will move from analog straight to high definition.

Ms. George provided a highlight of her report noting that both Champlin and Andover have approved the Franchise Agreement with CenturyLink and advised that she will visit Anoka and Ramsey in the next coming weeks. She stated that the process is on track to be in effect by January. She commended the programming staff for their efforts in the busy season with sports championships, election coverage and Halloween activities.

Commissioner Trude commented that she appreciates the efforts of the League of Women Voters as that organization and the forums they host provide non-partisan coverage and allow viewers to gain more information on candidates.

GENERAL BUSINESS – 5

5.1 2017 Operating Budget

Ms. George provided a brief highlight of the proposed 2017 operating budget. She provided a preview of the capital expenditures, noting that will come before the Commission in the future as she wanted to allow the new Technology Manager to come on board before finalizing the information. She reviewed the recommendation of the Budget Committee regarding the reserve fund guidelines and capital distribution to member cities.

Commissioner Ulrich asked if there were any additional costs associated with the transition to high definition, specifically whether the capital distribution should be earmarked for that purpose.

Ms. George stated that 100 percent of the transition will be covered by QCTV and noted that the capital distribution is to be used at the discretion of the cities. She explained that the base equipment will be covered by QCTV.

Commissioner Ulrich asked if the overhead cameras are covered in the transition.

Ms. George noted that would be reviewed on a case by case basis as some member cities have already upgraded that equipment.

Chair Heitkamp stated that the presentation cameras are a high priority as not only staff use those cameras, but residents also like to use those for presentations.

Ms. George noted that staff would review the presentation systems at the city hall.

Commissioner Trude agreed that the presentation cameras should remain as a high priority as most presentations are done through PowerPoint. She asked if there are two separate budgets.

Commissioner Dickinson provided clarification on the two different budgets, operating and capital. He stated that the organization is now in a position to have good history to predict future budgets and investments.

Commissioner Trude stated that she would like to see funds continued to be dedicated to staff training as this is a dynamic field.

Motion was made by LeTourneau and seconded by Ulrich to approve the 2017 Operating Budget, approve the operational reserve of \$390,652, approve the capital funds distribution in the amount of \$20,000 per member and authorize staff to execute payment in the first quarter of 2017, and approve the Budget Committee recommendation of the fund reserve guideline.

7 ayes – 0 nays. Motion carried.

5.2 Investment Policy

Commissioner Dickinson stated that in order to be good stewards of the dollars set aside in the reserve fund, the organization would like to be able to gain interest on those dollars. He recommended that the organization enter into an investment agreement with the 4M fund to invest the available funds appropriately.

Motion was made by Trude and seconded by Johnson to authorize by resolution the investment account with PMA reauthorizing membership in the 4M fund, and approve the Committee recommendation of fund reserve guidelines.

7 ayes – 0 nays. Motion carried.

Chair Heitkamp thanked the Budget Committee and staff for their efforts in the development of the 2017 budget.

ADJOURN – 6

Time of adjournment 11:20 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of October 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,162,020.68
- PayPay acct	496.11
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	7,751.00
Total Current Assets	\$ 2,175,517.79
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,175,517.79
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,514.68
Other Current Liabilities	31.31
Total Current Liabilities	\$ 23,545.99
Equity	2,151,971.80
TOTAL LIABILITIES AND EQUITY	\$ 2,175,517.79

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - December 2016

	Oct 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	275.14	208.00	67.14	132.28%	1,464.30	2,500.00	(1,035.70)	58.57%
Equipment Grant		0.00	0.00		55,870.85	0.00	55,870.85	
Franchise Fees	269,022.21	72,854.00	196,168.21	369.26%	783,435.68	874,248.00	(90,812.32)	89.61%
Interest Income	387.61	8.00	379.61	4845.13%	1,796.41	100.00	1,696.41	1796.41%
Miscellaneous Income			0.00		26,105.40	0.00	26,105.40	
PEG Fee	134,511.29	36,427.00	98,084.29	369.26%	391,718.23	437,125.00	(45,406.77)	89.61%
Total Income	\$ 404,196.25	\$ 109,497.00	\$ 294,699.25	369.14%	\$ 1,260,390.87	\$ 1,313,973.00	-\$ 53,582.13	95.92%
Expenses								
Accounting / HR Services	1,588.60	1,166.00	422.60	136.24%	9,144.90	14,000.00	(4,855.10)	65.32%
Ads/Promos/Sponsorships	138.00	570.00	(432.00)	24.21%	5,735.95	6,850.00	(1,114.05)	83.74%
Advertising			0.00		(100.00)	0.00	(100.00)	
Andover Capital Equipment		500.00	(500.00)	0.00%	78.98	6,000.00	(5,921.02)	1.32%
Announcers Fees	540.00	833.00	(293.00)	64.83%	5,645.00	10,000.00	(4,355.00)	56.45%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	1,583.89	6,000.00	(4,416.11)	26.40%
Audit		1,125.00	(1,125.00)	0.00%	13,075.00	13,500.00	(425.00)	96.85%
AV Equip / Repair / Supply / Software			0.00		1,181.63	0.00	1,181.63	
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%	1,878.00	2,000.00	(122.00)	93.90%
Building - Cleaning	535.63	525.00	10.63	102.02%	6,676.78	6,300.00	376.78	105.98%
Building - Insurance		208.00	(208.00)	0.00%	2,114.00	2,500.00	(386.00)	84.56%
Building - Maintenance	112.64	583.00	(470.36)	19.32%	3,335.07	7,000.00	(3,664.93)	47.64%
Building - Supplies	85.09	166.00	(80.91)	51.26%	1,453.41	2,000.00	(546.59)	72.67%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	(500.00)	83.33%
Cell Phone - Allowance	475.00	555.00	(80.00)	85.59%	4,830.00	6,660.00	(1,830.00)	72.52%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	987.61	6,000.00	(5,012.39)	16.46%
City Sewer & Water	381.47	216.00	165.47	176.61%	1,932.65	2,600.00	(667.35)	74.33%
Commission Expense	440.00	600.00	(160.00)	73.33%	1,410.47	7,200.00	(5,789.53)	19.59%
Computer Equip / Repair / Supply / Software			0.00		1,548.70	0.00	1,548.70	
Consulting Services	3,799.15	3,166.00	633.15	120.00%	17,760.56	38,000.00	(20,239.44)	46.74%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - December 2016

	Oct 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Contingency Fund		2,057.00	(2,057.00)	0.00%	0.00	24,690.00	(24,690.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	136.94	1,000.00	(863.06)	13.69%
Electric Service	1,053.30	1,596.00	(542.70)	66.00%	12,306.94	19,152.00	(6,845.06)	64.26%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	10.78	2,500.00	(2,489.22)	0.43%
Equip/Repair/Supply/Software	1,209.47	3,817.00	(2,607.53)	31.69%	27,480.50	45,812.00	(18,331.50)	59.99%
Federal Unempl Expense	36.36	62.00	(25.64)	58.65%	610.66	750.00	(139.34)	81.42%
Health Insurance	4,560.95	5,814.00	(1,253.05)	78.45%	50,167.12	69,768.00	(19,600.88)	71.91%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		500.00	(500.00)	0.00%	5,581.00	6,000.00	(419.00)	93.02%
Lawn Service	530.92	375.00	155.92	141.58%	4,345.09	4,500.00	(154.91)	96.56%
Leg Lobbying - Do NOT Use		161.00	(161.00)	0.00%	0.00	1,940.00	(1,940.00)	0.00%
Legal Fees	3,520.00	2,500.00	1,020.00	140.80%	14,531.71	30,000.00	(15,468.29)	48.44%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	112.06	1,000.00	(887.94)	11.21%
Memberships - NATOA / Others		460.00	(460.00)	0.00%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	437.04	600.00	(162.96)	72.84%	4,871.11	7,200.00	(2,328.89)	67.65%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas		316.00	(316.00)	0.00%	1,650.85	3,800.00	(2,149.15)	43.44%
Office Supplies / Equipment	15.32	416.00	(400.68)	3.68%	4,820.30	5,000.00	(179.70)	96.41%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	370.70	491.00	(120.30)	75.50%	4,275.25	5,900.00	(1,624.75)	72.46%
PERA	2,403.38	3,248.00	(844.62)	74.00%	28,737.14	38,982.00	(10,244.86)	73.72%
Postage	253.05	108.00	145.05	234.31%	707.87	1,300.00	(592.13)	54.45%
Printing / Copy Services	529.42	83.00	446.42	637.86%	657.76	1,000.00	(342.24)	65.78%
Professional Development	154.64	1,416.00	(1,261.36)	10.92%	12,243.37	17,000.00	(4,756.63)	72.02%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.18	500.00	(370.82)	25.84%	1,291.30	6,000.00	(4,708.70)	21.52%
Sales Tax		41.00	(41.00)	0.00%	216.26	500.00	(283.74)	43.25%
Secretary Services	136.00	249.00	(113.00)	54.62%	1,126.35	2,992.00	(1,865.65)	37.65%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	2,762.13	3,728.00	(965.87)	74.09%	31,001.58	44,747.00	(13,745.42)	69.28%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - December 2016

Oct 2016

YTD

	Oct 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp	1,220.49	208.00	1,012.49	586.77%	1,220.49	2,500.00	(1,279.51)	48.82%
STD / LTD / Life Insurance	416.29	626.00	(209.71)	66.50%	4,484.12	7,520.00	(3,035.88)	59.63%
Studio Sets	139.25	583.00	(443.75)	23.89%	9,480.25	7,000.00	2,480.25	135.43%
Subscription Services	89.95	1,334.00	(1,244.05)	6.74%	12,827.05	16,017.00	(3,189.95)	80.08%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair		833.00	(833.00)	0.00%	32,944.21	10,000.00	22,944.21	329.44%
Vehicle - Insurance		291.00	(291.00)	0.00%	3,027.00	3,500.00	(473.00)	86.49%
Vehicle - Maintenance / Gas	138.99	666.00	(527.01)	20.87%	3,542.25	8,000.00	(4,457.75)	44.28%
Wages - Full-time	31,203.20	38,748.00	(7,544.80)	80.53%	362,981.90	464,977.00	(101,995.10)	78.06%
Wages - Part-time	5,134.02	9,993.00	(4,858.98)	51.38%	44,607.40	119,922.00	(75,314.60)	37.20%
Waste Removal	85.97	100.00	(14.03)	85.97%	859.70	1,200.00	(340.30)	71.64%
Web / VOD / Int / CaTV / Phone	1,996.22	1,652.00	344.22	120.84%	12,097.55	19,830.00	(7,732.45)	61.01%
Work Comp Insurance		191.00	(191.00)	0.00%	1,232.00	2,300.00	(1,068.00)	53.57%
Total Expenses	\$ 67,112.66	\$ 96,904.00	-\$ 29,791.34	69.26%	\$ 786,993.31	\$ 1,163,129.00	-\$ 376,135.69	67.66%
Net Income	\$ 337,083.59	\$ 12,593.00	\$ 324,490.59	2676.75%	\$ 473,397.56	\$ 150,844.00	\$ 322,553.56	313.83%

ZCIP - Cargo Van

28,896.14

ZCIP - Landscaping

7,053.33

13,489.83

ZCIP - Network Servers

9,720.13

ZCIP - Truck

10,213.27

7,053.33

62,319.37

QCTV Bank Reconciliation October 2016

Beginning Balance - 4M Statement	1,855,200.74
Less: Cleared Checks/Withdrawals	(96,606.90)
Plus: 4M Fund Interest	387.61
Plus: Bank Deposits/Credits	403,747.45
Bank Balance	\$2,162,728.90
Book Balance	2,162,728.90
Adjusted Book Balance	2,162,728.90
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 10/31/2016

Reconciled on: 11/22/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,855,200.74
Checks and Payments cleared	-96,606.90
Deposits and Other Credits cleared	+404,135.06
Statement Ending Balance	2,162,728.90
Uncleared transactions as of 10/31/2016	-708.22
Register Balance as of 10/31/2016	2,162,020.68
Uncleared transactions after 10/31/2016	-36,906.56
Register Balance as of 11/22/2016	2,125,114.12

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/31/2016	Bill Payment	11421	Anoka Area Chamber of Commerce	-20.00
09/14/2016	Bill Payment	11440	LiveU Inc.	-536.40
09/14/2016	Bill Payment	11437	Gregory A. Zandlo	-180.00
09/19/2016	Bill Payment	11455	Maza Technologies, LLC	-2,065.63
09/30/2016	Bill Payment	11460	Uniset Company	-9,341.00
09/30/2016	Bill Payment	11459	The Lincoln National Life Ins. Co.	-308.85
09/30/2016	Bill Payment	11458	Preferred One Insurance Co.	-3,961.34
09/30/2016	Bill Payment	11457	League of MN Cities Insurance Trust	-1,232.00
09/30/2016	Bill Payment	11456	Alpha Video & Audio Inc.	-2,700.00
09/30/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
09/30/2016	Journal	09C - 2016MK		-184.05
10/10/2016	Bill Payment	11477	Xcel Energy	-1,230.51
10/10/2016	Bill Payment	11476	Vividly Clean Inc.	-535.63
10/10/2016	Bill Payment	11475	Verizon Wireless	-90.03
10/10/2016	Bill Payment	11474	U.S. Bank Corporate	-2,434.52
10/10/2016	Bill Payment	11473	Timesavers	-203.00
10/10/2016	Bill Payment	11471	LiveU Inc.	-536.40
10/10/2016	Bill Payment	11470	League of MN Cities Insurance Trust	-11,627.00
10/10/2016	Bill Payment	11469	Joe G. Ruhland	-420.00
10/10/2016	Bill Payment	11468	Huebsch	-33.07
10/10/2016	Bill Payment	11467	Holiday Station	-79.72
10/10/2016	Bill Payment	11466	Greenery Enterprises, Inc.	-6,726.14
10/10/2016	Bill Payment	11465	G & B Environmental, Inc.	-116.49
10/10/2016	Bill Payment	11464	Comcast Cable	-390.43
10/10/2016	Bill Payment	11463	City of Andover	-1,528.95
10/10/2016	Bill Payment	11462	Alpha Video & Audio Inc.	-545.18
10/10/2016	Bill Payment	11461	ACE Solid Waste, Inc.	-85.97
10/14/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
10/14/2016	Bill Payment	W/D	PERA	-2,273.44
10/14/2016	Journal	10A - 2016MK		-13,662.38
10/14/2016	Journal	10A - 2016MK		-5,011.35
10/14/2016	Journal	10A - 2016MK		-184.05
10/20/2016	Bill Payment	11490	Maza Technologies, LLC	-3,799.15
10/20/2016	Bill Payment	11488	Kennedy & Graven, Chartered	-765.00
10/20/2016	Bill Payment	11487	Julie Trude	-40.00
10/20/2016	Bill Payment	11486	John Letourneau	-40.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/20/2016	Bill Payment	11485	James Dickinson	-120.00
10/20/2016	Bill Payment	11484	Greenery Enterprises, Inc.	-455.92
10/20/2016	Bill Payment	11482	Comcast Cable	-165.94
10/20/2016	Bill Payment	11481	Comcast 2	-474.57
10/20/2016	Bill Payment	11480	City of Champlin	-381.47
10/20/2016	Bill Payment	11479	CenterPoint Energy	-39.57
10/28/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
10/28/2016	Bill Payment	W/D	PERA	-2,212.83
10/28/2016	Journal	10B - 2016MK		-13,190.49
10/28/2016	Journal	10B - 2016MK		-4,968.43
Total				-96,606.90

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/27/2016	Deposit		Comcast	42,352.15
10/27/2016	Deposit		Comcast	23,998.53
10/27/2016	Deposit		Comcast	35,995.03
10/27/2016	Deposit		Comcast	32,165.58
10/27/2016	Deposit		Comcast	84,704.25
10/27/2016	Deposit		Comcast	47,997.08
10/27/2016	Deposit		Comcast	71,989.94
10/27/2016	Deposit		Comcast	64,330.94
10/27/2016	Deposit		Paul Talbot	15.00
10/27/2016	Deposit		Dan Murphy	90.00
10/27/2016	Deposit		Patty Thelen	15.00
10/27/2016	Deposit		Steve Schoephoerster	15.00
10/27/2016	Deposit		Impact Services	15.00
10/27/2016	Deposit		John Burgeson	18.95
10/27/2016	Deposit		Sherri Wachowiak	15.00
10/27/2016	Deposit		Oakwood Insurance Agency	30.00
10/31/2016	Journal	10C - 2016MK		387.61
Total				404,135.06

Additional Information

Uncleared Checks and Payments as of 10/31/2016

<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
07/18/2016	Bill Payment	11367	Andrew Zachariason	-36.57
10/10/2016	Bill Payment	11472	Pete C. Andersen	-120.00
10/20/2016	Bill Payment	11489	Kurtis G. Ulrich	-80.00
10/20/2016	Bill Payment	11483	Eric Johnson	-80.00
10/20/2016	Bill Payment	11478	Bret Heitkamp	-80.00
10/28/2016	Journal	10B - 2016MK		-186.65
Total				-708.22

Uncleared Deposits and Other Credits as of 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	0.00
09/14/2016	Bill Payment	11442	U.S. Bank Corporate	0.00
Total				0.00

Uncleared Checks and Payments after 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
-------------	-------------	------------	-------------	---------------

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/08/2016	Bill Payment	11513	Xcel Energy	-1,053.30
11/08/2016	Bill Payment	11512	Vividly Clean Inc.	-535.63
11/08/2016	Bill Payment	11511	Verus Corporation	-187.50
11/08/2016	Bill Payment	11510	U.S. Bank Corporate	-921.74
11/08/2016	Bill Payment	11509	Timesavers	-136.00
11/08/2016	Bill Payment	11508	The Lincoln National Life Ins. Co.	-416.29
11/08/2016	Bill Payment	11507	Presto Graphics	-529.42
11/08/2016	Bill Payment	11506	Press & News Publications	-38.00
11/08/2016	Bill Payment	11505	Preferred One Insurance Co.	-4,782.94
11/08/2016	Bill Payment	11504	Pete C. Andersen	-180.00
11/08/2016	Bill Payment	11503	Monarch Pest Control	-112.64
11/08/2016	Bill Payment	11502	Minnesota Unemployment Ins.	-1,220.49
11/08/2016	Bill Payment	11501	Kennedy & Graven, Chartered	-3,520.00
11/08/2016	Bill Payment	11500	James Childs	-360.00
11/08/2016	Bill Payment	11499	Huebsch	-33.07
11/08/2016	Bill Payment	11498	Holiday Station	-138.99
11/08/2016	Bill Payment	11497	HealthEquity Inc.	-3.95
11/08/2016	Bill Payment	11496	Greenery Enterprises, Inc.	-75.00
11/08/2016	Bill Payment	11495	ECM Publisher	-138.00
11/08/2016	Bill Payment	11494	Comcast Cable	-390.43
11/08/2016	Bill Payment	11493	Bert Nijssen	-480.00
11/08/2016	Bill Payment	11492	Anoka Area Chamber of Commerce	-20.00
11/08/2016	Bill Payment	11491	Amazon	-655.50
11/10/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
11/10/2016	Bill Payment	W/D	PERA	-2,262.52
11/15/2016	Bill Payment	11514	Michael Louis Bouchard	-209.63
11/21/2016	Bill Payment	11532	Verus Corporation	-243.75
11/21/2016	Bill Payment	11531	Verizon Wireless	-240.37
11/21/2016	Bill Payment	11530	Trans-Alarm	-413.73
11/21/2016	Bill Payment	11529	Maza Technologies, LLC	-4,567.35
11/21/2016	Bill Payment	11528	LiveU Inc.	-536.40
11/21/2016	Bill Payment	11527	Joe G. Ruhland	-700.00
11/21/2016	Bill Payment	11526	Joan Gutenberg	-127.90
11/21/2016	Bill Payment	11525	HealthEquity Inc.	-3.95
11/21/2016	Bill Payment	11524	Greenery Enterprises, Inc.	-7,509.25
11/21/2016	Bill Payment	11523	David Steinberg	-60.00
11/21/2016	Bill Payment	11522	Comcast Cable	-165.94
11/21/2016	Bill Payment	11521	Comcast 2	-474.57
11/21/2016	Bill Payment	11520	City of Champlin	-335.68
11/21/2016	Bill Payment	11519	City of Andover	-889.00
11/21/2016	Bill Payment	11518	CenterPoint Energy	-136.06
11/21/2016	Bill Payment	11517	BizzyWeb, LLC	-760.00
11/21/2016	Bill Payment	11516	Amazon	-779.55
11/21/2016	Bill Payment	11515	ACE Solid Waste, Inc.	-85.97
Total				-37,000.51

Uncleared Deposits and Other Credits after 10/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/08/2016	Deposit		Steve Schoephoerster	3.95
11/08/2016	Deposit		John Freeburg	30.00
11/08/2016	Deposit		Patty Thelen	30.00
11/08/2016	Deposit		Rick McCaughtry	15.00
11/08/2016	Deposit		Patrick Surma	15.00
Total				93.95

**Quad Cities Communications Commission
Balance Sheet Summary**

As of November 30, 2016

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,084,224.45
- PayPay acct	496.11
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	7,751.00
Total Current Assets	\$ 2,097,721.56
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,097,721.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	13,102.46
Other Current Liabilities	31.32
Total Current Liabilities	\$ 13,133.78
Equity	2,084,587.78
TOTAL LIABILITIES AND EQUITY	\$ 2,097,721.56

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Nov 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	(33.95)	208.00	(241.95)	-16.32%	1,430.35	2,500.00	(1,069.65)	57.21%
Equipment Grant		0.00	0.00		55,870.85	0.00	55,870.85	
Franchise Fees		72,854.00	(72,854.00)	0.00%	783,435.68	874,248.00	(90,812.32)	89.61%
Interest Income	457.85	8.00	449.85	5723.13%	2,254.26	100.00	2,154.26	2254.26%
Miscellaneous Income			0.00		26,105.40	0.00	26,105.40	
PEG Fee		36,427.00	(36,427.00)	0.00%	391,718.23	437,125.00	(45,406.77)	89.61%
Total Income	\$ 423.90	\$ 109,497.00	\$ (109,073.10)	0.39%	\$ 1,260,814.77	\$ 1,313,973.00	\$ (53,158.23)	95.95%
Expenses								
Accounting / HR Services	831.99	1,166.00	(334.01)	71.35%	9,976.89	14,000.00	(4,023.11)	71.26%
Ads/Promos/Sponsorships	8.55	570.00	(561.45)	1.50%	5,744.50	6,850.00	(1,105.50)	83.86%
Advertising			0.00		(100.00)	0.00	(100.00)	
Andover Capital Equipment		500.00	(500.00)	0.00%	78.98	6,000.00	(5,921.02)	1.32%
Announcers Fees	1,360.00	833.00	527.00	163.27%	7,005.00	10,000.00	(2,995.00)	70.05%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	1,739.83	6,000.00	(4,260.17)	29.00%
Audit		1,125.00	(1,125.00)	0.00%	13,075.00	13,500.00	(425.00)	96.85%
AV Equip / Repair / Supply / Software			0.00		1,181.63	0.00	1,181.63	
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%	1,878.00	2,000.00	(122.00)	93.90%
Building - Cleaning	535.63	525.00	10.63	102.02%	7,212.41	6,300.00	912.41	114.48%
Building - Insurance		208.00	(208.00)	0.00%	2,114.00	2,500.00	(386.00)	84.56%
Building - Maintenance	413.73	583.00	(169.27)	70.97%	3,748.80	7,000.00	(3,251.20)	53.55%
Building - Supplies	81.67	166.00	(84.33)	49.20%	1,535.08	2,000.00	(464.92)	76.75%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	515.00	555.00	(40.00)	92.79%	5,345.00	6,660.00	(1,315.00)	80.26%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	1,072.51	6,000.00	(4,927.49)	17.88%
City Sewer & Water	335.68	216.00	119.68	155.41%	2,268.33	2,600.00	(331.67)	87.24%
Commission Expense		600.00	(600.00)	0.00%	1,410.47	7,200.00	(5,789.53)	19.59%
Computer Equip / Repair / Supply / Software			0.00		1,548.70	0.00	1,548.70	
Consulting Services	3,918.37	3,166.00	752.37	123.76%	21,678.93	38,000.00	(16,321.07)	57.05%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Nov 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Contingency Fund		2,057.00	(2,057.00)	0.00%	0.00	24,690.00	(24,690.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%	136.94	1,000.00	(863.06)	13.69%
Electric Service	1,052.34	1,596.00	(543.66)	65.94%	13,359.28	19,152.00	(5,792.72)	69.75%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	10.78	2,500.00	(2,489.22)	0.43%
Equip/Repair/Supply/Software	1,292.38	3,817.00	(2,524.62)	33.86%	28,772.88	45,812.00	(17,039.12)	62.81%
Federal Unempl Expense	36.87	62.00	(25.13)	59.47%	647.53	750.00	(102.47)	86.34%
Health Insurance	4,927.17	5,814.00	(886.83)	84.75%	55,094.29	69,768.00	(14,673.71)	78.97%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		500.00	(500.00)	0.00%	5,581.00	6,000.00	(419.00)	93.02%
Lawn Service	455.92	375.00	80.92	121.58%	4,801.01	4,500.00	301.01	106.69%
Leg Lobbying - Do NOT Use		161.00	(161.00)	0.00%	0.00	1,940.00	(1,940.00)	0.00%
Legal Fees	2,359.50	2,500.00	(140.50)	94.38%	16,891.21	30,000.00	(13,108.79)	56.30%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	112.06	1,000.00	(887.94)	11.21%
Memberships - NATOA / Others		460.00	(460.00)	0.00%	7,018.60	5,520.00	1,498.60	127.15%
Mileage	868.25	600.00	268.25	144.71%	5,739.36	7,200.00	(1,460.64)	79.71%
Miscellaneous Expenses	9.00	83.00	(74.00)	10.84%	9.00	1,000.00	(991.00)	0.90%
Natural Gas	136.06	316.00	(179.94)	43.06%	1,786.91	3,800.00	(2,013.09)	47.02%
Office Supplies / Equipment	548.37	416.00	132.37	131.82%	5,368.67	5,000.00	368.67	107.37%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	373.48	491.00	(117.52)	76.07%	4,648.73	5,900.00	(1,251.27)	78.79%
PERA	2,501.03	3,248.00	(746.97)	77.00%	31,238.17	38,982.00	(7,743.83)	80.13%
Postage	37.37	108.00	(70.63)	34.60%	745.24	1,300.00	(554.76)	57.33%
Printing / Copy Services		83.00	(83.00)	0.00%	657.76	1,000.00	(342.24)	65.78%
Professional Development		1,416.00	(1,416.00)	0.00%	12,243.37	17,000.00	(4,756.63)	72.02%
Publications	38.00	41.00	(3.00)	92.68%	38.00	500.00	(462.00)	7.60%
Ramsey Capital Equipment	354.18	500.00	(145.82)	70.84%	1,645.48	6,000.00	(4,354.52)	27.42%
Sales Tax		41.00	(41.00)	0.00%	216.26	500.00	(283.74)	43.25%
Secretary Services	136.00	249.00	(113.00)	54.62%	1,262.35	2,992.00	(1,729.65)	42.19%
Snow Plowing Service		375.00	(375.00)	0.00%	1,016.25	4,500.00	(3,483.75)	22.58%
SS/Medicare Expense	2,833.40	3,728.00	(894.60)	76.00%	33,834.98	44,747.00	(10,912.02)	75.61%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Nov 2016				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.00	(208.00)	0.00%	1,220.49	2,500.00	(1,279.51)	48.82%
STD / LTD / Life Insurance	416.29	626.00	(209.71)	66.50%	4,900.41	7,520.00	(2,619.59)	65.17%
Studio Sets	16.06	583.00	(566.94)	2.75%	9,496.31	7,000.00	2,496.31	135.66%
Subscription Services	120.71	1,334.00	(1,213.29)	9.05%	12,947.76	16,017.00	(3,069.24)	80.84%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	785.39	833.00	(47.61)	94.28%	33,729.60	10,000.00	23,729.60	337.30%
Vehicle - Insurance		291.00	(291.00)	0.00%	3,027.00	3,500.00	(473.00)	86.49%
Vehicle - Maintenance / Gas	359.24	666.00	(306.76)	53.94%	3,901.49	8,000.00	(4,098.51)	48.77%
Wages - Full-time	32,549.44	38,748.00	(6,198.56)	84.00%	395,531.34	464,977.00	(69,445.66)	85.06%
Wages - Part-time	4,679.37	9,993.00	(5,313.63)	46.83%	49,286.77	119,922.00	(70,635.23)	41.10%
Waste Removal	85.97	100.00	(14.03)	85.97%	945.67	1,200.00	(254.33)	78.81%
Web / VOD / Int / CaTV / Phone	1,452.69	1,652.00	(199.31)	87.94%	13,550.24	19,830.00	(6,279.76)	68.33%
Work Comp Insurance	243.00	191.00	52.00	127.23%	1,475.00	2,300.00	(825.00)	64.13%
Total Expenses	\$ 67,158.94	\$ 96,904.00	\$ (29,745.06)	69.30%	\$ 854,152.25	\$ 1,163,129.00	\$ (308,976.75)	73.44%
Net Income	\$ (66,735.04)	\$ 12,593.00	\$ (79,328.04)	-529.94%	\$ 406,662.52	\$ 150,844.00	\$ 255,818.52	269.59%
ZCIP - Cargo Van					28,896.14			
ZCIP - Landscaping					13,489.83			
ZCIP - Network Servers	648.98				10,369.11			
ZCIP - Truck					10,213.27			
	\$ 648.98				\$ 62,968.35			

QCTV Bank Reconciliation

November 2016

Beginning Balance - 4M Statement	2,162,728.90
Less: Cleared Checks/Withdrawals	(65,744.95)
Plus: 4M Fund Interest	457.85
Plus: Bank Deposits/Credits	321.69
Bank Balance	\$2,097,763.49
Book Balance	2,097,763.49
Adjusted Book Balance	2,097,763.49
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Reconciliation Report

Quad Cities Commission, Period Ending 11/30/2016

Reconciled on: 12/19/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	2,162,728.90
Checks and Payments cleared	-65,744.95
Deposits and Other Credits cleared	+779.54
Statement Ending Balance	2,097,763.49
Uncleared transactions as of 11/30/2016	-13,539.04
Register Balance as of 11/30/2016	2,084,224.45
Uncleared transactions after 11/30/2016	-16,496.64
Register Balance as of 12/19/2016	2,067,727.81

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/20/2016	Bill Payment	11489	Kurtis G. Ulrich	-80.00
10/20/2016	Bill Payment	11483	Eric Johnson	-80.00
10/20/2016	Bill Payment	11478	Bret Heitkamp	-80.00
10/28/2016	Journal	10B - 2016MK		-186.65
11/08/2016	Bill Payment	11513	Xcel Energy	-1,053.30
11/08/2016	Bill Payment	11512	Vividly Clean Inc.	-535.63
11/08/2016	Bill Payment	11511	Verus Corporation	-187.50
11/08/2016	Bill Payment	11510	U.S. Bank Corporate	-921.74
11/08/2016	Bill Payment	11509	Timesavers	-136.00
11/08/2016	Bill Payment	11508	The Lincoln National Life Ins. Co.	-416.29
11/08/2016	Bill Payment	11507	Presto Graphics	-529.42
11/08/2016	Bill Payment	11506	Press & News Publications	-38.00
11/08/2016	Bill Payment	11505	Preferred One Insurance Co.	-4,782.94
11/08/2016	Bill Payment	11503	Monarch Pest Control	-112.64
11/08/2016	Bill Payment	11502	Minnesota Unemployment Ins.	-1,220.49
11/08/2016	Bill Payment	11501	Kennedy & Graven, Chartered	-3,520.00
11/08/2016	Bill Payment	11500	James Childs	-360.00
11/08/2016	Bill Payment	11499	Huebsch	-33.07
11/08/2016	Bill Payment	11498	Holiday Station	-138.99
11/08/2016	Bill Payment	11497	HealthEquity Inc.	-3.95
11/08/2016	Bill Payment	11496	Greenery Enterprises, Inc.	-75.00
11/08/2016	Bill Payment	11495	ECM Publisher	-138.00
11/08/2016	Bill Payment	11494	Comcast Cable	-390.43
11/08/2016	Bill Payment	11493	Bert Nijssen	-480.00
11/08/2016	Bill Payment	11492	Anoka Area Chamber of Commerce	-20.00
11/08/2016	Bill Payment	11491	Amazon	-655.50
11/10/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
11/10/2016	Bill Payment	W/D	PERA	-2,262.52
11/11/2016	Journal	11A - 2016MK		-14,522.66
11/11/2016	Journal	11A - 2016MK		-5,185.47
11/11/2016	Journal	11A - 2016MK		-186.65
11/15/2016	Bill Payment	11514	Michael Louis Bouchard	-209.63
11/21/2016	Bill Payment	11532	Verus Corporation	-243.75
11/21/2016	Bill Payment	11531	Verizon Wireless	-240.37
11/21/2016	Bill Payment	11530	Trans-Alarm	-413.73
11/21/2016	Bill Payment	11527	Joe G. Ruhland	-700.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/21/2016	Bill Payment	11522	Comcast Cable	-165.94
11/21/2016	Bill Payment	11521	Comcast 2	-474.57
11/21/2016	Bill Payment	11520	City of Champlin	-335.68
11/21/2016	Bill Payment	11519	City of Andover	-889.00
11/21/2016	Bill Payment	11518	CenterPoint Energy	-136.06
11/21/2016	Bill Payment	11517	BizzyWeb, LLC	-760.00
11/21/2016	Bill Payment	11516	Amazon	-779.55
11/23/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
11/23/2016	Bill Payment	W/D	PERA	-2,406.07
11/23/2016	Journal	11B - 2016MK		-13,438.62
11/23/2016	Journal	11B - 2016MK		-5,078.96
11/30/2016	Journal	11D - 2016MK		-0.18
Total				-65,744.95

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
11/08/2016	Deposit		Steve Schoephoerster	3.95
11/08/2016	Deposit		John Freeburg	30.00
11/08/2016	Deposit		Patty Thelen	30.00
11/08/2016	Deposit		Rick McCaughtry	15.00
11/08/2016	Deposit		Patrick Surma	15.00
11/29/2016	Deposit		Jack Buckholz	227.74
11/30/2016	Journal	11C- 2016MK		457.85
Total				779.54

Additional Information

Uncleared Checks and Payments as of 11/30/2016

<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
07/18/2016	Bill Payment	11367	Andrew Zachariason	-36.57
10/10/2016	Bill Payment	11472	Pete C. Andersen	-120.00
11/08/2016	Bill Payment	11504	Pete C. Andersen	-180.00
11/21/2016	Bill Payment	11529	Maza Technologies, LLC	-4,567.35
11/21/2016	Bill Payment	11528	LiveU Inc.	-536.40
11/21/2016	Bill Payment	11526	Joan Gutenberg	-127.90
11/21/2016	Bill Payment	11525	HealthEquity Inc.	-3.95
11/21/2016	Bill Payment	11524	Greenery Enterprises, Inc.	-7,509.25
11/21/2016	Bill Payment	11523	David Steinberg	-60.00
11/21/2016	Bill Payment	11515	ACE Solid Waste, Inc.	-85.97
11/23/2016	Journal	11B - 2016MK		-186.65
Total				-13,539.04

Uncleared Deposits and Other Credits as of 11/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	0.00
09/14/2016	Bill Payment	11442	U.S. Bank Corporate	0.00
Total				0.00

Uncleared Checks and Payments after 11/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/05/2016	Bill Payment	11542	Xcel Energy	-1,052.34
12/05/2016	Bill Payment	11541	Way-Cool Cooking School, Inc.	-935.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/05/2016	Bill Payment	11540	The Lincoln National Life Ins. Co.	-416.29
12/05/2016	Bill Payment	11539	Preferred One Insurance Co.	-5,149.16
12/05/2016	Bill Payment	11538	League of MN Cities Insurance Trust	-243.00
12/05/2016	Bill Payment	11537	Huebsch	-33.07
12/05/2016	Bill Payment	11536	Holiday Station	-236.84
12/05/2016	Bill Payment	11535	Comcast Cable	-390.43
12/05/2016	Bill Payment	11534	Bert Nijssen	-9.00
12/05/2016	Bill Payment	11533	ARCC, Professional & Workforce	-1,100.00
12/09/2016	Bill Payment	W/D	Minnesota State Retirement System	-2,301.60
12/09/2016	Bill Payment	W/D	PERA	-2,534.83
12/15/2016	Bill Payment	11564	Way-Cool Cooking School, Inc.	-569.60
12/15/2016	Bill Payment	11563	U.S. Bank Corporate	-2,074.34
12/15/2016	Bill Payment	11562	Timesavers	-136.00
12/15/2016	Bill Payment	11561	Sectional Hockey Tournaments	-280.00
12/15/2016	Bill Payment	11560	Pete C. Andersen	-180.00
12/15/2016	Bill Payment	11559	LiveU Inc.	-536.40
12/15/2016	Bill Payment	11558	Kurtis G. Ulrich	-80.00
12/15/2016	Bill Payment	11557	Kennedy & Graven, Chartered	-1,774.50
12/15/2016	Bill Payment	11556	Julie Trude	-80.00
12/15/2016	Bill Payment	11555	John Letourneau	-80.00
12/15/2016	Bill Payment	11554	James Dickinson	-80.00
12/15/2016	Bill Payment	11553	Greenery Enterprises, Inc.	-382.50
12/15/2016	Bill Payment	11552	Eric Johnson	-40.00
12/15/2016	Bill Payment	11551	Creative Forms & Concepts	-75.15
12/15/2016	Bill Payment	11550	Comcast Cable	-165.94
12/15/2016	Bill Payment	11549	Comcast 2	-474.57
12/15/2016	Bill Payment	11548	CenterPoint Energy	-273.67
12/15/2016	Bill Payment	11547	Carl E. Anderson	-40.00
12/15/2016	Bill Payment	11546	Bret Heitkamp	-80.00
12/15/2016	Bill Payment	11545	Barna, Guzy & Steffen, LTD	-585.00
12/15/2016	Bill Payment	11544	Alpha Video & Audio Inc.	-225.00
12/15/2016	Bill Payment	11543	ACE Solid Waste, Inc.	-92.41

Total -22,706.64

Uncleared Deposits and Other Credits after 11/30/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/08/2016	Deposit		John Freeburg	30.00
12/08/2016	Deposit		Miscellaneous Customer	15.00
12/08/2016	Deposit		Brian Larson	15.00
12/14/2016	Deposit		Wayne Bancroft	15.00
12/14/2016	Deposit		League of MN Cities	6,135.00

Total 6,210.00

4.3 Executive Director's Report

January 9, 2017

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report (November/December)

CenturyLink Agreement Action

The commission took action on the CenturyLink agreement on October 20, recommending approval to the member cities. Legal counsel and staff have been working to prepare documents and schedule presentations before city councils.

Scheduled dates for member city action:

11/14/16	City of Champlin
11/15/16	City of Andover
11/21/16	City of Anoka 12/5/16 second reading
11/22/16	City of Ramsey 1/18/17 30-day notice complete

The CenturyLink franchise agreement for the cities of Andover, Anoka, and Champlin have been approved by city councils and signed by both city and CenturyLink representatives. The City of Ramsey required additional readings and a 30-day publication notice. That agreement is expected to be fully executed in early February. CenturyLink as provided the required insurance documents and the performance bond. The letter of credit is in process and expected in late January.

CenturyLink store located in north metro area

There is a customer care retail store serving the area. It is located in the Riverdale Crossing shopping center near the intersection of Highway 10 and Round Lake Boulevard.

AWARDS Congratulations! NATOA Wins!

Category 7 - Live Sports Event

First Place "Irving: Game of the Week" City of Irving, TX

Second Place "Saint Paul Saints Baseball Opening Day" City of Coon Rapids, MN

Third Place "Champlin Park Boys Basketball Section 5AAAA Semi Final" QCTV,

MN Honorable Mention "WCHA Women's Hockey Minnesota vs St. Cloud State"

North Suburban Communications Commission, MN

Honorable Mention "Girls Hockey 5AA Semi-Final: Centennial vs. Blaine" North Metro Telecommunications Commission, MN

Category 54 - Municipal Channel Promotion

First Place "Pocket Pals" QCTV, MN

Second Place "On A Mission" Northern Dakota County Cable Communications Commission (NDC4), MN

Third Place "Introducing AuroraTV.org" City of Aurora, CO

Honorable Mention "The Broomfield Channel Station ID" Channel 8 - City and County of Broomfield, CO

Honorable Mention "Artists: Series Promo" City of Livonia, MI

Honorable Mention "PCTV Sizzle Reel" Pierce County TV, WA

Honorable Mention "SFGovTV Station ID" SFGovTV, CA

Honorable Mention "All About Denver Spot" City and County of Denver, CO

Category 66 - Programming Excellence (Operating Budget \$500,000 - \$1,000,000)

First Place "ATXN Programming Highlights" City of Austin, TX

Second Place "Pierce County Television" Pierce County TV, WA

Third Place "CTN Coon Rapids Original Programming" City of Coon Rapids, MN

Honorable Mention "Best of QCTV" QCTV, MN

Honorable Mention "TV Tacoma" City of Tacoma, WA

Commission/Employee Appreciation event held in December

The annual commission appreciation event was held December 19 at Way Cool Cooking School. This creative and very active team building experience was fun and delicious.

City Matters - new city information show developed

In response to commissioner and city requests, a new show will debut in February called City Matters. Each member city will coordinate topic/guests for a show about the city. To provide maximum flexibility, the show is produced in council chambers and there is no time limit for the production. This will be completed on a rotating schedule allowing each city three shows annually.

The show proposal is attached to this report. The pilot shows will be reviewed and discussed at the annual programming work session scheduled for March 16, 9 am.

2017 Operation Budget

The operating budget for 2017 was approved in November and has been uploaded to the accounting software.

2016 Audit

Staff met with Redpath and Company representatives to begin work on the 2016 audit. Over the next two months, materials will be gathered for review. Audit on-site work is expected in early April. There is a budget committee meeting scheduled for Mary 18 to review the audit prior to commission action.

Investment account set up

The PM4 Fund investment account has been set up. Staff will coordinate with treasurer investments as directed by the commission at the November meeting.

Rotary presentation

I made a community presentation to the Ramsey Rotary in December. This featured the latest QCTV promo video showcasing employee commitment.

Technology manager orientation

Staff provided one week of orientation activities for Technology Manager John Sommer. John participated in meeting all staff to learn their technology needs and desires, production services, site visits for each city hall, run-through of all AV equipment (van, studio, remotes, playback center), IT transitions with consultant Max Krauth, organization strategic plan, finances, and community overview.

Holiday closures

QCTV will be closed January 16 and February 20 for holidays.

Monthly reports

Please note that the statistical reports will be provided quarterly in the future.

Customer comments

“Thanks for the support and coverage of girls hoops and the entertaining youth night with Wolves Crunch! Hope to see you again soon!”

Anoka Twisters liked a Tweet you were mentioned in “@qctv giving our athletes some coverage! @Anoka Twisters”

“Thank you Katherine for including the Anoka Dance team in this story, You really put together some great footage on not only our sport but gymnastics and swimming as well! – Megan Subialka

“Great job, thanks for sharing!” – Eric Lehtola, Andover Athletic Director

“Thank you Katherine for highlighting our student athletes. I look forward to watching!” – Gwendolyn Poore, Athletic/ Activities Director at Anoka High School

“Thank you for sharing Katherine. Very nice!” - Julie Splettstoesser, Anoka Police Department

“Thank you Cory for always making this so fun!” - Diana Jones, Code Enforcement Officer of Champlin

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

January 6, 2017

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In December we produced several new PSA's and promos for our community shows. We produced a "Mannequin Challenge" that featured our employees both in the studio and on location. We also produced a sports promo, a healthy eating promo, and several new QCTV bumps to promote our brand. We also produced two episodes of "What's New at the Q" that highlights our current community programming. We did several holiday Slow TV's as well.

Our production van was at seven games- boys and girls hockey and boys and girls basketball. We completed three "At the Half" shows that featured profiles of swimming and diving, gymnastics, and the dance teams. The high school administrators and coaches were very pleased with our profiles.

Our regular shows: "The District Court Show", "The Chamber Show", and "News and Views" were produced. "News and Views" includes 8 guests and 8 packages from our member cities. We covered 16 live city meetings. We also produced a holiday themed episode of "QC Cooks".

We continue to work on new episodes for "Rum River Rescue", "It's Your History", "The Grid" and "The Sheriff's Report".

Action: None

4.3.2 Technology Report

January 9, 2017

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: December 2016 Technology Report

Equipment Issues:

QCTV Equipment

Some staff workstations have had intermittent connection problems with the network and internet.

City Equipment

Andover Chambers. At the Equipment Check, Jim found that the document camera was not getting to either the chamber video system or cablecast system. Document camera power supply failed, Jim and I replaced it. VGA to composite video converter had stopped functioning. Taylor revived it. Program video was getting to the chambers from the cablecast room but was not getting switched to the projector or dais displays. Either the Extron media switcher is failing, or the Creston programing needs to be updated. I identified a work around and showed three of our cablecaster producers. We will try rebooting the Creston system and consider what replacement equipment we have available.

Comcast Equipment

I noticed the video for the Anoka Hennepin School District disappeared from Channel 18 a little after noon on Friday the 9th. I called the Comcast I-Net help line to report the outage. When I came in to work Monday morning the channel was still down. I called Comcast again and spoke to Crystal. She made a new ticket as she didn't see one from Friday. I updated the information to include that the device we receive the channel on was reporting a loss of video. I called Comcast a third time Monday afternoon, since I had not received a call back and the channel was still down. Amy took my call and said that the ticket was still open and someone should have called me with an update by now. She said she would send another email out to the engineers. A little while later Andy, a Comcast technician called me. He thought the problem was in the Headend and would call them to have them look into it. He thought that they would have done that all ready and was surprised they had not. At about 5:42p.m. Monday the picture came back up. A few minutes later, Keith, a Comcast technician called me and explained what had happened. At 6:00 p.m. the school board meeting was live.

QCTV receives the Multicast MPEG2 transport stream from the channel encoder at North Metro TV in Blaine. Friday afternoon, the Comcast tech changed the Multicast address but did not know he needed to update our receiver.

CenturyLink Equipment

Thursday the 29th, some of our channels went down. Power to the second of two Ethernet switches was out, power cord may have been bumped by a CenturyLink technician earlier in the day. Moved the power plug and will monitor for further problems.

Web Site:

PayPal

Payment notifications are currently being marked as spam by Outlook, trying to update our spam settings.

Shipping charges

Shipping charges are not being uniformly applied to shopping carts that request DVD being mailed. Appears to be a configuration issue in the web commerce plugin. While working to resolve this we have made some backend improvements.

December Projects:

This was my first full month here. I met with the full time staff and some of the part time producers to see how they use the technology infrastructure to do their jobs. Went on equipment checks at all four city halls to see first-hand what equipment was installed and what its general condition appeared to be. Found files for two of or four cities that show how the equipment was wired.

Together with Max Krauth we installed a new Windows file server and transferred contents from a NAS device (Network Attached Storage) to something a bit more robust. The NAS will be repurposed as backup.

Future Projects:

WiFi

Building wide WiFi is currently an ad hock collection of wireless access points that do not communicate together and sometimes fail to work properly. Will work with Max Krauth to install and implement an enterprise solution for building wide connectivity.

City Hall HD Updates

Current video switchers should be ready for HD. We will need new cameras, transmission equipment, and signal distribution infrastructure. Current camera cabling may or may not be HD capable. Need to have documentation for future work.

Customer Service Database

Working with a consultant to finish an Access database to log various cable company customer issues.

Action Requested: None.

QCCCC Agenda Item

4.4 Commission Organization Items

January 6, 2017

To: Commissioners

From: Karen George, Executive Director

Subject: Commission Organization Items

The commission elects officers and appoints committee members the first quarter of each year following a city election. The items below confirm the organizational items for 2017 unless otherwise acted upon by the commission.

Meeting date and time

The Quad Cities Cable Communications Commission meets the third Thursday of each month at 11 am in the City of Anoka Council Chambers. See attachment.

Commissioner per diem

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2017 are:

Commission meeting or work session: \$40 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$40.

Commission Officers

Chair – Bret Heitkamp

Vice-Chair – Kurt Ulrich

Secretary – Carl Anderson

Treasurer – Jim Dickinson

Committee appointments

Personnel Committee

Jim Goodrich, Andover

Carl Anderson, Anoka

Bret Heitkamp, Champlin

Kurt Ulrich, Ramsey

Budget Committee

Jim Dickinson, Andover

Greg Lee, Anoka

Eric Johnson, Champlin

John LeTourneau, Ramsey

Action Options:

Options Regarding Election and Appointments

- Elect new officers

- Appoint new committee members
- Affirm current officers and committee appointments
- No action, appointments stand as current

Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate
- No action, 2017 per diem rate remains unchanged

**Quad Cities Cable Communications Commission
2017 Meeting Plan**

January 19

Commission Meeting

February 16

Commission Meeting

March 16

Commission Meeting

Work session: Programming – 9 am

April 20

Commission Meeting

Personnel Committee: Annual review

May 18

Commission Meeting

Budget Committee: 2016 Audit Review

June 15

Commission Meeting

Conflict with League of Minnesota Cities conference

July 20

Commission Meeting

August 17

Commission Meeting

September 21

Commission Meeting

Work session: Technology

October 19

Commission Meeting

November 16

Commission Meeting

Budget Committee: 2018 Proposed Budget Review

December 21

Commission Meeting

QCCCC Agenda Item

5.1 Designated Depository

January 6, 2017

To: Commissioners

From: Karen George, Executive Director

Subject: Designated Depository

The Minnesota Statutes sets forth the procedures for the deposit of public funds which include requiring Quad Cities Cable Communications Commission to annually designate the official depositories for Commission funds and manage the collateral pledged to such funds. Other financial institutions are, from time to time, able to pay the Commission interest rates on deposits that are greater than can be obtained from the official depository.

Staff recommends the commission designate US Bank as the official depository for 2017; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2017 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

Action Requested: Designate depository

Motion to designate US Bank as the official depository for 2017; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2017 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

QCCCC Agenda Item

5.1 Surplus Studio Set

January 10, 2017

To: Commissioners

From: Karen George, Executive Director

Subject: Surplus Studio Set

QCTV studio desk is no longer useful with the recent purchase of the 7-top set desk which provides more flexibility for set use. The old studio desk is more than 10-years old and excess inventory. This set would normally be cut up and recycled but the the Anoka-Hennepin School District has indicated interest in this studio desk for continued use. QCTV is requesting the set be donated to the local school district rather than being destroyed. The set is well worn and fully amortized.

Action requested:

Authorize staff to surplus the studio desk and send to Anoka-Hennepin School District