

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

March 16, 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 January 19, 2017, commission minutes.
  - 4.2. Treasurer
    - 4.2.1. December and January Financial Reports
  - 4.3. Executive Director
- 5. General Business**
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF JANUARY 19, 2017**

### **CALL TO ORDER – 1**

Acting Chair Ulrich called the meeting to order at 11:00 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; and Jim Goodrich, Andover.

Commissioners absent and excused: Bret Heitkamp, Champlin; and Eric Johnson, Champlin.

Others present included Karen George, Executive Director; and Steve Ulrich, Director of Technology.

### **APPROVAL OF AGENDA – 3**

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

**6 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from November 17, 2016**

Motion was made by Dickinson and seconded by LeTourneau to approve the November 17, 2016 minutes as presented.

**6 ayes – 0 nays. Motion carried.**

## **4.2 Treasurer**

### **4.2.1. October and November Financial Reports**

Commissioner Dickinson stated that the October and November financial reports were included in the packet and provided a summary of the highlights.

Motion was made by Anderson and seconded by Goodrich to accept the October and November Financial Reports.

**6 ayes – 0 nays. Motion carried.**

## **4.3 Executive Director**

Ms. George stated that the CenturyLink Franchise Agreements have been executed. She stated that she has been working with the attorney to ensure that the administrative items are completed as CenturyLink enters the market. She stated that a CenturyLink store has been located in the north metro in the Riverdale shopping center. She stated that QCTV has received some national awards that will come before the Commission in February or March. She stated that City Matters is a new show that derived from the discussions the Commission held during the previous year and will be revisited at the March work session.

## **4.4 Commission Organization**

Ms. George stated that this is the organizational meeting following city elections. She noted that newly appointed Andover Councilmember Jim Goodrich has replaced Julie Trude. She noted that the only changes have been to reflect that change.

Motion was made by Dickinson and seconded by LeTourneau to approve the meeting dates and time, per diem rates, slate of officers and Committee appointments as indicated.

**6 ayes – 0 nays. Motion carried.**

Ms. George noted that the June meeting regularly conflicts with the League of Minnesota Cities conference and therefore would need to be rescheduled or canceled when that time comes.

## **GENERAL BUSINESS – 5**

### **5.1 Designate Depository**

Commissioner Dickinson reviewed the different depositories that the Commission uses for QCTV.

Motion was made by Dickinson and seconded by Goodrich 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.

**6 ayes – 0 nays. Motion carried.**

## **5.2 Surplus Studio Set**

Ms. George stated that QCTV made a purchase to update the studio set and now has a bulky wood desk. She stated that the Anoka Hennepin School District is interested in repurposing the desk and therefore she is asking for authorization to do so.

Motion was made by Goodrich and seconded by Lee to authorize staff to surplus the studio desk and send to Anoka-Hennepin School District.

**6 ayes – 0 nays. Motion carried.**

## **ADJOURN – 6**

Time of adjournment 11:13 a.m.

Respectfully submitted,

Reviewed for approval,

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

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Karen George  
Executive Director

**Quad Cities Communications Commission  
Balance Sheet Summary**

As of December 31, 2016

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,015,278.71
- PayPay acct	283.40
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	57,246.01
Other current assets	7,751.00
<b>Total Current Assets</b>	<b>\$ 2,085,809.12</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b>\$ 2,085,809.12</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	28,291.20
Other Current Liabilities	31.34
<b>Total Current Liabilities</b>	<b>\$ 28,322.54</b>
<b>Equity</b>	<u>2,057,486.58</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,085,809.12</b>

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

	Dec 2016				2016 YTD - as of 01/23/17			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 90.00	\$ 212.00	\$ (122.00)	42.45%	\$ 1,820.93	\$ 2,500.00	\$ (679.07)	72.84%
Equipment Grant	56,428.75	-	56,428.75		112,299.60	-	112,299.60	
Franchise Fees		72,854.00	(72,854.00)	0.00%	783,435.68	874,248.00	(90,812.32)	89.61%
Interest Income	455.75	12.00	443.75	3797.92%	2,710.01	100.00	2,610.01	2710.01%
Miscellaneous Income	6,952.26		6,952.26		33,057.66	-	33,057.66	
PEG Fee		36,428.00	(36,428.00)	0.00%	391,718.23	437,125.00	(45,406.77)	89.61%
<b>Total Income</b>	<b>63,926.76</b>	<b>109,506.00</b>	<b>(45,579.24)</b>	<b>58.38%</b>	<b>1,325,042.11</b>	<b>1,313,973.00</b>	<b>11,069.11</b>	<b>100.84%</b>
<b>Expenses</b>								
Accounting / HR Services	2,720.37	1,174.00	1,546.37	231.72%	12,697.26	14,000.00	(1,302.74)	90.69%
Ads/Promos/Sponsorships	1,030.00	580.00	450.00	177.59%	6,674.50	6,850.00	(175.50)	97.44%
Andover Capital Equipment		500.00	(500.00)	0.00%	78.98	6,000.00	(5,921.02)	1.32%
Announcers Fees	967.00	837.00	130.00	115.53%	7,972.00	10,000.00	(2,028.00)	79.72%
Anoka Capital Equipment		500.00	(500.00)	0.00%	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%
Bank Fees / CC Fees		49.00	(49.00)	0.00%	-	500.00	(500.00)	0.00%
Brand Apparel		174.00	(174.00)	0.00%	1,878.00	2,000.00	(122.00)	93.90%
Building - Cleaning	535.63	525.00	10.63	102.02%	7,748.04	6,300.00	1,448.04	122.98%
Building - Insurance		212.00	(212.00)	0.00%	2,114.00	2,500.00	(386.00)	84.56%
Building - Maintenance	2,990.49	587.00	2,403.49	509.45%	6,739.29	7,000.00	(260.71)	96.28%
Building - Supplies	111.19	174.00	(62.81)	63.90%	1,646.27	2,000.00	(353.73)	82.31%
Car Allowance	250.00	250.00	-	100.00%	3,000.00	3,000.00	-	100.00%
Cell Phone - Allowance	515.00	555.00	(40.00)	92.79%	5,860.00	6,660.00	(800.00)	87.99%
Champlin Capital Equipment		500.00	(500.00)	0.00%	1,072.51	6,000.00	(4,927.49)	17.88%
City Sewer & Water	307.79	224.00	83.79	137.41%	2,576.12	2,600.00	(23.88)	99.08%
Commission Expense	518.79	600.00	(81.21)	86.47%	1,929.26	7,200.00	(5,270.74)	26.80%
Consulting Services	6,220.16	3,174.00	3,046.16	195.97%	27,899.09	38,000.00	(10,100.91)	73.42%
Contingency Fund		2,063.00	(2,063.00)	0.00%	-	24,690.00	(24,690.00)	0.00%
Duplication Expenses		87.00	(87.00)	0.00%	136.94	1,000.00	(863.06)	13.69%

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

	Dec 2016				2016 YTD - as of 01/23/17			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Electric Service</b>	1,218.88	1,596.00	(377.12)	76.37%	14,578.16	19,152.00	(4,573.84)	76.12%
<b>Emp / Comm Appreciation</b>	1,558.16	212.00	1,346.16	734.98%	1,568.94	2,500.00	(931.06)	62.76%
<b>Equip/Repair/Supply/Software</b>	4,451.39	3,825.00	626.39	116.38%	37,014.61	45,812.00	(8,797.39)	80.80%
<b>Federal Unempl Expense</b>	56.48	68.00	(11.52)	83.06%	704.01	750.00	(45.99)	93.87%
<b>Health Insurance</b>	5,665.53	5,814.00	(148.47)	97.45%	60,759.82	69,768.00	(9,008.18)	87.09%
<b>Insurance - Deductibles</b>		49.00	(49.00)	0.00%	-	500.00	(500.00)	0.00%
<b>Insurance - Liability / Bonds</b>		500.00	(500.00)	0.00%	5,581.00	6,000.00	(419.00)	93.02%
<b>Lawn Service</b>		375.00	(375.00)	0.00%	4,801.01	4,500.00	301.01	106.69%
<b>Leg Lobbying - Do NOT Use</b>		169.00	(169.00)	0.00%	-	1,940.00	(1,940.00)	0.00%
<b>Legal Fees</b>	298.50	2,500.00	(2,201.50)	11.94%	17,189.71	30,000.00	(12,810.29)	57.30%
<b>Licenses and Permits</b>		87.00	(87.00)	0.00%	-	1,000.00	(1,000.00)	0.00%
<b>Meals</b>	25.64	87.00	(61.36)	29.47%	137.70	1,000.00	(862.30)	13.77%
<b>Memberships - NATOA / Others</b>		460.00	(460.00)	0.00%	9,018.60	5,520.00	3,498.60	163.38%
<b>Mileage</b>	377.62	600.00	(222.38)	62.94%	6,116.98	7,200.00	(1,083.02)	84.96%
<b>Miscellaneous Expenses</b>		87.00	(87.00)	0.00%	9.00	1,000.00	(991.00)	0.90%
<b>Natural Gas</b>	924.79	324.00	600.79	285.43%	2,711.70	3,800.00	(1,088.30)	71.36%
<b>Office Supplies / Equipment</b>		424.00	(424.00)	0.00%	5,368.67	5,000.00	368.67	107.37%
<b>Parking Lot Maintenance</b>		274.00	(274.00)	0.00%	-	3,200.00	(3,200.00)	0.00%
<b>Payroll Expenses (ADP/HSA)</b>	380.92	499.00	(118.08)	76.34%	5,029.65	5,900.00	(870.35)	85.25%
<b>PERA</b>	2,302.43	3,254.00	(951.57)	70.76%	33,540.60	38,982.00	(5,441.40)	86.04%
<b>Postage</b>	53.46	112.00	(58.54)	47.73%	798.70	1,300.00	(501.30)	61.44%
<b>Printing / Copy Services</b>	64.17	87.00	(22.83)	73.76%	721.93	1,000.00	(278.07)	72.19%
<b>Professional Development</b>	2,066.20	1,424.00	642.20	145.10%	14,309.57	17,000.00	(2,690.43)	84.17%
<b>Publications</b>		49.00	(49.00)	0.00%	38.00	500.00	(462.00)	7.60%
<b>Ramsey Capital Equipment</b>		500.00	(500.00)	0.00%	1,645.48	6,000.00	(4,354.52)	27.42%
<b>Sales Tax</b>		49.00	(49.00)	0.00%	216.26	500.00	(283.74)	43.25%
<b>Secretary Services</b>		253.00	(253.00)	0.00%	1,262.35	2,992.00	(1,729.65)	42.19%
<b>Snow Plowing Service</b>	1,048.75	375.00	673.75	279.67%	2,065.00	4,500.00	(2,435.00)	45.89%
<b>SS/Medicare Expense</b>	3,247.55	3,739.00	(491.45)	86.86%	37,082.53	44,747.00	(7,664.47)	82.87%
<b>State Unemploy Exp</b>		212.00	(212.00)	0.00%	1,220.49	2,500.00	(1,279.51)	48.82%

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

	Dec 2016				2016 YTD - as of 01/23/17			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	608.88	634.00	(25.12)	96.04%	5,509.29	7,520.00	(2,010.71)	73.26%
Studio Sets		587.00	(587.00)	0.00%	9,496.31	7,000.00	2,496.31	135.66%
Subscription Services	199.85	1,343.00	(1,143.15)	14.88%	13,147.61	16,017.00	(2,869.39)	82.09%
Temp Staff Services		212.00	(212.00)	0.00%	-	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	3,324.34	837.00	2,487.34	397.17%	37,053.94	10,000.00	27,053.94	370.54%
Vehicle - Insurance		299.00	(299.00)	0.00%	3,027.00	3,500.00	(473.00)	86.49%
Vehicle - Maintenance / Gas	168.77	674.00	(505.23)	25.04%	4,070.26	8,000.00	(3,929.74)	50.88%
Wages - Full-time	36,781.21	38,749.00	(1,967.79)	94.92%	432,312.55	464,977.00	(32,664.45)	92.98%
Wages - Part-time	5,446.09	9,999.00	(4,552.91)	54.47%	54,732.86	119,922.00	(65,189.14)	45.64%
Waste Removal	92.41	100.00	(7.59)	92.41%	1,038.08	1,200.00	(161.92)	86.51%
Web / VOD / Int / CaTV / Phone	1,740.09	1,658.00	82.09	104.95%	15,290.33	19,830.00	(4,539.67)	77.11%
Work Comp Insurance		199.00	(199.00)	0.00%	1,475.00	2,300.00	(825.00)	64.13%
<b>Total Expenses</b>	<b>88,268.53</b>	<b>97,185.00</b>	<b>(8,916.47)</b>	<b>90.83%</b>	<b>945,480.79</b>	<b>1,163,129.00</b>	<b>(217,648.21)</b>	<b>81.29%</b>
<b>Net Income</b>	<b>\$ (24,341.77)</b>	<b>\$ 12,321.00</b>	<b>\$ (36,662.77)</b>	<b>-197.56%</b>	<b>\$ 379,561.32</b>	<b>\$ 150,844.00</b>	<b>\$ 228,717.32</b>	<b>251.63%</b>

ZCIP - Cargo Van	\$ 28,896.14
ZCIP - Landscaping	13,489.83
ZCIP - Network Servers	10,369.11
ZCIP - Truck	10,213.27
	<u>\$ 62,968.35</u>



## QCTV Bank Reconciliation *December 2016*

Beginning Balance - 4M Statement	2,097,763.49
Less: Cleared Checks/Withdrawals	(80,513.57)
Plus: 4M Fund Interest	455.75
Plus: Bank Deposits/Credits	7,160.97
<b>Bank Balance</b>	<b>\$2,024,866.64</b>
Book Balance	2,024,866.64
<b>Adjusted Book Balance</b>	<b>2,024,866.64</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 12/31/2016

Reconciled on: 01/20/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

## Summary

Statement Beginning Balance	2,097,763.49
Checks and Payments cleared	-80,513.57
Deposits and Other Credits cleared	+7,616.72
Statement Ending Balance	2,024,866.64
Uncleared transactions as of 12/31/2016	-9,587.93
Register Balance as of 12/31/2016	2,015,278.71
Uncleared transactions after 12/31/2016	47,887.03
Register Balance as of 01/20/2017	2,063,165.74

## Details

### Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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
12/05/2016	Bill Payment	11542	Xcel Energy	-1,052.34
12/05/2016	Bill Payment	11541	Way-Cool Cooking School, Inc.	-935.00
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
12/09/2016	Journal	12C - 2016MK		-191.85
12/09/2016	Journal	12C - 2016MK		-15,056.28
12/09/2016	Journal	12C - 2016MK		-5,806.48
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	11559	LiveU Inc.	-536.40
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	11551	Creative Forms & Concepts	-75.15

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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
12/23/2016	Bill Payment	W/D	PERA	-2,551.69
12/23/2016	Bill Payment	W/D	Minnesota State Retirement System	-570.00
12/23/2016	Journal	12D - 2016MK		-5,796.91
12/23/2016	Journal	12D - 2016MK		-14,567.00
12/23/2016	Journal	12D - 2016MK		-189.25
Total				-80,513.57

Deposits and Other Credits cleared

<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
12/21/2016	Deposit		PayPal	513.29
12/21/2016	Deposit		Jim Vanek	15.00
12/27/2016	Deposit		State of Minnesota	422.50
12/31/2016	Journal	12E - 2016MK		455.75
12/31/2016	Journal	12F - 2016MK		0.18
Total				7,616.72

**Additional Information**

Uncleared Checks and Payments as of 12/31/2016

<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
12/15/2016	Bill Payment	11560	Pete C. Andersen	-180.00
12/15/2016	Bill Payment	11558	Kurtis G. Ulrich	-80.00
12/15/2016	Bill Payment	11552	Eric Johnson	-40.00
12/30/2016	Bill Payment	11565	Anoka Area Chamber of Commerce	-15.00
12/30/2016	Bill Payment	11566	BizzyWeb, LLC	-498.75
12/30/2016	Bill Payment	11567	Broadcast Technical Services	-2,595.45
12/30/2016	Bill Payment	11569	City of Anoka	-86.00
12/30/2016	Bill Payment	11568	City of Andover	-1,162.84
12/30/2016	Bill Payment	11570	City of Champlin	-94.79
12/30/2016	Bill Payment	11571	Design Information Solutions for Computer	-300.00
12/30/2016	Bill Payment	11572	Greenery Enterprises, Inc.	-666.25
12/30/2016	Bill Payment	11573	HealthEquity Inc.	-3.95
12/30/2016	Bill Payment	11574	Holiday Station	-89.68
12/30/2016	Bill Payment	11575	Huebsch	-33.07
12/30/2016	Bill Payment	11576	Kennedy & Graven, Chartered	-212.50
12/30/2016	Bill Payment	11577	Maza Technologies, LLC	-3,303.91
12/30/2016	Bill Payment	11578	Presto Graphics	-64.17
Total				-9,587.93

Uncleared Deposits and Other Credits as of 12/31/2016

<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 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/03/2017	Bill Payment	11579	Alliance for Community Media	-2,375.00
01/03/2017	Bill Payment	11580	Preferred One Insurance Co.	-5,903.42
01/03/2017	Bill Payment	11581	The Lincoln National Life Ins. Co.	-608.88
01/03/2017	Bill Payment	11582	Vividly Clean Inc.	-535.63
Total				-9,422.93

Uncleared Deposits and Other Credits after 12/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/05/2017	Deposit		Comcast	56,428.75
01/05/2017	Deposit		Chris Goodman	15.00
01/05/2017	Deposit		David Russow	15.00
01/17/2017	Deposit		League of MN Cities Insurance Trust	817.26
01/17/2017	Deposit		Patrick Surma	15.00
01/17/2017	Deposit		Keyestrategies, LLC	18.95
Total				57,309.96

**Quad Cities Communications Commission  
Balance Sheet Summary**

As of January 31, 2017

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,923,324.23
- PayPay acct	455.05
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 1,929,029.28</b>
<b>Fixed Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,929,029.28</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	24,614.62
Other Current Liabilities	0.00
<b>Total Current Liabilities</b>	<b>\$ 24,614.62</b>
<b>Equity</b>	<b>1,904,414.66</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,929,029.28</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Jan 2017				Nov 2017	YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Actual	Budget	over Budget	% of Budget
<b>Income</b>									
Duplication Revenue	\$ 106.73	\$ 125.00	\$ (18.27)	85.38%		\$ 106.73	\$ 1,500.00	\$ (1,393.27)	7.12%
Equipment Grant	-	4,748.00	(4,748.00)	0.00%		-	56,980.00	(56,980.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%		-	874,248.00	(874,248.00)	0.00%
Interest Income	621.93	8.00	613.93	7774.13%		621.93	100.00	521.93	621.93%
PEG Fee		36,427.00	(36,427.00)	0.00%		-	437,125.00	(437,125.00)	0.00%
<b>Total Income</b>	<b>728.66</b>	<b>114,162.00</b>	<b>(113,433.34)</b>	<b>0.64%</b>	<b>\$ 0.00</b>	<b>728.66</b>	<b>1,369,953.00</b>	<b>(1,369,224.34)</b>	<b>0.05%</b>
<b>Expenses</b>									
Accounting / HR Services	113.15	1,275.00	(1,161.85)	8.87%		113.15	15,300.00	(15,186.85)	0.74%
Ads/Promos/Sponsorships	500.00	916.00	(416.00)	54.59%		500.00	11,000.00	(10,500.00)	4.55%
Andover Capital Equipment		416.00	(416.00)	0.00%		-	5,000.00	(5,000.00)	0.00%
Announcers Fees	480.00	1,250.00	(770.00)	38.40%		480.00	15,000.00	(14,520.00)	3.20%
Anoka Capital Equipment	321.38	416.00	(94.62)	77.25%		321.38	5,000.00	(4,678.62)	6.43%
Audit		1,166.00	(1,166.00)	0.00%		-	14,000.00	(14,000.00)	0.00%
Bank Fees / CC Fees		41.00	(41.00)	0.00%		-	500.00	(500.00)	0.00%
Brand Apparel		208.00	(208.00)	0.00%		-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	535.63	583.00	(47.37)	91.87%		535.63	7,000.00	(6,464.37)	7.65%
Building - Insurance	1,488.00	208.00	1,280.00	715.38%		1,488.00	2,500.00	(1,012.00)	59.52%
Building - Maintenance	547.64	833.00	(285.36)	65.74%		547.64	10,000.00	(9,452.36)	5.48%
Building - Supplies	16.60	208.00	(191.40)	7.98%		16.60	2,500.00	(2,483.40)	0.66%
Car Allowance	250.00	250.00	-	100.00%		250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	625.00	578.00	47.00	108.13%		625.00	6,940.00	(6,315.00)	9.01%
Champlin Capital Equipment	169.80	416.00	(246.20)	40.82%		169.80	5,000.00	(4,830.20)	3.40%
City Sewer & Water		216.00	(216.00)	0.00%		-	2,600.00	(2,600.00)	0.00%
Commission Expense	54.63	600.00	(545.37)	9.11%		54.63	7,200.00	(7,145.37)	0.76%
Consulting Services		6,250.00	(6,250.00)	0.00%		-	75,000.00	(75,000.00)	0.00%
Contingency Fund		2,551.00	(2,551.00)	0.00%		-	30,622.00	(30,622.00)	0.00%
Duplication Expenses		83.00	(83.00)	0.00%		-	1,000.00	(1,000.00)	0.00%
Electric Service	1,180.81	1,596.00	(415.19)	73.99%		1,180.81	19,152.00	(17,971.19)	6.17%
Emp / Comm Appreciation		208.00	(208.00)	0.00%		-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	143.21	3,817.00	(3,673.79)	3.75%		143.21	45,812.00	(45,668.79)	0.31%
Federal Unempl Expense	235.85	70.00	165.85	336.93%		235.85	850.00	(614.15)	27.75%
Health Insurance	5,574.45	6,221.00	(646.55)	89.61%		5,574.45	74,652.00	(69,077.55)	7.47%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Jan 2017				Nov 2017	YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Actual	Budget	over Budget	% of Budget
Insurance - Deductibles		41.00	(41.00)	0.00%		-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,728.00	541.00	3,187.00	689.09%		3,728.00	6,500.00	(2,772.00)	57.35%
Lawn Service		458.00	(458.00)	0.00%		-	5,500.00	(5,500.00)	0.00%
Legal Fees		1,250.00	(1,250.00)	0.00%		-	15,000.00	(15,000.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%		-	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%		-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	4,855.00	666.00	4,189.00	728.98%		4,855.00	8,000.00	(3,145.00)	60.69%
Mileage	504.30	600.00	(95.70)	84.05%		504.30	7,200.00	(6,695.70)	7.00%
Miscellaneous Expenses		83.00	(83.00)	0.00%		-	1,000.00	(1,000.00)	0.00%
Natural Gas		333.00	(333.00)	0.00%		-	4,000.00	(4,000.00)	0.00%
Office Supplies / Equipment	107.61	500.00	(392.39)	21.52%		107.61	6,000.00	(5,892.39)	1.79%
Parking Lot Maintenance		266.00	(266.00)	0.00%		-	3,200.00	(3,200.00)	0.00%
Payroll Expenses	176.25		176.25			176.25	-	176.25	
Payroll Expenses (ADP/HSA)	178.85	491.00	(312.15)	36.43%		178.85	5,900.00	(5,721.15)	3.03%
PERA	2,718.15	3,443.00	(724.85)	78.95%		2,718.15	41,320.00	(38,601.85)	6.58%
Postage	12.80	83.00	(70.20)	15.42%		12.80	1,000.00	(987.20)	1.28%
Printing / Copy Services		83.00	(83.00)	0.00%		-	1,000.00	(1,000.00)	0.00%
Professional Development		1,500.00	(1,500.00)	0.00%		-	18,000.00	(18,000.00)	0.00%
Publications		41.00	(41.00)	0.00%		-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	258.36	416.00	(157.64)	62.11%		258.36	5,000.00	(4,741.64)	5.17%
Sales Tax		41.00	(41.00)	0.00%		-	500.00	(500.00)	0.00%
Secretary Services	139.00	249.00	(110.00)	55.82%		139.00	2,992.00	(2,853.00)	4.65%
Snow Plowing Service	1,055.00	375.00	680.00	281.33%		1,055.00	4,500.00	(3,445.00)	23.44%
SS/Medicare Expense	1,544.08	3,952.00	(2,407.92)	39.07%		1,544.08	47,432.00	(45,887.92)	3.26%
State Unemploy Exp		208.00	(208.00)	0.00%		-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	519.48	666.00	(146.52)	78.00%		519.48	8,000.00	(7,480.52)	6.49%
Studio Sets		833.00	(833.00)	0.00%		-	10,000.00	(10,000.00)	0.00%
Subscription Services	124.68	1,666.00	(1,541.32)	7.48%		124.68	20,000.00	(19,875.32)	0.62%
Temp Staff Services		208.00	(208.00)	0.00%		-	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	180.54	1,041.00	(860.46)	17.34%		180.54	12,500.00	(12,319.46)	1.44%
Vehicle - Insurance	2,536.00	333.00	2,203.00	761.56%		2,536.00	4,000.00	(1,464.00)	63.40%
Vehicle - Maintenance / Gas	256.40	500.00	(243.60)	51.28%		256.40	6,000.00	(5,743.60)	4.27%
Wages - Full-time	17,992.60	41,075.00	(23,082.40)	43.80%		17,992.60	492,900.00	(474,907.40)	3.65%
Wages - Part-time	2,638.56	9,993.00	(7,354.44)	26.40%		2,638.56	119,922.00	(117,283.44)	2.20%

# Quad Cities Communications Commission

## Budget vs. Actuals: Budget 2017 - FY17 P&L

January - December 2017

	Jan 2017				Nov 2017	YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Actual	Budget	over Budget	% of Budget
Waste Removal	91.12	100.00	(8.88)	91.12%		91.12	1,200.00	(1,108.88)	7.59%
Web / VOD / Int / CaTV / Phone	1,392.86	1,833.00	(440.14)	75.99%		1,392.86	22,000.00	(20,607.14)	6.33%
Work Comp Insurance		191.00	(191.00)	0.00%		-	2,300.00	(2,300.00)	0.00%
<b>Total Expenses</b>	<b>53,245.79</b>	<b>104,601.00</b>	<b>(51,355.21)</b>	<b>50.90%</b>	<b>\$ 0.00</b>	<b>53,245.79</b>	<b>1,255,494.00</b>	<b>(1,202,248.21)</b>	<b>4.24%</b>
<b>Net Income</b>	<b>\$ (52,517.13)</b>	<b>\$ 9,561.00</b>	<b>\$ (62,078.13)</b>	<b>-549.28%</b>	<b>\$ 0.00</b>	<b>\$ (52,517.13)</b>	<b>\$ 114,459.00</b>	<b>\$ (166,976.13)</b>	<b>-45.88%</b>
ZCIP - Andover	\$ 20,000.00					\$ 20,000.00			
ZCIP - Anoka	20,000.00					20,000.00			
ZCIP - Ramsey	20,000.00					20,000.00			
	<u>\$ 60,000.00</u>					<u>\$ 60,000.00</u>			

Thursday, Feb 23, 2017 11:22:40 AM GMT-8 - Accrual Basis



# QCTV Bank Reconciliation

## January 2017

Beginning Balance - 4M Statement	2,024,866.64
Less: Cleared Checks/Withdrawals	(148,484.47)
Plus: 4M Fund Interest	621.93
Plus: Bank Deposits/Credits	57,309.96
<b>Bank Balance</b>	<b>\$1,934,314.06</b>
Book Balance	1,934,314.06
<b>Adjusted Book Balance</b>	<b>1,934,314.06</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission

## Reconciliation Report

Quad Cities Commission, Period Ending 01/31/2017

Reconciled on: 02/23/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

### Summary

Statement Beginning Balance	2,024,866.64
Checks and Payments cleared	-148,484.47
Deposits and Other Credits cleared	+57,931.89
Statement Ending Balance	1,934,314.06
Uncleared transactions as of 01/31/2017	-10,989.83
Register Balance as of 01/31/2017	1,923,324.23
Uncleared transactions after 01/31/2017	375,872.25
Register Balance as of 02/23/2017	2,299,196.48

### Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/15/2016	Bill Payment	11552	Eric Johnson	-40.00
12/30/2016	Bill Payment	11565	Anoka Area Chamber of Commerce	-15.00
12/30/2016	Bill Payment	11566	BizzyWeb, LLC	-498.75
12/30/2016	Bill Payment	11567	Broadcast Technical Services	-2,595.45
12/30/2016	Bill Payment	11568	City of Andover	-1,162.84
12/30/2016	Bill Payment	11570	City of Champlin	-94.79
12/30/2016	Bill Payment	11571	Design Information Solutions for Computer	-300.00
12/30/2016	Bill Payment	11572	Greenery Enterprises, Inc.	-666.25
12/30/2016	Bill Payment	11573	HealthEquity Inc.	-3.95
12/30/2016	Bill Payment	11574	Holiday Station	-89.68
12/30/2016	Bill Payment	11575	Huebsch	-33.07
12/30/2016	Bill Payment	11576	Kennedy & Graven, Chartered	-212.50
12/30/2016	Bill Payment	11577	Maza Technologies, LLC	-3,303.91
12/30/2016	Bill Payment	11578	Presto Graphics	-64.17
01/03/2017	Bill Payment	11580	Preferred One Insurance Co.	-5,903.42
01/03/2017	Bill Payment	11581	The Lincoln National Life Ins. Co.	-608.88
01/03/2017	Bill Payment	11582	Vividly Clean Inc.	-535.63
01/06/2017	Bill Payment	W/D	Minnesota State Retirement System	-570.00
01/06/2017	Bill Payment	W/D	PERA	-2,554.86
01/06/2017	Journal	01E - 2017MK		-14,476.48
01/06/2017	Journal	01E - 2017MK		-5,440.79
01/06/2017	Journal	01E - 2017MK		-176.25
01/20/2017	Bill Payment	W/D	Minnesota State Retirement System	-570.00
01/20/2017	Bill Payment	W/D	PERA	-2,518.99
01/20/2017	Journal	01F - 2017MK		-14,711.73
01/20/2017	Journal	01F - 2017MK		-178.85
01/20/2017	Journal	01F - 2017MK		-5,740.75
01/23/2017	Bill Payment	11583	City of Andover	-1,557.59
01/23/2017	Bill Payment	11584	ACE Electrical Contractors, Inc.	-2,874.00
01/23/2017	Bill Payment	11585	ACE Solid Waste, Inc.	-91.12
01/23/2017	Bill Payment	11587	Amazon	-362.36
01/23/2017	Bill Payment	11590	CDW Direct	-3,374.17
01/23/2017	Bill Payment	11591	CenterPoint Energy	-651.12
01/23/2017	Bill Payment	11592	City of Andover	-20,000.00
01/23/2017	Bill Payment	11593	City of Anoka	-20,000.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/23/2017	Bill Payment	11594	City of Champlin	-213.00
01/23/2017	Bill Payment	11595	City of Ramsey	-20,000.00
01/23/2017	Bill Payment	11596	Comcast 2	-474.26
01/23/2017	Bill Payment	11598	DVS Renewal	-159.00
01/23/2017	Bill Payment	11599	Foam Industries, Inc.	-180.54
01/23/2017	Bill Payment	11600	G & B Environmental, Inc.	-116.49
01/23/2017	Bill Payment	11601	Greenery Enterprises, Inc.	-790.00
01/23/2017	Bill Payment	11602	HealthEquity Inc.	-3.95
01/23/2017	Bill Payment	11603	Huebsch	-33.07
01/23/2017	Bill Payment	11604	Joe G. Ruhland	-247.00
01/23/2017	Bill Payment	11605	LiveU Inc.	-536.40
01/23/2017	Bill Payment	11608	NATOA	-2,015.00
01/23/2017	Bill Payment	11610	Preferred One Insurance Co.	-5,903.42
01/23/2017	Bill Payment	11611	Ross Johnson	-60.00
01/23/2017	Bill Payment	11614	The Lincoln National Life Ins. Co.	-519.48
01/23/2017	Bill Payment	11615	U.S. Bank Corporate	-3,041.00
01/23/2017	Bill Payment	11616	Vividly Clean Inc.	-535.63
01/23/2017	Bill Payment	11617	Xcel Energy	-1,218.88
01/23/2017	Bill Payment	11618	Alpha Video & Audio Inc.	-460.00

Total -148,484.47

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/05/2017	Deposit		Comcast	56,428.75
01/05/2017	Deposit		Chris Goodman	15.00
01/05/2017	Deposit		David Russow	15.00
01/17/2017	Deposit		League of MN Cities Insurance Trust	817.26
01/17/2017	Deposit		Patrick Surma	15.00
01/17/2017	Deposit		Keyestrategies, LLC	18.95

01/31/2017 Journal 01G - 2017MK 621.93

Total 57,931.89

**Additional Information**

Uncleared Checks and Payments as of 01/31/2017

<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
12/15/2016	Bill Payment	11560	Pete C. Andersen	-180.00
12/15/2016	Bill Payment	11558	Kurtis G. Ulrich	-80.00
12/30/2016	Bill Payment	11569	City of Anoka	-86.00
01/03/2017	Bill Payment	11579	Alliance for Community Media	-2,375.00
01/23/2017	Bill Payment	11586	Alliance for Community Media	-1,000.00
01/23/2017	Bill Payment	11588	Anoka Area Chamber of Commerce	-500.00
01/23/2017	Bill Payment	11589	Calvin P. Portner	-240.00
01/23/2017	Bill Payment	11597	Comcast Cable	-556.37
01/23/2017	Bill Payment	11606	Maza Technologies, LLC	-2,616.25
01/23/2017	Bill Payment	11607	Minnesota Assoc. of Community Telecommunications	-1,840.00
01/23/2017	Bill Payment	11609	Pete C. Andersen	-240.00
01/23/2017	Bill Payment	11612	Sterling Trophy	-54.63
01/23/2017	Bill Payment	11613	Summit Information Resources	-1,060.01

Total -10,989.83

Uncleared Deposits and Other Credits as of 01/31/2017

<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

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/14/2016	Bill Payment	11442	U.S. Bank Corporate	0.00
Total				0.00

Uncleared Checks and Payments after 01/31/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/03/2017	Bill Payment	W/D	Minnesota State Retirement System	-570.00
02/03/2017	Bill Payment	W/D	PERA	-2,809.89
02/10/2017	Bill Payment	11619	ACE Solid Waste, Inc.	-91.12
02/10/2017	Bill Payment	11620	CenterPoint Energy	-862.82
02/10/2017	Bill Payment	11621	City of Andover	-1,531.26
02/10/2017	Bill Payment	11622	Comcast Cable	-381.70
02/10/2017	Bill Payment	11623	David Steinberg	-120.00
02/10/2017	Bill Payment	11624	Gerald S. Thomson	-480.00
02/10/2017	Bill Payment	11625	Greenery Enterprises, Inc.	-265.00
02/10/2017	Bill Payment	11626	HealthEquity Inc.	-128.00
02/10/2017	Bill Payment	11627	Holiday Station	-97.40
02/10/2017	Bill Payment	11628	Joe G. Ruhland	-360.00
02/10/2017	Bill Payment	11629	LiveU Inc.	-536.40
02/10/2017	Bill Payment	11630	Timesavers	-139.00
02/10/2017	Bill Payment	11631	Xcel Energy	-1,180.81
02/16/2017	Paycheck	DD	Winter N. Kucharski	-1,009.74
02/16/2017	Paycheck	DD	Michael L. Bouchard	-307.32
02/16/2017	Paycheck	DD	David S. Washburn	-544.11
02/16/2017	Paycheck	DD	Kjestine K. Steinbring	-39.60
02/16/2017	Paycheck	DD	Jared A. Boyer	-1,042.75
02/16/2017	Paycheck	DD	Nicholas J. Quinn	-194.06
02/16/2017	Paycheck	DD	Andrew J. Zachariason	-396.40
02/16/2017	Paycheck	DD	John A. Faris	-93.27
02/16/2017	Paycheck	DD	Taylor M. Johnson	-1,130.22
02/16/2017	Paycheck	DD	Ellen P. Burmester	-74.62
02/16/2017	Paycheck	DD	Dawn M. Rau	-195.48
02/16/2017	Paycheck	DD	Sean P. Guthrie	-242.51
02/16/2017	Paycheck	DD	William C. Moses	-196.33
02/16/2017	Paycheck	DD	Katherine J. Lenaburg	-1,710.53
02/16/2017	Paycheck	DD	John H. Sommer	-1,641.99
02/16/2017	Paycheck	DD	Cory S. Laing	-1,199.79
02/16/2017	Paycheck	DD	Thomas B. McGovern	-148.50
02/16/2017	Paycheck	DD	Karen A. George	-1,863.30
02/16/2017	Paycheck	DD	Jack H. Buckholz	-68.58
02/16/2017	Paycheck	DD	Alexander J. Nolley	-56.61
02/16/2017	Paycheck	DD	Lisa M. Monserud	-962.81
02/16/2017	Paycheck	DD	Ravi K. Butler	-176.90
02/16/2017	Paycheck	DD	Leslie E. Sauer-Smith	-1,009.69
02/16/2017	Paycheck	DD	Zachary R. Maron	-96.13
02/16/2017	Paycheck	DD	James F. Reynolds	-875.61
02/17/2017	Tax Payment		MN Revenue	-683.27
02/17/2017	Bill Payment	11632	Anoka Area Chamber of Commerce	-600.00
02/17/2017	Bill Payment	11633	CDW Direct	-9,456.24
02/17/2017	Bill Payment	11634	City of Champlin	-7.70
02/17/2017	Bill Payment	11635	Comcast 2	-474.26
02/17/2017	Bill Payment	11636	Comcast Cable	-193.67
02/17/2017	Bill Payment	11638	Terry Overacker Plumbing	-514.57
02/17/2017	Bill Payment	11637	U.S. Bank Corporate	-518.05
02/21/2017	Bill Payment	11639	Karen George	-1,863.30
02/23/2017	Tax Payment		IRS	-4,843.72
Total				-43,985.03

Uncleared Deposits and Other Credits after 01/31/2017

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/03/2017	Deposit		Josh Stern	15.00
02/03/2017	Deposit		Eric Valder	15.00
02/03/2017	Deposit		Comcast	87,818.69
02/03/2017	Deposit		Comcast	49,910.16
02/03/2017	Deposit		Comcast	74,349.62
02/03/2017	Deposit		Comcast	67,806.28
02/03/2017	Deposit		Comcast	43,909.35
02/03/2017	Deposit		Comcast	24,955.03
02/03/2017	Deposit		Comcast	37,174.91
02/03/2017	Deposit		Comcast	33,903.24
Total				419,857.28

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**March 9, 2017**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report (January/February)

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#### **Welcome new commissioners**

Councilmember Jim Goodrich is the new appointee from the City of Andover.  
Councilmember Jessica Tesdall is the new appointee from the City of Champlin.

#### **Thank you to former commissioners**

Andover Mayor Julie Trude was recognized for her tenure on the commission at a city council meeting and presented with a commendation plaque. Champlin city council member Eric Johnson will be recognized at a Champlin city council meeting in late March. We thank them for their contributions.

#### **CenturyLink Agreement Action**

The CenturyLink franchise agreement for the cities of Andover, Anoka, and Champlin have been executed and signed copies sent to each city clerk. CenturyLink has provided the required insurance document, letter of credit, and performance bond.

#### **Presentation of NATOA Awards Received**

Category Live Sports Event

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

Category Municipal Channel Promotion

First Place "Pocket Pals" QCTV, MN

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

Honorable Mention "Best of QCTV" QCTV, MN

#### **City Matters – new city information show debut in April**

In response to commissioner and city requests, City Matters will be produced as requested by each member city, rather than a set schedule. This provides maximum flexibility to city officials in determining the topics and schedule for sharing information. The updated show proposal is attached to this report and will be

reviewed and discussed at the annual programming work session scheduled for March 16, 9 am.

### **2016 Audit**

Staff has been in contact with Redpath & Company providing materials and responding to requests for information. Audit on-site work is expected in early April. There is a budget committee meeting scheduled for May 18 to review the audit prior to commission action.

### **Investment Account Set-up**

The PM4 Fund investment account has been set up and investments secured based on board direction. \$301,000 has been invested in three Certificates of Deposit with varying maturity dates in 2018 and 2019.

### **Tax Exempt Status**

The tax exempt status for joint powers government organizations has been reinstated as of January 1, 2017. Staff has been instructed on how to process the ST-3 form for tax exempt purchases.

### **New Payroll Vendor**

QCTV has transitioned from ADP payroll processing to QuickBooks payroll processing. The new system will integrate with the QuickBooks financial system. Thanks to Brenda Fildes and Dana Makinen, Andover city staff members, for coordinating the transition.

### **Building WiFi Upgraded**

QCTV now has a building-wide wifi for staff (secured) and guests (no access to internal data, no password required).

### **Comcast Fee Increases**

Comcast has increased for the second year, the regional sports fee and the broadcast fee. Although the commission does not process regulatory control over rates, we are notified on these increases and take customer inquiries regarding fees and service.

### **Chamber of Commerce Gala**

QCTV attended the annual chamber event and sponsored the Live Auction. This was a great tie to our Live Sport Coverage and provided an opportunity to promote from the stage with the live auctioneer.

### **Champlin 169 Construction**

Please note that there is a major road construction project planned for the Highway 169 corridor through Champlin. This will affect travel time to attend shoots at the QCTV Studios.

**Action Requested:** None.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**February 1, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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January local programming featured a panel discussion called “Anoka Community Safety Forum” organized by Anoka Police Chief Eric Peterson, Anoka County Sheriff James Stuart, and Anoka County Attorney Tony Palumbo. This program was put together by local law enforcement officials because of the recent murder by an intruder of an older Anoka man. It was very well attended and the mostly senior audience asked a lot of questions.

Our production van was at 11 live games- wrestling, boys and girls hockey and boys and girls basketball. We produced 13 live government meetings and 3 were cancelled.

We completed our regular monthly shows: “The District Court Show”, “The Chamber Show”, and “News and Views”. “News and Views” includes 8 guests and 8 packages from our member cities. We also completed “The Grid”, “It’s Your History” and “Beyond the Book.”

For promos we produced a District Court and Grid promo. We also produced two versions of “What’s New at the Q” as well as several Slow TV’s.

We worked with the Anoka County Master Gardeners to produce “Sustainable Gardening” with Master Gardener Lynda Ellis. We continue to work on new episodes for “Rum River Rescue” and “The Sheriff’s Report”.

Our sister station, Town Square Television produced live coverage of three St. Paul Winter Carnival events that we carried live: The Royal Coronation from St. Paul’s River Centre, The Grand Day Parade, and Torchlight Parade.

**Action: None**



## QCCCC Agenda Item

### 4.3.1 Operations Report

**March 1, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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A busy month for our mobile production van as winter sports is ending and play-off games have started. We produced live coverage of six games and three section quarter final games. This will continue into March as our teams are expected to do well.

We produced live coverage of fifteen government meetings.

Our regular shows include “News and Views”, “The Chamber Report”, “The District Court Show”, “The Sheriff’s Show”, “Rum River Rescue” and “Public Safety Talk”.

The Anoka Area Chamber of Commerce held their The State of the Cities luncheon featuring presentations from eight local cities. QCTV was there to capture the presentations and put together a program.

We covered a panel discussion called “The Heroin Opioid Addiction Crisis: A Community Responds”. Featured speakers included FBI Agent Jeffery Van Nest and Anoka County Sheriff James Stuart.

The Anoka County Sheriff’s Department held their annual award ceremony and QCTV covered it to produce a program.

We produced a pilot for a new facilitated access series called “Game Sharks” that featured local people dedicated to building the gaming community.

Facilitated access shows include an episode of “Answers to Aging” series on wills, trusts, and probates.

We worked with the League of Women Voters to produce a show called “Anoka County Drinking Water Supply Protection” featuring Tannie Shenauer from the State of Minnesota and Jamie Schurbon, Anoka County Water Resource Specialist.

February programming featured live coverage of the St. Paul Winter Carnival Torchlight Parade. This was produced by SPNN but carried live by several local stations.

We also played back a show called “Your Legislators” produced by Pioneer Public TV. This program featured Senator John Hoffman and Senator Jim Abeler.

For promotional videos we produced two “What’s New at the Q” videos and 4 Slow TV’s- one for each city.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**February 16, 2017**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** January 2017 Technology Report

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#### Equipment Issues:

##### **QCTV Equipment**

Some staff workstations have had intermittent connection problems with the network and internet. This has been intermittent since my first week of work here. It has been added to my project list.

##### **City Equipment**

Andover Chambers. Jim helped me isolate the problem with the presentation system and we were able to get it reconfigured to operate as it has in the past. That is resolved. Ongoing problem is the IR dimmer for the document camera lights. Working on finding a replacement switch. Lights work but only via the handheld remote control and not the Crestron system. Handheld remote must be pointed at the receiver on the ceiling.

##### **Comcast Equipment**

No issues reported for January.

##### **CenturyLink Equipment**

Monday the 23<sup>rd</sup>, Two of our channels were down. Joe Conlon at TST reported seeing it on his CenturyLink monitor. I suspect that one of the live switches we made for the two double header games on Saturday caused the CL encoder to lock up. I reset the encoder and the channels returned.

#### January Projects:

##### **Building wide WiFi**

Installed four new WiFi access points in the building to try to cover the building as a whole instead of in five parts. After some testing and use, I am going to move two of the access devices to get better coverage in the garage.

### **Customer Service Database**

With a consultant, we finished the first stage of development in the Access customer service tracking database. I am working with the three participating organizations to implement it at each office.

### **Future Projects:**

#### **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. I discussed with RushWorks which new cameras would work with our systems. As we narrow down what we want, they can help us with testing.

#### **Intermittent Network Problems**

As reported above, various staff have had problems with internet connection and network folder access. Not yet sure of the cause. A workstation that could login but not have access to the domain controller in the morning mysteriously connects in the afternoon. I am working with our IT consultant to track down and eliminate some variables.

**Action Requested:** None.

4.3.2 Technology Report

**March 16, 2017**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** February 2017 Technology Report

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Equipment Issues:

**QCTV Equipment**

Our Server Admin consultant and I identified a networked video device that was effecting the Active Directory server. I removed the device from the network and have had many fewer instances of staff loosing network connections. Need to find an appropriate replacement device that will work with the network.

**City Equipment**

Andover Chambers: I reprogramed the lighting presets and the presentation system should be functioning as normal.

Anoka Chambers: Jim identified a faulty audio amplifier. I installed a temporary one and need to see if the old one can be repaired or needs to be replaced.

**Comcast Equipment**

We received several automated calls from Comcast Wednesday February 22<sup>nd</sup> indicating that they would be performing maintenance in our area from Midnight to 5 a.m. February 23<sup>rd</sup> and that we might have service outages during that timeframe. Either our modem or our firewall locked up as a result and we did not have live programs streaming from our website until we reset the devices Thursday morning.

**CenturyLink Equipment**

No issues reported for February.

Future Projects:

**City Hall HD Updates**

Looking at HD cameras from a few manufacturers. I have discussed with other local PEG stations who also want to do updates and we will try to coordinate demonstrations.

**Action Requested:** None.