

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

July 20, 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 May 18, 2017, commission minutes.
 - 4.1.2. Approval of the June 29, 2017, executive committee minutes.
 - 4.2. Treasurer
 - 4.2.1. April/May Financial Reports
 - 4.3. Executive Director
- 5. General Business**
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF MAY 18, 2017

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: Carl Anderson, Anoka; Greg Lee, Anoka; John LeTourneau, Ramsey; Jim Dickinson, Andover; Jim Goodrich, Andover; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Kurt Ulrich, Ramsey.

Others present included Karen George, Executive Director; and John Sommer, Technology Manager.

APPROVAL OF AGENDA – 3

Motion was made by LeTourneau and seconded by Dickinson 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 April 20, 2017

Motion was made by Dickinson and seconded by Lee to approve the April 20, 2017 work session minutes as presented.

7 ayes – 0 nays. Motion carried.

4.1.2. Approval of meeting minutes from April 20, 2017

Motion was made by Dickinson and seconded by Lee to approve the April 20, 2017 minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. March Financial Report

Commissioner Dickinson noted that the format for the financials has changed, as he described the previous month. He provided a summary of the financial report.

Motion was made by Anderson and seconded by Goodrich to accept the March Financial Report.

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George noted that the June meeting for the Commission has been canceled. She stated that the first franchise fee from CenturyLink has been received. She stated that the audit has been completed and the Commission will receive a report later in today's agenda. She highlighted two recent awards that the organization received for a sports production, the Rosemount versus Champlin Park game. She stated that another award was received for The Grid program, that will be presented to the Commission at a future meeting. Judge Stephen Halsey authored a complimentary letter (enclosed in the report).

Motion was made by Dickinson seconded by LeTourneau to accept the Executive Director's report.

7 ayes – 0 nays. Motion carried.

GENERAL BUSINESS – 5

5.1 2016 Audit Presentation

Commissioner Dickinson stated that Andover city staff worked with Redpath and Company to conduct the audit.

Peggy Moeller, Redpath and Company, reviewed the results of the 2016 audit. She stated that a clean opinion was issued on the 2016 annual report and reviewed the financial highlights. She reviewed the report on internal controls

noting that there were no findings for 2016. She reviewed the State legal compliance report noting that there were no compliance findings. She reviewed the communication with those charged with governance and the required communications found within.

Chair Heitkamp thanked the City of Andover for the contracted services that they provided for finances. He also thanked Ms. George and staff.

Motion was made by Dickinson and seconded by Goodrich to receive the 2016 audit.

7 ayes – 0 nays. Motion carried.

5.2 City Council Chambers HD Update – Camera Purchase Request

Ms. George stated that as planned, this is the request for capital funds for the purchase of HD cameras for the member city halls.

John, Technology Manager, reviewed the criteria he used to select the proposed cameras, noting that they would need to ensure that the cameras have the same zoom quality, or better, than the existing cameras. He reviewed the different features that would be important for the cameras to have and noted that he would recommend the Panasonic cameras.

Ms. George stated that staff recommends purchasing this equipment on the State contract, as the organization has had positive experience with that method and they are pleased with the pricing for that option.

Chair Heitkamp asked if the organization has purchased from this vendor before.

John, Technology Manager, reported that they have not purchase through this vendor in the past. He stated that this was the only vendor that had the cameras that he recommends purchasing. He stated that he has had positive communication with the vendor and the vendor has been quick to respond.

Commissioner Goodrich asked for information on the budget impact.

Ms. George explained that there are operating funds and then a fund balance, noting that at the request of the Budget Committee the organization is to bring capital budget expenditures before the Commission. She noted that this improvement was budgeted for 2017 and did come in under the amount estimated.

Motion was made by Tesdall and seconded by Lee to approve the capital purchase of 16 AW-UE70 cameras for \$83,929.76 (+/- 5%) and to approve an expenditure of up to \$5,000 for unanticipated installation cost at city halls.

7 ayes – 0 nays. Motion carried.

Ms. George stated that along with this installation the next step would be to contract with a consultant to do a needs assessment for each of the city halls to determine what future needs may be. She stated that the consultant could walk through the needs assessment to determine what each city hall would like, as the needs are different for each city. She asked that the Commission delegate the authority to the Executive Committee as there will not be a June meeting and therefore this could continue and keep the project on track.

Chair Heitkamp asked for more detail on the scope of services.

Ms. George stated that staff would be asking the consultant to review the survey data and visit each city hall to view the equipment they currently have and then make recommendations. She noted that some systems are older while some are newer and therefore needs will be different. She stated that they will also consider emerging technology and future needs that could include updating monitors, adding additional monitors in lobbies for overflow seating, and integration of iPads. She noted that there are a lot of moving parts, multiplied by four city halls.

Commissioner LeTourneau stated that it seems that this would make sense and he would like to see the process able to move forward. He stated that perhaps the Executive Committee could review some of the early information and then make a recommendation to the Commission.

Ms. George agreed that they would like to continue to move this forward but also have the Executive Committee involved to ensure that this stays in line with the scope. She noted that there is a history of not having a quorum at the July meeting and therefore without a June meeting as well she would want to have this authorization.

Motion was made by LeTourneau and seconded by Goodrich to authorize the Executive Committee to take action on consultant contract for auxiliary city hall updates.

Further discussion: Commissioner LeTourneau stated that if a July meeting is necessary he would hope that the Commission could ensure a quorum.

7 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:28 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF JUNE 29, 2017

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 8:30 a.m. at the Quad Cities Community Television Studio, Conference Room.

ROLL CALL– 2

Commissioners present were: Kurt Ulrich, Ramsey; Carl Anderson, Anoka; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Jim Dickinson, Andover.

Others present included Karen George, Executive Director; and John Sommer, Technology Manager.

APPROVAL OF AGENDA – 3

3.1 Agenda Approved

ADMINISTRATIVE REPORTS – 4

None listed

General Business – 5

5.1

Presentation of RFP responses by John Sommer, Technology Manager, QCTV. Discussion of vendor credentials, costs, and timelines. Commissioners suggested the initial meeting include representatives from each member city to learn about emerging technology and benefit from a larger group conversation of needs and desires for the city upgrades. Commissioners also suggested a review of the North Metro Mayors Association purchasing program.

Motion by Ulrich, second by Anderson to approve proposal from Alpha Video & Audio at \$14,378.00 with 15% contingency for additional meetings if requested.

3 ayes – 0 nays. Motion carried.

5.2

Overview of bylaws and suggested areas for updating. Commissioners provided general input on revisions, to be brought back to the commission at a later date.

5.3 Executive Director

Ms. George provided information about the upcoming iPhone video boot camp for city staff.

Commission meeting reminder for July 20. It was noted Heitkamp and Anderson will be absent. Ms. George to contact other commissioners for attendance update.

ADJOURN – 6

Meeting Adjourned at 9:30 a.m.

**Quad Cities Communications Commission
Balance Sheet Summary**

As of April 30, 2017

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	831,797.49
- PayPay acct	404.88
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,241,709.78
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,079,162.15
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	\$ 2,079,162.15
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LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,680.02
Other Current Liabilities	1,525.01
Total Current Liabilities	\$ 6,205.03
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Equity	2,072,957.12
TOTAL LIABILITIES AND EQUITY	\$ 2,079,162.15
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Quad Cities Communications Commission
Budget vs. Actuals: Budget 2017 - FY17 P&L
 January - December 2017

	Apr 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 125.00	\$ (125.00)	0.00%	\$ 535.49	\$ 1,500.00	\$ (964.51)	35.70%
Equipment Grant		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
Franchise Fees		72,854.00	(72,854.00)	0.00%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	733.37	8.00	725.37	9167.13%	2,496.28	100.00	2,396.28	2496.28%
PEG Fee		36,427.00	(36,427.00)	0.00%	136,254.36	437,125.00	(300,870.64)	31.17%
Total Income	\$ 733.37	\$ 114,162.00	\$ (113,428.63)	0.64%	\$ 195,714.88	\$ 1,369,953.00	\$ (1,174,238.12)	14.29%
Expenses								
A-PERA Expense	\$ 3,091.73	\$ 3,443.00	\$ (351.27)	89.80%	\$ 13,129.99	\$ 41,320.00	\$ (28,190.01)	31.78%
A-SS/Medicare Expense	3,230.34	3,952.00	(721.66)	81.74%	12,677.64	47,432.00	(34,754.36)	26.73%
A-Wages - Full-time	38,644.20	41,075.00	(2,430.80)	94.08%	147,347.09	492,900.00	(345,552.91)	29.89%
A-Wages - Part-time	4,525.17	9,993.00	(5,467.83)	45.28%	21,303.72	119,922.00	(98,618.28)	17.76%
Accounting / HR Services	1,576.47	1,275.00	301.47	123.64%	5,070.16	15,300.00	(10,229.84)	33.14%
Ads/Promos/Sponsorships	712.39	916.00	(203.61)	77.77%	2,279.64	11,000.00	(8,720.36)	20.72%
Andover Capital Equipment		416.00	(416.00)	0.00%	157.03	5,000.00	(4,842.97)	3.14%
Announcers Fees	360.00	1,250.00	(890.00)	28.80%	3,446.77	15,000.00	(11,553.23)	22.98%
Anoka Capital Equipment		416.00	(416.00)	0.00%	588.22	5,000.00	(4,411.78)	11.76%
Audit		1,166.00	(1,166.00)	0.00%	0.00	14,000.00	(14,000.00)	0.00%
AV Equip / Repair / Supply / Software	31.99		31.99		1,916.99	0.00	1,916.99	
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	500.00	583.00	(83.00)	85.76%	2,035.63	7,000.00	(4,964.37)	29.08%
Building - Insurance		208.00	(208.00)	0.00%	1,488.00	2,500.00	(1,012.00)	59.52%
Building - Maintenance		833.00	(833.00)	0.00%	4,262.96	10,000.00	(5,737.04)	42.63%
Building - Supplies	31.08	208.00	(176.92)	14.94%	134.76	2,500.00	(2,365.24)	5.39%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
Champlin Capital Equipment		416.00	(416.00)	0.00%	339.60	5,000.00	(4,660.40)	6.79%
City Sewer & Water	96.33	216.00	(119.67)	44.60%	302.85	2,600.00	(2,297.15)	11.65%

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

	Apr 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense		600.00	(600.00)	0.00%	145.63	7,200.00	(7,054.37)	2.02%
Consulting Services	1,495.00	6,250.00	(4,755.00)	23.92%	3,335.00	75,000.00	(71,665.00)	4.45%
Contingency Fund		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%
Duplication Expenses	29.27	83.00	(53.73)	35.27%	29.27	1,000.00	(970.73)	2.93%
Electric Service	1,048.21	1,596.00	(547.79)	65.68%	4,362.79	19,152.00	(14,789.21)	22.78%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	140.61	3,817.00	(3,676.39)	3.68%	5,424.63	45,812.00	(40,387.37)	11.84%
Federal Unempl Expense	(341.86)	70.00	(411.86)	-488.37%	0.00	850.00	(850.00)	0.00%
Health Insurance	5,578.40	6,221.00	(642.60)	89.67%	22,313.60	74,652.00	(52,338.40)	29.89%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		541.00	(541.00)	0.00%	3,727.00	6,500.00	(2,773.00)	57.34%
Lawn Service	425.00	458.00	(33.00)	92.79%	425.00	5,500.00	(5,075.00)	7.73%
Legal Fees	430.00	1,250.00	(820.00)	34.40%	705.00	15,000.00	(14,295.00)	4.70%
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%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
Mileage	962.82	600.00	362.82	160.47%	2,586.54	7,200.00	(4,613.46)	35.92%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas		333.00	(333.00)	0.00%	2,302.50	4,000.00	(1,697.50)	57.56%
Office Supplies / Equipment	305.95	500.00	(194.05)	61.19%	775.71	6,000.00	(5,224.29)	12.93%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses	71.70		71.70		247.95	0.00	247.95	
Payroll Expenses (ADP/HSA)		491.00	(491.00)	0.00%	612.15	5,900.00	(5,287.85)	10.38%
Postage	264.18	83.00	181.18	318.29%	414.89	1,000.00	(585.11)	41.49%
Printing / Copy Services		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	272.40	1,500.00	(1,227.60)	18.16%	517.40	18,000.00	(17,482.60)	2.87%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	90.00	416.00	(326.00)	21.63%	499.03	5,000.00	(4,500.97)	9.98%
Repairs			0.00		23.18	0.00	23.18	
Sales Tax		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%

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

	Apr 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Secretary Services	207.00	249.00	(42.00)	83.13%	346.00	2,992.00	(2,646.00)	11.56%
Snow Plowing Service		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	544.38	666.00	(121.62)	81.74%	2,202.42	8,000.00	(5,797.58)	27.53%
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	143.95	1,666.00	(1,522.05)	8.64%	10,085.55	20,000.00	(9,914.45)	50.43%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	158.25	1,041.00	(882.75)	15.20%	3,908.00	12,500.00	(8,592.00)	31.26%
Vehicle - Insurance		333.00	(333.00)	0.00%	2,536.00	4,000.00	(1,464.00)	63.40%
Vehicle - Maintenance / Gas	406.21	500.00	(93.79)	81.24%	1,297.64	6,000.00	(4,702.36)	21.63%
Waste Removal	91.12	100.00	(8.88)	91.12%	364.48	1,200.00	(835.52)	30.37%
Web / VOD / Int / CaTV / Phone	1,120.86	1,833.00	(712.14)	61.15%	5,043.84	22,000.00	(16,956.16)	22.93%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	66,493.15	104,601.00	(38,107.85)	63.57%	300,601.00	1,255,494.00	(954,893.00)	23.94%
Net Income	\$ (65,759.78)	\$ 9,561.00	\$ (75,320.78)	-687.79%	\$ (104,886.12)	\$ 114,459.00	\$ (219,345.12)	-91.64%

ZCIP - Andover		20,000.00
ZCIP - Anoka		20,000.00
ZCIP - Champlin		20,000.00
ZCIP - Network Servers	201.25	6,231.72
ZCIP - Ramsey		20,000.00
	<u>201.25</u>	<u>86,231.72</u>

QCTV Bank Reconciliation

April 2017

Beginning Balance - 4M Statement	908,203.17
Less: Cleared Checks/Withdrawals	(74,105.43)
Plus: 4M Fund Interest	257.36
Plus: Bank Deposits/Credits	715.79
Bank Balance	\$835,070.89
Book Balance	835,070.89
Adjusted Book Balance	835,070.89
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

April 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/06/2017	11702	ACE Solid Waste, Inc.	-91.12
04/06/2017	11703	Alpha Video & Audio Inc.	-740.00
04/06/2017	11704	Calvin P. Portner	-120.00
04/06/2017	11705	Comcast Cable	-383.17
04/06/2017	11706	LiveU Inc.	-500.00
04/06/2017	11707	Maza Technologies, LLC	-1,696.25
04/06/2017	11708	Xcel Energy	-1,177.78
04/14/2017	W/D	Minnesota State Retirement System	-570.00
04/14/2017	W/D	PERA	-2,804.74
04/14/2017	11709	CenterPoint Energy	-902.68
04/14/2017	11710	City of Champlin	-97.19
04/14/2017	11711	Gerald S. Thomson	-180.00
04/14/2017	11712	U.S. Bank Corporate	-2,671.08
04/14/2017	11713	Vividly Clean Inc.	-500.00
04/14/2017	11714	Xcel Energy	-73.52
04/21/2017	11715	Anoka Area Chamber of Commerce	-35.00
04/21/2017	11716	Comcast 2	-520.00
04/21/2017	11717	EPA Audio Visual, Inc	-90.00
04/21/2017	11718	Greenery Enterprises, Inc.	-425.00
04/21/2017	11719	HealthEquity Inc.	-7.90
04/21/2017	11720	Huebsch	-31.08
04/21/2017	11721	The Lincoln National Life Ins. Co.	-544.38
04/26/2017	11722	Amazon	-277.91
04/26/2017	11723	City of Andover	-1,650.02
04/26/2017	11724	Crystal Welding, Inc.	-150.00
04/26/2017	11725	Preferred One Insurance Co.	-5,903.42
04/28/2017	W/D	Minnesota State Retirement System	-570.00
04/28/2017	W/D	PERA	-2,966.48
Total for Quad Cities Commission			\$ -25,678.72

**Quad Cities Communications Commission
Balance Sheet Summary**

As of May 31, 2017

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,126,342.48
- PayPay acct	610.69
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,242,199.28
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,374,402.45
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,374,402.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,710.84
Other Current Liabilities	0.00
Total Current Liabilities	\$ 9,710.84
Equity	2,364,691.61
TOTAL LIABILITIES AND EQUITY	\$ 2,374,402.45

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

	May 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 18.95	\$ 125.00	\$ (106.05)	15.16%	\$ 659.51	\$ 1,500.00	\$ (840.49)	43.97%
Equipment Grant		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
Franchise Fees	272,223.06	72,854.00	199,369.06	373.66%	272,223.06	874,248.00	(602,024.94)	31.14%
Interest Income	878.94	8.00	870.94	10986.75%	3,375.22	100.00	3,275.22	3375.22%
PEG Fee	136,254.36	36,427.00	99,827.36	374.05%	136,254.36	437,125.00	(300,870.64)	31.17%
Total Income	409,375.31	114,162.00	295,213.31	358.59%	468,940.90	1,369,953.00	(901,012.10)	34.23%
Expenses								
A-PERA Expense	2,976.28	3,443.00	(466.72)	86.44%	16,106.27	41,320.00	(25,213.73)	38.98%
A-SS/Medicare Expense	3,147.18	3,952.00	(804.82)	79.64%	15,824.82	47,432.00	(31,607.18)	33.36%
A-Wages - Full-time	37,118.20	41,075.00	(3,956.80)	90.37%	184,465.29	492,900.00	(308,434.71)	37.42%
A-Wages - Part-time	4,964.62	9,993.00	(5,028.38)	49.68%	26,268.34	119,922.00	(93,653.66)	21.90%
Accounting / HR Services	1,527.46	1,275.00	252.46	119.80%	7,661.21	15,300.00	(7,638.79)	50.07%
Ads/Promos/Sponsorships	250.00	916.00	(666.00)	27.29%	2,529.64	11,000.00	(8,470.36)	23.00%
Andover Capital Equipment		416.00	(416.00)	0.00%	157.03	5,000.00	(4,842.97)	3.14%
Announcers Fees	1,380.00	1,250.00	130.00	110.40%	4,826.77	15,000.00	(10,173.23)	32.18%
Anoka Capital Equipment	155.94	416.00	(260.06)	37.49%	900.10	5,000.00	(4,099.90)	18.00%
Audit		1,166.00	(1,166.00)	0.00%	0.00	14,000.00	(14,000.00)	0.00%
AV Equip / Repair / Supply / Software			0.00		1,916.99	0.00	1,916.99	
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	500.00	583.00	(83.00)	85.76%	2,535.63	7,000.00	(4,464.37)	36.22%
Building - Insurance		208.00	(208.00)	0.00%	1,488.00	2,500.00	(1,012.00)	59.52%
Building - Maintenance	501.27	833.00	(331.73)	60.18%	4,764.23	10,000.00	(5,235.77)	47.64%
Building - Supplies	229.14	208.00	21.14	110.16%	363.90	2,500.00	(2,136.10)	14.56%
Car Allowance	250.00	250.00	0.00	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
Champlin Capital Equipment	84.90	416.00	(331.10)	20.41%	509.40	5,000.00	(4,490.60)	10.19%
City Sewer & Water	102.49	216.00	(113.51)	47.45%	405.34	2,600.00	(2,194.66)	15.59%
Commission Expense		600.00	(600.00)	0.00%	145.63	7,200.00	(7,054.37)	2.02%
Consulting Services	1,466.25	6,250.00	(4,783.75)	23.46%	4,801.25	75,000.00	(70,198.75)	6.40%
Contingency Fund		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%

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

	May 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		83.00	(83.00)	0.00%	29.27	1,000.00	(970.73)	2.93%
Electric Service	1,091.12	1,596.00	(504.88)	68.37%	5,453.91	19,152.00	(13,698.09)	28.48%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	529.53	3,817.00	(3,287.47)	13.87%	8,240.46	45,812.00	(37,571.54)	17.99%
Federal Unempl Expense		70.00	(70.00)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	5,578.40	6,221.00	(642.60)	89.67%	27,892.00	74,652.00	(46,760.00)	37.36%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		541.00	(541.00)	0.00%	3,727.00	6,500.00	(2,773.00)	57.34%
Lawn Service	645.00	458.00	187.00	140.83%	1,070.00	5,500.00	(4,430.00)	19.45%
Legal Fees		1,250.00	(1,250.00)	0.00%	705.00	15,000.00	(14,295.00)	4.70%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals	292.00	83.00	209.00	351.81%	292.00	1,000.00	(708.00)	29.20%
Memberships - NATOA / Others		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
Mileage	884.48	600.00	284.48	147.41%	3,471.02	7,200.00	(3,728.98)	48.21%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	158.72	333.00	(174.28)	47.66%	2,461.22	4,000.00	(1,538.78)	61.53%
Office Supplies / Equipment	273.85	500.00	(226.15)	54.77%	1,049.56	6,000.00	(4,950.44)	17.49%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses	71.70		71.70		319.65	0.00	319.65	
Payroll Expenses (ADP/HSA)		491.00	(491.00)	0.00%	612.15	5,900.00	(5,287.85)	10.38%
Postage	24.96	83.00	(58.04)	30.07%	525.89	1,000.00	(474.11)	52.59%
Printing / Copy Services		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	3,455.65	1,500.00	1,955.65	230.38%	3,973.05	18,000.00	(14,026.95)	22.07%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.33	416.00	(284.67)	31.57%	761.69	5,000.00	(4,238.31)	15.23%
Repairs			0.00		23.18	0.00	23.18	
Sales Tax		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%
Secretary Services	139.00	249.00	(110.00)	55.82%	485.00	2,992.00	(2,507.00)	16.21%
Snow Plowing Service		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	544.38	666.00	(121.62)	81.74%	2,746.80	8,000.00	(5,253.20)	34.34%
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	1,674.76	1,666.00	8.76	100.53%	11,760.31	20,000.00	(8,239.69)	58.80%

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

	May 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair		1,041.00	(1,041.00)	0.00%	3,908.00	12,500.00	(8,592.00)	31.26%
Vehicle - Insurance		333.00	(333.00)	0.00%	2,536.00	4,000.00	(1,464.00)	63.40%
Vehicle - Maintenance / Gas	99.29	500.00	(400.71)	19.86%	1,396.93	6,000.00	(4,603.07)	23.28%
Waste Removal	217.12	100.00	117.12	217.12%	581.60	1,200.00	(618.40)	48.47%
Web / VOD / Int / CaTV / Phone	1,301.54	1,833.00	(531.46)	71.01%	6,551.73	22,000.00	(15,448.27)	29.78%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	71,766.56	104,601.00	(32,834.44)	68.61%	376,382.01	1,255,494.00	(879,111.99)	29.98%
Net Income	\$ 337,608.75	\$ 9,561.00	\$ 328,047.75	3531.10%	\$ 92,558.89	\$ 114,459.00	\$ (21,900.11)	80.87%

ZCIP - Andover	10,491.22	30,491.22
ZCIP - Anoka	10,491.22	30,491.22
ZCIP - Champlin	10,491.22	30,491.22
ZCIP - Network Servers		6,231.72
ZCIP - Ramsey	10,491.22	30,491.22
	<u>41,964.88</u>	<u>128,196.60</u>

Friday, Jun 16, 2017 01:14:54 PM GMT-7 - Accrual Basis

QCTV Bank Reconciliation
May 2017

Beginning Balance - 4M Statement	835,070.89
Less: Cleared Checks/Withdrawals	(112,438.40)
Plus: 4M Fund Interest	389.44
Plus: Bank Deposits/Credits	408,496.37
Bank Balance	\$1,131,518.30
Book Balance	1,131,518.30
Adjusted Book Balance	1,131,518.30
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

May 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/08/2017	11726	ACE Solid Waste, Inc.	-91.12
05/08/2017	11727	Holiday Station	-98.36
05/08/2017	11728	James M. Reynolds	-125.00
05/08/2017	11729	Joe G. Ruhland	-360.00
05/08/2017	11730	Karen George	-850.00
05/08/2017	11731	Katherine Lenaburg	-250.00
05/08/2017	11732	Kennedy & Graven, Chartered	-430.00
05/08/2017	11733	Taylor Johnson	-300.00
05/08/2017	11734	Timesavers	-207.00
05/08/2017	11735	Verizon Wireless	-70.08
05/12/2017	11736	Associated Bank N.A.	-50.00
05/12/2017	11737	HealthEquity Inc.	-255.00
05/12/2017	W/D	Minnesota State Retirement System	-570.00
05/12/2017	W/D	PERA	-2,829.67
05/10/2017	11738	CenterPoint Energy	-158.72
05/10/2017	11739	City of Champlin	-96.33
05/10/2017	11740	Gerald S. Thomson	-120.00
05/10/2017	11741	Greenery Enterprises, Inc.	-425.00
05/10/2017	11742	LiveU Inc.	-500.00
05/10/2017	11743	TransAlarm, Inc	-396.27
05/10/2017	11744	U.S. Bank Corporate	-1,943.56
05/10/2017	11745	Vividly Clean Inc.	-500.00
05/10/2017	11746	Xcel Energy	-974.69
05/17/2017	11747	CDW Direct	-2,361.30
05/17/2017	11748	Comcast 2	-474.39
05/17/2017	11749	Comcast Cable	-578.52
05/17/2017	11750	HealthEquity Inc.	-7.90
05/17/2017	11751	Huebsch	-199.08
05/17/2017	11752	IRS	-591.37
05/17/2017	11753	James R. Erickson	-240.00
05/17/2017	11754	Job Foundation/Tech Dump	-126.00
05/17/2017	11755	Maza Technologies, LLC	-1,466.25
05/17/2017	11756	Monarch Pest Control	-105.00
05/24/2017	11757	iSpace Environments	-41,964.88
05/24/2017	11758	Minnesota Assoc. of Community Telecommunications	-2,475.00
05/24/2017	11759	MN Revenue	-36.88
05/24/2017	11760	Preferred One Insurance Co.	-5,903.42
05/24/2017	11761	The Lincoln National Life Ins. Co.	-544.38
05/26/2017	11762	Associated Bank N.A.	-50.00
05/26/2017	11763	HealthEquity Inc.	-255.00
05/26/2017	W/D	Minnesota State Retirement System	-570.00
05/26/2017	W/D	PERA	-2,726.05
Total for Quad Cities Commission			\$ -72,276.22

QCCCC Agenda Item

4.3 Executive Director's Report

July 5, 2017

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report (May/June)

June Commission meeting cancelled

The regular monthly commission meeting schedule for June 15 was cancelled due to the League of Minnesota Cities annual conference. Executive Committee was authorized to act on City Upgrade project.

City Council HD Upgrade Project

The HD upgrade to city council chambers is on track. There were three responses to the Request for Proposal. Staff reviewed the proposals, requested additional information, and prepared a report for the Executive Committee. The Executive Committee met on June 29. The meeting minutes are included in this packet. The Executive Committee awarded the project to Alpha Video, authorized an additional four-city meeting with the consultant, and directed staff to execute a contract. The contract has been signed by both parties and work is in the initial stages.

City Hall Camera Purchase

The HD cameras purchased for city halls are on back order. Staff continues to communicate with iSpace (the state contractor) for delivery date updates.

iPhone Boot Camp

QCTV is offering a free iPhone Boot Camp training for city officials. The training is scheduled for September 27 and registration materials have been sent to member cities. We are committed to provide innovative services and this offering targets Strategic Plan Objectives:

- 11 – Develop capacity to market member cities
- 7 – Brand the organization to establish its role in using technology to encompass the broad spectrum of current and future services
- 6 – Identify innovative programming and services to address emerging customer needs

AED grant awarded

QCTV was awarded an \$800 Allina grant towards the purchase of two AED units. Staff continues to work with Allina to make the purchase and arrange staff training.

Legislative Update

As of the first week in May, meetings have been taking place regarding local ROW management and small cell DAS legislation. League of Minnesota Cities and industry representatives are both attending those meetings. Reports are little progress is being made on key points. The session is quickly drawing to a close and legislative analyst monitor daily for insertion into omnibus bill. **UPDATE:** The legislation was inserted into the jobs bill in the final hours of the legislative session and did pass.

FCC Filing

Related to the bill that passed in Minnesota limiting local ROW management, the Federal Communications Commission has taken up similar proposals administratively. The WC Docket N. 17-79: Accelerating Wireless Broadband Deployment By Removing Barriers to Infrastructure Investment was released for comments. Staff worked with the board chair Bret Heitkamp and legal counsel Bob Vose to file comments on behalf of the commission. The filing is enclosed.

CenturyLink Update

On May 16, I met with CenturyLink for an initial check-in on various topics including marketing, certification of plant, confidence feeds, and channel designations.

Comcast meeting

Also in May, I met the new Comcast Regional Government Affairs VP Ron Orlando. We reviewed the business partnership, the franchise extension agreement, and new consumer products and services offered by the company. Comcast also made retro payment of the new PEG per subscriber fee instituted with the franchise extension.

MACTA Conference Attendance

QCTV staff attended the one-day MACTA Conference on June 21. Presentations included: media and information consumption, community storytelling, cable franchising, diversity and inclusion programming.

Alliance for Community Media Webinar Presenter

On June 14, I presented a national webinar on Strategic Planning.

Commission Bylaws Review

The commission bylaws are under review for updating. Legal counsel Scott Lepak is drafting changes to the bylaws to come back before the commission for review and action at a later date.

Independent Contractor Agreement

Staff has drafted and legal counsel Scott Lepak has approved a standard contractor agreement for use with sports announcers.

Champlin 169 Construction

Staff attended a Business Open House on the proposed contraction. 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.

Customer Comments

Anoka-Hennepin School District

We tried to support your live, replays and DVD sales on our district and school websites and our social media. Thanks for all of your support for our schools throughout the year, and particularly during this busy, busy time!

<http://www.ahschools.us/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=47725&ViewID=047E6BE3-6D87-4130-8424-D8E4E9ED6C2A&RenderLoc=0&FlexDataID=61327&PageID=1>

Jim Skelly, *Director, Communication and Public Relations*, Anoka-Hennepin Schools

Wonderful Karen, thank you for your response! We loved working with everyone at QC and look forward to working with you all again in the future, and I am excited to attend the awards ceremony! :) You all did a fantastic job on the video and it was truly a pleasure being part of the project!

Michelle Day-Millett, *Technology Support Technician*, Anoka-Hennepin Schools

Action Requested: None.

Smart Phone Video

BOOT CAMP

By the end of 2017, Online Video will Account for 74% of web traffic! But, how do you get started...without breaking the bank for your organization. Smartphones have come a long way and can be deployed effectively for Government agencies on a budget. This bootcamp is designed to keep things simple for beginners. Join city staffers from Andover, Anoka, Champlin, Ramsey and QCTV employees to learn best practices of smartphone video production and distribution



Wednesday, September 27
8:00 am - 11:30 am
City of Ramsey
(Lake Itasca Room)
7550 Sunwood Dr. NW
Ramsey, MN 55303



Presenter:
Erica Hanna
(Video Producer with six Emmy Awards and Owner of Puke Rainbows)

Each city will have five seats available for this training.

Please **RSVP** to **ContactUs@QCTV.org**

If you have any questions, please contact Karen George, 763.427.1411

Before the
FEDERAL COMMUNICATIONS COMMISSION
Washington, DC 20554

Accelerating Wireless Broadband Deployment)
By Removing Barriers to Infrastructure Investment) WC Docket No. 17-79

**COMMENTS OF THE QUAD CITIES
CABLE COMMUNICATIONS COMMISSION**

The Quad Cities Cable Communications Commission (“QCCCC”) files these comments in response to the above-titled Notice of Rulemaking and Inquiry (“Notice”).¹ The QCCCC is a municipal joint powers body under Minnesota Statutes, Section 471.59 comprised of the cities of Andover, Anoka, Champlin and Ramsey, Minnesota.

The QCCCC was formed to address cable franchising and community programming matters for its member cities. The member cities are located in the northern Minneapolis/St. Paul suburbs with a collective population of nearly 100,000 residents.

INTRODUCTION

The QCCCC supports the comments filed by the League of Minnesota Cities in this proceeding. The QCCCC seeks to emphasize some of the difficulties that a new layer of federal limits on local review of wireless deployment applications may impose on Minnesota cities. These comments address the Notice’s proposal to “harmonize the shot clocks” for all wireless zoning applications by, for instance, subjecting all requests to a 60 day review period. We also comment on the proposed “deemed granted” remedy if a local authority misses the review deadline for a non-Spectrum Act facilities application.

¹ *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*, 82 Fed. Reg. 21761 (May 10, 2017).

The Notice also inquires whether to reaffirm or reconsider the *2014 Infrastructure Order* determination that the Commission’s wireless regulations apply to actions on siting applications taken by local governments as land-use regulators, but not actions taken in a proprietary capacity as property owner. We briefly comment on this issue.

COMMENTS

Zoning property and associated zoning decisions, regulating utility access to public rights-of-way (“ROW”), and leasing or otherwise permitting attachments to facilities owned by a local government, whether in the ROW or not, are distinct activities. Each is subject to different legal standards and requirements. While the wireless industry sometimes ignores these distinctions, the Commission must not.

The Telecommunications Act of 1996 (“TCA”) generally preserved state and local zoning authority over the siting of wireless facilities, only preempting zoning authority in certain specified circumstances. In particular, zoning authorities must “act on any request for authorization to place, construct, or modify personal wireless service facilities within a reasonable period of time... taking into account the nature and scope of such request.”

A decade later, the Commission found that a “reasonable period of time” for approval or denial of wireless zoning requests should not exceed 90 days for complete collocation applications, or 150 days for other types of complete applications to place or modify wireless facilities (the “shot clock”). The zoning authority must act within the shot clock’s presumptively “reasonable period of time” and, upon a failure to act by the relevant deadline, the applicant may sue within 30 days after the deadline. In such litigation, the zoning authority may attempt to “rebut the presumption that the established

timeframes are reasonable,” for example, by demonstrating that a longer review period was reasonable in light of the “nature and scope of the request.” Absent such a showing, a reviewing court may issue an injunction granting the application.

In 2012, Congress enacted the Spectrum Act² which restricts local governmental authority to deny wireless applications seeking collocation of certain wireless facilities on existing support structures, or certain modifications to existing facilities. Under the Spectrum Act, “a State or local government may not deny, and shall approve,” applications to deploy or modify certain types of wireless facilities.

In the *2014 Infrastructure Order*, the Commission defined facilities and facilities modifications subject to the Spectrum Act, established a 60-day shot clock for action on applications under the Spectrum Act, and adopted a “deemed granted” remedy if an application is not acted upon within 60-days. The Commission determined that its Spectrum Act rules would apply only to local governmental regulatory actions, not proprietary activities such as leasing or otherwise allowing attachments of wireless facilities to governmental property.

The Notice now proposes to subject all wireless zoning applications, including non-Spectrum Act applications, to a 60-day deadline and establish a “deemed granted” remedy for failure to meet the deadline. The QCCCC opposes this proposal which would widen a gap between federal law and Minnesota state law.

Minnesota’s Zoning Timelines

Minnesota imposes strict timelines on local zoning decisions. Failure to meet the deadline results in approval of the zoning application. Minnesota law provides in relevant part:

² 47 U.S.C. § 1455(a).

... an agency must approve or deny within 60 days a written request relating to zoning... for a permit, license, or other governmental approval of an action. Failure of an agency to deny a request within 60 days is approval of the request. If an agency denies the request, it must state in writing the reasons for the denial at the time that it denies the request.³

However, the local government can extend the 60-day review period to 120 days upon written notice to the zoning applicant.⁴ Further extensions can be made with the applicant's consent.⁵ If an application is ultimately denied, the written reasons for denial must be provided to the applicant upon adoption.⁶

Because of Minnesota's 60-day review period for zoning decisions, the Commission's shot clock has had relatively little impact in Minnesota. No wireless zoning decisions made by the QCCCC's four member cities have violated, or been alleged to violate, the shot clock. The member cities have acted on zoning applications by wireless providers within 60 or 120 days (where the timeline is extended), or a longer period expressly agreed upon with the applicant.⁷

The Commission's 60-day deadline under the Spectrum Act and "deemed granted" remedy is inconsistent with Minnesota's 60-day timeline under Minn. Stat. § 15.99. Minnesota's timeline can be extended up to 120 days by the local government, while the Commission's cannot. This incongruence, however, has not yet been problematic. Among the QCCCC's member cities, no wireless provider has made a zoning request claiming rights under the Spectrum Act and the Commission's associated deadline. But that may be about to change.

³ Minn. Stat. § 15.99, subd. 2(a).

⁴ Minn. Stat. § 15.99, subd. 3(f).

⁵ Id.

⁶ Minn. Stat. § 15.99, subd. 2(c).

⁷ Consistent with the TCA's recognition that "a reasonable period of time" for review may depend on "the nature and scope of [the] request," a zoning applicant may agree to a longer review period under Minnesota law if the application raises concerns that reasonably require more than 120 days to resolve.

“Small Cell” Legislation in Minnesota

As the Commission is well aware, in addition to seeking federal rules, the wireless industry is advocating for state legislation to address deployment of “small cell” facilities in public rights-of-way (“ROW”). Such legislation was proposed in Minnesota. After lengthy, sometimes contentious negotiations that included legislators, industry representatives and local officials, the legislature adopted amendments to Minnesota’s comprehensive ROW law, Minn. Stat. §§ 237.162 and 237.163.⁸ These amendments were signed into law by the Governor.⁹

The wireless industry’s legislative advocacy in Minnesota confirmed that, among other priorities, the industry seeks to: 1) eliminate or greatly restrict zoning authority over deployment of facilities in the ROW; 2) require local review and approval of deployment of facilities at many sites in a given community simultaneously; and 3) limit the permissible application review period. The industry’s goal is plain--- to promote deployment of “small cell” facilities at many sites with little local oversight and short review deadlines.

The resulting amendments to Minnesota’s ROW law require that cities and other zoning authorities make “small cell” facilities a permitted use in ROWs except that such facilities may be conditionally permitted (i.e. subject to issuance of a conditional use permit (“CUP”)- a form of zoning approval) in residential areas. In addition, wireless applicants may submit up to 15 applications for different sites in a community simultaneously as long as certain conditions are met. Finally, local authorities have 90

⁸ In order for a local government to manage its ROWs under Minnesota law, it must adopt an ordinance consistent with the law and regulations promulgated by the Minnesota Public Utilities Commission.

⁹ S.F. No. 1456., Art. 9 Telecommunications.

https://www.revisor.mn.gov/bills/text.php?number=SF1456&session_year=2017&session_number=0&version=latest&format=pdf

days to act on an application or it is “deemed approved,” provided that the period can be extended an additional 30 days (120 days total) if the local authority receives applications for 30 or more sites within 7 days.

The amendments to Minnesota’s ROW law are so recent that the nuances have yet to be fully evaluated. For example, it is not clear whether a CUP application for a proposed “small cell” wireless facility in ROW through a residential area is subject to the 60-day deadline (extendable to 120 days) under Minn. Stat. § 15.99, or the new 90-day review deadline under the ROW law. Of course, this calculus will be more difficult where a wireless applicant files up to 15 applications, only some of which relate to ROW in residential areas.

What is evident, however, is that the Commission’s competing shot clocks and remedies cannot be fully harmonized in a manner that respects applicable deadlines under Minnesota law. All parties involved in negotiating the amendments to Minnesota’s ROW law would undoubtedly say that the concessions made and received were carefully considered. More broadly, Minnesota’s ROW law prior to the recent amendments was the product of extensive negotiation involving all public and private utilities. And Minnesota’s extendable 60-day deadline for action on zoning requests generally reflects a balance between the interests of land owners and the local governments charged with protecting the public interest. The Commission should not upset the balance Minnesota has struck through extensive effort. State deadlines for action on zoning and ROW requests by wireless providers should be expressly preserved in any final Commission rules, not preempted.

Proprietary Activities

The wireless industry's advocacy in Minnesota confirms that the industry's state legislative efforts to promote "small cell" deployment track the Commission's Spectrum Act rules in several respects. For example:

- local government authority to request documentation or information from an applicant is specifically limited;
- moratoria are prohibited;
- facility deployments covered in both include antennas and associated equipment of a similar, specified volume;
- poles or support structures covered in both are defined similarly (a "base station" under the Spectrum Act rules; a "wireless support structure" under the amendments to the ROW law). Utility poles in the ROW are covered under both;
- "collocation" is similarly defined as the first placement of equipment on a support structure.

However, in a stark departure from the Spectrum Act rules, the industry's efforts to amend Minnesota's ROW law were focused on local governmental property and proprietary municipal activities. The industry's unambiguous goal was to make such property available for wireless attachments with minimal cost, conditions, and oversight. Lest there be any doubt, the industry's initial proposal (introduced as the original version of proposed legislation) would have redefined local government property, assets, and facilities used for any commercial activity (i.e. a vending machine in city hall) as part of the ROW itself. In turn, all such property would have been made available for wireless facility attachment without payment of consideration or necessity for an attachment agreement.

In determining which of the industry's priorities were most objectionable to municipal interests, the proposal to render municipal buildings and facilities a part of the

ROW was likely first among equals. Legislators that led the negotiations and drafting of legislation dismissed this approach early in the process. While the final amendments to Minnesota's ROW law do make municipal poles, facilities and other property located in the ROW available to the wireless industry under prescribed terms, the proprietary power of local governments to own, control and be compensated for private use of such property was reaffirmed.

There is an extensive and comprehensive body of common law in Minnesota addressing municipal proprietary powers. The Commission should follow the lead of the Minnesota legislature and reaffirm and preserve this power. A further layer of federal rules inconsistent with Minnesota law governing proprietary municipal powers would be extremely disruptive and unnecessary.

CONCLUSION

The QCCCC submits that Minnesota law and its member cities' local ordinances have not discouraged or created barriers to wireless broadband deployment. We anticipate no evidence or comment suggesting to the contrary. The QCCCC's members *welcome and desire* broadband deployment, and will work with any company seeking to add antennas or support structures in the ROW.

The QCCCC urges the Commission to refrain from interfering with Minnesota state law. Hundreds of local ordinances have been adopted to implement Minnesota's zoning and ROW laws, and thousands of hours have been spent negotiating these laws, ordinances and practices including the most recent amendment to the ROW law. Imposing a new federal regulatory overlay would create unnecessary costs of compliance

for our communities, may undermine important local policies, and would create regulatory uncertainty and confusion.

Respectfully submitted,

KENNEDY & GRAVEN, CHARTERED

By:

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QCCCC Agenda Item

4.3.1 Operations Report

July 3, 2017

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

May and June were both busy months for QCTV productions. In May, there were 21 live government meetings covered. As a paid production, we produced a special meeting of the Community Development Committee for the Metropolitan Council that was held at Ramsey City Hall. The Met Council “takes their show on the road” and wanted us to tape the meeting for them. Ramsey’s Community Development Director Tim Gladhill did a presentation as part of the meeting. This program is being played back on our channels and website. The Met Council is using the program for their purposes.

We produced a program on the Anoka County Law Enforcement Memorial Service to honor those who died this past year. It was held at the Anoka County Courthouse and was hosted by Anoka County Sheriff James Stuart.

Regular programs produced in May include: “The District Court Show”, “The Chamber Show”, “Public Safety Talk”, “News and Views”, and “It’s Your History”.

Spring sports season is in full swing and we produced live coverage of 11 games that included boys’ and girls’ lacrosse, softball, and baseball. We also carried a live game of the Vixen (women’s football), produced by another sister station.

We continued to produce QCTV PSA’s this month adding two more. We produced a promotional piece called “What’s New at the Q” to promote all our programming.

We worked with our facilitated access partner The Anoka County Library and did 2 shows: “Let’s Go to the Library: Summer Library Experience” as well as “30 Books in 30 Minutes.”

We produced 2 episodes of “QC Cooks” and 6 “Slow TV’s”.

I was a judge for the Hometown Awards which is sponsored by the Alliance for

Community Media. Being a judge is helpful as I can see what is being produced throughout the country and gain insight into production techniques that we can use at QCTV.

We won an award through this competition for “Anoka-Hennepin School District: Active Shooter Training Video” which was a collaboration and paid production with The Anoka County Sheriff’s Department and District 11. This video was designed to train teachers on what to do if there is an active shooter at their school.

I attended a conference held in St. Paul put on by the National Digital Inclusion Alliance. The conference focused on answers to reducing the digital divide. I attended sessions on The FCC and net neutrality and reducing digital disparities within local government, community organizations, and local libraries. I also attended a training session called “Smartphone Video Bootcamp” which was designed to make the most out of taking video with your phone. I reviewed the instructional training for potential offering to our member cities. (September 27th at 8am)

June is our busiest month of the year as we produced live coverage of five graduations. For the first time, we could incorporate social media into some of our productions at Mariucci Arena at the U of M campus. Taylor Johnson, our mobile production coordinator, used Twitter to get students to send in photos and put them on the Jumbotron at the arena. This was very popular and the audience appreciated it. We received several notes of thanks.

Our mobile production crew was busy with championship games and several were done at CHS field in St. Paul. We also started summer sports which is mostly baseball. One of our sister stations produces live coverage of the St Paul Saints games so we carried live coverage of 18 Saints games in the past 2 months.

Our truck was also used to produce live coverage of the Father Hennepin Parade in Champlin. We continued our series of “Live and Local” and produced a one hour show called “Summer Fun” from Peninsula Point Park in Anoka. We featured guests who talked about all the great things to do in our area in the summer.

In our studio, we did a show called “Homespun Storytelling and Music” featuring local storyteller Noel Labine and musicians Peggy Larson and Rocky Mjos. They sang and played ukuleles. We had a studio audience and it turned out very well.

Our regular programs in June include “News and Views”, “The Chamber Report”, “The Grid”, and “The Sheriff’s Show.” We also produced live coverage of 17 government meetings.

We covered the Chamber of Commerce “State of the County” luncheon which included a presentation by Ramsey County Commissioner Rhonda Sivarajah.

To promote our local programming, we produced “What’s New at the Q” as well as promos for our regular shows and a PSA on Habitat for Humanity.

We won another Telly award for “The People’s Choice Award” for a segment we did on Como Zoo for our show “The Grid”. People from across the country voted for their favorite videos and this segment won.

Our staff attended the annual MACTA conference in St. Paul which had several seminars on how to increase production values. It was agreed that it was beneficial to all of us.

4.3.2 Technology Report

July 20, 2017

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: May and June 2017 Technology Report

Equipment Issues:

City Equipment

Andover audio CPU had faulty power supply. Jim discovered this during his equipment check. We had a spare power supply on the shelf, replaced it, and put it back into service.

Comcast Equipment

A power outage in Anoka the morning of May 11th caused the Anoka Hennepin School District channel feed from Sandburg to go down. After some troubleshooting we found the Comcast modulator at Sandburg had failed. Keith VanHolbeck from Comcast replaced the modulator later that afternoon.

Monday morning June 12th I received an email from Cindy Harris with the Anoka Hennepin School District. She noticed that the school district channel was not on Comcast in Anoka. We were receiving the signal from Sandburg but the Comcast encoder at QCTV had an error. We have three Comcast channel encoders and the one for Anoka City Channel 16, AHSD 18, and the Community Bulletin Board Channel 19 was not working. It was out for a week. Comcast did get it back up and running just prior to the Anoka City Council meeting the evening of June 19th. Keith VanHolbeck from Comcast was helpful but the issues seemed to be computer related and outside of his area of expertise. Once whatever larger problem was cleared up, Keith was able to reprogram our encoder quickly.

CenturyLink Equipment

No issues reported for April.

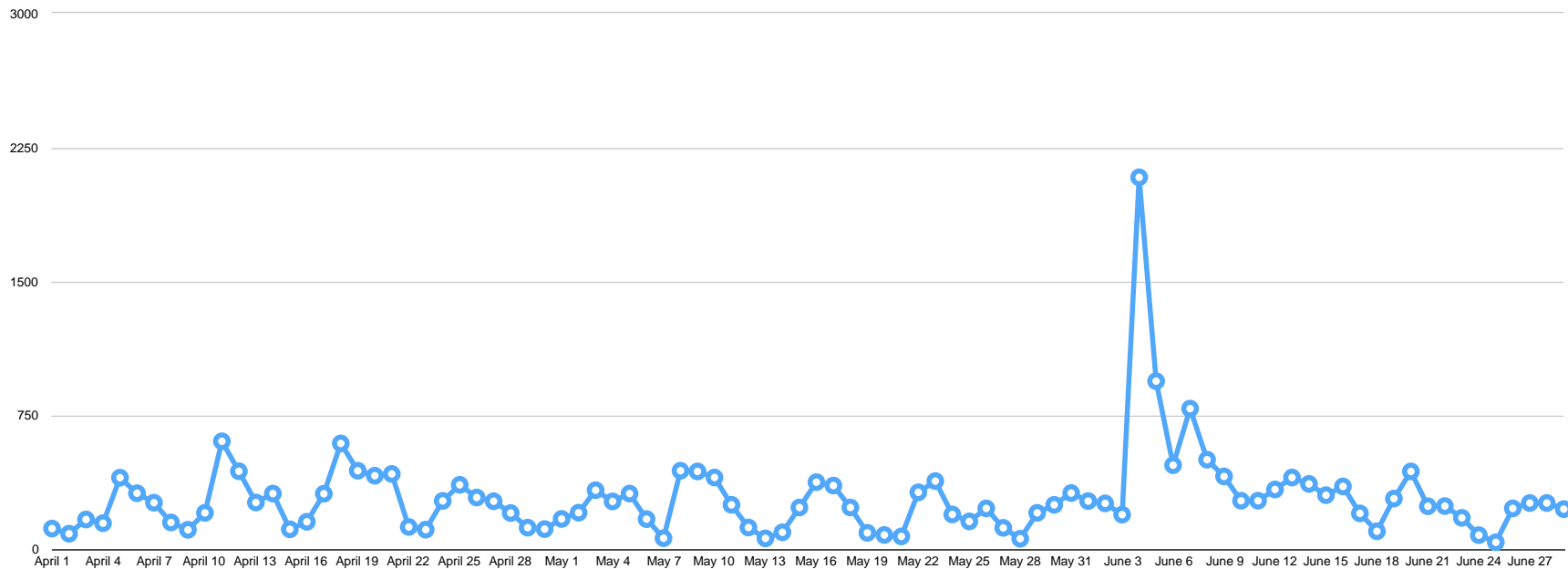
Current Projects:

City Hall HD Updates

QCTV received three proposals from three local A/V specialists. Alpha Video in Eden Prairie, AVI also in Eden Prairie, and Z-Systems in St. Louis Park.

All 16 Panasonic cameras for the city hall upgrades should arrive July 14th.

Action Requested: None.



	Page	Pageviews	Unique Pageviews
		25,949 % of Total: 100.00% (25,949)	19,222 % of Total: 100.00% (19,222)
1	QCTV Home Page	6,409(24.70%)	4,120(21.43%)
2	Sports Page	4,097(15.79%)	3,180(16.54%)
3	CableCast Program Guide	1,145(4.41%)	766(3.99%)
4	QCTV Programs Page	1,112(4.29%)	804(4.18%)
5	Champlin Page	1,063(4.10%)	718(3.74%)
6	Anoka Page	689(2.66%)	512(2.66%)
7	CableCast Community Channel Guide	660(2.54%)	470(2.45%)
8	Graduations	595(2.29%)	451(2.35%)
9	Andover Page	478(1.84%)	361(1.88%)
10	Ramsey page	361(1.39%)	262(1.36%)

How likely is it that you would recommend this company to a friend or colleague?

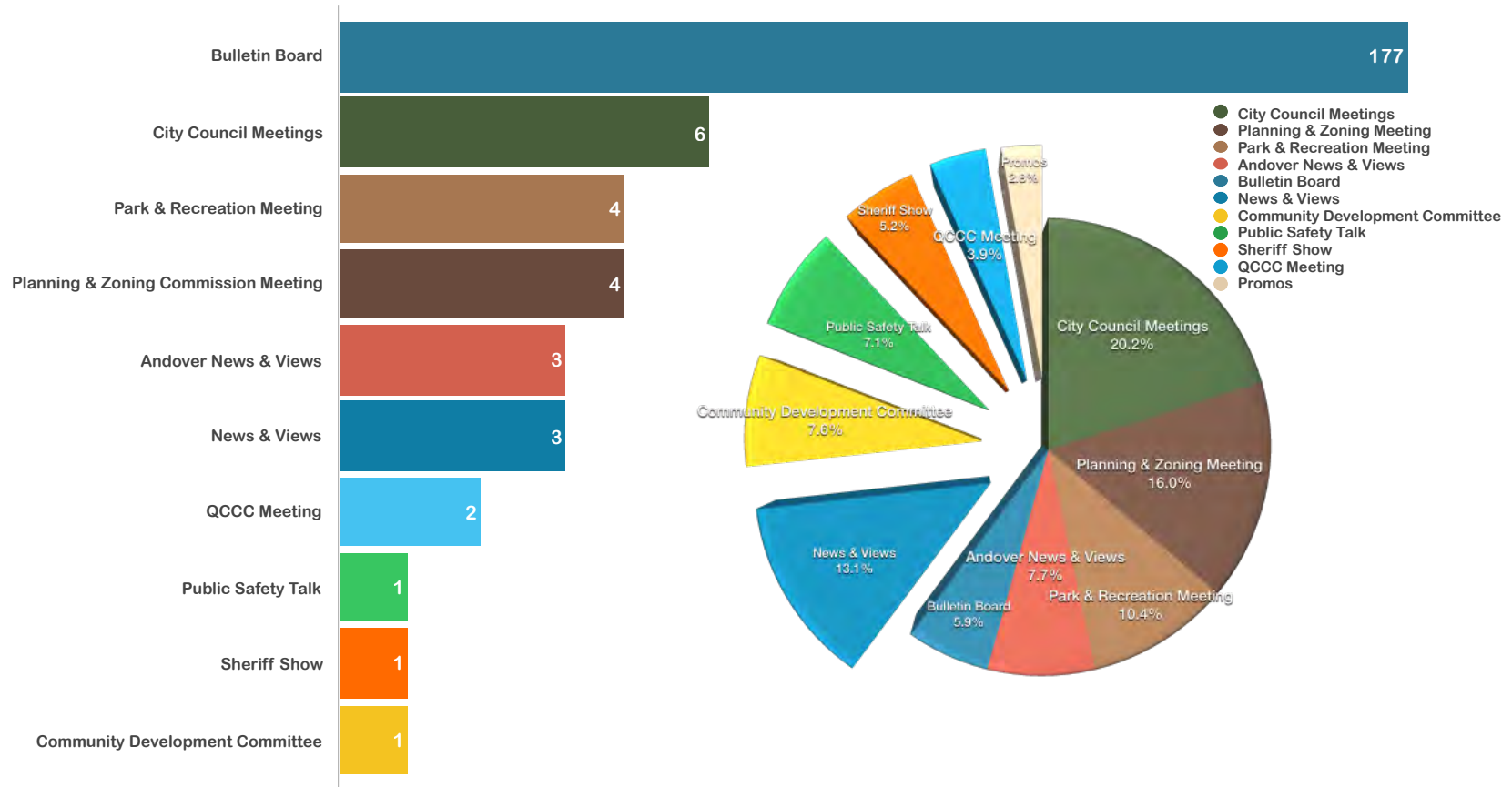


Your score is in the top 25%

Minimum	Lower Quartile	Median	Upper Quartile	Maximum
-100	14.8	46.8	71.6	100

Your Net Promoter Score: 84

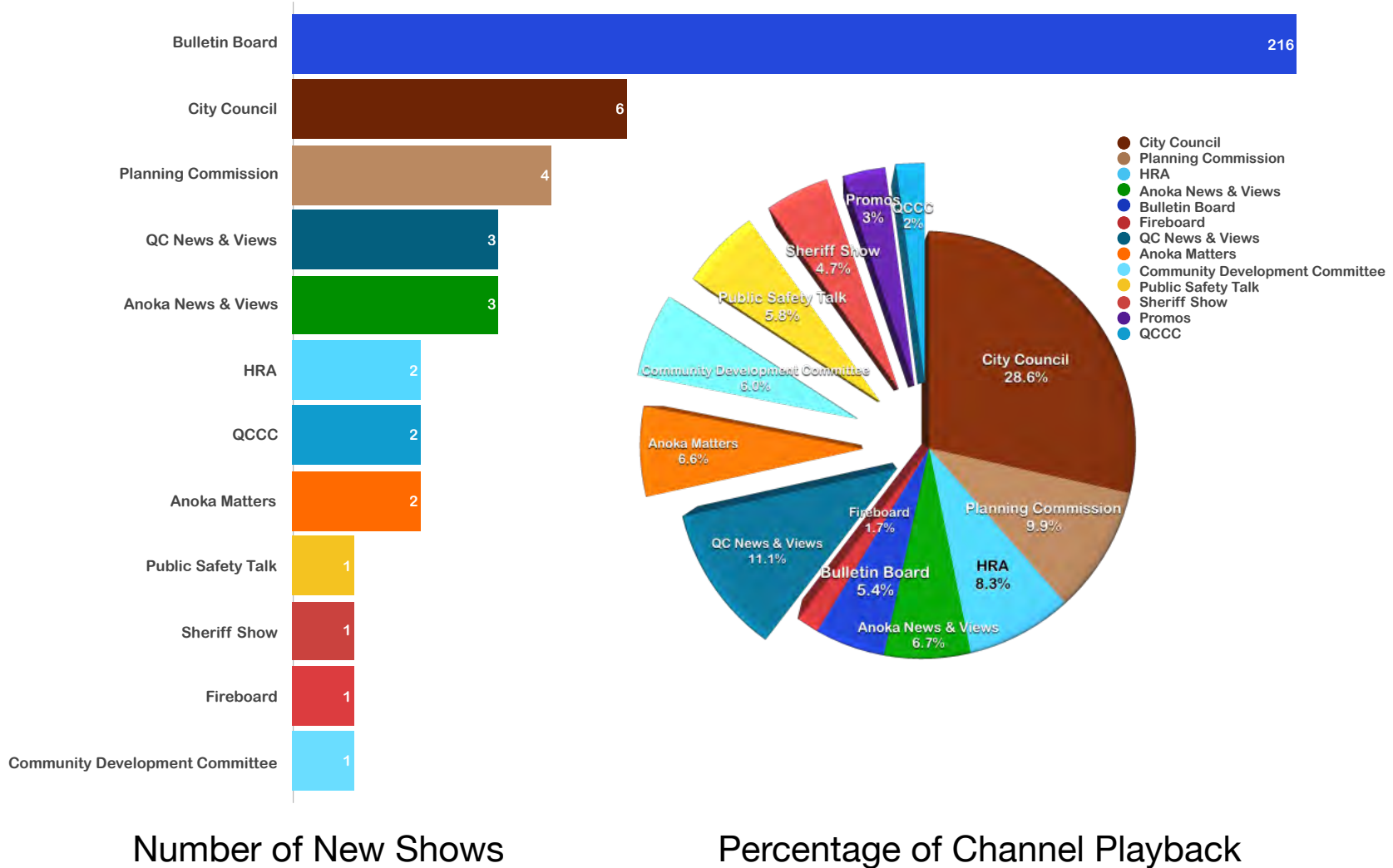
City of Andover Channel Programming Statistics



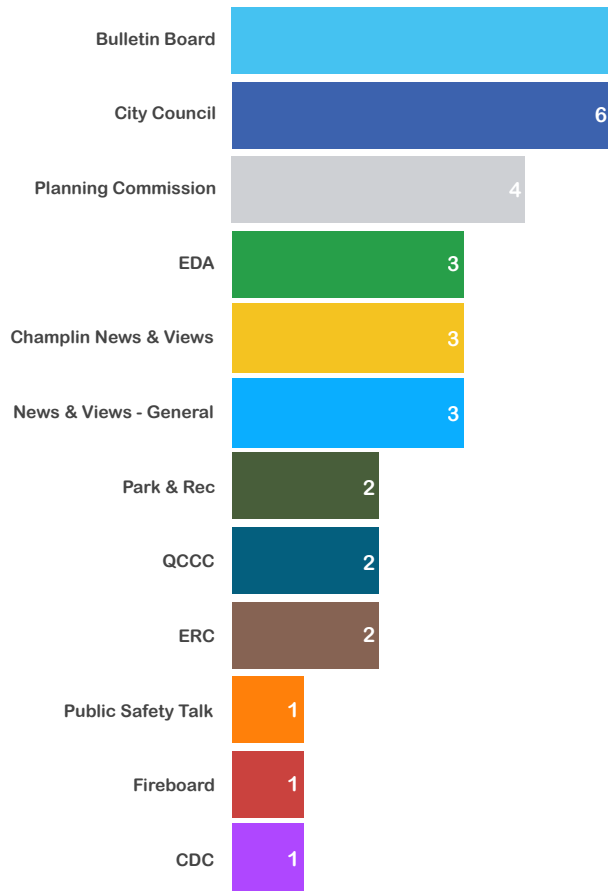
Number of New Shows

Percentage of Channel Playback

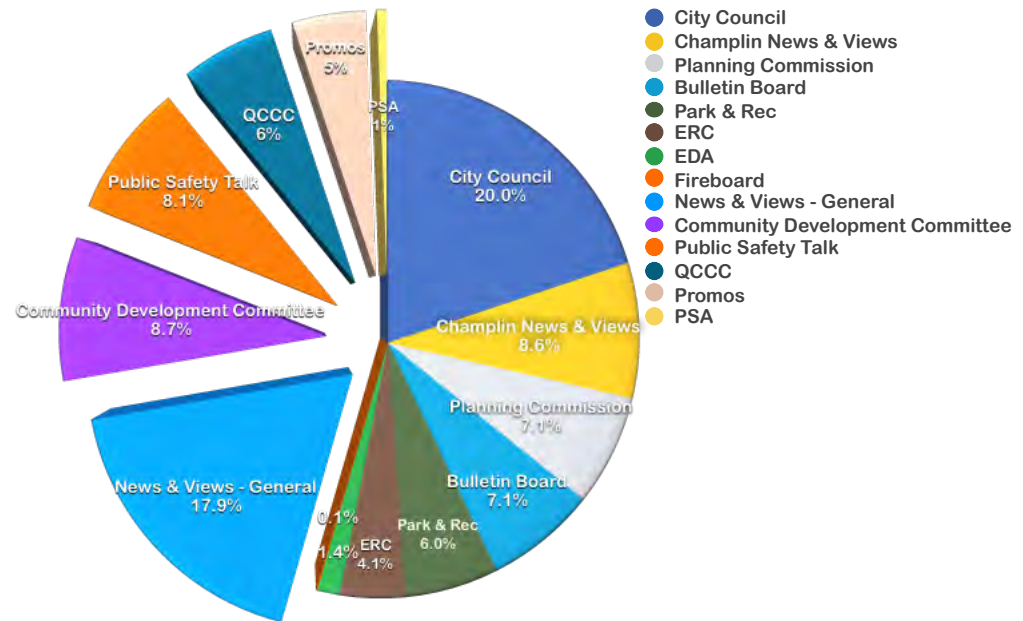
City of Anoka Channel Programming Statistics



City of Champlin Channel Programming Statistics

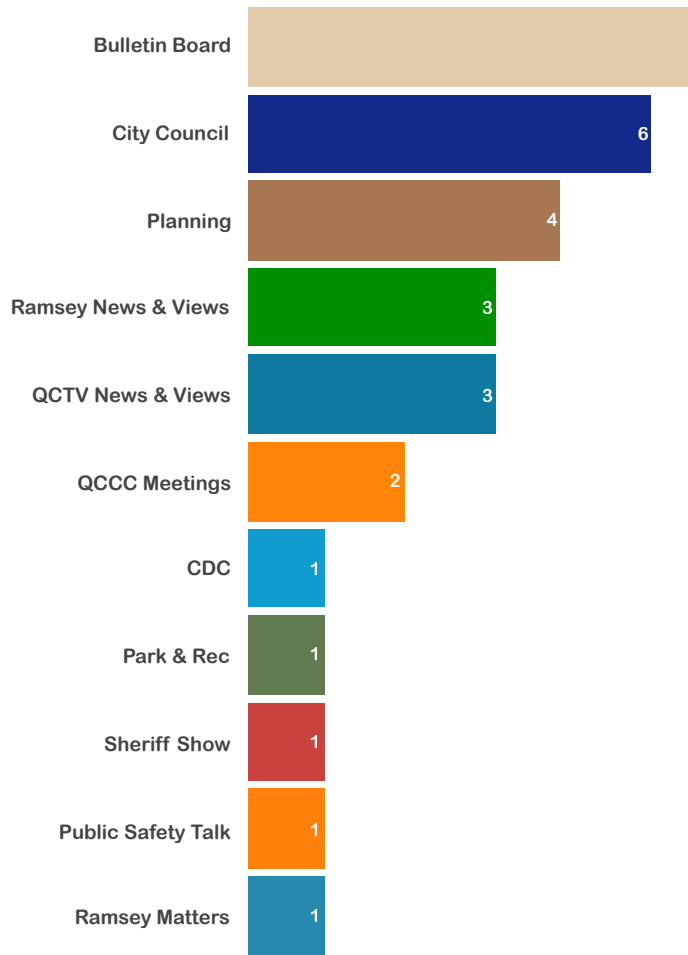


Number of New Shows

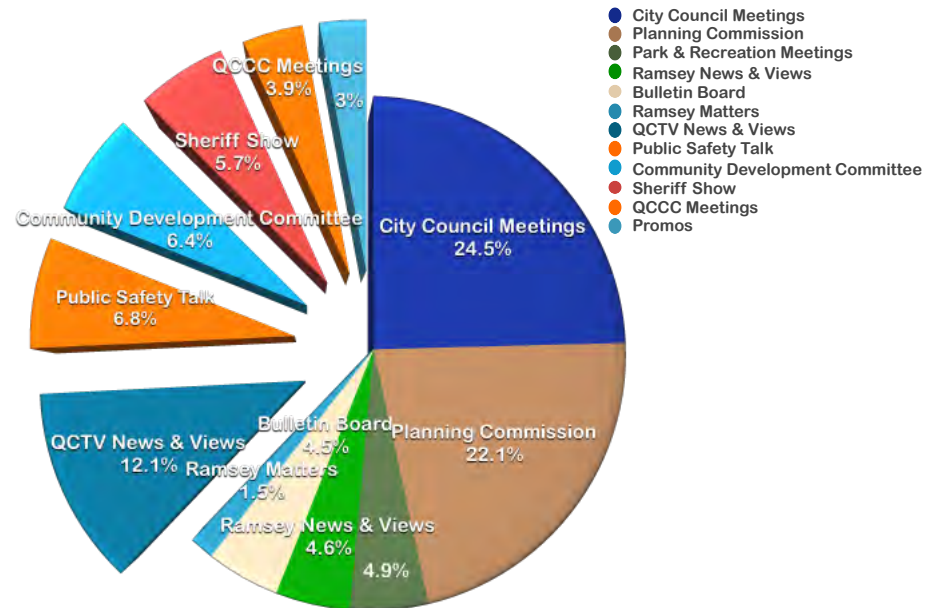


Percentage of Channel Playback

City of Ramsey Channel Programming Statistics

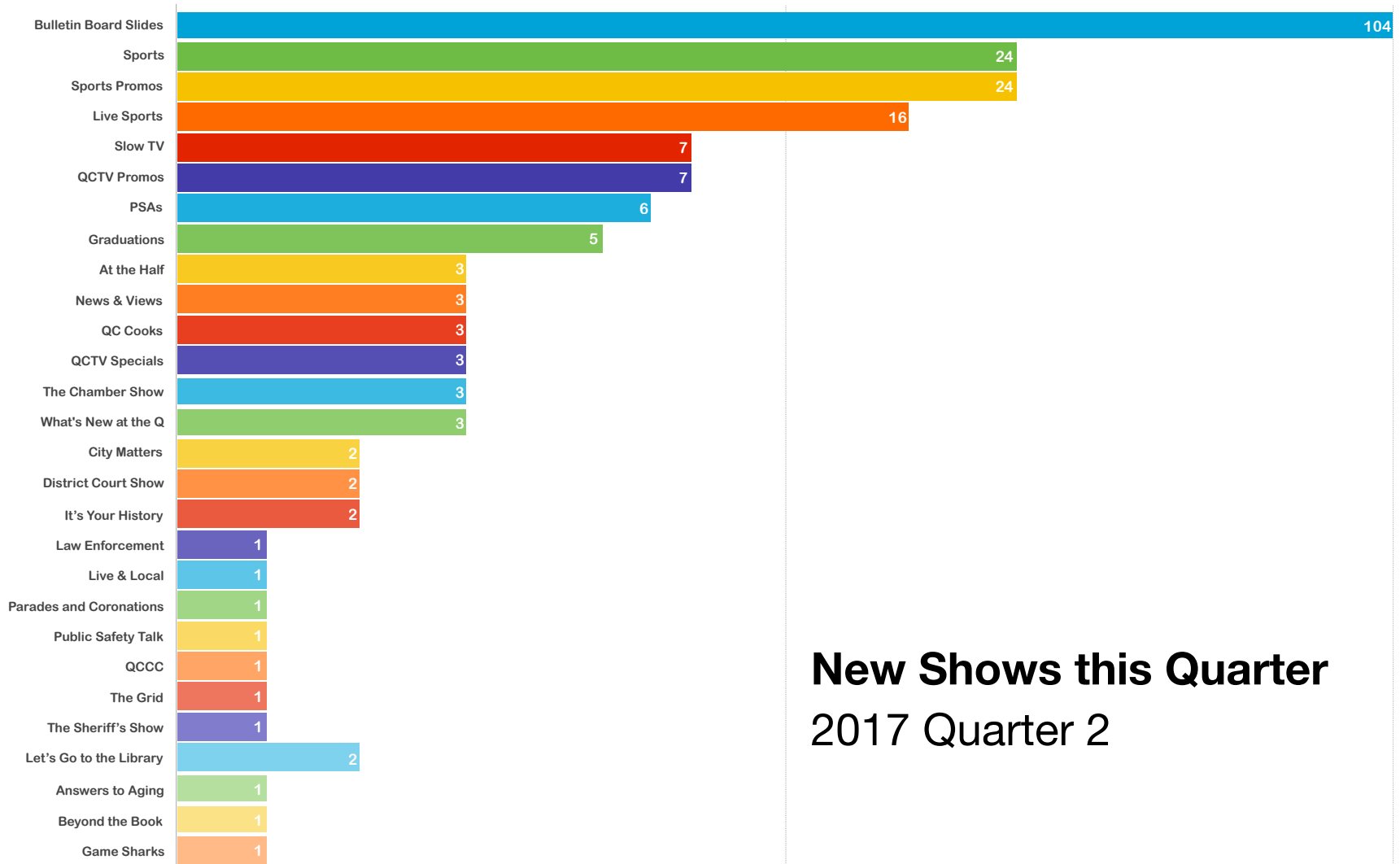


Number of New Shows



Percentage of Channel Playback

Community Channel Programming Statistics



New Shows this Quarter
2017 Quarter 2

Community Channel Programming Statistics

