

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

March 21, 2019, 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 February 21, 2019, commission meeting minutes.
  - 4.2. Treasurer
    - 4.2.1. January Financial Reports
  - 4.3. Executive Director
  - 4.4. Organizational items
- 5. General Business**
  - 5.1. Computer Purchase
- 6. Adjourn**

## **MINUTES OF THE REGULAR MEETING OF FEBRUARY 21, 2019**

### **CALL TO ORDER – 1**

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

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Megan Thorstad, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Jamie Barthel, Andover.

Commissioners absent: Bret Heitkamp, Champlin; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; Technology Manager John Sommer, and Bob Vose, Commission Attorney.

### **APPROVAL OF AGENDA – 3**

Motion was made by Dickinson and seconded by Lee 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 15, 2018**

Motion was made by Dickinson and seconded by Barthel to approve the November 15, 2018 minutes as presented.

**6 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

#### **4.2.1. October - December Financial Reports**

Commissioner Dickinson stated that the October, November and December reports were included in the packet. He provided a summary of the December report, noting that report is unaudited and will be finalized with a review from Redpath. He noted that some maintenance expenditures were over budget but advised that there were sufficient funds to cover those expenses. He recommended acceptance of the reports.

Motion was made by Barthel and seconded by Lee to accept the October, November and December Financial Reports.

**6 ayes – 0 nays. Motion carried.**

#### **4.3 Executive Director**

Ms. George welcomed the new Commissioners that have joined the Commission, Commissioners Barthel, Skogquist, and Thorstad and invited those members to introduce themselves.

Commissioner Barthel, new Councilmember in Andover introduced himself.

Commissioner Skogquist, new Councilmember in Anoka, introduced himself.

Commissioner Thorstad, Communication and Events Coordinator in Ramsey, introduced herself.

Ms. George highlighted the completion of the City Hall HD upgrades, thanking QCTV, the vendor (Alpha Video), and the members city staff that were able to accommodate the installation schedules. She stated that at the March meeting there will be a worksession ahead of the regular meeting which will include the Strategic Plan kickoff. She stated that following today's meeting, she and Mr. Vose will be meeting with Comcast to continue negotiations. She stated that a server in the master control area went down in the past few weeks. She noted that the item was slated for replacement and was purchased on the direction of the board chair and treasurer in order to keep channels in operation. She stated that the government channels were back online within two days. She highlighted a recent compliment that the organization received regarding the coverage of the court programming. She stated that the fourth quarter statistics from 2018 were included in her report for review.

Commissioner Dickinson thanked QCTV staff for the HD updates to the City Hall chambers and their flexibility throughout the process.

Acting Chair Ulrich echoed that comment as well, noting that it has also been helpful for Ramsey.

#### **4.3.1. Organizational Items**

Ms. George stated that annually the Committee assignments are designated, and the election of Officers also takes place.

Acting Chair Ulrich stated that the discussion could be deferred as Chair Heitkamp is not present or the discussion could continue.

Ms. George suggested that this action be delayed to the next meeting, as the Commission will be meeting in March and that would still fall within the period specified by the bylaws. She stated that will also allow the Commissioners to think about Committees that they would like to join.

Motion was made by Skogquist and seconded by Barthel to defer action on the Committee and Officer appointments to the March meeting.

**6 ayes – 0 nays. Motion carried.**

### **GENERAL BUSINESS – 5**

#### **5.1 FCC FNPRM – Franchise Fee Offset**

Ms. George stated that this item was discussed last fall when staff and legal counsel were authorized to draft and submit comments on this topic. She noted that there have been some delays with the federal government shutdown.

Mr. Vose referenced a recent FCC order, related to small cell wireless, and provided background information on the topic. He stated that the five major carriers plan to carry forward with 5G implementation. He stated that is a concern to the franchised cable companies as that service would compete with cable television service. He stated that in order to implement 5G service, the companies would need to use small cell facilities. He noted that while the facilities are smaller and lower to the ground, they are denser. He explained that the companies would like to place those facilities within city right-of-ways. He stated that along with the changes to the State to allow those facilities within public rights-of-way, the industry has also gone to the FCC in attempt to gain similar approval. He reported that the FCC enacted a federal overlay of rules which would allow the companies to install the facilities within the public right-of-way. He noted that the federal overlay is not consistent with the Minnesota rules. He stated that he is not concerned as the cities have already complied with the Minnesota state laws. He stated that the one caveat would be if a city has adopted aesthetic requirements for the small cell facilities, the FCC has

stated that those rules would need to be published in advance of receiving an application from one of those companies with a date of April 2019. He noted that a template is currently being drafted that should be available for cities to use.

Acting Chair Ulrich asked if the requirement has been met if there is already a City Ordinance that addresses the topic and has been published. Mr. Vose stated that there are different notification requirements from the FCC and reviewed those requirements.

Mr. Vose referenced a lawsuit that was filed December 21, 2018 by the State Attorney General's Office against Comcast that alleges that Comcast engaged in deceptive and fraudulent marketing and pricing activities and provided details. He stated that those issues are covered by the franchise contract between Comcast and QCTV. He stated that another similar organization has given Comcast notice that they are in violation of the franchise agreement because of what the lawsuit alleges. He stated that Comcast has submitted an answer to the lawsuit stating that the allegations are not true, and an answer was also sent to the other organization stating that their violation would be premature as the lawsuit has just been initiated.

Commissioner Skogquist asked some of the actions or ramifications that the Commission may have against Comcast if the allegations are true.

Mr. Vose stated that Comcast could state that they no longer do the activities that were alleged. He explained that if a company violates the franchise agreement, the organization would have the right to enforce liquidated damages. He stated that historically this group has not wanted to go down that road.

Mr. Vose stated that there is a U.S. Supreme Court case slated to be heard later this month that would relate to the mission of this organization. He explained that it relates to a city contracting with a third-party organization to provide governmental programming and whether that third party would be forced to follow the first amendment. He stated that the issue would be whether the third party would become a government entity, so to speak, and whether the public would have the right to speak or whether that ability could be limited by the third party. He stated that while it is an interesting case, he did not believe that it would be similar to the services provided by QCTV in terms of public access.

Mr. Vose referenced the FCC 621 proposed rule making process, which is critical to this organization as it would relate to the funding for the organization, specifically for franchise and PEG fees. He stated that it has always been the case that QCTV has the right to collect a franchise fee and above that, collect a fee to support PEG capital. He stated that the FCC is attempting to insert itself into that to define capital and place restrictions on how those funds could be

used. He stated that would restrict the capital purchases that could be made. He stated that the proposed order also considers in-kind services including the use of channels for broadcasting QCTV programming, and receipt of connection and services at the sites. He stated that the organization also receives services. He stated that the FCC would propose to allow the cable company to assign a value to providing those services and offsetting that value against franchise fees. He stated that these would be material financial issues. He noted that the organization filed comments, specifically that has never been how the relationship between the two organizations has ever worked and therefore this would interfere with the contractual arrangements between the organization and the service providers. He stated that thousands of comments were filed from municipalities and similar organizations, noting that the majority of comments were in opposition of the proposed rules. He was unsure when the decision would be made from the FCC. He did not think the FCC will agree with the comments from the organization and cities across the country and would most likely adopt rules similar to what they have proposed. He stated that if the FCC adopts the rules, they will be sued.

Acting Chair Ulrich asked if there would be a backdate to the rules or whether they would be enacted moving forward from the adoption date.

Mr. Vose stated that generally the industry is not looking to go backwards in time and that is not the relief they were looking for from the FCC. He noted that is a legitimate question as the potential may exist, depending on how the order is written.

Commissioner Skogquist asked the length of time remaining on the current contracts. He asked if there would be a stay on this until the details are worked out.

Mr. Vose stated that using the small cell wireless as an example, the FCC has not stayed the order at the request of the cities suing the organization and the courts have not replied on the request to stay the order. He stated that in regard to the term on the contract, the organization is currently engaged in a negotiation process with Comcast.

Ms. George noted that the Comcast contract runs through 2024 but gave either party the right to request renegotiation after four years. She stated that the process began a little over one year ago with informal negotiations, which are continuing.

Mr. Vose noted that the Comcast agreement then expires in 2020, with the CenturyLink agreement expiring further out past that date. He provided details on the informal negotiation process.

## **5.2 Movie Screen Purchase**

Ms. George stated that the Commission has been discussing the potential of purchasing a movie screen that could be shared by the four member cities for summer promotional events. She stated that quotes have been sought and the details needed to be sorted out on storage and setup.

Ms. Sommer noted that at a previous meeting there were three quotes received and the decision was made to pursue the lowest quote. He stated that training would be included, noting that perhaps each member city would want to have their applicable staff attend the training to ensure everyone knows how to setup. He stated that Andover has stated that they would be willing to temporarily store the equipment and when the community center expansion is completed, the equipment could be stored in a climate-controlled environment. He stated that QCTV could agree to handle the scheduling for the use of the equipment.

Ms. George welcomed input from the Commission on further direction on whether the equipment should be purchased this year and the temporary storage until the community center storage is available. She stated that from an operational point of view, ongoing maintenance and replacement would be considered for budget purposes.

Commissioner Barthel stated that the expansion of the community center has not yet been voted on and therefore that would be an if rather than a when.

Commissioner Dickinson stated that the main thing would be climate-controlled storage. He stated that temporarily Andover could cover a one-year period for storage. He stated that from a scheduling perspective, the community center director has stated that their software could cover the scheduling needs for the equipment. He stated that even if the equipment is only used eight times per year, there would be a return on investment in three years. He stated that all of the communities have these types of events, or interest in this type of event.

Commissioner Lee stated that if the indoor storage would not be possible, an enclosed trailer could be purchased, and the equipment could be stored in the trailer which would make transport easier.

Commissioner Dickinson recognized that Andover is not centrally located but simply wanted to make the offer for storage. He noted that either way, Andover could still handle the scheduling requests. He recognized that most of these events occur August, September and possibly October and therefore perhaps the decision does not need to be made today.

Commissioner Lee stated that the City of Anoka greatly supports this action and recognizes the benefit. He stated that this makes a valuable service cost-effective. He stated that Anoka is ready to go this year.

Commissioner Barthel stated that he also believes that it would be a benefit to the communities. He stated that he would support the purchase of a trailer because of the weight of the equipment and damage that could occur from loading and unloading.

Commissioner Thorstad asked for details on the training and whether there would be a limit on the number of staff members that could be trained at one time.

Mr. Sommer replied that there was not a limit specified and therefore it could be a useful number. He stated that if all four cities participated at once, that could be too many people. He reviewed some of the training options that would be available from Z Systems.

Commissioner Dickinson asked how long the quote is good for.

Ms. George stated that Z Systems has extended this quote twice (60 days) and if the decision is going to be delayed, quotes might be requested from all the vendors again. She stated that if the action were to move forward today, the decision would need to be made on training as well as the purchase of a trailer.

Acting Chair Ulrich asked the useful life of the equipment.

Mr. Sommer stated that he would expect maintenance needs on the projector and movie screen. He estimated perhaps a useful lifespan of about five years before maintenance/replacement is needed. He was unsure of the full replacement cycle of the screen.

Ms. George noted that it would depend on the amount of use.

Acting Chair Ulrich stated that he also agrees that this would be a good purchase, along with the suggestion for the trailer.

Mr. Sommer stated that he would like the ability to reach out to the public works staff from the member cities to gain input on the trailer purchase.

Commissioner Dickinson stated that would put the burden for training on the member city and each member city would not be allowed to use the equipment until they have had sufficient training.



Ms. George noted that the one training could be scheduled by QCTV and then each member city could determine if they would like additional training.

Acting Chair Ulrich stated that he would want to ensure adequate and fair scheduling.

Motion was made by Skogquist and seconded by Barthel to approve the purchase of the move screen and equipment \$25,092.19, authorize training at a cost of up to \$500, and the purchase of a trailer for storage and transport at a cost not to exceed \$2,500, with the addition of tax and shipping.

**6 ayes – 0 nays. Motion carried.**

### **5.3 Remote Meeting Participation**

Ms. George stated that as the HD upgrades wrapped up there was interest in the possibility for remote participation at public meetings. She stated that a proposal has been received and input from the Commission is desired.

Mr. Sommer stated that he reached out to three local AV providers and the only complete proposal was from Alpha Video. He stated that a lot of the work will be programming the equipment that has already been installed. He stated that the proposal includes one site and therefore if there is desire for all four sites, that cost would be increased to a total of \$18,628.36. He provided details on the process and equipment for remote participation.

Commissioner Barthel asked what would happen if the internet connection of the remote participant is not good and it interferes with the meeting.

Ms. George stated that this would be the proposal for integration of the equipment to allow remote participation to happen and each member city would be responsible for creating a specific policy that includes minimum requirements and internet connections. She stated that there are other policy issues that would need to be handled by the cities. She stated that QCTV can build the system, but the member cities will need to create policies for how that could be used.

Acting Chair Ulrich stated that Ramsey has drafted an ordinance but has not yet adopted it. He believed this to be a fairly reasonable price for this ability.

Commissioner Lee agreed that Anoka also has a policy and agreed that this ability will be helpful as technology continues to change and increase options.

Ms. George suggested that a survey first be done to see which member cities are ready to take this next step, rather than signing a contract for all the cities.

She stated that it could begin with one or two cities to determine which options are chosen and any issues that arise.

Acting Chair Ulrich stated that fundamentally it will be the choice of the member city on whether they would like to allow Council or Commission members to participate in this method. He noted that each member city could go back to their City Councils to determine if they would like to allow this.

Commissioner Dickinson stated that he does not see it effective to have an offsite person attend a meeting and therefore he would not be interested at this time.

Commissioner Barthel stated that he would agree that it is important for people to be at the meeting to participate and therefore would not want Andover to participate.

Commissioner Lee stated that Anoka was ready for this two years ago but agreed that he would need to go back to the City Council to gain input.

Acting Chair Ulrich stated that this item could then be postponed allowing discussion with the City Councils.

Commissioner Dickinson stated that while he may not be ready for it, he does agree that the organization should continue to review the option operationally.

Motion was made by Ulrich and seconded by Dickinson to postpone the discussion with the expectation that the item be discussed in the future after there has been sufficient time for discussion with the member city Councils.

**6 ayes – 0 nays. Motion carried.**

## **ADJOURN – 6**

Time of adjournment 12:33 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 January 31, 2019

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	877,504.48
- PayPay acct	713.78
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,309,725.95
Accounts Receivable	415,287.06
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,608,481.27</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 2,608,481.27</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	18,071.91
Other Current Liabilities	-17,058.12
<b>Total Current Liabilities</b>	<b>\$ 1,013.79</b>
<b>Equity</b>	2,607,467.48
<b>TOTAL LIABILITIES AND EQUITY*</b>	<b>\$ 2,608,481.27</b>

\* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,171,673 (\$3.4 M needed for 5-Year CIP)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2019 - FY19 P&L**  
 January - December 2019

	Jan 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Equipment Grant		4,833.33	(4,833.33)	0.00%	0.00	58,000.00	(58,000.00)	0.00%
Franchise Fees		71,500.00	(71,500.00)	0.00%	0.00	858,000.00	(858,000.00)	0.00%
Interest Income	2,599.84	2,500.00	99.84	103.99%	2,599.84	30,000.00	(27,400.16)	8.67%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	0.00	429,000.00	(429,000.00)	0.00%
<b>Total Income</b>	<b>2,599.84</b>	<b>114,666.67</b>	<b>(112,066.83)</b>	<b>2.27%</b>	<b>2,599.84</b>	<b>1,376,000.00</b>	<b>(1,373,400.16)</b>	<b>0.19%</b>
<b>Expenses</b>								
A-PERA Expense	3,194.36	3,750.00	(555.64)	85.18%	3,194.36	45,000.00	(41,805.64)	7.10%
A-SS/Medicare Expense	1,575.35	4,160.42	(2,585.07)	37.87%	1,575.35	49,925.00	(48,349.65)	3.16%
A-Wages - Full-time	17,519.88	44,391.25	(26,871.37)	39.47%	17,519.88	532,695.00	(515,175.12)	3.29%
A-Wages - Part-time	3,625.81	9,993.50	(6,367.69)	36.28%	3,625.81	119,922.00	(116,296.19)	3.02%
Accounting / HR Services	60.00	1,275.00	(1,215.00)	4.71%	60.00	15,300.00	(15,240.00)	0.39%
Ads/Promos/Sponsorships	1,119.95	916.67	203.28	122.18%	1,119.95	11,000.00	(9,880.05)	10.18%
Andover Capital Equipment	527.27	416.67	110.60	126.54%	527.27	5,000.00	(4,472.73)	10.55%
Announcers Fees	393.01	1,083.33	(690.32)	36.28%	393.01	13,000.00	(12,606.99)	3.02%
Anoka Capital Equipment	683.24	416.67	266.57	163.98%	683.24	5,000.00	(4,316.76)	13.66%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	602.00	208.33	393.67	288.96%	602.00	2,500.00	(1,898.00)	24.08%
Building - Cleaning	515.00	583.33	(68.33)	88.29%	515.00	7,000.00	(6,485.00)	7.36%
Building - Insurance	1,784.00	250.00	1,534.00	713.60%	1,784.00	3,000.00	(1,216.00)	59.47%
Building - Maintenance	69.88	833.33	(763.45)	8.39%	69.88	10,000.00	(9,930.12)	0.70%
Building - Supplies	272.13	166.67	105.46	163.27%	272.13	2,000.00	(1,727.87)	13.61%
Car Allowance	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	625.00	7,500.00	(6,875.00)	8.33%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2019 - FY19 P&L**  
 January - December 2019

	Jan 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Champlin Capital Equipment	611.92	416.67	195.25	146.86%	611.92	5,000.00	(4,388.08)	12.24%
City Sewer & Water	107.81	216.67	(108.86)	49.76%	107.81	2,600.00	(2,492.19)	4.15%
Commission Expense		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Consulting Services		6,250.00	(6,250.00)	0.00%	0.00	75,000.00	(75,000.00)	0.00%
Contingency Fund		2,718.17	(2,718.17)	0.00%	0.00	32,618.00	(32,618.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Electric Service	1,330.85	1,500.00	(169.15)	88.72%	1,330.85	18,000.00	(16,669.15)	7.39%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	100.95	3,333.33	(3,232.38)	3.03%	100.95	40,000.00	(39,899.05)	0.25%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,132.30	7,873.33	(741.03)	90.59%	7,132.30	94,480.00	(87,347.70)	7.55%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,224.00	416.67	2,807.33	773.75%	3,224.00	5,000.00	(1,776.00)	64.48%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees		2,083.33	(2,083.33)	0.00%	0.00	25,000.00	(25,000.00)	0.00%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	1,840.00	833.33	1,006.67	220.80%	1,840.00	10,000.00	(8,160.00)	18.40%
Mileage	398.42	750.00	(351.58)	53.12%	398.42	9,000.00	(8,601.58)	4.43%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
NATOA Membership	2,630.00		2,630.00		2,630.00	0.00	2,630.00	
Natural Gas		566.67	(566.67)	0.00%	0.00	6,800.00	(6,800.00)	0.00%
Office Supplies / Equipment	301.98	500.00	(198.02)	60.40%	301.98	6,000.00	(5,698.02)	5.03%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	127.50	200.00	(72.50)	63.75%	127.50	2,400.00	(2,272.50)	5.31%
Postage		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	52.00	1,833.33	(1,781.33)	2.84%	52.00	22,000.00	(21,948.00)	0.24%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2019 - FY19 P&L**  
 January - December 2019

	Jan 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	658.84	416.67	242.17	158.12%	658.84	5,000.00	(4,341.16)	13.18%
Sales Tax	73.00	41.67	31.33	175.19%	73.00	500.00	(427.00)	14.60%
Secretary Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Snow Plowing Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	563.56	7,500.00	(6,936.44)	7.51%
Studio Sets		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Subscription Services	11,037.63	1,833.33	9,204.30	602.05%	11,037.63	22,000.00	(10,962.37)	50.17%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	588.95	1,250.00	(661.05)	47.12%	588.95	15,000.00	(14,411.05)	3.93%
Vehicle - Insurance	872.00	333.33	538.67	261.60%	872.00	4,000.00	(3,128.00)	21.80%
Vehicle - Maintenance / Gas	410.72	666.67	(255.95)	61.61%	410.72	8,000.00	(7,589.28)	5.13%
Waste Removal	106.65	166.67	(60.02)	63.99%	106.65	2,000.00	(1,893.35)	5.33%
Web / VOD / Int / CaTV / Phone	1,352.37	1,833.33	(480.96)	73.77%	1,352.37	22,000.00	(20,647.63)	6.15%
Work Comp Insurance		191.67	(191.67)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
<b>Total Expenses</b>	<b>66,338.33</b>	<b>111,445.00</b>	<b>(45,106.67)</b>	<b>59.53%</b>	<b>66,338.33</b>	<b>1,337,340.00</b>	<b>(1,271,001.67)</b>	<b>4.96%</b>
<b>Net Income</b>	<b>(63,738.49)</b>	<b>3,221.67</b>	<b>(66,960.16)</b>	<b>-1978.43%</b>	<b>(63,738.49)</b>	<b>38,660.00</b>	<b>(102,398.49)</b>	<b>-164.87%</b>
ZCIP - Studio	3,760.00				3,760.00			
ZCIP - Truck	80,160.00				80,160.00			
	<u>83,920.00</u>				<u>83,920.00</u>			

**QCTV Bank Reconciliation**  
**January 2019**

Beginning Balance - 4M Statement	1,071,954.98
Less: Cleared Checks/Withdrawals	(86,920.13)
Plus: 4M Fund Interest	1,541.29
Plus: Bank Deposits/Credits	-
<b>Bank Balance</b>	<b>\$986,576.14</b>
Book Balance	986,576.14
<b>Adjusted Book Balance</b>	<b>986,576.14</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by: MX

# Quad Cities Communications Commission

## BILL PAYMENT LIST

January 2019

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/04/2019	12559	Associated Bank	-50.00
01/04/2019	12560	HealthEquity Inc.	-264.62
01/04/2019	W D	Minnesota State Retirement System	-565.40
01/04/2019	W D	PERA	-2,979.00
01/14/2019	12561	ACE Solid Waste, Inc.	-106.65
01/14/2019	12562	AT&T Mobility	-53.55
01/14/2019	12563	CenterPoint Energy	-490.96
01/14/2019	12564	DVS Renewal	-159.00
01/14/2019	12565	Fastsigns	-933.04
01/14/2019	12566	Gerald S. Thomson	-60.00
01/14/2019	12567	Greenery Enterprises, Inc.	-520.00
01/14/2019	12568	Holiday Station	-144.70
01/14/2019	12569	Huebsch	-47.33
01/14/2019	12570	James R. Erickson	-120.00
01/14/2019	12571	Joe G. Ruhland	-180.00
01/14/2019	12572	LiveU Inc.	-250.00
01/14/2019	12573	Maza Technologies, LLC	-1,508.75
01/14/2019	12574	NAC Building Solutions	-493.76
01/14/2019	12575	Pete C. Andersen	-60.00
01/14/2019	12576	Preferred One Insurance Co.	-7,621.62
01/14/2019	12577	The Lincoln National Life Ins. Co.	-563.56
01/14/2019	12578	Verizon Wireless	-75.08
01/14/2019	12579	Xcel Energy	-1,551.94
01/18/2019	12580	Associated Bank	-100.00
01/18/2019	12581	HealthEquity Inc.	-264.62
01/18/2019	W D	Minnesota State Retirement System	-1,555.14
01/18/2019	W D	PERA	-2,983.81
01/28/2019	12582	Alliance for Community Media	-2,000.00
01/28/2019	12583	Anoka Area Chamber of Commerce	-1,100.00
01/28/2019	12584	AT&T Mobility	-54.33
01/28/2019	12585	Barna, Guzy & Steffen, LTD	-169.00
01/28/2019	12586	City of Andover	-1,199.93
01/28/2019	12587	City of Champlin	-111.52
01/28/2019	12588	Comcast Cable	-791.18
01/28/2019	12589	HealthEquity Inc.	-7.90
01/28/2019	12590	Holiday Station	-246.80
01/28/2019	12591	Ideal Advertising	-602.00
01/28/2019	12592	Joe G. Ruhland	-393.01
01/28/2019	12593	Kennedy & Graven, Chartered	-804.00
01/28/2019	12594	Minnesota Association of Community Telecommunications Administrators	-1,840.00
01/28/2019	12595	NATOA	-2,630.00
01/28/2019	12596	Peter James Hayes	-120.00



DATE	NUM	VENDOR	AMOUNT
01/28/2019	12597	Preferred One Insurance Co.	-7,621.62
01/28/2019	12598	The Lincoln National Life Ins. Co.	-563.56
01/28/2019	12599	Timothy Anderson	-180.00
01/28/2019	12600	U.S. Bank Corporate	-1,838.14
01/28/2019	12601	Verizon Wireless	-75.08
01/28/2019	12602	Vividly Clean Inc.	-515.00
01/30/2019	12603	Alpha Video & Audio Inc.	-80,160.00
01/30/2019	12604	Amazon	-2,294.91
01/30/2019	12605	Comcast 2	-468.15
01/30/2019	12606	Huebsch	-272.13
01/30/2019	12607	NAC Building Solutions	-368.00
01/30/2019	12608	U.S. Bank Corporate	-1,065.57
01/07/2019		MN Department of Revenue	-73.00
<b>Total for Quad Cities Commission</b>			<b>\$ -131,267.36</b>

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**March 14, 2018**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Minnesota House Testimony**

On March 1, I joined representatives from Champlin and Ramsey at the Minnesota House Transportation Committee meeting held in Blaine. As an Anoka Area Chamber of Commerce board member, I presented testimony in support of the bridge construction of the Mississippi River between Ramsey and Dayton.

#### **City Council HD Upgrade Project**

There are two final change orders in process. We expect completion and final payment of the project this month.

#### **FCC Meeting Participation**

On March 13, I joined with NATOA and NLC representatives to meet with the bureau chiefs of the Federal Communications Commission. We discussed issues and impacts of pending FCC actions related to 5G, RF safety, public right of way use, and the proposed NFPRM franchise fee offset. I spoke directly to the NFPRM 621 ruling and the legal conflicts it presents with the Congressional Cable Act, contract law, and the franchise agreements already in place in cities across the nation, and with our member cities. See details in next item below:

#### **FCC FNPRM of Section 621(a) Order regarding franchise fee offset**

The Federal Communications Commission acted in late September seeking comments on rulemaking regarding cable television franchise fees and allowing cable operators to offset said fees fair market value of in-kind and complimentary services provided to the franchise grantee. Specifically, the FCC tentatively concludes:

- All cable-related, in-kind contributions, other than PEG capital costs and build out requirements, should be treated as "franchise fees" subject to the 5% franchise fee cap.
- LFAs cannot use their video franchising authority to regulate non-cable services offered over cable systems, other than I-Nets.

Comment deadline was November 14 with reply comments due December 14. Chair Heitkamp and the Budget Committee provided direction to staff to work with legal counsel on filing comments on the FNPRM. This item is on the February agenda and legal counsel Bob Vose will be present.

### **Strategic Plan**

The strategic planning process will kick off with the commission at the March 21 work session.

### **Audit**

The 2018 audit is nearing completion. It will be on a future commission agenda for action.

### **Investments**

Two certificates of deposits came due in February and each was redeposited on the alternating schedule for future availability.

### **Comcast Franchise Renewal**

No further updates on the franchise contract extension negotiations.

### **Remote Meeting Participation**

This item was delayed for further city consideration at the February 21 commission meeting.

### **Movie Screen Purchase**

The movie screen has been purchased and we are awaiting delivery. Staff has researched trailer purchase using the State Contract, as we did for the cargo van a few years ago. Member cities are requesting use starting in late August. Two of the four member cities have booked dates of use.

August 16th, Friday – Champlin

August 21st, Wednesday – Anoka

September 14th, Saturday – Anoka

September 21st, Saturday – Champlin

October 5th, Saturday – Anoka

### **SD Server Replacement**

The HD server has been purchased. Staff is in process of loading the vast catalog of current programming on the server. The activation will be at a time to minimize interruption of government channels.

### **Live and Local to Feature Member Cities**

The QCTV Live and Local show will feature member cities in 2019!

Q1 – Champlin – Scheduled for March

Q2 – Anoka

Q3 – Ramsey

Q4 – Andover

### **Customer Comments**

*“ Here are photos from Friday’s hearing. Karen killed it, Pete. We need to have her on all bill testifying teams.” -- John Cox, City of Champlin*

*“Karen, I heard you did a GREAT JOB at the transportation hearing!!!! Thank you!!”  
-- Pete Turok, Anoka Area Chamber of Commerce*

**Action Requested:** None.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**February 28, 2019**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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This month we produced The Anoka Area Chamber of Commerce State of the Cities Luncheon. Seven cities presented power point presentations and we captured it with our REMO system. We produced one show featuring all seven presentations as well as individual presentations by Andover Mayor Julie Trude, Anoka City Manager Greg Lee, Ramsey Mayor John LeTourneau, and Champlin Mayor Ryan Karasek. We are playing them on our channels and they are posted on our member cities websites.

February means play-off time for winter sports and we produced nine games in February. Several of our teams will go onto tournaments in March.

We produced a show with the League of Women Voters and Connexus on solar energy.

We produced live coverage of seventeen government meetings.

We procured programming from our sister station, Saint Paul Neighborhood Network, on winter carnival activities including Senior Coronation and the Winter Carnival Parade. We also carried another show they produced called "Start by Believing". This was a panel discussion regarding community responses to sexual assault. The panel included Ramsey County Attorney John Choi, Executive Director of MN Indian Women's Sexual Assault Coalition Nicole Matthews, Inver Grove Heights Chief of Police Paul Schnell, and Star Tribune's journalist Jennifer Bjorhus.

With our production van we produced two episodes of Public Safety Talk. We have been going on location to the fire stations and these shows were produced in Ramsey.

Regular programs include: News and Views, The Grid, The Chamber Report, and Game Sharks.

We produced a show on the annual Anoka County Sheriff's Show Awards Ceremony.

4.3.2 Technology Report

**March 14, 2019**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** February 2019 Technology Report

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**Current Projects:**

**City Hall HD Updates**

Alpha Video completed the final change order at Ramsey February 28<sup>th</sup>. It provides a cable program confidence video feed to dais monitors. The program video will appear superimposed in the corner all of the dais presentation monitors. Public facing displays continue to show presentation video exclusively. We made some additional changes to the Crestron system at the same time. The default input when the system is powered on will now be the Wireless Collaboration input. The wallpaper for that is a custom splash screen with the city logo and a photo from the 2017 Photo Contest.

**Movie Screen System Updates**

Movie screen system equipment is on order from Z-Systems. I am pursuing a trailer purchase through the Minnesota Cooperative Purchasing Venture. Anoka and Champlin submitted five dates they would like to use the system. Ramsey had already booked their three movies in the park events for this season but hope to use the new system next year. Andover has not scheduled any dates yet, but are discussing it.

**Remote Meeting Attendance Updates**

Working with Alpha Video staff to tailor their submitted plan to each specific council chambers. I will have updated information to share with member cities' contacts in April.

**Equipment Issues:**

**QCTV Equipment**

New Cablecast FLEX4 video server ordered and expected to arrive the week of March 5<sup>th</sup>. Coordinating installation with Lisa to minimize channel interruptions.

**City Equipment**

No issues to report for this period.

**Comcast Equipment**

No issues to report for this period.

**CenturyLink Equipment**

No issues to report for this period.

**Action Requested:** None.

## QCCCC Agenda Item

### 4.4 Commission Organization Items

**January 25, 2019**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Commission Organization Items

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The commission elects officers and appoints committee members the first quarter of each year following a city election. There was a city election and there are three new commissioners appointed by member cities. Election of officers and appointments to committees will need to be acted upon. The list below inserts the name of the commissioner replacement and should not be construed as a staff recommendation

#### **Meeting date and time**

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

#### **Commissioner per diem**

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2019 are:

Commission meeting or work session: \$40 per meeting

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

#### **Commission Officers**

Chair – Bret Heitkamp

Vice-Chair – Kurt Ulrich

Secretary – Erik Skogquist

Treasurer – Jim Dickinson

#### **Committee appointments**

##### **Personnel Committee**

Jamie Barthel, Andover

Erik Skogquist, Anoka

Bret Heitkamp, Champlin

Kurt Ulrich, Ramsey

##### **Budget Committee**

Jim Dickinson, Andover

Greg Lee, Anoka

Ryan Sabas, Champlin

Megan Thorstad Ramsey

**Action Options:**

#### Options Regarding Election and Appointments

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

#### Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate (\$40 per meeting)
- No action, 2019 per diem rate remains unchanged



**Quad Cities Cable Communications Commission  
2019 Meeting Plan**

**January 17**

Commission Meeting – postponed to February 21

**March 21**

Commission Worksession: Programming and Strategic Plan  
Commission Meeting

**April 18**

Personnel Committee: Annual review  
Budget Committee: City CIP and Audit Review

**May 16**

Commission Meeting

**July 18**

Commission Meeting

**September 19**

Commission Worksession: Technology  
Commission Meeting

**October 17**

Budget Committee: 2019 Proposed Budget Review

**November 21**

Commission Meeting

**December 18**

Commission/Staff Event

## QCCCC Agenda Item

### 5.1 Computer Purchase

**March 15, 2019**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** Purchase Request - Computer Workstations for FT Staff

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#### **General Overview:**

QCTV has a practice of using assets to the full lifespan and beyond. Prior procedure was to build our own DIY workstations. None of those computers exactly match one another, which makes support difficult. We have reached the four or five year anniversary on a number of full time staff's edit stations and it is time to replace them.

Staff can spend much of their work day editing HD video. It is important to have a fast computer to take advantage of recent software advances. A more powerful workstation will also shorten processing or rendering time, allowing staff to finish video packages more quickly.

#### **Pricing to purchase three Dell workstations:**

We purchase much of our IT products from CDW. Their pricing for three Dell workstations was less than a phone quote from Dell directly. Current CDW quote is for \$3,920.00 each for an extended price of \$11,760.00. Friday March 15, 2019 Dell.com launched a sale on select workstations. If it is possible to get a lower price from Dell or another vendor, we would like to take that opportunity.

#### **Capital Budget:**

In the QCTV Five Year Capital Plan, we identified Office Equipment as a planned category of spending. We thought we might need to spend \$15,000 last year and \$14,500 this year on networks switches, a printer/scanner, monitors/displays, a laptop and other updates. I recommend we spend up to \$11,760.00 on three Dell workstations. I will present a recommendation for a laptop replacement purchase later this year.

#### **Action Requested:**

Approve purchase of three Dell workstations not to exceed \$11,760.00.

#### **Options for Action**

- Direct staff to provide more information
- Direct staff to obtain more quotes and return at later meeting
- Delay action for future consideration