

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

September 15, 2022, 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 19, 2022, commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. April, May, June Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Liability Waiver
 - 5.2. Lexica Phase III Report
 - 5.3. Strategic Plan Check In
 - 5.4. 2023 Operating Budget and 5-Year Capital Plan
 - 5.5. Capital Request – Pavement
 - 5.6. Technology Projects 2022 Outlook
 - 5.7. Ashpaugh & Sculco Audit Update
 - 5.8. Other
- 6. Adjourn**

QCTV has declared a local emergency effective March 17, 2020.

The regular meeting of the Quad Cities Cable Communications Commission will meet at Anoka City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The public may watch the QCCCC meeting at www.qctv.org on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

MINUTES OF THE REGULAR MEETING OF MAY 19, 2022

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 11:00 a.m. at the Ramsey City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Dan Specht, Ramsey; Jim Dickinson, Andover; and Jamie Barthel, Andover.

Commissioners absent: Tom Moe, Champlin and Bret Heitkamp, 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 Skogquist 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 March 17, 2022

Motion was made by Skogquist and seconded by Woestehoff to approve the March 17, 2022 minutes as presented.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. February and March Financial Reports

Commissioner Dickinson provided a brief overview of the financial reports.

Motion was made by Skogquist and seconded by Woestehoff to accept the February and March Financial Reports.

6 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George welcomed the newly appointed Commission Chair and the newly appointed member from Ramsey. She referenced her written report and noted that many of those items are before the Commission for action today. She read a few of the positive testimonials received by QCTV.

Commissioner Dickinson stated that the technology reports were included in the packet. He noted that the Andover improvements have been made and the equipment has been working well. He stated that they are excited to see how the technology will work when they begin hybrid neighborhood meetings. He thanked staff for their work in completing the upgrades.

4.4 Commission Organization Items

Ms. George stated that after the last meeting it was discovered that there was an imbalance in the Officer positions as representation from each of the four member cities is required on the Executive Committee. She noted that the bylaws could be amended, or an election could occur.

Chair Barthel explained that the election of Officers is done in January following the municipal elections. He noted that the existing Chair retired and therefore he was appointed to the position. He stated that because the bylaws require representation from all four member cities on the Executive Committee, the Commission could choose one of the options outlined. He stated that because Andover is holding two Officer positions, Commissioner Dickinson has volunteered to give up his position as Treasurer so that the Officer positions can be shuffled to ensure representation by all four cities.

Commissioner Dickinson requested to resign his position as Treasurer.

Motion was made by Dickinson seconded by Specht to accept the resignation of Commissioner Dickinson as Treasurer.

6 ayes – 0 nays. Motion carried.

Chair Barthel stated that he had a conversation via email with Commissioner Skogquist and he is interested in holding the position. He noted that Commissioner Skogquist is currently holding the position of Secretary and therefore will need to resign in order to change positions.

Commissioner Skogquist resigned his position as Secretary.

Motion was made by Skogquist seconded by Dickinson to accept the resignation of Commissioner Skogquist as Secretary.

6 ayes – 0 nays. Motion carried.

Motion was made by Barthel seconded by Woestehoff to appoint Commissioner Skogquist as Treasurer.

6 ayes – 0 nays. Motion carried.

Chair Barthel stated that he had a conversation with Commissioner Woestehoff who would be interested in holding the Secretary position.

Motion was made by Barthel seconded by Lee to appoint Commissioner Woestehoff as Secretary.

6 ayes – 0 nays. Motion carried.

Chair Barthel noted that there is now representation from all four communities on the Executive Committee.

Ms. George stated that because there is a change in the Treasurer position, Commissioner Skogquist and Commissioner Lee would change positions on their committee assignments. She stated that Commissioner Skogquist would be a member of the Budget Committee and Commissioner Lee would become a member of the Personnel Committee.

GENERAL BUSINESS – 5

5.1 2021 Audit Report

Ms. George stated that QCTV has been working with Redpath and Company for a number of years and a representative is present to provide the results of the 2021 audit.

Andy Hering, Redpath and Company, presented the results of the 2021 audit. He reported a clean opinion, no internal control findings, and no compliance findings.

He also reviewed the communication with those charged with governance and provided details on the general fund.

Commissioner Skogquist asked if this organization completes audits for other similar organizations. He referenced the fund balance and noted that the revenue is generated through cable fees. He asked if that level of fund balance is common for this type of organization.

Mr. Hering confirmed that Redpath completes an audit for another Cable Commission which also holds a healthy fund balance because of the uncertainties.

Commissioner Dickinson stated that QCTV has members from four communities and the reason to maintain the fund balance is supported by the JPA. He noted that the fund balance allows capital improvements to be completed rather than bonding which would require approval from all involved communities.

Commissioner Lee commented that this is a great report and is indicative of the great leadership of Ms. George.

Motion was made by Skogquist and seconded by Specht to accept the 2021 Audit Report.

6 ayes – 0 nays. Motion carried.

5.2 Technology Projects 2022 Outlook

Ms. George noted that the next four items related to the capital investment plan for 2022, which was an aggressive plan involving all four member cities. She stated that this item will provide an overview while the following three items will be capital requests.

Mr. Sommer provided an update on the Commission approved City Hall equipment replacement. He noted that there have also been a few meetings with the website developer to determine the scope for that project. He noted a purchase that has been moved up in the schedule in order to better align with meeting schedules. He also highlighted some of the other requests that will be before the Commission later this year.

Commissioner Skogquist asked if Andover has held a meeting since the new equipment was installed.

Mr. Sommer replied that there have been multiple meetings since installation.

Commissioner Dickinson confirmed that there have been multiple meetings and the equipment worked well.

Commissioner Specht asked if there are plans for Ramsey updates.

Mr. Sommer stated that the Ramsey updates are planned for fall. He noted that most of the changes would occur in the room used by QCTV staff.

5.3 Capital Request – HVAC Replacement

Mr. Sommer stated that one of the HVAC units was replaced in 2020 and the Commission expressed interest in proactively planning for equipment replacement rather than waiting for failure. He noted that HVAC unit three is proposed for replacement. He noted that it has not failed but has been repaired a few times in recent years and therefore would most likely be the next to fail. He commented that staggering equipment replacement would also help to prevent a situation where all the equipment fails at once.

Chair Barthel recognized that the organization was able to use the equipment past its expected life.

Commissioner Skogquist asked if this would be the first of the four replacements.

Mr. Sommer replied that the first was replaced in 2020, so this would be the second replacement.

Motion was made by Dickinson and seconded by Woestehoff to approve the purchase outlined in Option One to replace furnace, condensing unit, and coil at a cost not to exceed \$11,000.

6 ayes – 0 nays. Motion carried.

5.4 Capital Request – Active Directory Replacement

Mr. Sommer provided background information on the active directory and proposed replacement.

Chair Barthel referenced the proposed action and asked if the \$7,500 would cover both refurbished units or the price per unit.

Mr. Sommer replied that would be the cost for both units together.

Commissioner Woestehoff asked if they have considered a hybrid option and provided additional details.

Mr. Sommer replied that they did not consider that and provided additional details noting that there is fiber running to Champlin City Hall, where the second server would be housed.

Commissioner Woestehoff encouraged staff to do additional research to determine if that option would be a better solution. He asked if there is currently a backup system in place.

Mr. Sommer provided additional details on the system. He stated that he would be open to purchasing the main server and delaying the second portion of the purchase to further investigate the options suggested by Commissioner Woestehoff.

Motion was made by Woestehoff and seconded by Dickinson to approve purchase of one refurbished Dell servers at a cost up to \$5,500 and purchase of Windows Server and Client licenses up to \$2,800 and to approve Maza Technologies to do all setup and configuration of servers at a cost not to exceed \$2,875.

Further discussion: Commissioner Specht encouraged staff to look at cloud-based solutions as well.

6 ayes – 0 nays. Motion carried.

5.5 Capital Request – Cablecast Equipment

Mr. Sommer stated that cablecast is one of the main core services provided by QCTV. He stated that they have been looking to update that equipment the time seems right. He noted that the newer version of the software would also allow for testing of closed captioning.

Chair Barthel noted that this is a project that was budgeted for about \$90,000 therefore there are funds within the budget for this expense.

Motion was made by Woestehoff and seconded by Dickinson to approve the cablecast equipment from Z-Systems not to exceed \$59,383.80 plus up to five percent for freight or necessary accessory items.

6 ayes – 0 nays. Motion carried.

5.6 Other

None.

ADJOURN – 6

Time of adjournment 11:45 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of April 30, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,989,976.47
- PayPay acct	425.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,499.74
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,352,151.30
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,352,151.30</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	53,341.12
Other Current Liabilities	0.35
Total Current Liabilities	<u>\$ 53,341.47</u>
Equity	<u>3,298,809.83</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,352,151.30</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,946,719.75 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Apr 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 41.67	\$ (41.67)	0.00%	\$ 36.09	\$ 500.00	\$ (463.91)	7.22%
Equipment Grant	61,856.02	5,000.00	56,856.02	1237.12%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees		71,500.00	(71,500.00)	0.00%	0.00	858,000.00	(858,000.00)	0.00%
Interest Income	571.46	375.00	196.46	152.39%	820.44	4,500.00	(3,679.56)	18.23%
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%
Total Income	62,427.48	112,708.34	(50,280.86)	55.39%	62,712.55	1,352,500.00	(1,289,787.45)	4.64%
Expenses								
A-PERA Expense	3,733.33	4,628.08	(894.75)	80.67%	14,926.37	55,537.00	(40,610.63)	26.88%
A-SS/Medicare Expense	3,858.19	4,860.17	(1,001.98)	79.38%	15,092.10	58,322.00	(43,229.90)	25.88%
A-Wages - Full-time	43,237.61	50,566.33	(7,328.72)	85.51%	161,560.23	606,796.00	(445,235.77)	26.63%
A-Wages - Part-time	8,137.89	10,000.00	(1,862.11)	81.38%	37,236.26	120,000.00	(82,763.74)	31.03%
Accounting / HR Services	876.73	1,333.33	(456.60)	65.75%	3,265.77	16,000.00	(12,734.23)	20.41%
Ads/Promos/Sponsorships	775.00	916.67	(141.67)	84.55%	1,099.99	11,000.00	(9,900.01)	10.00%
Andover Capital Equipment	82.50	416.67	(334.17)	19.80%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	631.48	1,333.33	(701.85)	47.36%	5,186.61	16,000.00	(10,813.39)	32.42%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	524.10	5,000.00	(4,475.90)	10.48%
Audit	15,721.93	1,375.00	14,346.93	1143.41%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	597.02	500.00	97.02	119.40%	2,370.69	6,000.00	(3,629.31)	39.51%
Building - Insurance		350.00	(350.00)	0.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance	739.39	833.33	(93.94)	88.73%	2,801.79	10,000.00	(7,198.21)	28.02%
Building - Supplies	94.40	125.00	(30.60)	75.52%	527.11	1,500.00	(972.89)	35.14%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	2,100.00	6,300.00	(4,200.00)	33.33%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	339.60	5,000.00	(4,660.40)	6.79%
City Sewer & Water	137.51	216.67	(79.16)	63.47%	418.22	2,600.00	(2,181.78)	16.09%
Commission Expense		208.33	(208.33)	0.00%	48.00	2,500.00	(2,452.00)	1.92%
Consulting Services		5,833.33	(5,833.33)	0.00%	5,940.00	70,000.00	(64,060.00)	8.49%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Apr 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Continuing Education			0.00		907.80	0.00	907.80	
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,223.52	1,250.00	(26.48)	97.88%	4,904.76	15,000.00	(10,095.24)	32.70%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	562.49	1,666.67	(1,104.18)	33.75%	3,548.19	20,000.00	(16,451.81)	17.74%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,292.10	7,666.67	(1,374.57)	82.07%	28,438.44	92,000.00	(63,561.56)	30.91%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service	425.00	416.67	8.33	102.00%	425.00	5,000.00	(4,575.00)	8.50%
Legal Fees	947.00	1,500.00	(553.00)	63.13%	2,062.00	18,000.00	(15,938.00)	11.46%
Licenses and Permits		250.00	(250.00)	0.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals		83.33	(83.33)	0.00%	288.49	1,000.00	(711.51)	28.85%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	2,000.00	10,000.00	(8,000.00)	20.00%
Mileage	488.30	1,000.00	(511.70)	48.83%	1,431.91	12,000.00	(10,568.09)	11.93%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(101.19)	500.00	(601.19)	-20.24%
Natural Gas	410.66	416.67	(6.01)	98.56%	1,684.32	5,000.00	(3,315.68)	33.69%
Office Supplies / Equipment	711.07	500.00	211.07	142.21%	4,113.35	6,000.00	(1,886.65)	68.56%
Payroll Expenses (ADP/HSA)	215.00	83.33	131.67	258.01%	862.50	1,000.00	(137.50)	86.25%
Postage	24.38	41.67	(17.29)	58.51%	97.82	500.00	(402.18)	19.56%
Printing / Copy Services		41.67	(41.67)	0.00%	38.61	500.00	(461.39)	7.72%
Professional Development	373.14	1,833.33	(1,460.19)	20.35%	1,972.27	22,000.00	(20,027.73)	8.96%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.67	(310.80)	25.41%	423.57	5,000.00	(4,576.43)	8.47%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.67	(166.67)	0.00%	349.50	2,000.00	(1,650.50)	17.48%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%
State Unemploy Exp	144.38	208.33	(63.95)	69.30%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	2,412.89	7,500.00	(5,087.11)	32.17%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Apr 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services	565.39	1,833.33	(1,267.94)	30.84%	12,692.36	22,000.00	(9,307.64)	57.69%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	296.28	1,250.00	(953.72)	23.70%	1,020.14	15,000.00	(13,979.86)	6.80%
Vehicle - Insurance		116.67	(116.67)	0.00%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	9.59	625.00	(615.41)	1.53%	1,268.34	7,500.00	(6,231.66)	16.91%
Waste Removal	145.56	133.33	12.23	109.17%	563.26	1,600.00	(1,036.74)	35.20%
Web / VOD / Int / CaTV / Phone	1,302.98	2,333.33	(1,030.35)	55.84%	9,750.98	28,000.00	(18,249.02)	34.82%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	94,459.62	112,679.58	(18,219.96)	83.83%	362,120.96	1,352,155.00	(990,034.04)	26.78%
Net Income	\$ (32,032.14)	\$ 28.76	\$ (32,060.90)	-111377.40%	\$ (299,408.41)	\$ 345.00	\$ (299,753.41)	-86785.05%
ZCIP - Andover	19,844.76				68,774.63			
ZCIP - Anoka	16,476.76				65,132.36			
ZCIP - Champlin	17,591.18				65,535.38			
ZCIP - Master Control Equipment					106.60			
ZCIP - Mobile Vehicles & Equipment					14,561.17			
ZCIP - Office Equipment					3,638.14			
ZCIP - Portable Field Equipment	1,406.50				32,288.20			
ZCIP - Ramsey	1,476.76				48,419.60			
	<u>56,795.96</u>				<u>298,456.08</u>			

QCTV Bank Reconciliation

April 2022

Beginning Balance - 4M Statement	2,044,289.62
Less: Cleared Checks/Withdrawals	(86,457.71)
Plus: 4M Fund Interest	336.82
Plus: Bank Deposits/Credits	61,856.02
 Bank Balance	 \$2,020,024.75
Book Balance	2,020,024.75
Adjusted Book Balance	2,020,024.75
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

April 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/08/2022	14086	Associated Bank	-134.62
04/08/2022	14087	HealthEquity Inc.	-495.81
04/08/2022	W D	Minnesota State Retirement System	-650.00
04/08/2022	W D	PERA	-3,488.82
04/15/2022	14088	ACE Solid Waste, Inc.	-145.56
04/15/2022	14089	Alpha Video & Audio Inc.	-7,032.50
04/15/2022	14090	AT&T Mobility	-1,452.74
04/15/2022	14091	CenterPoint Energy	-410.66
04/15/2022	14092	City of Champlin	-137.51
04/15/2022	14093	Comcast Cable	-891.13
04/15/2022	14094	Gerald S. Thomson	-240.00
04/15/2022	14095	Joe G. Ruhland	-113.74
04/15/2022	14096	Master Technology Group Inc.	-3,368.00
04/15/2022	14097	Maza Technologies, LLC	-1,664.60
04/15/2022	14098	NATO A	-775.00
04/15/2022	14099	Peter James Hayes	-240.00
04/15/2022	14100	Strategic Hawks, Ilc	-239.56
04/15/2022	14101	T-Mobile	-93.45
04/15/2022	14102	Timesavers	-195.50
04/15/2022	14103	U.S. Bank Corporate	-3,087.40
04/15/2022	14104	Verizon	-120.03
04/15/2022	14105	Vividly Clean Inc.	-597.02
04/15/2022	14106	Xcel Energy	-1,214.05
04/22/2022	14107	Amazon	-1,610.67
04/22/2022	14108	Associated Bank	-134.62
04/22/2022	14109	Comcast 2	-487.47
04/22/2022	14110	HealthEquity Inc.	-495.81
04/22/2022	14111	The Lincoln National Life Ins. Co.	-602.13
04/22/2022	W D	Minnesota State Retirement System	-650.00
04/22/2022	W D	PERA	-3,480.03
04/29/2022	14112	City of Andover	-15,000.00
04/29/2022	14113	Costco Membership	-60.00
04/29/2022	14114	Kennedy & Graven, Chartered	-115.00
04/29/2022	14115	Minnesota Unemployment Ins.	-144.38
04/29/2022	14116	Preferred One Insurance Co.	-6,498.50
Total for Quad Cities Commission			\$ -56,066.31

Quad Cities Communications Commission
Balance Sheet Summary
As of May 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,237,081.54
- PayPay acct	453.07
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,357,112.22
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,599,896.83
 Fixed Assets	 0.00
 TOTAL ASSETS	 \$ 3,599,896.83
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	25,632.60
Other Current Liabilities	0.37
Total Current Liabilities	\$ 25,632.97
 Equity	 3,574,263.86
TOTAL LIABILITIES AND EQUITY	\$ 3,599,896.83 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,194,465.28 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	May 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 27.98	\$ 41.67	\$ (13.69)	67.15%	\$ 64.07	\$ 500.00	\$ (435.93)	12.81%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees	253,493.63	71,500.00	181,993.63	354.54%	253,493.63	858,000.00	(604,506.37)	29.54%
Interest Income	1,562.77	375.00	1,187.77	416.74%	2,383.21	4,500.00	(2,116.79)	52.96%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee	135,166.01	35,750.00	99,416.01	378.09%	135,166.01	429,000.00	(293,833.99)	31.51%
Total Income	390,250.39	112,708.34	277,542.05	346.25%	452,962.94	1,352,500.00	(899,537.06)	33.49%
Expenses								
A-PERA Expense	3,785.84	4,628.08	(842.24)	81.80%	18,712.21	55,537.00	(36,824.79)	33.69%
A-SS/Medicare Expense	4,065.51	4,860.17	(794.66)	83.65%	19,157.61	58,322.00	(39,164.39)	32.85%
A-Wages - Full-time	43,089.61	50,566.33	(7,476.72)	85.21%	204,649.84	606,796.00	(402,146.16)	33.73%
A-Wages - Part-time	10,606.14	10,000.00	606.14	106.06%	47,842.40	120,000.00	(72,157.60)	39.87%
Accounting / HR Services	783.14	1,333.33	(550.19)	58.74%	4,048.91	16,000.00	(11,951.09)	25.31%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	1,099.99	11,000.00	(9,900.01)	10.00%
Andover Capital Equipment		416.67	(416.67)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	1,455.00	1,333.33	121.67	109.13%	6,641.61	16,000.00	(9,358.39)	41.51%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	656.00	5,000.00	(4,344.00)	13.12%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	597.02	500.00	97.02	119.40%	2,967.71	6,000.00	(3,032.29)	49.46%
Building - Insurance		350.00	(350.00)	0.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance	115.00	833.33	(718.33)	13.80%	2,916.79	10,000.00	(7,083.21)	29.17%
Building - Supplies	128.51	125.00	3.51	102.81%	655.62	1,500.00	(844.38)	43.71%
Car Allowance	250.00	250.00	0.00	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	2,625.00	6,300.00	(3,675.00)	41.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	424.50	5,000.00	(4,575.50)	8.49%
City Sewer & Water	136.46	216.67	(80.21)	62.98%	554.68	2,600.00	(2,045.32)	21.33%
Commission Expense	145.50	208.33	(62.83)	69.84%	193.50	2,500.00	(2,306.50)	7.74%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	7,320.00	70,000.00	(62,680.00)	10.46%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	May 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Continuing Education	907.80		907.80		1,815.60	0.00	1,815.60	
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	983.18	1,250.00	(266.82)	78.65%	5,887.94	15,000.00	(9,112.06)	39.25%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,037.63	1,666.67	(629.04)	62.26%	4,585.82	20,000.00	(15,414.18)	22.93%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,292.10	7,666.67	(1,374.57)	82.07%	34,730.54	92,000.00	(57,269.46)	37.75%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service	450.00	416.67	33.33	108.00%	875.00	5,000.00	(4,125.00)	17.50%
Legal Fees	65.00	1,500.00	(1,435.00)	4.33%	2,127.00	18,000.00	(15,873.00)	11.82%
Licenses and Permits		250.00	(250.00)	0.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals	675.20	83.33	591.87	810.27%	963.69	1,000.00	(36.31)	96.37%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	2,000.00	10,000.00	(8,000.00)	20.00%
Mileage	297.96	1,000.00	(702.04)	29.80%	1,729.87	12,000.00	(10,270.13)	14.42%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(101.19)	500.00	(601.19)	-20.24%
Natural Gas	329.01	416.67	(87.66)	78.96%	2,013.33	5,000.00	(2,986.67)	40.27%
Office Supplies / Equipment	920.12	500.00	420.12	184.02%	5,033.47	6,000.00	(966.53)	83.89%
Payroll Expenses			0.00		0.00	0.00	0.00	
Wages	391.00		391.00		391.00	0.00	391.00	
Total Payroll Expenses	391.00	0.00	391.00		391.00	0.00	391.00	
Payroll Expenses (ADP/HSA)	212.50	83.33	129.17	255.01%	1,075.00	1,000.00	75.00	107.50%
Postage	66.98	41.67	25.31	160.74%	164.80	500.00	(335.20)	32.96%
Printing / Copy Services		41.67	(41.67)	0.00%	38.61	500.00	(461.39)	7.72%
Professional Development	4,125.66	1,833.33	2,292.33	225.04%	6,097.93	22,000.00	(15,902.07)	27.72%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.67	(310.80)	25.41%	529.44	5,000.00	(4,470.56)	10.59%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services	154.00	166.67	(12.67)	92.40%	503.50	2,000.00	(1,496.50)	25.18%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	May 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.33	(208.33)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	3,015.02	7,500.00	(4,484.98)	40.20%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	738.99	1,833.33	(1,094.34)	40.31%	13,431.35	22,000.00	(8,568.65)	61.05%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	7,502.04	1,250.00	6,252.04	600.16%	8,522.18	15,000.00	(6,477.82)	56.81%
Vehicle - Insurance		116.67	(116.67)	0.00%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	854.83	625.00	229.83	136.77%	2,123.17	7,500.00	(5,376.83)	28.31%
Waste Removal	148.34	133.33	15.01	111.26%	711.60	1,600.00	(888.40)	44.48%
Web / VOD / Int / CaTV / Phone	2,029.37	2,333.33	(303.96)	86.97%	11,780.35	28,000.00	(16,219.65)	42.07%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	96,169.24	112,679.58	(16,510.34)	85.35%	458,290.20	1,352,155.00	(893,864.80)	33.89%
Net Income	\$ 294,081.15	\$ 28.76	\$ 294,052.39	1022535.29%	\$ (5,327.26)	\$ 345.00	\$ (5,672.26)	-1544.13%
ZCIP - Andover	259.12				69,033.75			
ZCIP - Anoka	3,368.00				68,500.36			
ZCIP - Champlin					65,535.38			
ZCIP - Master Control Equipment					106.60			
ZCIP - Mobile Vehicles & Equipment					14,561.17			
ZCIP - Office Equipment					3,638.14			
ZCIP - Portable Field Equipment					32,288.20			
ZCIP - Ramsey	15,000.00				63,419.60			
	<u>18,627.12</u>				<u>317,083.20</u>			

QCTV Bank Reconciliation

May 2022

Beginning Balance - 4M Statement	2,020,024.75
Less: Cleared Checks/Withdrawals	(149,443.58)
Plus: 4M Fund Interest	950.29
Plus: Bank Deposits/Credits	388,659.64
 Bank Balance	 \$2,260,191.10
Book Balance	2,260,191.10
Adjusted Book Balance	2,260,191.10
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

May 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/06/2022	14117	Associated Bank	-134.62
05/06/2022	14118	HealthEquity Inc.	-495.81
05/06/2022	W D	Minnesota State Retirement System	-650.00
05/06/2022	W D	PERA	-3,592.93
05/17/2022	14119	ACE Solid Waste, Inc.	-148.34
05/17/2022	14120	Alpha Video & Audio Inc.	-1,114.42
05/17/2022	14121	B&H Photo-Video	-746.64
05/17/2022	14122	CenterPoint Energy	-329.01
05/17/2022	14123	City of Andover	-799.04
05/17/2022	14124	City of Anoka	-15,000.00
05/17/2022	14125	City of Champlin	-15,136.46
05/17/2022	14126	City of Ramsey	-15,000.00
05/17/2022	14127	Comcast 2	-487.47
05/17/2022	14128	Comcast Cable	-891.13
05/17/2022	14129	Gerald S. Thomson	-240.00
05/17/2022	14130	Greenery Enterprises, Inc.	-425.00
05/17/2022	14131	Huebsch	-144.81
05/17/2022	14132	James R. Erickson	-255.00
05/17/2022	14133	Joe G. Ruhland	-277.74
05/17/2022	14134	Maza Technologies, LLC	-1,664.60
05/17/2022	14135	Redpath and Company	-15,721.93
05/17/2022	14136	Securitas Electronic Security Inc.	-422.40
05/17/2022	14137	T-Mobile	-93.45
05/17/2022	14138	U.S. Bank Corporate	-1,163.12
05/17/2022	14139	Verizon	-120.05
05/17/2022	14140	Vividly Clean Inc.	-597.02
05/17/2022	14141	Xcel Energy	-1,223.52
05/20/2022	14142	Alpha Video & Audio Inc.	-1,380.00
05/20/2022	14143	Associated Bank	-134.62
05/20/2022	14144	Barna, Guzy & Steffen, LTD	-832.00
05/20/2022	14145	City of Andover	-901.11
05/20/2022	14146	HealthEquity Inc.	-495.81
05/20/2022	14147	Minnesota Assoc. of Community Telecommunications	-1,375.00
05/20/2022	14148	Monarch Pest Control	-115.00
05/20/2022	14149	The Lincoln National Life Ins. Co.	-602.13
05/20/2022	W D	Minnesota State Retirement System	-650.00
05/20/2022	W D	PERA	-3,473.94
Total for Quad Cities Commission			\$ -86,834.12

Quad Cities Communications Commission
Balance Sheet Summary
As of June 30, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,144,430.20
- PayPay acct	453.07
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,358,144.41
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,508,277.68
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,508,277.68</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	88,988.26
Other Current Liabilities	0.37
Total Current Liabilities	<u>\$ 88,988.63</u>
Equity	<u>3,419,289.05</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,508,277.68 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$410,004

Capital Reserves = \$3,098,273.68 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Jun 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 41.67	\$ (41.67)	0.00%	\$ 64.07	\$ 500.00	\$ (435.93)	12.81%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees		71,500.00	(71,500.00)	0.00%	253,493.63	858,000.00	(604,506.37)	29.54%
Interest Income	2,676.89	375.00	2,301.89	713.84%	5,060.10	4,500.00	560.10	112.45%
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%	135,166.01	429,000.00	(293,833.99)	31.51%
Total Income	2,676.89	112,708.34	(110,031.45)	2.38%	455,639.83	1,352,500.00	(896,860.17)	33.69%
Expenses								
A-PERA Expense	3,758.25	4,628.08	(869.83)	81.21%	22,470.46	55,537.00	(33,066.54)	40.46%
A-SS/Medicare Expense	4,037.50	4,860.17	(822.67)	83.07%	23,195.11	58,322.00	(35,126.89)	39.77%
A-Wages - Full-time	43,422.61	50,566.33	(7,143.72)	85.87%	248,072.45	606,796.00	(358,723.55)	40.88%
A-Wages - Part-time	10,161.89	10,000.00	161.89	101.62%	58,004.29	120,000.00	(61,995.71)	48.34%
Accounting / HR Services	965.77	1,333.33	(367.56)	72.43%	5,014.68	16,000.00	(10,985.32)	31.34%
Ads/Promos/Sponsorships	400.00	916.67	(516.67)	43.64%	1,499.99	11,000.00	(9,500.01)	13.64%
Andover Capital Equipment		416.67	(416.67)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	1,149.98	1,333.33	(183.35)	86.25%	7,791.59	16,000.00	(8,208.41)	48.70%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	787.90	5,000.00	(4,212.10)	15.76%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	597.02	500.00	97.02	119.40%	3,564.73	6,000.00	(2,435.27)	59.41%
Building - Insurance		350.00	(350.00)	0.00%	2,786.00	4,200.00	(1,414.00)	66.33%
Building - Maintenance		833.33	(833.33)	0.00%	2,916.79	10,000.00	(7,083.21)	29.17%
Building - Supplies	53.86	125.00	(71.14)	43.09%	709.48	1,500.00	(790.52)	47.30%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	3,150.00	6,300.00	(3,150.00)	50.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	509.40	5,000.00	(4,490.60)	10.19%
City Sewer & Water	269.72	216.67	53.05	124.48%	824.40	2,600.00	(1,775.60)	31.71%
Commission Expense	40.28	208.33	(168.05)	19.33%	233.78	2,500.00	(2,266.22)	9.35%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	8,700.00	70,000.00	(61,300.00)	12.43%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Jun 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Continuing Education			0.00		1,815.60	0.00	1,815.60	
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,513.85	1,250.00	263.85	121.11%	7,401.79	15,000.00	(7,598.21)	49.35%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	646.48	1,666.67	(1,020.19)	38.79%	5,232.30	20,000.00	(14,767.70)	26.16%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,292.10	7,666.67	(1,374.57)	82.07%	41,022.64	92,000.00	(50,977.36)	44.59%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	3,096.00	4,800.00	(1,704.00)	64.50%
Lawn Service	700.00	416.67	283.33	168.00%	1,575.00	5,000.00	(3,425.00)	31.50%
Legal Fees	438.00	1,500.00	(1,062.00)	29.20%	2,565.00	18,000.00	(15,435.00)	14.25%
Licenses and Permits		250.00	(250.00)	0.00%	250.00	3,000.00	(2,750.00)	8.33%
Meals	91.25	83.33	7.92	109.50%	1,054.94	1,000.00	54.94	105.49%
Memberships - NATOA / Others	1,000.00	833.33	166.67	120.00%	3,000.00	10,000.00	(7,000.00)	30.00%
Mileage	209.15	1,000.00	(790.85)	20.92%	1,939.02	12,000.00	(10,060.98)	16.16%
Miscellaneous Expenses	(122.64)	41.67	(164.31)	-294.31%	(223.83)	500.00	(723.83)	-44.77%
Natural Gas	135.92	416.67	(280.75)	32.62%	2,149.25	5,000.00	(2,850.75)	42.99%
Office Supplies / Equipment	238.75	500.00	(261.25)	47.75%	5,272.22	6,000.00	(727.78)	87.87%
Payroll Expenses			0.00		0.00	0.00	0.00	
Wages	136.00		136.00		527.00	0.00	527.00	
Total Payroll Expenses	136.00	0.00	136.00		527.00	0.00	527.00	
Payroll Expenses (ADP/HSA)	212.50	83.33	129.17	255.01%	1,287.50	1,000.00	287.50	128.75%
Postage	61.36	41.67	19.69	147.25%	226.16	500.00	(273.84)	45.23%
Printing / Copy Services		41.67	(41.67)	0.00%	38.61	500.00	(461.39)	7.72%
Professional Development	1,032.53	1,833.33	(800.80)	56.32%	7,130.46	22,000.00	(14,869.54)	32.41%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.67	(310.80)	25.41%	635.31	5,000.00	(4,364.69)	12.71%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.67	(166.67)	0.00%	503.50	2,000.00	(1,496.50)	25.18%
Snow Plowing Service		500.00	(500.00)	0.00%	3,462.00	6,000.00	(2,538.00)	57.70%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2022 - FY22 P&L
January - December 2022

	Jun 2022				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.33	(208.33)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	3,617.15	7,500.00	(3,882.85)	48.23%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	805.34	1,833.33	(1,027.99)	43.93%	14,236.69	22,000.00	(7,763.31)	64.71%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	976.34	1,250.00	(273.66)	78.11%	9,498.52	15,000.00	(5,501.48)	63.32%
Vehicle - Insurance		116.67	(116.67)	0.00%	887.00	1,400.00	(513.00)	63.36%
Vehicle - Maintenance / Gas	337.58	625.00	(287.42)	54.01%	2,460.75	7,500.00	(5,039.25)	32.81%
Waste Removal	148.34	133.33	15.01	111.26%	859.94	1,600.00	(740.06)	53.75%
Web / VOD / Int / CaTV / Phone	2,028.83	2,333.33	(304.50)	86.95%	13,809.18	28,000.00	(14,190.82)	49.32%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	84,818.36	112,679.58	(27,861.22)	75.27%	543,108.56	1,352,155.00	(809,046.44)	40.17%
Net Income	\$ (82,141.47)	\$ 28.76	\$ (82,170.23)	-285610.12%	\$ (87,468.73)	\$ 345.00	\$ (87,813.73)	-25353.26%
ZCIP - Andover	900.00				69,933.75			
ZCIP - Anoka	1,168.52				69,668.88			
ZCIP - Champlin	900.00				66,435.38			
ZCIP - Master Control Equipment	59,770.82				59,877.42			
ZCIP - Mobile Vehicles & Equipment					14,561.17			
ZCIP - Office Equipment					3,638.14			
ZCIP - Portable Field Equipment	9,194.00				41,482.20			
ZCIP - Ramsey	900.00				64,319.60			
	<u>72,833.34</u>				<u>389,916.54</u>			

QCTV Bank Reconciliation

June 2022

Beginning Balance - 4M Statement	2,260,191.10
Less: Cleared Checks/Withdrawals	(115,318.00)
Plus: 4M Fund Interest	1,644.70
Plus: Bank Deposits/Credits	
 Bank Balance	 \$2,146,517.80
Book Balance	2,146,517.80
Adjusted Book Balance	2,146,517.80
 Difference:	 \$0.00

Completed by: MX

Quad Cities Communications Commission

Bill Payment List

June 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/03/2022	14150	ACE Solid Waste, Inc.	-148.34
06/03/2022	14151	Alpha Video & Audio Inc.	-2,344.56
06/03/2022	14152	Amazon	-4,338.32
06/03/2022	14153	Associated Bank	-134.62
06/03/2022	14154	Coordinated Business Systems, LTD	-263.00
06/03/2022	14155	Gerald S. Thomson	-400.00
06/03/2022	14156	HealthEquity Inc.	-495.81
06/03/2022	14157	James R. Erickson	-240.00
06/03/2022	14158	Joe G. Ruhland	-560.00
06/03/2022	14159	NAC Building Solutions	-316.99
06/03/2022	14160	Preferred One Insurance Co.	-6,498.50
06/03/2022	14161	Strategic Hawks, Ilc	-240.00
06/03/2022	14162	T-Mobile	-93.45
06/03/2022	14163	Xcel Energy	-983.18
06/03/2022	W D	Minnesota State Retirement System	-650.00
06/03/2022	W D	PERA	-3,512.41
06/17/2022	14164	Associated Bank	-134.62
06/17/2022	14165	AT&T Mobility	-726.37
06/17/2022	14166	CDW Direct	-431.39
06/17/2022	14167	CenterPoint Energy	-135.92
06/17/2022	14168	City of Andover	-983.26
06/17/2022	14169	City of Champlin	-269.72
06/17/2022	14170	Comcast 2	-487.47
06/17/2022	14171	Comcast Cable	-891.13
06/17/2022	14172	Greenery Enterprises, Inc.	-1,150.00
06/17/2022	14173	HealthEquity Inc.	-495.81
06/17/2022	14174	Master Technology Group Inc.	-3,368.00
06/17/2022	14175	Maza Technologies, LLC	-1,664.60
06/17/2022	14176	Strategic Hawks, Ilc	-200.95
06/17/2022	14177	The Lincoln National Life Ins. Co.	-602.13
06/17/2022	14178	Timesavers	-154.00
06/17/2022	14179	U.S. Bank Corporate	-3,793.71
06/17/2022	14180	Verizon	-120.03
06/17/2022	14181	Vividly Clean Inc.	-597.02
06/17/2022	W D	Minnesota State Retirement System	-650.00
06/17/2022	W D	PERA	-3,502.99
Total for Quad Cities Commission			\$ -41,578.30

QCCCC Agenda Item

4.3 Executive Director's Report

September 5, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Chamber Mixer event

QCTV will host a Chamber Mixer at the studio on September 14, 4-6 pm. Please attend if your schedule allows.

September 15 commission meeting in Anoka

Commission meetings have been moved to City of Anoka due to Highway 10 construction. The September 15 meeting begins at 11 am.

Technology Work Session rescheduled

The commission technology work session has been moved from the September meeting to the November meeting. The work session will begin at 10 am (not 9:30 am).

Commission / Staff appreciation event

The commission/staff appreciation event will be held on September 29.

Champlin City Council presentation

In 2021 I made a 40th anniversary presentation to each of the member cities except Champlin. On August 22 (my 10-year work anniversary at QCTV) Chair Jamie Barthel, Seamus Burke, and me presented to the Champlin City Council.

Personnel Committee Recap

The Personnel Committee met to review healthcare renewal, compensation study, 2023 wage plan. Recommendations were forwarded to budget committee for inclusion in the 2023 budget.

Budget Committee Recap

The Budget Committee met to review the proposed 2023 operating budget and 5-year capital plan. This item will also be on the September agenda for commission action.

2022 Capital Investment Implementation

QCTV has a major CIP to implement in 2022. The 2022 CIP budget is \$1,250,250. The city hall production equipment installs are complete for Andover, Anoka, and Champlin. Ramsey install is scheduled for later in September.

Supplemental Revenue

The Lexica Phase III report on supplemental revenue has been completed and will be on the September agenda.

Franchise Fee Audit

Ashpaugh & Sculco, CPAs (A&S) finalized the audit of Comcast fees and the commission accepted the audit at the May 2021 meeting. Comcast payment of undisputed items was received in late October 2021. Staff has made payment to Comcast for the audit finding of Comcast overpayment of annual equipment grant. Discussion on the disputed audit findings continue and staff expects resolution shortly.

Asphalt replacement

The QCTV parking lot requires a mil and overlay maintenance. Two estimates received. \$28,000-\$33,000. Two additional companies were contacted but no estimate received. This item is on the September commission agenda.

Compensation study

QCTV participated in a compensation study with sister stations in the metro area. The data has been used to inform staff planning/budgeting for 2023.

Core Services and ala carte services request

The QCTV core services document has been shared with all commissioners. The ala carte services request proposal has been created and will be reviewed by the budget committee.

2022 Election Coverage

2022 election coverage. Has begun. Election forum sponsoring organizations have scheduled the forums. All candidate forums videotaped by QCTV (and in some cases sister station productions) will be available for viewing on demand on the QCTV website and the YouTube channel. The programs will also playback on the cable channel.

The city of Anoka is sponsoring and producing candidate statements independent of QCTV.

\$15,000 Member City Hall Grant for Non-Cablecast meetings

All member cities have received the \$15,000 grant for the city's plan for non-cablecast meetings.

Annual \$20,000 Grant to Member Cities

All member cities have received the annual \$20,000 grant.

City Communications Quarterly meeting

City communications staff met at QCTV to review collaborations and plan for upcoming communications activities. New Facebook video collaboration tool is working well with

adoption by member cities. Increase in engagement noted. This new Facebook integration allows both collaborators to view engagement stats of the video.

Insurance renewals

Annual insurance renewal with LMCIT/North Risk Partners for general liability and workers' compensation insurance is complete. Awaiting invoice from LMCIT in early fall.

ROW Complaint in Anoka

This issue has been resolved.

League of Minnesota Cities Telecom Task Force

Draft language revisions have been submitted to the LMC legislative policy group for inclusion in legislative planning for 2023.

Insurance claim filed - camera

A mobile production camera was damaged due to a wind gust in June. No employee injuries. A claim has been filed for replacement. All paperwork has been received by adjuster and issuance of payment has been received.

Jerry Cotten obituary

Long-time commission chair Jerry Cotten passed away.

<https://www.thurston-deshaw.com/obituary/gerald-cotten>

Anoka Area Chamber of Commerce

QCTV continues to provide coverage of Chamber events of interest to the public and the monthly business profile chamber show. I continue to participate in new business ribbon cutting events as a Chamber Ambassador.

The Post

This weekly live local news and show airs weekly on Wednesdays at 2 pm, followed by the short packages posted on social media and the full program plays on channel/VOD. Please see staff report for engagement details.

The Post celebrates milestone 100 episodes

The Post celebrated two years and the 100th show on June 8.

Graduations completed

Five area high school graduation ceremonies were completed in early June. Viewers continue to purchase digital downloads and DVDs.

Andover Fun Fest

QCTV sponsored and produced live cablecast/streaming of the parade. Local residents Joe Ruhland and Jim Childs provided commentary.

Champlin Father Hennepin Days

QCTV sponsored live cable cast of parade.

Memorial Day coverage

Two city memorial day events were covered: Andover and Anoka. Multiplatform video distribution on channel, website and YouTube.

HVAC replacement

The capital project to replace HVAC unit is complete.

Commission organization items

US Bank account access updated with commission officer changes.

Treasurer duties hand-off and orientation meeting completed.

2021 Audit report filed with Minnesota state auditor office.

Drone certifications

Producer Billy Austin has completed drone training and successfully passed the certification.

Congratulations. Taylor Johnson has previously been certified. Other producers are in training.

Power Surge Impact

There was a power surge on June 20th at QCTV. Machine Room and Studio equipment was not adversely affected. There were city equipment issues this same day. Power was reset on devices at Champlin City Hall and Ramsey City Hall. The meeting participants were not affected by any of the problems. A video scaler device had failed at Champlin and a spare device from QCTV has replaced it. At Ramsey, the VDesk computer and the LiveU both needed to be rebooted.

I-Net fiber optics line severed

A Comcast fiber optic cable was cut along Highway 10 at Thurston May 10th. QCTV monitors the I-Net and identified that the I-Net connection from Ramsey City Hall to QCTV was down. Cable modem service at city hall was also out. The City of Ramsey's internet provider was not affected by the Comcast outage. Fiber was repaired and services restored before the Ramsey City Council meeting that evening.

Executive Director Performance Review 2021

Completed.

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

May 31, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of May, we produced 20 live government meetings; 2 meetings were cancelled.

Regular productions included 4 live episodes of *The Post* involving 24 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. Our news stories are distributed on social media per our strategic plan.

Spring sports resulted in 7 truck shoots and 6 "lite" productions.

We produced *The Chamber Report*, and 2 episodes of *QCTV Goes to the Movies* in our studio.

We held *PSA Day* in the studio last month and worked on completing 12 PSA's with local non-profit organizations.

Via Zoom, we produced an episode of *The District Court Show* and *League of Women Voters: Spotlight on Issue: Andover High School DROP Club*. We covered the CARE Grant Program in Anoka producing a program and a story for *The Post*.

We produced live coverage of the Andover Oak View Middle School's Memorial Day concert.

We covered the Anoka Memorial Day Ceremony at the Anoka Legion.

Procured programming included a sister stations' live coverage of Roseville Area High School's concert series and *Inside Healthcare*. We are also carrying Minnesota Vixen football games and Saints baseball games, produced by sister stations. We are also playing back the *Minnesota Book Awards* produced by a sister station.

Also, construction on Highway 10 is ongoing so we are doing a series of stories that we are putting on YouTube and sharing with sister stations that are affected by the construction.

Testimonials:

"Cory- LOVE the PSA you produced for us! This is a wonderful video and will be an awesome tool for us to use to both let people know who we are as well as recruit employees. Thank you so much for doing this. We are grateful to QCTV for this opportunity. We sincerely appreciate it and will be in touch!"

- Holly Pounds, Director of Marketing and Intake, CHOICE, Inc. Maple Grove

"Katherine- We had a wonderful event last night and Billy could not have been more professional and willing to assist. Our guest speaker, Anoka High School alum Minnesota Supreme Court Judge Margaret Chutich, had the attention of everyone in the room. She was magnificent in many ways- but to hold the attention of The A Club as she did- was fun to see. Thank you for your support of the Alumni club annual event.

- Jim Lundeen, RJM Enterprises, Ramsey

"Katherine- Thank you for your support and help with our assembly. Your tech crew were so amazing, kind and professional! It is so awesome we were able to partner together with this project!"

- Darrin Bleess, Oak View Middle School Band teacher

"Thank you, Katherine for your support of the American Legion in Anoka!"

- Lori Allert, 1st Vice Commander, Post 102, Anoka

“Billy- This is a fantastic opportunity for Impact Services. We would love to talk with you about the production of a 30 second PSA. Yesterday I was able to meet Seamus and Winter as they were at my work, Connexus Energy, doing some QCTV great things for our community channel. Very personable and great representatives of QCTV. I also want to let you know that your sports announcers do a fantastic job. My son is on the Boys Lacrosse team for Anoka and we have watched 2 games so far. I have family outside Minnesota that really enjoy being able to watch and I have heard comments about how professionally produced and how great the announcers are when they watch the games. So thank you for offering LIVE sports for our high school teams.”

- Paul Coffey, Impact Services

QCCCC Agenda Item

4.3.1 Operations Report

June 30, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of June, we produced 14 live government meetings; 8 meetings were cancelled, and one meeting was taped but not cablecast.

Regular productions included 4 live episodes of *The Post* involving 22 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. Our news stories are distributed on social media per our strategic plan.

We produced one "Audio only" and one "Audio only, but tape delayed" broadcast of the 7AAAA baseball play-off games. Summer sports started with 4 baseball games.

We produced five high school graduations (Anoka-Hennepin Regional High School, Anoka-Hennepin Technical High School, Anoka, Champlin Park, and Andover High School)

We produced live coverage of the Father Hennepin Parade in Champlin.

We taped the Anoka Memorial Day Ceremony and the Andover Veteran's Memorial Dedication.

We produced *The Chamber Report* in our studio.

We are in pre-production for our Live and Local series and local elections. Two primaries (Anoka and Ramsey) are scheduled for July with the League of Women Voters-ABC.

We produced a show with the League of Women Voters ABC in our series called *Spotlight on Issue: Connecting Climate and Community*.

Our staff attended the local MACTA conference and we had staff members attend the Alliance for Community media convention in Chicago. For our *Post* show on 6/29/22 we included a live segment from the convention featuring Daniell Krawczyk, President of Municipal Captioning.

Procured programming includes Saint Paul Saints games and Minnesota Vixen Football games.

Testimonials:

“Leslie- You did a great job on the What’s My Job segment! Thank you!”

- Cindy Ramsier, City of Andover-Marketing Events and Program Supervisor

“Honestly, any school north of 394 should beg QCTV to do their games. On field cameras, displays, scores, well spoken announcers! Thank you so much!

- Bobbi Kotzian, QCTV Superfan
-

“Katherine- We all say Excellent! Billy does an excellent job!”

- Pam Bowman, Communications Manager, City of Anoka

QCCCC Agenda Item

4.3.1 Operations Report

July 29, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of July, we produced 15 live government meetings; 9 were cancelled.

We produced *Live and Local: Champlin*, hosted by Champlin Communications Manager Ashley Wagner. Our focus for this series this season is on the local business climate and guests include City Administrator Bret Heitkamp, Developer Josh Brandsted, Mayor Ryan Karasek, and Development Director Scott Schulte. We produced stories on Nautical Bowls, Your Boat Club, The Sinclair Station, Cones with a Cop at Cullen's, and Dreamers Vault.

We produced two *Meet the Candidates* shows for the primary races in Ramsey and Anoka. We work with the League of Women Voters ABC and produced a forum on the race for City Council Ward 1 in Ramsey and the Mayoral race in Anoka.

Regular productions included 4 live episodes of *The Post* involving 22 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

July 6:

Anoka- Farmer's Market

Champlin- Boat Parade

Ramsey- Bunce Performing Arts

Andover- Art in Local Library

Choice Tour at QCTV

Live shot from Andover

July 13:

Anoka- Highway 10 Update

Andover- Pencils 4 Lucas

Ramsey- Happy Days Promo

Champlin- Your Boat Company

Sports Recap

Live shot from Ramsey

July 20:

Anoka- Police E-Bike Patrol

Andover- Master Gardeners

Ramsey- Photo Contest

Champlin- Cops and Cones

Sports Recap

Live shot from Champlin

July 27:

Anoka- Police Explorers

Andover- Election Redistricting

Ramsey- The Draw

Champlin- Nautical Bowls

Sports Recap

It's Your History- Arfstrom Exhibit

Sports Recap

Live shot from Anoka

These stories were re-deployed on social media per our strategic plan.

We produced *The Chamber Report* in our studio.

We produced live coverage of the *Fun Fest Parade* in Andover.

We produced a mini-documentary called *Walking with Goldens*.

In local sports we produced 6 baseball games. We carried two Saints games produced by a sister station. We are having trouble recruiting associate

producers so we produced a promo inviting people to apply for a position for fall sports.

Procured programming including an episode of *Inside Health Care* and *The Rockie Lynne Concert at the Coon Rapids Dam*.

Testimonial this month:

“Always a pleasure working with QCTV!”

- Linda Rogers, League of Women Voters ABC

“Thanks Katherine- really a nice piece on Bunce Performing Arts!”

- Mark Sundberg, Board President of Bunce Performing Arts

QCCCC Agenda Item

4.3.1 Operations Report

August 31, 2022

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of August, we produced 17 live government meetings; 6 were cancelled.

We produced *Live and Local: Andover*, hosted by Andover resident Jim Childs. Our focus for this series this season is on the local business climate and guests include City Planner Peter Hellegers, Business Advisor Greg Frahm, Planning and Zoning Commissioner Karen Godfrey, and Owner of the Round Barn Trading Company Julie Davis. We produced stories on the Farmer's Market, The White Rabbit Kitchen, Christian Brothers Automotive, and the Mrs. Taco restaurant.

Regular productions included 5 live episodes of *The Post* involving 26 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

August 3:

Anoka- Pedi-Cab Service

Andover- A Walk in the Garden

Champlin- Mississippi Crossings

Ramsey- What's My Job: Logan Czech

Mick Sterling Concert series

Live shot from: Andover

August 10:

Anoka: Lyric Arts

Andover: Farmer's Market

Champlin: Big Trucks, Dreamer's Vault

Ramsey: Connexus Agrisolar

August 17:

Anoka- Tiknor House

Andover: New City Hall Entrance

Champlin: Night to Unite, Sinclair Station

Ramsey: Lions Club

New promos for each city

Live shot: Ramsey

August 24:

Anoka: Backpack Giveaway, Ring of Kerry Concert

Andover: Tree Planting

Champlin: Farmer's Market

Ramsey: EDA Golf Tournament

New QCTV promos

Live shot: Anoka

August 31:

Anoka: Highway 10 Update

Andover: White Rabbit restaurant

Champlin: What's My Job:

Ramsey: Park and Rec promo

Live shot: Champlin

These stories were re-deployed on social media per our strategic plan.

We worked on our lighting in the studio to improve it.

We produced a live concert in the Anoka concert series: Rings of Kerry, a Celtic band.

We produced *The Chamber Report* and *Game Sharks* in our studio.

We will be hosting an Anoka Area Chamber of Commerce Mixer event next month, so we produced a promo to run in the Chamber show, promoting the event.

In local sports we produced 3 baseball games, 2 soccer games, and a volleyball game. We are gearing up for fall sports and have been working on new graphics. We will be using fulltime producers to crew these games as we have not been successful at recruiting enough associate producers.

We carried 8 Saints games produced by a sister station.

Procured programming including an episode of *Inside Health Care* and *The Dakota County Fair Demo Derby*.

Testimonial this month:

“Thanks Katherine, Winter did a great job of editing!”

- Local Czech, City of Ramsey

“We are so blessed to have QCTV as a partner in local elections. Thanks Katherine”

- Geri Nelson, President of League of Women Voters ABC.

“Billy sent me a clip of his excellent work on our project. Thank you so much!”

- Jim January, United Methodist, Anoka

QCCCC Agenda Item
4.3.2 Technology Report

June 23, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: May 2022 Technology Report

General Items:

Technology staff are on track to finish the Anoka Equipment installation Friday June 3rd and will be ready for the Anoka City Council meeting the following week. Configuration and improvements to the audio DSP system will continue.

The Andover Equipment installation was completed on time in early April. Training QCTV Producers continued into May.

Technology department met with QCTV's hosting and development vendor BizzyWeb to discuss current website and future improvements.

Technology staff worked with Production staff to cover the Oak View Middle School Memorial Day program live. Staff used cameras and LiveU equipment to send signals back to the QCTV studio where it was switched from the control room. Staff received a number of positive comments from Oak View staff and parents.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

A Comcast fiber optic cable was cut along Highway 10 at Thurston Avenue May 10th. QCTV noticed that the I-Net connection from Ramsey City Hall to QCTV was down. Cable modem service at city hall was also out. The City of Ramsey's internet provider was not affected by the Comcast outage. Fiber was repaired and services restored before the Ramsey City Council meeting that evening.

Action Requested: None.

4.3.2 Technology Report

July 14, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: June 2022 Technology Report

General Items:

Technology staff finished the Anoka Equipment installation Friday June 3rd with cleanup and final testing on Monday the 6th. Everything was ready for the Anoka City Council meeting that evening. Additional configuration and improvements to the audio DSP system will continue. Anoka meeting Producers received training from CJ this month with John acting as MCO for those evenings.

The new equipment installed at Andover in April continues to work well. Andover city staff like the additional Crestron control options.

New Cablecast equipment ordered after Commission approval in May was delivered mid-month. Technology staff will add cabling and copy video files to new equipment. Brief video conference meeting with Cablecast staff to coordinate and review configuration and integration plan for the new equipment.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Several power related incidents in the Quad Cities area may have caused equipment issues at Champlin and Ramsey.

After a brief power outage in Champlin, a piece of equipment at City Hall was not functioning. The Producer contacted the Master Control Operator as soon as he found the issue and a workaround was devised before the Planning Commission meeting started. Nothing in the Chambers was affected and the live cablecast of the meeting was not interrupted or delayed. Technology staff will determine if the failed equipment can be repaired or needs to be replaced.

Ramsey City Hall may have suffered a power outage as several pieces of equipment had restarted. In addition, Technology staff had to manually reboot both the VDesk computer and the LiveU. Ramsey meeting went well despite the issues before the meeting started.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

September 9th, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: July 2022 Technology Report

General Items:

Technology staff installed new Cablecast computers in the Machine Room at QCTV this month. Both new and older equipment were online as staff prepared for Commissioning on July 14th with Cablecast staff. Despite assurances from Cablecast engineers, the new software version of Cablecast did not smoothly integrate with the WordPress plugin for the website. Cablecast engineering and support teams were eventually able to fix the issue but all website video on demand (VOD) content was unavailable for several days.

New network printer/scanner delivered and installed.

A Cablecast software update caused a misconfiguration issue that led to VOD content that was on the Cablecast server not being available on the website.

After the Cablecast equipment upgrade and software update, QCTV staff were able to test closed captioning of live city council meetings using a service from Cablecast. Files processed offline, or after they were recorded produced better captioning than programs caption live in real time. Technology staff would like to get a demonstration from another vendor to make comparisons.

Equipment Issues:

QCTV Equipment

No other issues to report for this period.

City Equipment

A power outage was noted in the Anoka Control Room July 20th. All equipment remained powered up due to the newly installed UPS (Uninterruptible Power Supply).

Comcast Equipment

Closed captioning data did not display properly in Andover on the cable DTA at city hall. CJ is working with Comcast engineers to improve the captioning data transmitted to residents in the four cities.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

September 9, 2022

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: August 2022 Technology Report

General Items:

Champlin control room project preparations began with city staff mounting a countertop work surface and backing board to the cement block wall in the control room. QCTV staff and contractors from MTG began working August 23rd. A video engineer from Town Square Television assisted our installation for four days. CJ led the planning and installation of this install.

Crestron programming updates were completed September 1st and the council chambers are ready for the first meeting of September.

New control room equipment at Andover and Anoka is continuing to function well. Ramsey installation is set to begin September 28th.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

September 6, 2022

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: September 2022 Social Media & Communications Report

QCTV continues to post daily to Facebook, Instagram and Twitter, posting occasionally to LinkedIn as needed. QCTV has also continued uploading segments from its programs to its YouTube channel. Segments from *The Chamber Report* continue to be posted to LinkedIn. QCTV also continues to tag relevant businesses/interviewees. Fall sports have recently begun, and I worked the first football game of the season. At this game, I posted a “reel” (short edited video) to Instagram, posted live score updates on Twitter, and assisted with graphics in the truck. I plan on covering select football games throughout the season in a similar manner.

QCTV produced two candidate forums in collaboration with the League of Women Voters – Anoka, Blaine, Coon Rapids chapter. These candidate forums were uploaded to YouTube and generated strong community engagement. Per QCTV program guidelines, these videos were switched to “unlisted”/hidden after primary election day.

In collaboration with Tami Wendt of Lexica Communications I have completed work on Phase III of the Lexica proposal, which explores new ways to generate supplemental revenue at QCTV. The finished report is included in the agenda packet for this meeting.

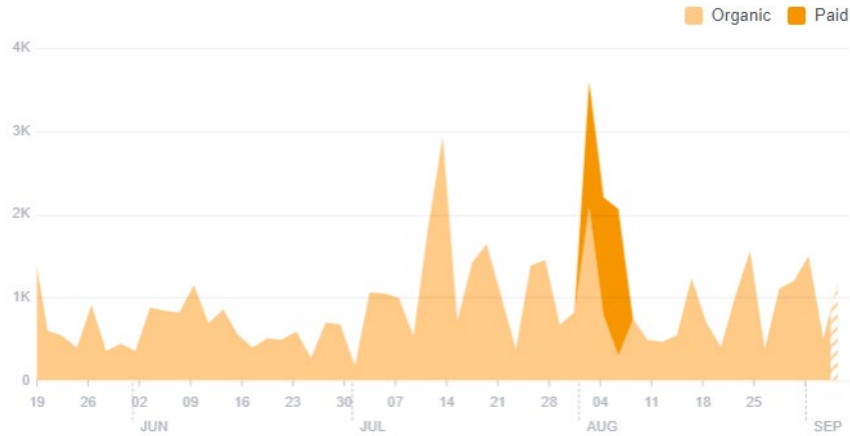
QCTV continues to grow its follower base and reach across social media platforms. In August, QCTV passed 1,000 subscribers on YouTube. This is a major milestone which allows QCTV to enter the YouTube Partner Program. As members of this program, QCTV is now able to monetize its YouTube videos via ads. The management team met and decided to turn on monetization for all QCTV’s YouTube content, barring live football coverage.

I have provided some key analytics from various sites below. All data represents activity/growth between the date of the last Commission meeting (May 19th, 2022) and the date of writing this report (September 6th, 2022). Note that Twitter analytics only extend 90 days, thus my Twitter information reflect that max data viewable See below.

Facebook Reach:

Post Reach

The number of people who saw any of your posts at least once. This metric is estimated.



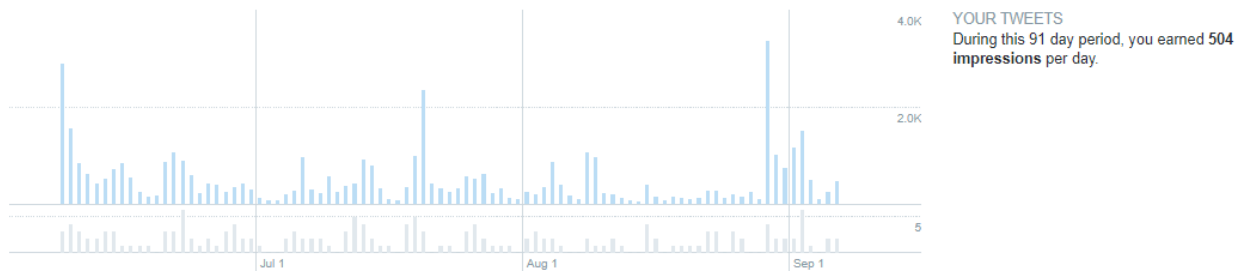
Facebook Followers: 3,014 (167 new):

Total Page Followers: 3,014







Twitter Impressions (last 91 days):

Your Tweets earned **46.3K impressions** over this **91 day** period



Top Tweets:

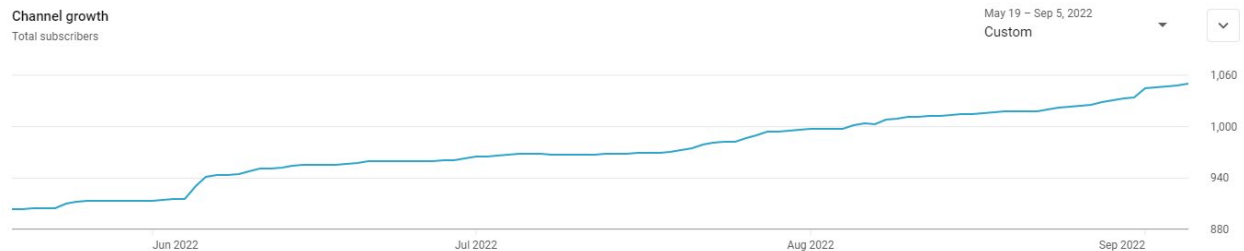
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	QCTV @qctv · Jun 7 @andoverbaseball IS YOUR TAAAA SECTION CHAMPS! The Huskies knock off the Blaine Bengals 2-0 to advance to the State Tournament next week. @AndHSHuskies @AHSchools pic.twitter.com/65s7D2TbFp View Tweet activity			3,963	557	14.1%
	QCTV @qctv · Aug 29 We're carrying @StPaulSaints games again this week! 📺 Tune in on Tuesday, Wednesday, and Thursday to see the Saints take on @OMAShormChasers! #SaintsBaseball #QCTV pic.twitter.com/Aw3PGMF76Q View Tweet activity			3,475	38	1.1%
	QCTV @qctv · Aug 8 We've got another great Metro Minny Baseball game coming up LIVE at 7:30 pm tonight! 📺 Click below to tune in with us as the @TheRedbird9 take on @AndoverAces! We'll see you on the field! youtu.be/jTeCPU3Kk7s #AndoverMN #QCTV View Tweet activity			1,909	127	6.7%
	QCTV @qctv · Jul 19 We've got a great @MetroMinny Baseball game coming up tonight! 📺 Join us LIVE at 7:00 pm to see the @WestonkaWaves take on the @LogatorBaseball! Click below to watch on our YouTube channel: youtu.be/2wIHWcQQXE4 #LIVChamplin #QCTV pic.twitter.com/MDWcVbQ0wp View Tweet activity			1,304	136	10.4%

Engagements

Showing 91 days with daily frequency

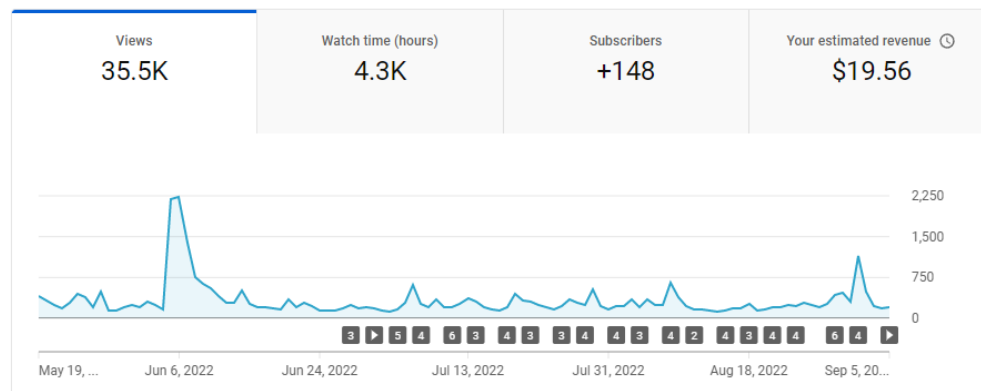


YouTube Subscribers – 1,052 (148 new):

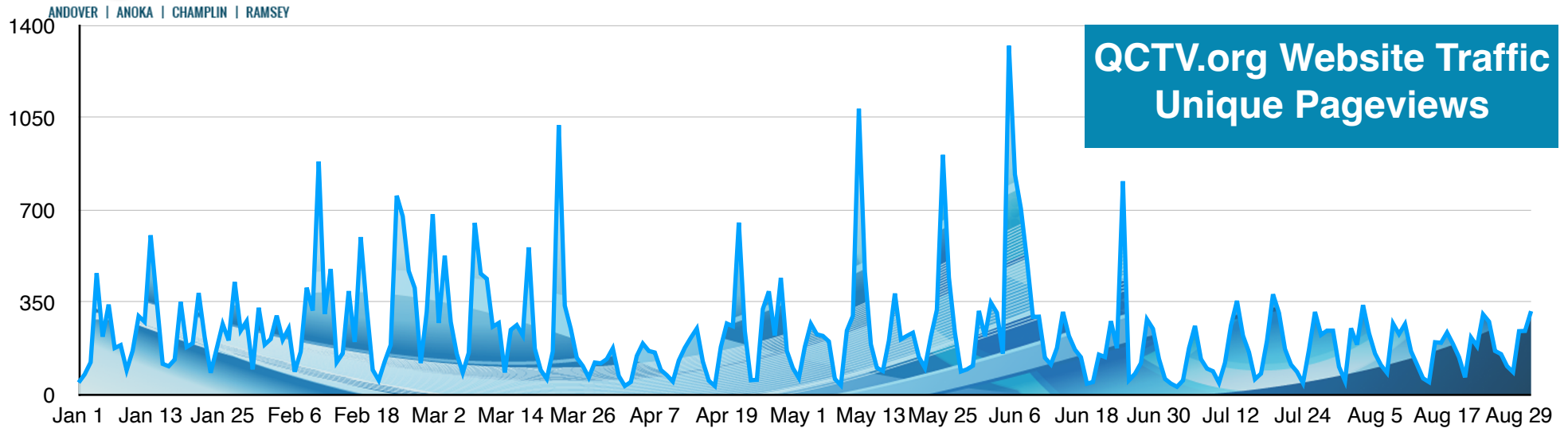


YouTube Views:

In the selected period, your channel got 35,456 views

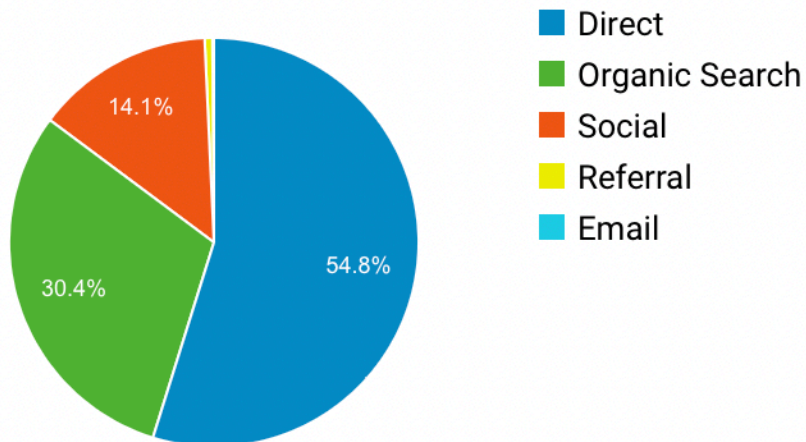


2022 January through August Stats



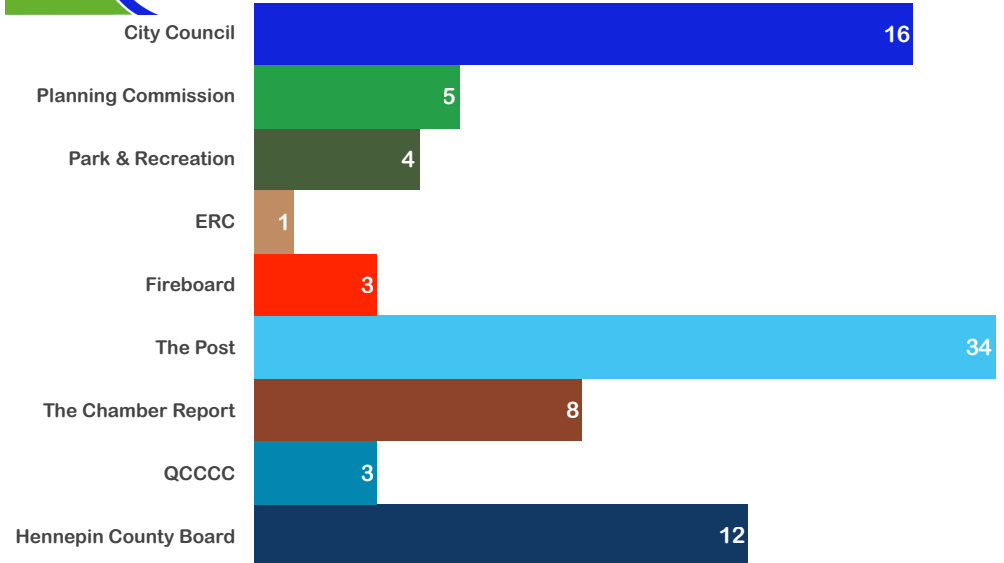
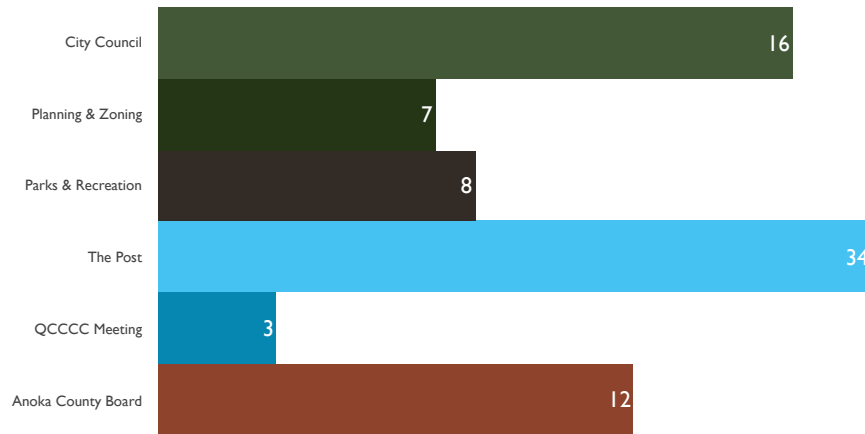
How did people find us and what page did they go to most?

Top Channels

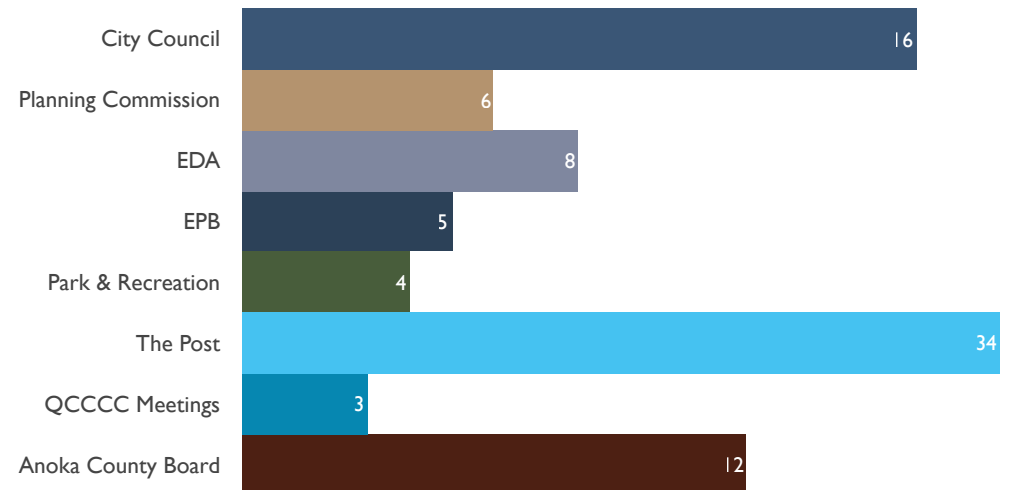
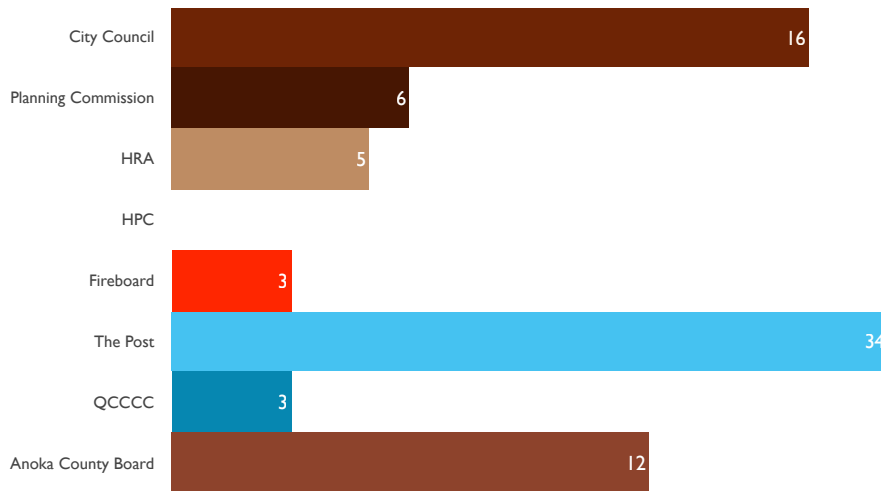


Top Ways Users Find QCTV		
1	Direct	9,929
2	Web Search	5,504
3	Social Media	2,548
4	Referral - from other sites	111
5	Email	21

Top 10 Pages		
1	Homepage	13,201
2	Sports	4,057
3	Live - Community Channel	3,910
4	Ramsey	2,574
5	Anoka	1,653
6	Ramsey City Council Meetings	1,445
7	The Post	1,392
8	Andover	1,314
9	Program Guide	1,224
10	Anoka City Council Meetings	1,144



City Channel Programming

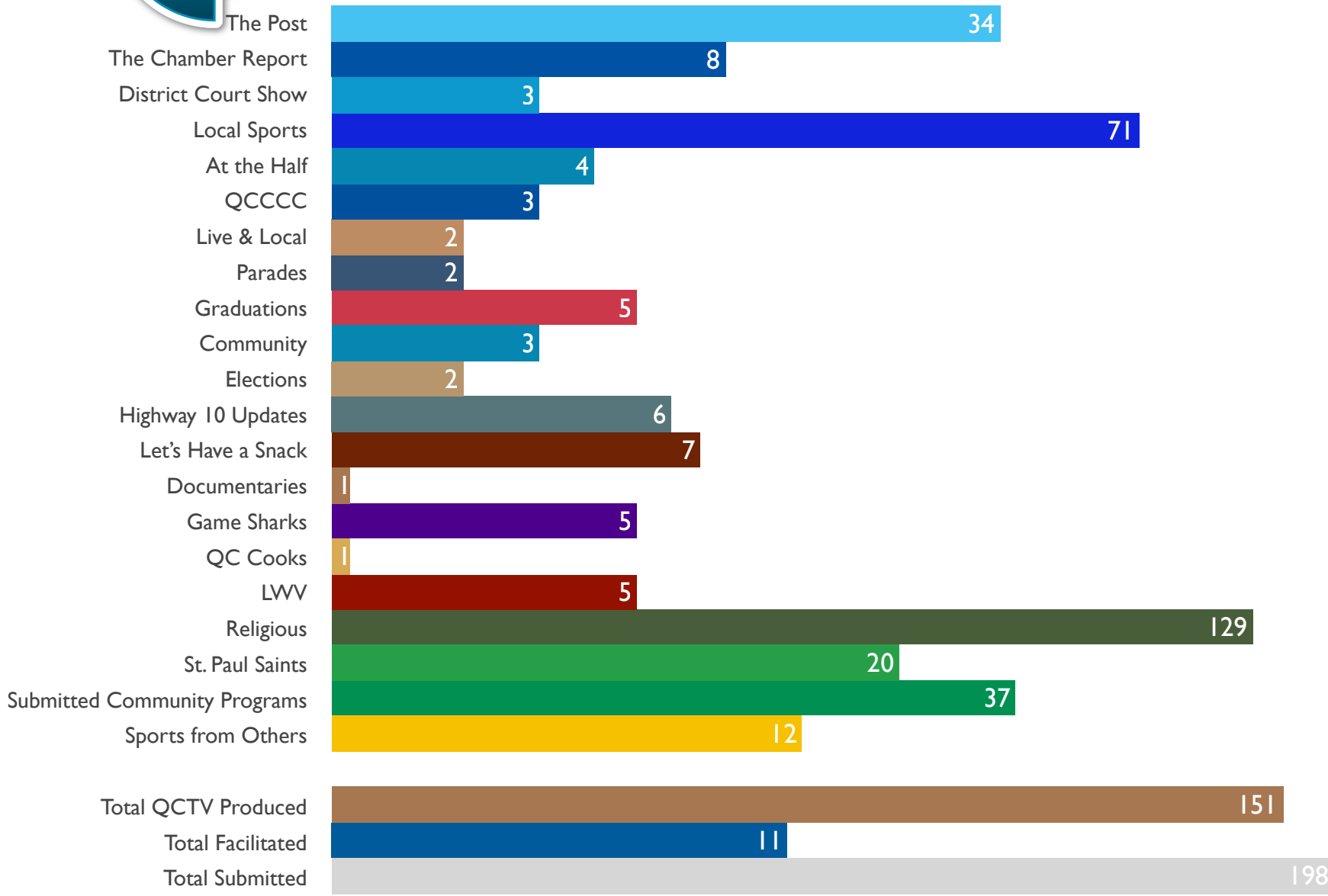


130 City Meetings Produced

Jan - Aug 2022



Community Channel Programming



Jan - Aug 2022

QCCCC Agenda Item

5.1 Liability Coverage Waiver

September 1, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

QCCCC obtains liability coverage from the League of Minnesota Cities Insurance Trust. The governing board must take action on a decision to waive or not waive monetary limits on tort liability. Upon the advice of QCCCC's financial services provider City of Andover, it is recommended QCCCC not waive the monetary limits.

Action Requested: Approval designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Quad Cities Cable Communications Commission

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

QCCCC Agenda Item

5.2 Lexica Report

September 6, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Lexica Report

The Lexia Phase III Communications plan is complete and enclosed for commission review and action. The report explores opportunities for QCTV to generate supplemental revenue. The report outlines potential revenue sources available to QCTV and provides a strategic analysis of the strengths, weaknesses, opportunities, and threats that may accompany each option.

The report does not make any recommendations for implementation, but rather is to be used as a springboard for discussion, changes in QCTV's business plan, and potential changes in strategic vision.

Action: Accept report and direct staff on next steps.

QCTV Supplemental Revenue Opportunities

Background

In early 2020, QCTV launched a project aimed at increasing its involvement with and value to the communities it serves.

In Phase I, we developed an executable vision of program content, format, and delivery platforms. It focused on a social media first approach as means for effectively delivering content where today's viewers are getting their video content.

In Phase II, we developed an implementation plan for the new model; including a communications plan for the new approach.

In Phase III, we are exploring opportunities for generating additional revenue for the station's operations in an effort to be more self-sustaining. We have explored what other local and national stations are doing, conducted research on potential outside-the-box revenue options, and held a brainstorm session with QCTV staff. From those explorations, we identified several opportunities that have been deemed viable in that they have a reasonable cost to entry and have the potential to generate a revenue stream.

These opportunities fall into five categories: Paid Production, Maximization of Existing Assets, Sponsorships, Maximization of Existing Content, and Nonprofit Entity.

Potential Revenue Opportunities

1. Paid Production

QCTV has the staff and equipment to be able to offer full video production services to external clients. Unlike many local competitors, QCTV has licensed drones and a sound stage (studio).

While no additional financial investment in equipment is required; considerations include managing staff capacity (and possibly contractors) and scheduling. Implementation would involve developing a production rate card, identifying a manager for external productions, and finding clients.

Options:

- In-studio – utilizing staff and equipment to do paid productions at QCTV's studio
- On-location – use of staff and remote production equipment

Other community stations have had success generating additional revenue with this approach. Some have aligned with just one or two clients for on-going projects rather than seeking out one-off projects. For example, a sister station has a contract to cover St. Paul Saints games.

Strengths: No additional financial investment for equipment.

Weaknesses: Identifying and signing clients. Without a client who provides regular work (e.g. sports team), revenue can fluctuate greatly. May redirect staff away from core services.

Opportunities: Increase in awareness of QCTV

Threats: Highly competitive Twin Cities market.

2. Maximization of Existing Assets

QCTV has several existing physical assets that could generate revenue: studio rental, gear rental, leasing office space, and sale of real estate.

DIY Large Studio Rental

The main studio could be rented out for DIY productions or company meetings. No financial investment would be required.

There would be some staff involvement. At minimum, there would be a need for a staff member to manage the schedule and to supervise sessions and run the control room. This option is designed for clients who don't want to use a full "paid production" model and who want to bring in production professionals who lack the necessary equipment.

Strengths: No facility modifications are needed. Competition in this area is relatively low.

Weaknesses: Possible conflicts with staffing and equipment needs for QCTV projects. Need staff to manage process and productions.

Opportunities: Increase QCTV brand awareness.

Threats: Damage to equipment by outside users. Possible low demand.

Options:

- DIY large studio rental
- DIY small studio rental
- Gear rental
- Office space
- Sale of real estate

DIY Small Studio Rental

The QCTV building has under-utilized spaces that could be converted into small, secondary production studios. These could be particularly attractive to podcasters, makers, or gamers. Utilizing cameras, lights, and mics that are being phased out, the conversion would still require some financial investment. This option would require someone to manage the schedule and provide supervision of clients. This option is designed for clients who don't want to use a full "paid production" model and who want to bring in production professionals who lack the necessary equipment.

Strengths: Additional studio adds production capacity. Increases the perceived value of QCTV by adding new resources for community use.

Weaknesses: Would require financial investment for architect and building modifications. Need staff resources to manage schedule and production. Difficult to find clients.

Opportunities: Increase QCTV brand awareness.

Threats: Damage to equipment by outside users. Inconsistent demand.

Gear Rental

As the studio upgrades its cameras, older cameras could be made available to residents and businesses who want to shoot their own footage. No additional financial investment would be required. Rental rates and staff to manage the rentals would need to be identified.

Options:

- Rental of older gear
- Purchase of new gear

Strengths: Increases QCTV's value as a community resource

Weaknesses: Need staff resources to manage. Small revenue potential.

Opportunities: Increases QCTV brand awareness. Low competition.

Threats: Damage to equipment by outside users. Possible low demand due to age of equipment.

Leased Office Space

QCTV's building currently has office space that is under-utilized. Space could be rented, as a whole, to a small business, or to multiple 1-person businesses. A financial investment would be required for modifications to the facility (e.g. additional doors, security, etc.). Research on rental rates and city rental codes would be required.

Strengths: Consistent revenue stream. Increase overall value of QCTV's assets.

Weaknesses: Requires financial investment to make building modifications. Long time to recoup investment.

Opportunities: Tenants could be possible clients for paid production and/or gear/studio rental.

Long term potential for expansion to larger building with more rental revenue.

Threats: Tenants could be competition for paid video production work.

Sale of Real Estate

QCTV has an unused parcel of land adjacent to the building for which there is no future usage plan. The sale of this property could provide a one-time cash infusion. An exploration of zoning would be required prior to embarking on this option. The infusion of cash could be invested in other revenue-generating options or invested in monetary instruments.

Options:

- New construction
- New park
- Solar field

Strengths: High revenue potential. Monetary savings created by reducing QCTV's land footprint.

Weaknesses: One-time cash infusion.

Opportunities: Use the cash infusion to fund other revenue-producing activities.

Threats: Decrease in value of QCTV's fixed assets. Limitations on potential use due to zoning regulations.

3. Sponsorships

Sponsorship packages for local event programming could bring in additional revenue by providing opportunities for businesses to increase their brand awareness. For example, when local teams make the playoffs or when there's a school graduation, a parade, or an arts performance, there's an audience of people who will want to watch online live and some who will want to watch later. This provides an opportunity to create revenue through sponsorship of these broadcasts and replays.

Additionally, various levels of sponsorship packages could be developed in the form of website sponsors and station sponsors. The packages could include the sponsor's logo on the website and preceding social media videos (e.g. "This video is brought to you by [sponsor].") It might also include a package of promos that would run during regular programming.

Creating sponsorship opportunities requires little to no financial investment and has the potential to generate a moderate amount of revenue.

Options:

- Community parades and other community events
- Sponsors for the website and for QCTV itself
- High school and postsecondary graduation ceremonies
- Sports tournaments for the four high schools, the postsecondary schools, and various clubs
- Arts performances

Strengths: Low cost to entry.

Weaknesses: Unknown demand. Requires staff time to prepare and to secure clients.

Opportunities: Enhances QCTV's image as a community business partner. Support local business by adding affordable exposure opportunities for new businesses.

Threats: Competition from other forms of advertising (e.g. social media). Limitations imposed by federal or state regulations.

4. Maximization of Existing Content

Existing content may provide opportunities for additional ongoing revenue. These options provide the potential for a small amount of revenue from a paywall for live content, providing paid video-on-demand, stock footage libraries, and social media platforms.

Paywall for Live Content

There is a higher value for live content than taped content. QCTV could capitalize on this by introducing paywall access for live content. (e.g. pay-per-view for sports play-offs)

Strengths: Low barrier to entry.

Weaknesses: High level of fluctuations in demand. Would need to build infrastructure on the website to handle this.

Opportunities: Increase in perceived value of QCTV programming.

Threats: Low demand. Possible short term damage to QCTV brand. Initial viewer rejection of paid content model.

Options:

- Government meetings
- Special sporting events
- Performances

Video on Demand

QCTV has a fairly extensive library of programs and video footage; both of which have value beyond their original use. Past programs could be made available as VOD (video on demand) with access via a paywall.

Strengths: Low barrier to entry.

Weaknesses: Requires staff time to develop and manage.

Opportunities: Monetizes content for growth.

Threats: Low demand. Possible short term damage to QCTV brand. Initial viewer rejection of paid content model.

Options:

- Video on Demand (VOD)
- Paywall for live content
- Stock footage libraries
- Social media partner programs

Stock Footage Libraries

QCTV has a significant amount of city-specific footage and events that may be of use to external producers anywhere in the world. Footage of the Anoka water tower, a Champlin landmark, or a river would be examples of the footage that might be sought out. Stock footage libraries curate this type of footage and offer a commission each time the footage is licensed for use. Any footage that is free of licensing conflicts could be submitted to one or more stock footage libraries. Implementation would require a staff member to identify appropriate footage and submit it for acceptance to one or more footage libraries. Additionally, a form could be added to the QCTV website for direct inquiries.

Strengths: Generate revenue from past production work.

Weaknesses: Considerable amount of work for staff to identify footage and submit it to stock libraries for acceptance.

Opportunities: Initial entry into licensing revenue model.

Threats: Low demand. Market may be saturated. Investment of time must be made with the possibility of little to no return on investment. No control over how footage is used by licensee.

Social Media Platform Revenue Programs

YouTube, Spotify, Apple, and several other social media platforms offer opportunities for revenue generation. QCTV could utilize existing content on these platforms. The most popular is the YouTube Partnership Program. The station can generate revenue from content posted to its YouTube channel. While YouTube content is primarily video-based, other social platforms like Spotify are mostly audio content. Some content could be adapted to an audio-only format (i.e. podcasts) and become potential revenue generators.

Options:

- YouTube
- Spotify
- Podcasts

Because podcasts are a highly utilized platform for content delivery, QCTV could adapt upcoming programming to fit an audio-only format with these platforms in mind.

Strengths: Low barrier to entry. Minimal staff requirement. Already have enough YouTube followers to qualify to monetize content.

Weaknesses: Anticipated revenue potential is small.

Opportunities: Entry into audio podcasting realm. Expansion of types of programming that appeals to YouTube audiences.

Threats: Auto-detected copyright infringements could de-monetize live content.

5. Non-Profit Entity 501(c)(3)

Several of QCTV's sister stations locally and nationally have a 501(c)(3) non-profit entity associated with their station. This allows them to solicit tax-deductible donations from viewers, create membership programs, and apply for grants accessible only to non-profits.

QCTV did have a non-profit entity, but it was consolidated in 2007.

Strengths: Allows QCTV to apply for grants. Tax-deductible donations/memberships attractive to donors. Other stations are having success with this approach to generating additional revenue.

Weaknesses: Complicated accounting. Dedicated staff required.

Opportunities: Creates potential for QCTV to expand services to its communities.

Threats: High competition for grants.

Conclusion

The ideas presented here are designed to provide an overview of viable options for creating alternative revenue streams. Implementation of any of these ideas requires the development of a business plan as well as a change in QCTV's strategic vision.

The revenue potential for these ideas varies greatly. Providing an estimate of revenue potential would require more in-depth research.

QCCCC Agenda Item

5.3 Strategic Plan

September 6, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Strategic Plan

The Commission approved the 5-Year Strategic Plan September 2019.

Each year, staff plans the annual objectives for the calendar year. Once the year is completed, an annual achievement report is presented to the commission.

Enclosed you will find the strategic plan. The annual achievement reports were included in previous packets and are posted on the web site: <http://qctv.org/strategic%20plan/> The Communications Plan achievements will be incorporated into the annual achievement report. Staff completed a Core Services document and that is enclosed with this report.

Commissioners discussed a mid-point check in on the 5-Year Strategic Plan. Please provide direction on expectations for reporting results to the commission at this mid-point in the strategic plan.

Action Requested: Commission direction on expectations.



QUAD CITIES COMMUNITY TELEVISION

ANDOVER | ANOKA | CHAMPLIN | RAMSEY

MISSION

**Connecting communities through
local programming valued by residents.**

VISION

**Innovative use of emerging
technology for engaged
communities.**

VALUES

**Respect people and perspectives
Communicate openly | Innovate for impact
Focus on quality | Collaborate for success**

2019 - 2023 STRATEGIC PLAN



ENGAGING THE COMMUNITY

Develop capacity to market QCTV.

Leverage community partners for programming.

Update programming content to engage the community.



COLLABORATING FOR SUCCESS

Define core services within legal parameters.

Promote engagement among staff and commissioners.

Foster collaborative working relationships between QCTV and city staff.



INNOVATING FOR IMPACT

Identify community needs and assess engagement.

Diversify distribution platforms.

Diversify revenue for sustainability.

2018 KEY PERFORMANCE INDICATORS

121,066

Website Hits

482

City Programs

\$503,683

City Council Chambers Investment

62%

City VOD Increase (2016-18)

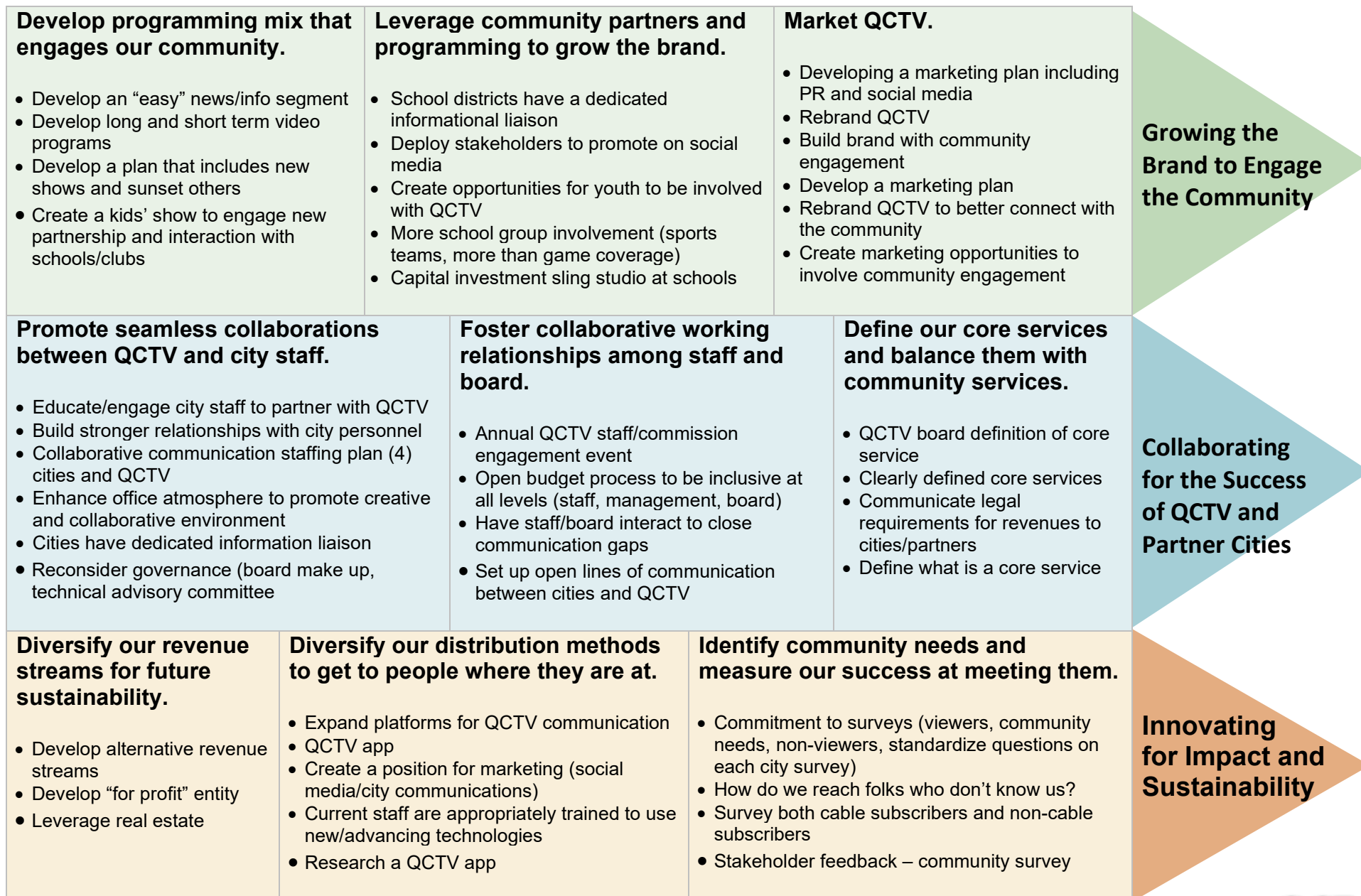
374

Community Programs

91

Customer Satisfaction Score

Strategic Directions



QCCCC Agenda Item

5.4 2023 Budget and 5-year Capital Plan

September 8, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: 2023 Budget and 5-year Capital Plan

The 2023 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attachments detail:

- 2023 Proposed Revenue and Expense – includes 2022 budget comparison with comments
- 2018-2021 Revenue History
- 2018-2021 Expense History
- 5-Year Capital Equipment Spending Plan

Note: The proposed budget does not include expense in the contingency line item.

The Budget Committee is recommending that the operational reserve be set at \$500,000. Current policy calls for 25% of revenues to be held for operational reserve based on actual 2021 income.

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,00 per member city per year. The 2021 and 2022 the capital grant was \$20,000 per member city. Following the 2020 audit in May 2022, the Budget Committee met to review CIP payments to member cities and recommended city capital fund payments for 2023 be \$20,000 each to come from the capital plan reserves. The Budget Committee will meet following the 2022 audit to determine a recommended amount for 2024.

The 5-Year Capital Plan is enclosed for your review. Requests for capital funds are approved by the commission as projects are scheduled.

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2023 Operating Budget, the member city capital grant of \$20,000 payable in January of 2023, and the 2023 planned capital investment.

Approve operational reserve of \$500,000.

Financial Records Disclosure

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.

	2023 Proposed	2022 YTD	2022 Budget	Difference
Income				
Duplication Revenue	\$ 250.00	\$ 55.04	\$ 500.00	Decrease - based on actual
Equipment Grant	\$ 64,875.00	\$ 61,856.02	\$ 60,000.00	Increase - based on CPI
Franchise Fees *	\$ 935,000.00	\$ 253,493.63	\$ 858,000.00	Increase - based on actual
Interest Income	\$ 1,000.00	\$ 248.98	\$ 4,500.00	Decrease - based on actual
Miscellaneous Income	\$ 500.00	\$ -	\$ 500.00	No change
PEG Fee	\$ 484,378.00	\$ 135,166.01	\$ 429,000.00	Increase - based on actual
Total Income	\$ 1,486,003.00	\$ 450,819.68	\$ 1,352,500.00	

Expenses				
A PERA	\$ 57,758.00	\$ 27,958.04	\$ 55,537.00	Increase - based on actual (4%)
A SS/Medicare Expense	\$ 60,655.00	\$ 29,016.32	\$ 58,322.00	Increase - based on actual (4%)
A Wages - Full-time	\$ 631,068.00	\$ 314,827.24	\$ 606,796.00	Increase - based on actual (4%)
A Wages - Part-time	\$ 135,000.00	\$ 71,015.75	\$ 120,000.00	Increase - based on expectations
Accounting / HR Services	\$ 16,500.00	\$ 6,020.41	\$ 16,000.00	Increase - based on expectations
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 4,450.31	\$ 11,000.00	No change
Andover CIP	\$ 5,000.00	\$ 82.50	\$ 5,000.00	No change
Announcers Fees	\$16,000.00	\$ 8,671.59	\$ 16,000.00	No change
Anoka CIP	\$ 5,000.00	\$ 919.80	\$ 5,000.00	No change
Audit	\$ 16,500.00	\$ 15,721.93	\$ 16,500.00	No change
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No change
Brand Apparel	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Building - Cleaning	\$ 6,000.00	\$ 3,564.73	\$ 6,000.00	No change
Building - Insurance	\$ 5,200.00	\$ 5,062.00	\$ 4,200.00	Increase - based on actual
Building - Maintenance	\$ 10,000.00	\$ 4,269.81	\$ 10,000.00	No change
Building - Supplies	\$ 1,500.00	\$ 807.76	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 750.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,300.00	\$ 1,575.00	\$ 6,300.00	No change
Champlin CIP	\$ 5,000.00	\$ 594.30	\$ 5,000.00	No change
City Sewer & Water	\$ 2,600.00	\$ 1,267.98	\$ 2,600.00	No change
Commission Expense	\$ 2,500.00	\$ 233.78	\$ 2,500.00	No change
Consulting Services	\$ 70,000.00	\$ 10,080.00	\$ 70,000.00	No change
Contingency Fund	\$ -	\$ 907.80	\$ -	
Duplication Expenses	\$ 250.00	\$ -	\$ 250.00	No change
Electric Service	\$ 15,000.00	\$ 9,103.19	\$ 15,000.00	No change
Emp / Comm Appreciation	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 20,000.00	\$ 8,521.94	\$ 20,000.00	No change
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No change
Health Insurance	\$ 107,556.00	\$ 42,013.89	\$ 92,000.00	Increase - based on actual
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No change
Insurance - Liability / Bonds	\$ 5,800.00	\$ 4,704.00	\$ 4,800.00	Increase - based on actual
Lawn Service	\$ 5,000.00	\$ 2,605.50	\$ 5,000.00	No change
Legal Fees	\$ 15,000.00	\$ 2,565.00	\$ 18,000.00	Decrease - based on expectations
Licenses and Permits	\$ 3,000.00	\$ 250.00	\$ 3,000.00	No change
Meals	\$ 1,000.00	\$ 426.94	\$ 1,000.00	No change
Memberships - NATOA / Others	\$ 10,000.00	\$ 3,000.00	\$ 10,000.00	No change
Mileage	\$ 12,000.00	\$ 943.61	\$ 12,000.00	No change
Miscellaneous Expenses	\$ 500.00	\$ (223.83)	\$ 500.00	No change
Natural Gas	\$ 6,000.00	\$ 2,193.34	\$ 5,000.00	Increase - based on actual
Office Supplies / Equipment	\$ 6,000.00	\$ 5,272.22	\$ 6,000.00	No change
Parking Lot Maintenance	\$ -	\$ -	\$ -	
Payroll Expenses	\$ 1,000.00	\$ 527.00	\$ 1,000.00	No change
Payroll Expenses (ADP/HSA)	\$ -	\$ 1,287.50	\$ -	
Postage	\$ 500.00	\$ 242.59	\$ 500.00	No change
Printing / Copy Services	\$ 500.00	\$ 38.61	\$ 500.00	No change
Professional Development	\$ 25,000.00	\$ 7,356.83	\$ 22,000.00	Increase - based on expectations
Publications	\$ 500.00	\$ -	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 741.18	\$ 5,000.00	No change
Reimbursements	\$ -	\$ 5,810.59	\$ -	
Sales Tax	\$ 250.00	\$ 99.00	\$ 250.00	No change
Secretary Services	\$ 2,000.00	\$ 503.50	\$ 2,000.00	No change
Snow Plowing Service	\$ 6,000.00	\$ 3,462.00	\$ 6,000.00	No change
State Unemploy Exp	\$ 2,500.00	\$ 144.38	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 7,500.00	\$ 4,219.28	\$ 7,500.00	No change
Studio Sets	\$ 5,000.00	\$ -	\$ 5,000.00	No change
Subscription Services	\$ 22,000.00	\$ 14,541.89	\$ 22,000.00	No change
Temp Staff Services	\$ 1,500.00	\$ -	\$ 1,500.00	No change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 9,752.52	\$ 15,000.00	No change
Vehicle - Insurance	\$ 2,000.00	\$ 1,331.00	\$ 1,400.00	Increase - based on actual
Vehicle - Maintenance / Gas	\$ 7,500.00	\$ 2,378.60	\$ 7,500.00	No change
Waste Removal	\$ 1,800.00	\$ 1,215.10	\$ 1,600.00	Increase - based on actual
Web / VOD / Int / CaTV / Phone	\$ 28,000.00	\$ 14,985.24	\$ 28,000.00	No change
Work Comp Insurance	\$ 2,400.00	\$ -	\$ 2,000.00	Increase - based on actual
Total Expenses	\$ 1,416,237.00	\$ 657,809.66	\$ 1,352,155.00	
Net Operating Income	\$ 69,766.00	\$ (206,989.98)	\$ 345.00	

* FCC NPRM, may result in in-kind services value deducted from franchise payments.

	2021		2020		2019		2018	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income								
Duplication Revenue	\$ 1,587.05	\$ 500.00	\$ 2,313.12	\$ 500.00	\$ 1,022.29	\$ 500.00	\$ 1,317.38	\$ 1,500.00
Equipment Grant	\$ 60,897.53	\$ 60,000.00	\$ 60,116.02	\$ 59,000.00	\$ 58,649.78	\$ 58,000.00	\$ 57,275.18	\$ 57,549.00
Franchise Fees	\$ 1,087,889.65	\$ 858,000.00	\$ 1,016,129.84	\$ 858,000.00	\$ 1,028,693.11	\$ 858,000.00	\$ 1,054,553.84	\$ 874,248.00
Interest Income	\$ 4,901.75	\$ 10,000.00	\$ 25,392.52	\$ 30,000.00	\$ 52,984.33	\$ 30,000.00	\$ 39,048.85	\$ 12,000.00
Miscellaneous Income	\$ 5,146.82	\$ 1,000.00	\$ 2,787.04	\$ 1,000.00	\$ 2,434.89	\$ 500.00	\$ 8,389.09	\$ 1,500.00
PEG Fee	\$ 552,525.03	\$ 429,000.00	\$ 545,480.33	\$ 429,000.00	\$ 553,739.82	\$ 429,000.00	\$ 567,581.19	\$ 437,125.00
Total Income	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,377,500.00	\$ 1,697,524.22	\$ 1,376,000.00	\$ 1,728,165.53	\$ 1,383,922.00

Expenses Account	2021			2020			2019			2018		
	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Budget
A-PERA	\$	43,727.83	\$	53,607.00	\$	46,015.72	\$	45,000.00	\$	42,239.29	\$	45,000.00
A-SS/Medicare Expense	\$	47,811.19	\$	56,295.00	\$	47,606.91	\$	49,925.00	\$	46,654.58	\$	49,925.00
A-Wages - Full-time	\$	569,874.50	\$	585,880.00	\$	573,288.66	\$	532,695.00	\$	529,666.82	\$	532,695.00
A-Wages - Part-time	\$	74,432.05	\$	120,000.00	\$	64,069.75	\$	119,922.00	\$	92,460.11	\$	119,922.00
Accounting / HR Services	\$	12,834.40	\$	16,000.00	\$	12,223.05	\$	15,300.00	\$	16,093.48	\$	15,300.00
Ads/Promos/Sponsorships	\$	10,511.47	\$	9,000.00	\$	7,320.78	\$	11,000.00	\$	8,108.36	\$	11,000.00
Andover Capital Equipment	\$	822.98	\$	5,000.00	\$	325.00	\$	5,000.00	\$	1,017.27	\$	5,000.00
Announcers Fees	\$	10,607.42	\$	12,000.00	\$	8,852.16	\$	13,000.00	\$	9,549.04	\$	13,000.00
Anoka Capital Equipment	\$	4,222.25	\$	5,000.00	\$	2,889.93	\$	5,000.00	\$	2,853.96	\$	5,000.00
Audit	\$	15,200.00	\$	16,500.00	\$	14,881.00	\$	16,500.00	\$	14,582.00	\$	16,500.00
Bank Fees / CC Fees	\$	-	\$	250.00			\$	250.00			\$	250.00
Brand Apparel	\$	1,716.00	\$	2,500.00	\$	489.00	\$	2,500.00	\$	2,487.00	\$	2,500.00
Building - Cleaning	\$	4,905.40	\$	6,000.00	\$	6,077.69	\$	7,000.00	\$	7,331.95	\$	7,000.00
Building - Insurance	\$	4,150.00	\$	3,800.00	\$	3,709.00	\$	3,000.00	\$	2,952.00	\$	3,000.00
Building - Maintenance	\$	6,484.42	\$	10,000.00	\$	7,914.91	\$	10,000.00	\$	11,572.22	\$	10,000.00
Building - Supplies	\$	1,522.02	\$	1,500.00	\$	739.36	\$	2,000.00	\$	1,588.62	\$	2,000.00
Car Allowance	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00
Cell Phone - Allowance	\$	6,120.00	\$	6,300.00	\$	6,150.00	\$	7,500.00	\$	7,475.00	\$	7,500.00
Champlin Capital Equipment	\$	3,684.61	\$	5,000.00	\$	1,018.80	\$	5,000.00	\$	1,912.32	\$	5,000.00
City Sewer & Water	\$	2,797.42	\$	2,600.00	\$	2,855.91	\$	2,600.00	\$	2,394.52	\$	2,600.00
Commission Expense	\$	2,508.40	\$	2,500.00	\$	1,315.90	\$	5,000.00	\$	4,681.63	\$	5,000.00
Consulting Services	\$	34,960.00	\$	70,000.00	\$	22,360.00	\$	75,000.00	\$	38,587.50	\$	75,000.00
Contingency Fund	\$	(6.80)	\$	10,000.00			\$	32,618.00			\$	32,618.00
Duplication Expenses	\$	517.75	\$	250.00	\$	125.36	\$	500.00	\$	303.06	\$	500.00
Electric Service	\$	13,287.72	\$	16,000.00	\$	12,228.78	\$	18,000.00	\$	14,242.48	\$	18,000.00
Emp / Comm Appreciation	\$	260.00	\$	2,500.00	\$	667.92	\$	2,500.00	\$	876.93	\$	2,500.00
Equip/Repair/Supply/Software	\$	16,978.57	\$	30,000.00	\$	13,553.12	\$	40,000.00	\$	10,008.47	\$	40,000.00
Federal Unempl Expense	\$	-	\$	850.00			\$	850.00			\$	850.00
Health Insurance	\$	78,424.20	\$	103,386.00	\$	79,803.89	\$	94,480.00	\$	87,684.78	\$	94,480.00
Insurance - Deductibles	\$	-	\$	500.00			\$	500.00			\$	500.00
Insurance - Liability / Bonds	\$	4,808.00	\$	5,300.00	\$	4,986.00	\$	5,000.00	\$	4,900.00	\$	5,000.00
Lawn Service	\$	4,344.00	\$	5,000.00	\$	4,388.00	\$	5,000.00	\$	4,961.00	\$	5,000.00
Legal Fees	\$	6,498.75	\$	25,000.00	\$	8,567.25	\$	25,000.00	\$	5,239.84	\$	25,000.00
Licenses and Permits	\$	1,200.00	\$	3,000.00	\$	560.00	\$	2,000.00	\$	784.00	\$	2,000.00
Meals	\$	228.00	\$	1,000.00	\$	353.73	\$	1,000.00	\$	1,042.74	\$	1,000.00
Memberships - NATOA / Others	\$	11,125.00	\$	10,000.00	\$	7,230.00	\$	10,000.00	\$	5,470.00	\$	10,000.00
Mileage	\$	6,385.18	\$	12,000.00	\$	8,868.59	\$	9,000.00	\$	6,874.16	\$	9,000.00
Miscellaneous Expenses	\$	7,203.51	\$	500.00	\$	2,146.95	\$	1,000.00	\$	2,112.05	\$	1,000.00
Natural Gas	\$	2,911.68	\$	5,000.00	\$	1,930.54	\$	6,800.00	\$	2,370.71	\$	6,800.00
Office Supplies / Equipment	\$	3,769.02	\$	6,000.00	\$	5,752.47	\$	6,000.00	\$	5,751.70	\$	6,000.00
Parking Lot Maintenance	\$	-	\$	1,000.00			\$	3,200.00			\$	3,200.00
Payroll Expenses	\$	187.00	\$	-	\$	252.50						
Payroll Expenses (ADP/HSA)	\$	968.39	\$	1,200.00	\$	1,247.50	\$	2,400.00	\$	1,530.00	\$	2,400.00
Postage	\$	276.70	\$	500.00	\$	340.74	\$	1,000.00	\$	1,064.16	\$	1,000.00
Printing / Copy Services	\$	275.85	\$	500.00			\$	1,000.00			\$	1,000.00
Professional Development	\$	6,202.20	\$	22,000.00	\$	4,689.06	\$	22,000.00	\$	11,929.15	\$	22,000.00
Publications	\$	116.90	\$	500.00	\$	159.00	\$	500.00			\$	500.00
Ramsey Capital Equipment	\$	2,870.68	\$	5,000.00	\$	1,584.24	\$	5,000.00	\$	2,303.51	\$	5,000.00
Reimbursements	\$	-	\$	-	\$	-			\$	-		
Sales Tax	\$	144.00	\$	250.00	\$	63.00	\$	500.00	\$	73.00	\$	500.00
Secretary Services	\$	915.75	\$	2,000.00	\$	1,184.00	\$	2,500.00	\$	1,015.75	\$	2,500.00
Snow Plowing Service	\$	3,872.50	\$	6,000.00	\$	2,737.50	\$	5,000.00	\$	7,803.75	\$	5,000.00

State Unemploy Exp	\$	-	\$	2,500.00		\$	2,500.00		\$	57.95	\$	2,500.00		\$	196.75	\$	2,500.00	
STD / LTD / Life Insurance	\$	6,829.11	\$	7,500.00		\$	6,997.94		\$	7,500.00		\$	6,991.25		\$	6,781.90	\$	7,500.00
Studio Sets	\$	125.99	\$	5,000.00			\$	10,000.00		\$	673.71	\$	10,000.00		\$	6,986.76	\$	10,000.00
Subscription Services/Electronic	\$	19,298.98	\$	22,000.00		\$	18,178.43		\$	22,000.00		\$	22,003.77		\$	15,542.33	\$	20,000.00
Temp Staff Services	\$	-	\$	1,500.00			\$	2,500.00		\$	150.00	\$	2,500.00		\$	369.50	\$	2,500.00
Vehicle - Equipment / Repair	\$	5,031.86	\$	15,000.00		\$	13,870.26		\$	15,000.00		\$	11,460.98		\$	11,022.62	\$	15,000.00
Vehicle - Insurance	\$	1,332.00	\$	2,000.00		\$	1,292.00		\$	4,000.00		\$	1,300.00		\$	2,973.00	\$	4,000.00
Vehicle - Maintenance / Gas	\$	2,064.23	\$	8,000.00		\$	1,527.37		\$	8,000.00		\$	8,464.66		\$	21,697.33	\$	6,000.00
Waste Removal	\$	1,574.26	\$	1,500.00		\$	1,552.64		\$	2,000.00		\$	1,366.96		\$	1,220.63	\$	1,500.00
Web / VOD / Int / CaTV / Phone	\$	33,307.60	\$	22,000.00		\$	28,580.93		\$	22,000.00		\$	17,104.40		\$	14,333.13	\$	22,000.00
Work Comp Insurance	\$	1,742.00	\$	2,000.00		\$	1,872.00		\$	2,300.00		\$	1,853.00		\$	1,744.00	\$	1,500.00
Operating Income	\$	1,712,947.83	\$	1,358,500.00		\$	1,652,218.87		\$	1,376,000.00		\$	1,697,524.22		\$	1,728,165.53	\$	1,383,922.00
Total Expenses	\$	1,106,962.94	\$	1,356,968.00		\$	1,070,395.24		\$	1,337,340.00		\$	1,096,975.59		\$	1,068,417.12	\$	1,275,435.00
Net Operating Income*	\$	605,984.89	\$	1,532.00		\$	581,823.63		\$	38,660.00		\$	600,548.63		\$	659,748.41	\$	108,487.00

*Net Income allocated to fund reserves in two areas: Operation Reserves and Capital Reserves.
5-Year Capital Improvement Plan is \$3.4 Million



QCTV Five Year Capital Equipment Spending Plan

	2022	2023	2024	2025	2026	Extended
Building	\$ 116,750.00	\$ 60,000.00	\$ 10,500.00	\$ 11,000.00	\$ 35,000.00	\$ 233,250.00
Portable Field Equipment	\$ 24,000.00	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 138,000.00
City Equipment	\$ 664,000.00	\$ 80,000.00	\$ 110,000.00	\$ 120,000.00	\$ 1,280,000.00	\$ 2,254,000.00
Office	\$ 70,500.00	\$ 51,500.00	\$ 35,500.00	\$ 20,500.00	\$ 60,500.00	\$ 178,000.00
Studio	\$ 5,000.00	\$ 159,000.00	\$ 45,500.00	\$ 12,500.00	\$ 105,000.00	\$ 222,000.00
Mobile - Vehicles and Equipment	\$ 5,000.00	\$ 15,000.00	\$ 270,000.00	\$ 385,000.00	\$ 17,000.00	\$ 675,000.00
Master Control Equipment	\$ 365,000.00	\$ 160,000.00	\$ 97,000.00	\$ 90,000.00	\$ 5,000.00	\$ 712,000.00
Total	\$ 1,250,250.00	\$ 593,500.00	\$ 578,500.00	\$ 667,000.00	\$ 1,510,500.00	\$ 4,599,750.00

Adopted by the Commission 11/18/2021

Category Building
Budget Code ZCIP - Building

Description

Item	2022	2023	2024	2025	2026	
Architectural Study						
Roof Replacement	\$ 52,000.00					
Building Furniture	\$ 35,000.00					
Carpet (office & studio)	\$ 15,000.00					
HVAC Replacement	\$ 9,750.00	\$ 10,000.00	\$ 10,500.00	\$ 11,000.00		
Parking Lot		\$ 50,000.00				
Building Lighting (interior/exterior)						
Network/Video Cabling/Security					\$ 35,000.00	
Other	\$ 5,000.00					
Total	\$ 116,750.00	\$ 60,000.00	\$ 10,500.00	\$ 11,000.00	\$ 35,000.00	\$ 525,250.00

Category Portable Field Equipment
Budget Code ZCIP - Portable Field Equipment
Description

Item	2022	2023	2024	2025	2026	
Field ENG Cameras/Tripods	\$ 18,000.00			\$ 22,000.00		
Remote System (Switcher and Cameras)		\$ 65,000.00				
Gimbals and DSLR	\$ 5,000.00			\$ 5,000.00		
POV cameras	\$ 1,000.00			\$ 1,000.00		
Microphones		\$ 3,000.00			\$ 3,000.00	
Other			\$ 10,000.00		\$ 5,000.00	
Total	\$ 24,000.00	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 190,000.00

Category City Equipment
Budget Codes ZCIP - Andover ZCIP - Anoka ZCIP - Champlin ZCIP - Ramsey
Description

Item	2022	2023	2024	2025	2026	
Presentation System	\$ 12,000.00				\$ 600,000.00	
Audio System				\$ 40,000.00		
Lighting System						
HD video transmission			\$ 30,000.00			
Production Equipment (Switcher, Cameras)	\$ 500,000.00				\$ 600,000.00	
Conversion and Distribution	\$ 12,000.00					
Rack Cabinets or Desk	\$ 60,000.00					
Andover*						
Anoka*						
Champlin*						
Ramsey*						
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 664,000.00	\$ 80,000.00	\$ 110,000.00	\$ 120,000.00	\$ 1,280,000.00	\$ 3,237,755.00

*Note: \$5,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.

Category Office Equipment
Budget Code ZCIP - Office Equipment
Description

Item	2022	2023	2024	2025	2026	
Laptop Computers	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
Computer Workstations	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
Network Switches, Access Points		\$ 6,000.00			\$ 10,000.00	
Network Printer / Scanner	\$ 5,000.00					
Servers	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00			
Building Monitors/Displays		\$ 10,000.00				
Website Updates/Upgrades	\$ 35,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00	
Other			\$ -			
Total	\$ 70,500.00	\$ 51,500.00	\$ 35,500.00	\$ 20,500.00	\$ 60,500.00	\$ 306,500.00

Category Studio Equipment

Budget Code ZCIP - Studio

Description Equipment for the studio, located in the studio, the studio control room or the machine room. Supports Studio shoots.

Item	2022	2023	2024	2025	2026	
Studio Cameras					\$ 100,000.00	
PTZ Bump Cam and contoller				\$ 7,500.00		
Video Playback	\$ 20,000.00					
Video Switcher						
Program Capture Devices			\$ 4,500.00			
Graphics Computer	\$ 30,000.00					
Audio (Sound Board and Equipment)			\$ 26,000.00			
Intercom			\$ 10,000.00			
Monitors (Multiviewers)						
Waveform/Vectorscope						
Smaller Rackmount Monitors						
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels	\$ 3,000.00					
Set/Curtain/Furniture	\$ 51,000.00					
Studio Lights	\$ 50,000.00					
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 5,000.00	\$ 159,000.00	\$ 45,500.00	\$ 12,500.00	\$ 105,000.00	\$ 686,200.00

Category Mobile - Vehicles and Equipment
Budget Code ZCIP - Truck
Description

Item	2022	2023	2024	2025	2026	
Replay System			\$ 120,000.00			
Audio					\$ 7,500.00	
Camera(s), CCU, RCP and Accesories				\$ 360,000.00		
Microphones					\$ 1,000.00	
Main Graphics Computer			\$ 35,000.00			
Tripod Replacements				\$ 20,000.00		
Fiber optic upgrades		\$ 10,000.00				
Scorebox Replacement			\$ 15,000.00			
LiveU Replacement			\$ 15,000.00			
POV Camera Replacements					\$ 3,500.00	
Video Switcher			\$ 35,000.00			
Truck Rewiring/ Conversion Cards/ Distribution Amps			\$ 15,000.00			
Video Router			\$ 20,000.00			
Truck Graphics Wrap Replacement						
Monitor Display Replacement			\$ 5,000.00			
Master and back-up Recording Decks			\$ 5,000.00			
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 5,000.00	\$ 15,000.00	\$ 270,000.00	\$ 385,000.00	\$ 17,000.00	\$ 1,027,000.00

*Note: Production Truck may need to be replaced as soon as 2023 at an approximate cost of \$200,000.00

Category Machine Room - Master Control Equipment
Budget Code ZCIP - Master Control Equipment

Description Includes channel playback, transmission, and conversion equipment

Item	2022	2023	2024	2025	2026	
HD File Playback Machine(s)	\$ 30,000.00			\$ 60,000.00		
Fiber access to Connect Anoka County						
SAN, DAM, Back-up Storage		\$ 35,000.00		\$ 10,000.00		
Off-site Redundancy			\$ 20,000.00			
Video Patchbays and Wiring				\$ 5,000.00		
Video Router			\$ 72,000.00			
Conversion/Distribution Amps	\$ 5,000.00					
Live Channel Encoders	\$ 30,000.00					
Channel CG/ Bulletin Board	\$ 30,000.00					
Digital Waveform/Vectroscope w. eye pattern	\$ 15,000.00					
Multiviewer Replacement				\$ 10,000.00		
Closed Captioning	\$ 250,000.00	\$ 120,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 365,000.00	\$ 160,000.00	\$ 97,000.00	\$ 90,000.00	\$ 5,000.00	\$ 982,000.00

QCCCC Agenda Item

5.5 Capital Request

September 6, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: Capital Request – Pavement Replacement

Overview

The QCTV facility was built in 2001. Maintenance projects and replacement of HVAC have occurred over the 20 years. The parking lot asphalt needs resurfacing.

Project estimates

Estimates for the project were solicited. Two quotes were received and are attached.

Allied, Inc.	\$32,969
Superior Sealcoat	\$28,390*

* Pricing includes notice to adjust price if WTI oil pricing exceeds \$125/barrel.

Capital budget

This is a planned capital expense. The amount was budgeted in Building capital expense line item for 2021.

Action Requested:

Approve pavement replacement with Superior Sealcoat in the amount of \$28,390.



10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedincmn.com

Phone: 763.425.0575
Cell: 612-834-0238
Email: Luke@alliedincmn.com

Proposal

Company Name: QCTV
Billing Address: 12254 Ensign Ave N
Champlin, MN, 55316
Contact Person: Karen George

Date: June 13, 2022

Phone: 763 276-9860
Project Address: Same

Email: Karen.George@qctv.org

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Price	INT
Overlay (2" Mill & Overlay): (Edge mill or Complete mill) asphalt surface to promote water flow and provide tie ins. Patch and clean the asphalt surface. Apply CQS1H tack material at a rate of .05 gallons per S.Y. Pave an after compaction asphalt mat (Depth specified above).	S.Y.	1,538	\$32,374.00	
Striping Re-stripe as per existing layout. Curb lines, light poles, bollards, etc. are not included unless otherwise specified.	L.S.	1	\$595.00	

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Inc. Warranty Terms, Qualifications, and Construction Specifications.

Note: Contracted prices are subject to re-pricing if the WTI oil pricing exceeds \$125/Barrel at time of delivery

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:	\$32,969.00
ADD 1% Bonding if Necessary	

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.

Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.

Allied Inc. to carry proper insurance including Workers Compensation.

Authorized Signature: _____

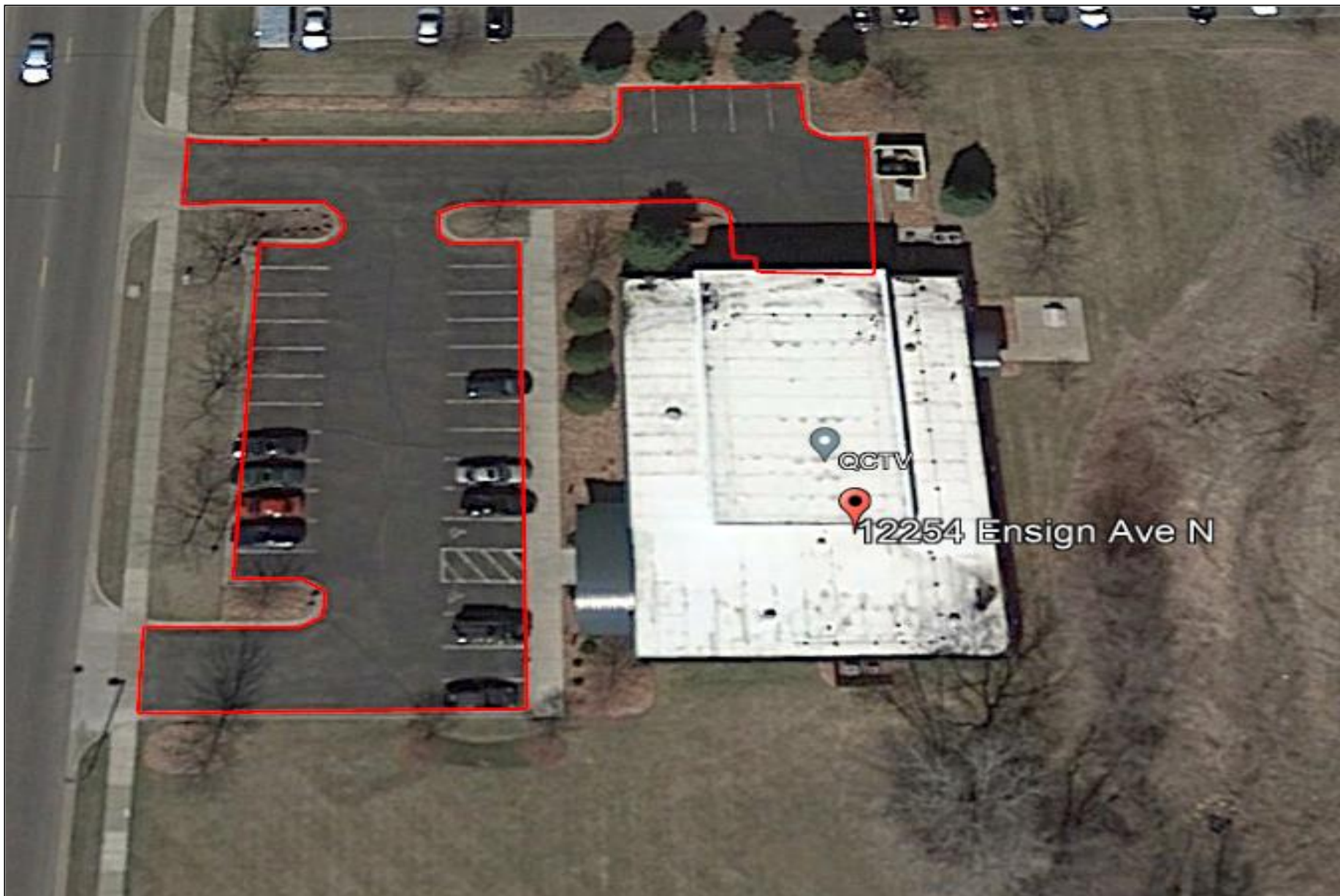
Luke LaChance

Luke LaChance

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____



2" Mill & Overlay Total SY 1,538
Stripe lot



12254 Ensign Ave N
Champlin, MN, 55316

By: Luke LaChance - 612-834-0238
Luke@alliedincmn.com

*Allied
Inc.*

General Qualifications

Allied Inc. offers a one year guarantee on workmanship and materials on all scopes of work listed below, unless clarified. Please confirm scope of work detailed on site plan to assure accuracy. Allied Inc. will contact customer prior to construction. Work will be done in a continuous fashion to minimize (but not eliminate) customer inconvenience. Allied Inc. encourages an on-site pre construction meeting if traffic and staging issues are a concern. Allied Inc. is not responsible for locating, repairing or replacing the following: Private utilities, Parking lot lights, sprinkler head, sprinkler lines, other non-located items in the construction area. Allied Inc. is not liable for asphalt areas broken by equipment during construction process. Any deviation from original approved scope of work will only be completed with customer approval (written change order). Prior to the start of work, any obstructions in the construction area shall be removed by owner. Any delays may result in additional charges. Construction outside of this contract resulting in damage to project area will not be covered under Allied warranty.

Catch Basin Warranty Information and Qualifications:

While Allied Inc. makes every effort to provide firm pricing on all our projects it is impossible to do so on catch basin reconstructs in that the repair work is under ground and cannot be specifically identified with a surface inspection. No work beyond time and materials pricing will proceed without verification and approval by the owner. Allied Inc. Company will call for locates in advance of construction.

Chip Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include uneven wearing patterns in drive lanes, high traffic areas, exposed aggregate asphalt surfaces, and plow scraping. Excessive silt/dirt areas that are not able to be cleaned by reasonable means, may not adhere properly and result in premature wearing. Heavily shaded areas (ie. overhanging trees, tall buildings, etc.) may not properly cure. Low areas on the existing asphalt surface that hold water will reduce the life expectancy of the seal. Seal coats generally do not adhere well to epoxy striping materials. The Spring following a chip seal application, after the snow has melted, may reveal loosened aggregate in grass or areas where snow has been piled. This is typical of a chip seal application, and a second sweep in the spring should be considered at an additional charge (sweeping does not include landscape areas). Weeds and vegetation removal shall be done by owner at least 1 week prior to construction. Any areas not accessible to chip seal rollers will not be warrantied, and are excluded from the project unless otherwise noted.

Specifications: All chip seals experience oil bleeding and aggregate tracking. The pick-up sweep of excess aggregate is generally done 4 to 8 weeks after application. Actual lot conditions, weather, and other factors will determine actual sweeping time of aggregate. Polymerized oils allow for quicker pick up sweep to minimize aggregate tracking (generally 2 to 4 weeks). Fog seals will minimize the aggregate tracking and oil bleeding. Allied Inc. uses the Standard McLeod formula for gauging application rates. Deviations from the formula at the customer's request may result in a warranty waiver. While the MNDot specifications allow for chip seals to be constructed from May 15 to September 1. Late season chip seals (starting August 15th) may exhibit a higher incidence of aggregate stripping and oil bleeding in subsequent seasons. Chip seals will not add structural integrity or correct water flow issues. Chip seal material may overlap into curb lines, this should be considered incidental to the construction.

Application: Clean the asphalt with a Mechanical Pick-up style street sweeper. Dispose of sweepings offsite. Apply liquid asphalt at a rate specified on proposal with asphalt distributors equipped with computerized rate of control. Apply cover aggregate at a rate specified on proposal with a self-propelled computerized chip spreader. Roll the cover aggregate with eleven wheel pneumatic rubber tire rollers. Pick up sweep excess aggregate as per curing conditions.

Seal Coat & Fog Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include uneven wearing patterns in drive lanes, high traffic areas, exposed aggregate asphalt surfaces, and plow scraping. Excessive silt/dirt areas that are not able to be cleaned by reasonable means, may not adhere properly and result in premature wearing. Heavily shaded areas (ie. overhanging trees, tall buildings, etc.) may not properly cure. Low areas on the existing asphalt surface that hold water will reduce the life expectancy of the seal. Seal coats generally do not adhere well to epoxy striping materials. All qualifications, specifications, and applications listed in this section also apply to fog seals. Traffic on uncured seal coats may result in material tracking (Allied not responsible for cleaning). Weeds and vegetation removal shall be done by owner at least 1 week prior to construction. Water protruding from the asphalt or adjacent areas that run into the seal coat area may affect the performance of the seal coat and will not be warrantied.

Specifications: CS-41 seal coats must be applied during daylight hours to ensure proper application and curing. CS-41 generally dries in one to five hours. It takes several additional hours for proper cure. Allowing traffic on the product prior to proper cure will result in premature wear. While CS-41 is a resurfacing as well as a rejuvenating sealer it will polish off the top of exposed aggregate and in drive lanes. CS-41 can be used over the top of chip seals to enhance aggregate adhesion and minimize aggregate tracking and oil bleeding.

Sealcoating done after September 1st may have a high tendency for excessive or premature wearing and will not be warrantied.

Application: Clean asphalt surface to remove dust and loose debris. Apply CS-41 rejuvenating sealer and binder as per manufacturer's specifications.

Crack Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include previously sealed cracks that have failed and cannot be routed. Cracks sealed in parking areas are not warrantied. No warranty on un-routed cracks.

Specifications: Cracks wider than 1" should not/may not be crack sealed. Alligator, hairline and block cracks should not be sealed and will not be unless sealing these cracks is requested by customer in writing. Alligator, hairline and block cracks will not be routed or warrantied. Previously sealed cracks that have failed or recessed will be topped off only (no rout). Weeds in cracks are to be sprayed/removed by customer 2 weeks prior to construction. Cover paper will be used at contractors' discretion.

Application: Rout and seal the longitudinal and transverse "working" cracks that are 1/4" wide or wider up to 1". Rout cracks 3/4" by 3/4". Dry and clean the crack with hot air lance and/or forced air. Seal crack with MNDOT spec hot crack seal material. Material will be heated in a melter equipped with a double jacket boiling system to prevent scorching and overheating of the material. Include over band as per MNDOT specifications. Apply proper cover as necessary per contractors' discretion.

Patching and Paving Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include "frost, working, reflective" cracks or scrapes and other surface damage caused by plows, vehicles and equipment. All overlays will experience frost cracks, working cracks, and reflective cracks. Settling in trench patches due to sub base compaction will not be warrantied. No warranty on drop and roll patching. Late season patching & paving may result in rough mix and cold seams.

Specifications: Please inform an Allied estimator or Office Staff of specific water flow concerns (if any) prior to construction. Water flow issues may not be addressed unless identified by owner prior to bidding and construction. Allied Inc. will shoot elevations upon request or if water flow issues are present and identified prior to construction. No guarantee on 100% water flow unless 1.5% pitch can be established and maintained. Asphalt overlays will mirror existing parking lot. Allied Inc. will call for locates in advance of construction. Allied Inc. will not be responsible for locating, repairing or replacing the following: Private utilities, sprinkler head, sprinkler lines, or other non-located items in the construction area. Allied Inc. is not responsible for any backfilling, seed or sod unless detailed on proposal. Allied Blacktop Company is not responsible for any City, State, County, Federal, Watershed or other permitting unless detailed on proposal. Parking stripes affected by asphalt work will not be re-striped unless quoted. This contractor is not liable for asphalt areas broken by equipment during construction process. Base replacement is not included in the contract unless noted on the proposal. If base replacement is found to be necessary, replacement cost will be approved by owner prior to continuing the construction process.

Application: Asphalt paving application details to be noted on proposal if not listed in this section. Patch asphalt as specified on proposal by methods of remove and replace, mill and patch, skin patch, drop and roll or infrared patching or other specified method.

Remove and replace: Jackhammer, mill, or sawcut straight edge. Remove existing asphalt and dispose off-site. Stabilize existing base material. Install asphalt as per specified thickness and compact.

Mill and Patch: Mill existing asphalt to a specified depth. Clean milled surface. Apply CSS1H tack material. Install asphalt as per specified thickness and compact.

Skin Patch: Clean existing asphalt surface. Apply CSS1H tack material when applicable. Install asphalt material and compact. (No Warranty)

Drop and Roll: Install asphalt material and compact (No Warranty).

Infrared Patch: Heat existing asphalt surface. Add asphalt sand fines as necessary rake to level and compact.

Concrete Warranty Information and Qualifications:

The one year guarantee does not include "frost or hairline cracking, scrapes and other surface damage caused by plows, vehicles and equipment, or concrete spalling or raveling as a result of improper salting. After October 15th cold weather charges will take effect. Allied is not responsible for concrete parking blocks damaged during the removal process. Parking blocks can be replaced at a price to be specified prior to installation.

Pre-Lien Notice

(A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions;

(B) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

1. Warranty. All Work is to be completed in a workmanlike manner, according to standard industry practices in Minnesota. Unless otherwise required by law, Contractor provides a warranty on all labor related to the Work for a period of one year from the date Contractor ceases work on the Property. All materials provided to the Property are covered only by manufacturers' and/or suppliers' warranties, if any. Unless otherwise specified all materials will be standard stock materials and other products and materials may be substituted for equivalent products due to availability. Some variation in color and texture of materials is acceptable. Contractor does not warrant or guarantee any materials or labor that Contractor did not originally provide. Contractor does not warrant labor and materials related to Owner-Direct Work and Owner-Direct Work may void Contractor's warranty. Contractor shall not be responsible for work required as a result of the acts or errors of others or for latent defects in materials or products.

2. Access to Property. The Price is based upon completion of the Work during normal working hours and Owner agrees to provide Contractor clear and continuous access to the Property as required for the Work. Owner will be responsible for Price increases if any failure to provide reasonable access interrupts Contractor's Work. Owner shall make toilet facilities available to all workers or compensate Contractor for the cost of rented units plus 10% for overhead, which shall increase the Price. Owner shall furnish electric, water, and other utilities for the Work at no expense to Contractor. Owner shall arrange for any necessary identification of underground utilities prior to any digging.

3. Hidden or Hazardous Conditions. A "Hidden Condition" shall mean a concealed or unforeseeable condition not readily observable when inspecting the Property for purposes of estimating the Price. A "Hazardous" Condition shall mean hazardous materials, asbestos-containing materials, mold, insect or rodent infestation, or similar conditions. Contractor has no responsibility to determine the presence or absence of any Hidden or Hazardous Conditions affecting the Work. The Price does not include and Contractor shall not be required to remove, protect against, dispose of or remedy Hidden or Hazardous Conditions. Owner acknowledges receipt of a Mold Notice/Waiver and Formaldehyde Disclosure as required by Minnesota law. Any alteration or deviation from the scope of the Work, including hidden damage, additional work required by government inspectors, out of square or out of plumb conditions, or discovery of Hidden or Hazardous Conditions, shall entitle Contractor to immediately stop the Work, require a written Change Order signed by the parties, and may result in extra charges beyond the Price which Owner agrees to pay.

4. Use of Property. Contractor may a) place an advertising yard sign at the Property for promotion and to identify the Property for workers and suppliers and b) store materials and rubbish at the Property. Owner may be charged additional fees for items other than construction debris found in Contractor's dumpsters.

5. Substantial Completion. Substantial Completion shall be the date on which Contractor's Work is substantially finished so that the Work may be used for its intended purpose (as distinguished from the date of Owner's acceptance thereof), or the date of Contractor's last item of work at the Property, whichever is earlier.

6. Delays. Contractor shall not be responsible for delay damages arising from stoppage of the Work due to a) Owner's breach of contract, b) Owner's failure to provide access to the Property, c) as a result of inclement weather, strikes, fires, accidents, labor shortages, delays in delivery of materials, or d) any causes beyond Contractor's reasonable control.

7. Owner-Direct Work. Contractor is not responsible for timely delivery or performance of any labor or materials for which Owner is directly responsible ("Owner-Direct Work"). Owner shall not give instructions to or directly request any work from Contractor's workers. Delays caused by Owner-Direct Work may result in extra charges beyond the Price which Owner agrees to pay and for which a Change Order shall be signed, including but not limited to a \$200 per trip service charge.

8. Payments and Collection. If Owner fails to make payment as required by this Agreement Contractor may stop work on forty-eight (48) hours notice. The Price shall be increased by Contractor's reasonable costs to stop and/or resume Work, and Owner agrees to pay any such costs. Owner agrees to pay a service charge of 8% per annum or the maximum amount permitted by law on all balances 30 days or more past due. Owner shall also pay for all collection costs, including employee time and expense and all attorneys' fees and costs Contractor incurs in collection of and/or protection of its interests in Owners' past due account or other enforcement of this Agreement.

9. Personal Property. Except as specifically called for by this Agreement Contractor shall not be responsible for protection of Owner's vehicles or other personal property ("Personal Property"). Owner shall manage and be responsible for protection of Personal Property and Contractor shall not be responsible for the theft or disappearance of or damage to Personal Property. Contractor shall not be responsible for locking or closing doors or gates.

10. Liquidated Damages. Owner acknowledges that it would be difficult to determine Contractor's precise damages if Owner breaches this Agreement or if Owner terminates this agreement without a legal basis. Therefore, in the event Owner terminates after any applicable cancellation period or otherwise breaches this Agreement, Owner still agrees to pay Contractor: (1) in full on a time and material basis for all services Contractor, its subcontractors and material suppliers have provided to Owner or the Property, and (2) lost profit equal to 25% of the Price, Change Order amounts, and additional services Contractor and its subcontractors and material suppliers have provided to Owner or to the Property as of the date of such termination or breach, which fee represents the industry standard for reasonable profit and overhead. Owner agrees that the described damages in this Section are a reasonable estimate of the damages that Contractor would incur due to Owner's breach of the Agreement.

11. Limitation on Claims. Any civil action alleging Contractor's breach of this Agreement, negligence, fraud, misrepresentation, or any other claim by Owner must be initiated no later than one (1) year after the earlier of (a) the date Contractor ceases work on the Property, or (b) the date Contractor's building permit is finalized or otherwise closed. Contractor shall not be responsible for any damage to the Property related to the weight or delivery of dumpsters, equipment or materials. Owner agrees that Owner's maximum claim for damages against Contractor, and Contractor's maximum liability to Owner, shall be limited to the amount Owner has paid to Contractor.

2018 Quick Reference Guide to Accessible Parking Standards

Accessibility Standards have been changing over the past several years. The Minnesota Council on Disability has prepared this quick reference guide to help you ensure that your parking is accessible to all of your customers, clients, tenants, and employees. It's good business!

Most accessible parking spaces created prior to July 2007 were permitted to have access aisles only 5 feet wide, however in 2007 the code changed to require 8-foot access aisles for all new and reconfigured disability parking spaces. Accessible parking areas with 5-foot access aisles that have not been sealcoated, resurfaced, or reconfigured *in any way* may be re-painted exactly "as-is" with 5-foot access aisles, **however, parking areas that are being seal-coated, resurfaced, or reconfigured in any way must have an 8-foot access aisle.**

If you own or operate a parking lot that is out of compliance with updated codes, The Minnesota Council on Disability encourages you to update your accessible parking areas. Compliance with current code minimizes your risks of complaints and litigation AND it's good business!

Accessible parking spaces must:

- Be located on the shortest possible accessible route to the building entrance;
- Be at least 8 feet wide;
- Have a permanently mounted (not moveable) sign centered at the head of the space and mounted a minimum of 60", maximum of 66" above the parking surface as measured to the bottom of the sign. The sign must be at least 12" x 18" and look exactly like the image at right.
- Have an adjacent access aisle that is at least 8 feet wide, (preferably on the passenger side if there is only one accessible space). Van parking spaces that are angled must have access aisles always located on the passenger side of the parking space.
- A permanently mounted "No Parking" sign must be centered at the head of the access aisle space UNLESS that sign would obstruct a curb ramp or pedestrian route, in which case "No Parking" must be painted on the access aisle. (The sign may also be posted on a building at the head end of the access aisle as long as it's not more than 8 feet away. It must be mounted at height specified in the point above.)



MINIMUM REQUIRED NUMBER OF DISABILITY SPACES*

Total # of Parking Spaces	Required # of Accessible Spaces
1 – 25	1
26 – 50	2
51 – 75	3
76 – 100	4
101 – 150	5
151 – 200	6
201 – 300	7
301 – 400	8
401 – 500	9
501 – 1000	2% of total parking spaces
1001 and over	20 spaces + 1 for each 100 over 1000

* Apartment buildings, dormitories and similar building types require a minimum of 2% disability parking. Outpatient hospital facilities require 10% and rehabilitation facilities/physical therapy facilities require 20% disability parking.

- The slope of each accessible parking space and access aisle must not exceed 1:48. Slope of curb ramps must not exceed 1:12.
- One in every six accessible spaces must be van-accessible, having a minimum vertical clearance of 98 inches.
- **IMPORTANT**
"Van accessible" signage is not required by Minnesota State Building Code when **all** disability parking spaces have access aisles that are a minimum of 96 inches wide and have a minimum of 98 inches vertical clearance. However, the Federal ADA is being interpreted to require "van accessible" signage on **at least 1** of every 6 van accessible spaces. You may also put "van accessible" signage on **all** of your compliant spaces and reduce user confusion. To protect your business, please consider adding "van accessible" signage to your disability parking.



For more detailed information about current accessible parking design standards, refer to Section 502 of the accessible parking design code requirements:
<https://codes.iccsafe.org/public/document/code/285/4948143>



Superior Sealcoat Service, Inc. has been in continuous operation for four generations spanning over 50 years.

The following is a list of some customers we have had the privilege of working for in the past.

Churches, Synagogues and Schools

Saint Patricks Catholic Church	Inver Grove Heights
North Heights Lutheran	Arden Hills & Roseville
Saint Ambrose Catholic Church	Woodbury
First Lutheran Church	White Bear Lake
Beautiful Savior Lutheran Church	Plymouth
B'nai Emet Synagogue	St. Louis Park
Mt. Olivet Lutheran Church	Minneapolis
Visitation Catholic School	Mendota Heights
Saint Thomas Academy	Mendota Heights
St. John the Baptist Catholic Church	Savage
Belle Plaine Schools	Bell Plaine
Inver Grove Heights Schools	Inver Grove Heights
Monticello Schools	Monticello
Buffalo Schools	Buffalo
Annandale Schools	Annandale

Property Management Companies

Lang-Nelson Associates	St. Louis Park
Trach Construction Co.	Minneapolis
CSM Corporation	Minneapolis
Rice Property Mgmt. Co.	Edina
Linville Properties	Burnsville
Frauenshuh Co.	St. Paul
Cushman & Wakefield	Minneapolis

Commercial - Industrial - Business

Satellite Industries	Plymouth
Siemens Technology	Roseville
Kline Volvo & Nissan	Maplewood
SW Transit	Eden Prairie
Water Park of America	Bloomington
Wings Financial	Minneapolis
TCF Banks	Minneapolis
Imagine Print Solutions	Shakopee
National School Studios	Bloomington
M & I Banks	Minneapolis
NorthStar Mini Storage	Minneapolis
Toro Co.	Bloomington
Pearson Candy	St. Paul

DATE

6-27-22

PROPOSAL

JOB NUMBER

276-22

SUPERIOR SEALCOAT SERVICE, INC.

2800 WEST 55TH STREET
 MINNEAPOLIS, MINNESOTA 55410
 Phone:(952) 881-8960
 www.superiorsealcoat.net

Proposal Submitted to QCTV. Karen George	Phone 763-276-9860	Job Name QCTV	Phone
Address 12254 Ensign Ave. North. karen.george@qctv.org	Job Address 12254 ENSIGN AVE. NORTH		
City, State and Zip Code Champlin, Mn. 55316	City, State and Zip Code CHAMPLIN, MN. 55316		

Observations:

1. Has been crack-filled in the past.
2. No evidence of previous sealcoat.
3. Surface is coarse with + 1/2" exposed aggregate.

Recommendations:

1. Mill & repave of complete parking lot (curb to curb) Approx. 1,645 sq. yds.

Procedure:

1. Mill **Entire** area to a depth of approx. 2".
2. Remove milled blacktop and haul away for recycling.
3. Tack entire area with liquid asphalt to ensure bond between old and new surfaces.
4. Install approx. 2" after compaction of MnDot Spec MV4 hot asphalt and roll to uniform finish.

Quotation:

Mill & Repave entire parking lot (all existing blacktop) at a cost of.....\$27,965.00

Quotation:

After asphalt paving is completed, stripe parking area as now striped at cost of.....\$425.00

Attention: The following proposal assumes the existing base material is of good quality to support the new Asphalt. If during the milling process it is discovered that some areas need Soil Corrections the owner or owners representative will be contacted immediately to discuss options to remedy the situation as well as any additional charges. Work will not continue until a plan is agreed upon between Owner and Superior Sealcoat Service, Inc.

If areas needing Soil Corrections are more pervasive and require major excavation and base replacement Superior Sealcoat Service, Inc. reserves the right to excuse itself from any further work as outlined in the proposal agreement and Owners are free to seek new remedies and bids from other contractors.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars ()

Payments to be made as follows: NET 15

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized
Signature



Note: This proposal may be withdrawn by us if not accepted within five days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance

QCCCC Agenda Item

5.6 Technology Projects 2022 Outlook

September 10, 2022

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Technology Projects 2022

Overview:

Background

Technology staff presented the 2021 Annual Technology Update and outline some of the technology projects planned for 2022. There are five major projects to complete.

1. City Hall production equipment replacement
2. Auxiliary meeting equipment to facilitate city staff produced meetings, open houses, and resident forums
3. Website rebuild/redesign
4. Master control equipment replacement (Cablecast)
5. Closed Captioning

The order of the projects is based on how they affect and interact with each other.

Project Specifics:

City Hall Production Equipment Replacement (Start in Quarter 1)

Almost all of the equipment for all four cities and the spare system has been ordered and has arrived. A few items are still backordered; however, we have substitutes in inventory that will work with the system design until those items arrive. Technology staff installed all equipment at Andover from March 21st through completion on April 4th. The equipment was used for the Andover City Council meeting on April 5th. Technology staff installed all equipment in Anoka between May 17th and the City Council meeting June 6th. QCTV staff with assistance from an engineer from Town Square Television started Champlin installation August 23rd and completed work by September 6th. The next Champlin meeting will be the City Council September 12th. Equipment installation at Ramsey City Hall will begin on September 28th with an estimated completion on Monday October 10th, to be ready for the City Council meeting October 11th.

Auxiliary Meeting Equipment (Start in Quarter 2)

This project is city driven. A capital expense request was approved by the Commission on March 17th. Equipment grant requests have been received from all

four of the member cities. The City of Anoka purchased equipment with the funds and have used the equipment in the work session room.

Website Rebuild (www.qctv.org)

(Start in Quarter 2 - 3)

QCTV launched the current version of the website in January of 2016. Technology staff are currently looking at other stations' websites to identify best practices and features. QCTV staff identified potential changes and upgrades needed. Technology staff have had two meetings with current developer BizzyWeb. Staff created a detailed development site map with rough sketches of redesigned pages.

Master Control Equipment (Cablecast)

(Start in Quarter 3)

Most of the Cablecast equipment in service is from 2015. The replacement of this equipment is part of the five-year capital plan. With potential equipment delivery issues and Commission scheduling, Technology staff recommended moving the purchasing for this project up to the May Commission meeting. After the Commission approved the capital expense request, the equipment was ordered and installed in June.

Closed Captioning

(Start in Quarter 3)

The Cable Commission directed technology staff to get more information and estimated pricing for captioning live government meetings. As presented in November of 2021, the captioning equipment would be installed at QCTV in the Machine Room. Staff tested a new option from Cablecast on several live City Council meetings. Technology staff are also working on getting a two week demonstration of service and equipment called enCaption from ENCO Systems in October.

Action Requested: None.

QCCCC Agenda Item

5.7 Ashpaugh & Sculco Audit / Settlement Agreement

May 7, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Ashpaugh & Sculco Audit / Settlement Agreement with Comcast

A review of fiscal performance includes an audit of fees paid as outlined in the franchise agreement. The commission's last review of the franchisee was in 2015 in conjunction with the proposed Comcast/TimeWarner transfer of ownership process.

At the November 21, 2019 meeting, the commission approved an audit of Comcast fees by Ashpaugh & Sculco, CPAs, PLC. The audit was delayed due to the pandemic and was subsequently completed and accepted by the commission in May 2021.

Legal Counsel and staff, with consultation of commission chair and treasurer, negotiated a settlement agreement. That agreement, and a cover memo by legal counsel Bob Vose, is attached.

Staff recommends commission approval of the settlement agreement.

Action Requested: Approval of Settlement Agreement



Offices in Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299
Saint Paul (612) 337-9300 telephone
(612) 337-9310 fax
St. Cloud <http://www.kennedy-graven.com>
Affirmative Action, Equal Opportunity
Employer

ROBERT J.V. VOSE
Attorney at Law
Direct Dial (612) 337-9275
Email: rvose@kennedy-graven.com

MEMORANDUM

Date: September 14, 2022
To: QCCCC
From: Bob Vose, Kennedy & Graven, Chartered
Re: Comcast Audit Settlement

As authorized by the member cities' franchises, the Commission audited Comcast's franchise fee and PEG fee payments for the period from January 1, 2015 through December 31, 2019. The auditor identified an alleged underpayment of \$233,490 including interest through April 22, 2021 (the date of the auditor's report). The auditor's report addresses a number of fairly complicated issues primarily related to Comcast's accounting practices. Comcast disputed most of the auditor's findings.

Based on multiple communications between Comcast and the auditor, and after extensive negotiations between Comcast and staff, Comcast has offered to pay \$163,283.62 to resolve the audited period and two additional years running thru the end of 2021. The settlement negotiations involved discussion and compromise regarding each of the various issues identified by the auditor. Acceptance of Comcast's settlement offer will avoid the need for possible litigation or other dispute resolution regarding technical accounting matters with an uncertain outcome.

I have drafted a settlement agreement. Comcast has indicated that the agreement is acceptable. Staff and I believe that the compromises reflected in this settlement are fair. Approval of the settlement will in no way waive any issues identified by the auditor for purposes of possible future audits. Staff recommends approval of the settlement agreement.

SETTLEMENT AGREEMENT FRANCHISE AND PEG FEE AUDIT

This Settlement Agreement (the "Settlement Agreement") is dated this ____ day of September 2022, between Comcast of Minnesota, Inc., an indirect, wholly owned subsidiary of Comcast Corporation ("Comcast"), and the Quad Cities Communications Commission a joint powers body formed by and among the cities of Anoka, Andover, Champlin and Ramsey ("Commission"). Comcast and the Commission may be individually referred to hereafter as a "Party" or jointly as the "Parties."

RECITALS

WHEREAS, the cable franchise ordinances issued to Comcast by the Commission's member cities, as amended (together, "Franchise Agreement") require Comcast to collect from subscribers and pay to the Commission a franchise fee in the amount of five percent (5%) of Comcast's gross annual cable revenues, a PEG Fee in the amount of 2.5% of Comcast's gross annual cable revenues, and a PEG grant calculated as \$.20 per subscriber, per month (together, the "Fees");

WHEREAS, as expressly allowed by the Franchise Agreement, the Commission engaged Ashpaugh & Sculco, CPAs, PLC ("A&S") to audit the Fees paid by Comcast from January 1, 2015 through December 31, 2019, and in a final report dated April 22, 2021 ("Report");

WHEREAS, A&S concluded that Comcast owed the Commission \$233,490 as of the date of the Report;

WHEREAS, Comcast disputed the findings in the Report in whole or in part and the Parties engaged in communications and settlement negotiations concerning the Report;

WHEREAS, the Parties deem it to be to their mutual benefit to settle their differences for regarding payment of the Fees for period audited and two additional years running through December 31, 2021 (the "Settlement Period");

WHEREAS, this Settlement Agreement resolves all disputes regarding the payment of Fees during the Settlement Period and specifies the terms under which Comcast will pay the total sum of \$ 163,283.62 to the Commission in full settlement of the alleged underpayment of Fees.

NOW THEREFORE, in exchange for the mutual benefits and undertakings described herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. PAYMENT OF FEES SETTLEMENT BY COMCAST

Within thirty (30) days of delivery to Comcast of a counterpart original of this Settlement Agreement executed by the Commission, Comcast shall deliver to the Commission a check made payable to the Commission in the amount of \$ 163,283.62.

2. RELEASE OF ALL CLAIMS AND FINAL SATISFACTION AND RELEASE OF PAYMENT OBLIGATIONS

The Parties hereby release and discharge each other from all claims related to the payment of Fees for the Settlement Period. Payment by Comcast to the Commission pursuant to Section 1 hereof shall be deemed full and final satisfaction and release of Comcast's obligations to pay Fees payment for the Settlement Period.

3. NO WAIVER OF METHOD OF CALCULATION OF GROSS REVENUES

The Parties mutually agree that this Settlement Agreement controls only the Settlement Period and does not constitute a waiver by either Party of any claim, methodology or interpretation of Comcast's calculation of gross revenues for any period not within the Settlement Period. The Settlement Payment constitutes the payment of franchise and PEG fees and Comcast retains the right to recover such payment from subscribers to the extent allowed by law.

4. GENERAL PROVISIONS

(a) Each Party covenants and agrees that it will not make, assert or maintain any claim, demand, action or cause of action that is discharged by this Settlement Agreement against the other Party; provided, however, that either Party may bring an action against the other Party to enforce this Settlement Agreement.

(b) Each Party represents that it has not conveyed or assigned any claims released by this Settlement Agreement to any third parties. Each Party represents and warrants that it has the power and authority to enter into this Settlement Agreement. Any breach of this Settlement Agreement shall be subject to all remedies available to the Parties at law or in equity. In addition, any breach of this Settlement Agreement shall be deemed a breach of the Franchise Agreement, and shall be subject to all of the remedies available under the Franchise Agreement.

(c) The Settlement Agreement sets forth the entire agreement of the Parties with respect to its subject matter, there being no other promise or inducement to or for the execution of this Settlement Agreement other than the consideration cited above. There are no contingencies, conditions precedent, representations, warranties, or other agreement, oral or otherwise, regarding settlement between the Parties not stated herein.

(d) The Parties acknowledge that this Settlement Agreement is the product of negotiations between the Parties and does not constitute, and shall not be construed as, an admission of liability on the part of any Party.

(e) This Settlement Agreement shall inure to the benefit of, and shall be binding on, the Parties' respective successors and assigns.

(f) This Settlement Agreement may not be modified or amended, nor any of its terms waived, except by an amendment signed by duly authorized representatives of the Parties.

(g) This Settlement Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota without regard to conflicts of law principles. All actions or suits brought hereunder or arising out of this Settlement Agreement shall be brought in the appropriate State or Federal courts in Minnesota, and in no other courts.

(h) This Settlement Agreement shall be effective upon the date when it is executed on behalf of the Commission.

(i) All time frames expressed in terms of days shall mean calendar days, and if the time allowed for action required hereunder shall expire on a Saturday, Sunday, or holiday as defined, and if the time allowed for action required hereunder shall expire on a Saturday, Sunday, or holiday as defined by the laws of the State of Minnesota, then the expiration shall automatically be the next calendar day that is not a Saturday, Sunday, or holiday. All time frames are agreed to be of the essence.

IN WITNESS WHEREOF, the Parties have caused this Settlement Agreement to be executed by duly authorized representatives of each Party on the dates written below.

COMMISSION

COMCAST OF MINNESOTA, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____