

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

May 18, 2023, 11:00 AM

Agenda

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Administrative Reports

4.1. Secretary

4.1.1. Approval of the January 19, 2023 commission regular meeting minutes.

4.2. Treasurer

4.2.1. December, January, February, March Financial Reports

4.3. Executive Director

4.4. Commission Organizational Items

5. General Business

5.1. 2022 Audit

5.2. 5-Year Capital Plan Update

5.3. 2023 Operating Budget Amendment

5.4. Capital Request – Parking Lot Mill/Overlay

5.5. Capital Request – HVAC

5.6. Capital Request – Computer Workstations

5.7. Capital Request – Web Site

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 JANUARY 19, 2023

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Dan Specht, Ramsey (via Zoom); Jim Dickinson, Andover; Jamie Barthel, Andover; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director; Technology Manager John Sommer; and Producer/Mobile Production Coordinator, Taylor Johnson.

Chair Barthel welcomed Commissioner Tesdall and also recognized the contributions of former Commissioner Moe in his time on the Commission.

APPROVAL OF AGENDA – 3

Motion was made by Heitkamp and seconded by Skogquist to approve the agenda as presented.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

3.1 Recognition – QCTV Announcers

Ms. George stated that QCTV is fortunate to have a series of announcers that provide coverage at different events.

Taylor Johnson introduced Jim Childs and Joe Ruland who are two of the QCTV announcers. He thanked them for their contributions to QCTV. He also recognized the other QCTV announcers, noting that staff will continue to recognize announcers throughout this year. He also appreciated the part-time staff that assist in setting up equipment.

Mr. Ruland commented that it is great to be able to serve in the community and recognize the different players and coaches while also having fun. He stated that the teams in this area have made this a fun position. He stated that they also receive positive feedback from the coaches.

Mr. Childs thanked QCTV and its executive team noting that this is a professional broadcast, and it is fun to be part of the team. He stated that they enjoy making a player feel like a professional athlete for the day. He commented that it is special to be a part of this and thanked QCTV for allowing him to be a part of it.

Chair Barthel and the members of the Commission thanked the announcers. He commented that he has also received positive feedback from the players, who enjoy doing the interviews and who do feel like professional athletes during those times.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from November 17, 2022 worksession and regular meeting

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

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye

Chair Barthel **aye**

Motion carried.

4.2 Treasurer

4.2.1. October, November, December Financial Reports

Commissioner Skogquist provided a brief overview of the financial reports provided in the packet. He stated that December was not included as the statements were not received in time for reconciliation.

Motion was made by Woestehoff and seconded by Tesdall to accept the October and November Financial Reports.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

4.3 Executive Director

Ms. George provided a brief overview of her written report including information on the strategic plan retreat, closed caption equipment installation, certificate of deposit investments, expansion of the Live and Local coverage, and server upgrades.

Commissioner Skogquist referenced the discount that was received for the closed captioning equipment and asked if that was anticipated or an additional deduction that was received.

Ms. George stated that the amount presented to the Commission included that discount.

4.4 Commission Organizational Items

Ms. George stated that this becomes before the Board each year following municipal elections. She stated that this sets the dates for meetings in the upcoming year, per diem rate for Commission members, select or reaffirm officers, and affirm the committee members. She noted that Commissioner Tesdall would be replacing Commissioner Moe on the committee assignments.

Chair Barthel referenced the meeting dates and times noting that the Ramsey City Council chambers was listed as the meeting place but recognized that the meeting was changed back to Anoka City Hall because of the road construction. He asked if the Commission agrees to continue meeting at Anoka City Hall.

Commissioner Specht stated that he would prefer to meet at the Ramsey City Hall. The other members of the Commission preferred to meet at the Anoka City Hall.

Chair Barthel referenced the committee assignments and confirmed that Commissioner Tesdall would be willing to serve on the personnel committee.

Motion was made by Heitkamp seconded by Woestehoff to approve the organizational items as presented with the noted changes in that Anoka City Hall will be the meeting location and Commissioner Tesdall will replace Commissioner Moe on the committee assignments.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

GENERAL BUSINESS – 5

5.1 Designate Depository

Ms. George stated that each year the Commission designates the depositories for banking for the public record. She did not recommend any changes from the previous year.

Motion was made by Skogquist and seconded by Lee to designate US Bank as the official depository for 2023; that the PMA Financial Network, Inc. (Minnesota

Municipal Money Market Fund) be designated as additional depository for 2023 for investment and cash management purposes only; and that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

5.2 2023 Operating Budget Amendment

Ms. George stated that each January they have completed a budget amendment and provided additional details. She noted that staff would still come before the Commission to request approval for the specific planned projects during the year.

Motion was made by Skogquist and seconded by Woestehoff to amend the 2023 Operating Budget by \$593,500.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

5.3 Pay Equity Report

Ms. George reported that state law requires public jurisdictions complete a pay equity report. She stated that report has been completed and was included in the

packet for review. She noted that once approved, staff would submit the report to the State.

Motion was made by Woestehoff and seconded by Tesdall to approve the Pay Equity Report and submit to MMB.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

5.4 Strategic Plan 2022 Achievements

Ms. George stated that staff has completed the strategic plan retreat in December and as a result they were able to identify the 2022 accomplishments and 2023 objectives.

Chair Barthel thanked staff for their continued work on the strategic plan.

Commissioner Woestehoff congratulated staff on the social media impressions and hoped to cross the 1,000,000 mark in 2023.

Motion was made by Dickinson and seconded by Lee to accept the year three strategic plan review.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

5.5 Other

Commissioner Heitkamp stated that the Champlin communications staff submitted different events, activities and story ideas and asked how that will be used.

Ms. George noted that each city now has a communications staff member and explained the process that QCTV will be using to determine coverage and how that information is used to create the content for the expanded Live and Local programming. She noted that not all ideas or events will be included and provided details on how the cities will be alerted of coverage. She stated that staff would be happy to follow up to alert the communications staff on which story ideas will be moving forward.

ADJOURN – 6

Motion was made by Skogquist and seconded by Specht to adjourn the meeting.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Commissioner Skogquist	aye
Commissioner Heitkamp	aye
Commissioner Tesdall	aye
Commissioner Lee	aye
Commissioner Specht	aye
Chair Barthel	aye

Motion carried.

Time of adjournment 11:30 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

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

	UNAUDITED
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,016,341.33
- PayPay acct	517.30
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,613,473.88
Accounts Receivable	399,025.54
Other current assets	8,660.00
Total Current Assets	\$ 4,043,268.05
Fixed Assets	0.00
TOTAL ASSETS	\$ 4,043,268.05
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	162,623.00
Other Current Liabilities	15,255.39
Total Current Liabilities	\$ 177,878.39
Equity	3,865,389.66
TOTAL LIABILITIES AND EQUITY	\$ 4,043,268.05 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,543,268.05 (\$4.6M 5-Year Cap Plan)

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

	Dec 2022				UNAUDITED		YTD - 2022	
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	17.80	41.63	(23.83)	42.76%	440.98	500.00	(59.02)	88.20%
Equipment Grant		5,000.00	(5,000.00)	0.00%	61,856.02	60,000.00	1,856.02	103.09%
Franchise Fees	260,814.32	71,500.00	189,314.32	364.78%	1,015,895.79	858,000.00	157,895.79	118.40%
Interest Income	10,042.25	375.00	9,667.25	2677.93%	47,593.21	4,500.00	43,093.21	1057.63%
Miscellaneous Income	2,099.00	41.63	2,057.37	5042.04%	2,195.19	500.00	1,695.19	439.04%
PEG Fee	138,211.22	35,750.00	102,461.22	386.60%	540,355.65	429,000.00	111,355.65	125.96%
Uncategorized Income			0.00		163,283.62	0.00	163,283.62	
Total Income	411,184.59	112,708.26	298,476.33	364.82%	1,831,620.46	1,352,500.00	479,120.46	135.42%
Expenses								
A-PERA Expense	6,029.26	4,731.25	1,298.01	127.43%	49,219.79	56,775.00	(7,555.21)	86.69%
A-SS/Medicare Expense	7,691.40	4,899.88	2,791.52	156.97%	52,891.51	58,799.00	(5,907.49)	89.95%
A-Wages - Full-time	83,183.22	50,903.13	32,280.09	163.41%	570,536.90	610,838.00	(40,301.10)	93.40%
A-Wages - Part-time	18,754.72	10,833.37	7,921.35	173.12%	130,146.28	130,000.00	146.28	100.11%
Accounting / HR Services	2,462.50	1,333.37	1,129.13	184.68%	12,239.73	16,000.00	(3,760.27)	76.50%
Ads/Promos/Sponsorships	2,820.00	916.63	1,903.37	307.65%	8,957.93	11,000.00	(2,042.07)	81.44%
Andover Capital Equipment		416.63	(416.63)	0.00%	82.50	5,000.00	(4,917.50)	1.65%
Announcers Fees	960.00	1,333.37	(373.37)	72.00%	15,623.84	16,000.00	(376.16)	97.65%
Anoka Capital Equipment	131.90	416.63	(284.73)	31.66%	1,579.30	5,000.00	(3,420.70)	31.59%
Audit		1,375.00	(1,375.00)	0.00%	15,721.93	16,500.00	(778.07)	95.28%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	40.00	208.37	(168.37)	19.20%	1,307.00	2,500.00	(1,193.00)	52.28%
Building - Cleaning	597.02	500.00	97.02	119.40%	7,146.85	6,000.00	1,146.85	119.11%
Building - Insurance		350.00	(350.00)	0.00%	5,062.00	4,200.00	862.00	120.52%
Building - Maintenance		833.37	(833.37)	0.00%	8,624.61	10,000.00	(1,375.39)	86.25%
Building - Supplies	185.84	125.00	60.84	148.67%	1,333.54	1,500.00	(166.46)	88.90%
Car Allowance	250.00	250.00	0.00	100.00%	3,000.00	3,000.00	0.00	100.00%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	6,300.00	6,300.00	0.00	100.00%
Champlin Capital Equipment	84.90	416.63	(331.73)	20.38%	1,332.26	5,000.00	(3,667.74)	26.65%
City Sewer & Water	262.22	216.63	45.59	121.05%	2,587.61	2,600.00	(12.39)	99.52%
Commission Expense	1,816.98	208.37	1,608.61	872.00%	2,781.57	2,500.00	281.57	111.26%
Consulting Services	4,760.00	5,833.37	(1,073.37)	81.60%	28,517.00	70,000.00	(41,483.00)	40.74%

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

	Dec 2022				UNAUDITED		YTD - 2022	
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service		1,250.00	(1,250.00)	0.00%	17,525.58	15,000.00	2,525.58	116.84%
Emp / Comm Appreciation		208.37	(208.37)	0.00%	1,490.00	2,500.00	(1,010.00)	59.60%
Equip/Repair/Supply/Software	10,744.28	1,666.63	9,077.65	644.67%	23,500.29	20,000.00	3,500.29	117.50%
Federal Unempl Expense		70.87	(70.87)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,236.25	7,666.63	(430.38)	94.39%	73,766.99	92,000.00	(18,233.01)	80.18%
Insurance - Deductibles		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		400.00	(400.00)	0.00%	4,704.00	4,800.00	(96.00)	98.00%
Lawn Service		416.63	(416.63)	0.00%	4,830.50	5,000.00	(169.50)	96.61%
Legal Fees		1,500.00	(1,500.00)	0.00%	4,530.00	18,000.00	(13,470.00)	25.17%
Licenses and Permits		250.00	(250.00)	0.00%	1,050.00	3,000.00	(1,950.00)	35.00%
Meals		83.37	(83.37)	0.00%	238.30	1,000.00	(761.70)	23.83%
Memberships - NATOA / Others		833.37	(833.37)	0.00%	5,325.00	10,000.00	(4,675.00)	53.25%
Mileage	342.70	1,000.00	(657.30)	34.27%	3,884.00	12,000.00	(8,116.00)	32.37%
Miscellaneous Expenses	57.07	41.63	15.44	137.09%	(549.37)	500.00	(1,049.37)	-109.87%
Natural Gas	1,222.72	416.63	806.09	293.48%	3,693.79	5,000.00	(1,306.21)	73.88%
Office Supplies / Equipment	91.48	500.00	(408.52)	18.30%	6,678.19	6,000.00	678.19	111.30%
Total Payroll Expenses	0.00	0.00	0.00		527.00	0.00	527.00	
Payroll Expenses (ADP/HSA)		83.37	(83.37)	0.00%	2,895.00	1,000.00	1,895.00	289.50%
Postage	51.87	41.63	10.24	124.60%	373.69	500.00	(126.31)	74.74%
Printing / Copy Services		41.63	(41.63)	0.00%	120.12	500.00	(379.88)	24.02%
Professional Development	1,070.00	1,833.37	(763.37)	58.36%	22,002.56	22,000.00	2.56	100.01%
Publications		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.87	416.63	(310.76)	25.41%	1,464.93	5,000.00	(3,535.07)	29.30%
Sales Tax		20.87	(20.87)	0.00%	99.00	250.00	(151.00)	39.60%
Secretary Services		166.63	(166.63)	0.00%	921.75	2,000.00	(1,078.25)	46.09%
Snow Plowing Service	2,898.50	500.00	2,398.50	579.70%	6,360.50	6,000.00	360.50	106.01%
State Unemploy Exp		208.37	(208.37)	0.00%	144.38	2,500.00	(2,355.62)	5.78%
STD / LTD / Life Insurance		625.00	(625.00)	0.00%	6,627.80	7,500.00	(872.20)	88.37%
Studio Sets	6.99	416.63	(409.64)	1.68%	1,449.30	5,000.00	(3,550.70)	28.99%
Subscription Services	714.40	1,833.37	(1,118.97)	38.97%	20,409.96	22,000.00	(1,590.04)	92.77%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%

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

	Dec 2022				UNAUDITED YTD - 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	689.18	1,250.00	(560.82)	55.13%	(18,757.53)	15,000.00	(33,757.53)	-125.05%
Vehicle - Insurance		116.63	(116.63)	0.00%	1,331.00	1,400.00	(69.00)	95.07%
Vehicle - Maintenance / Gas		625.00	(625.00)	0.00%	4,784.80	7,500.00	(2,715.20)	63.80%
Waste Removal	162.63	133.37	29.26	121.94%	2,134.59	1,600.00	534.59	133.41%
Web / VOD / Int / CaTV / Phone	2,298.35	2,333.37	(35.02)	98.50%	35,627.05	28,000.00	7,627.05	127.24%
Work Comp Insurance		166.63	(166.63)	0.00%	2,354.00	2,000.00	354.00	117.70%
Total Expenses	158,247.25	113,992.63	44,254.62	138.82%	1,166,529.32	1,367,912.00	(201,382.68)	85.28%
Net Income	252,937.34	(1,284.37)	254,221.71	-19693.49%	665,091.14	(15,412.00)	680,503.14	-4315.41%

ZCIP - Andover	1,070.00	133,805.01
ZCIP - Anoka	1,070.00	136,314.34
ZCIP - Building		11,000.00
ZCIP - Champlin	1,070.00	135,879.10
ZCIP - Master Control Equipment		59,877.42
ZCIP - Mobile Vehicles & Equipment		14,561.17
ZCIP - Office Equipment		8,948.54
ZCIP - Portable Field Equipment	17,086.40	61,959.20
ZCIP - Ramsey	1,070.00	134,058.67
	<u>21,366.40</u>	<u>696,403.45</u>

QCTV Bank Reconciliation

December 2022

Beginning Balance - 4M Statement	2,324,097.32
Less: Cleared Checks/Withdrawals	(778,511.40)
Plus: 4M Fund Interest	6,663.34
Plus: Bank Deposits/Credits	484,499.00
 Bank Balance	 \$2,036,748.26
Book Balance	2,036,748.26
Adjusted Book Balance	2,036,748.26
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

December 2022

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/01/2022	14391	Alpha Video & Audio Inc.	-1,230.83
12/01/2022	14392	CCX Media	-150.00
12/01/2022	14393	Creative Forms & Concepts	-111.68
12/01/2022	14394	Greatland Corporation	-153.72
12/01/2022	14395	Kennedy & Graven, Chartered	-115.00
12/01/2022	14396	Securitas Electronic Security Inc.	-422.40
12/02/2022	14397	Associated Bank	-134.62
12/02/2022	14398	HealthEquity Inc.	-455.81
12/02/2022	W D	Minnesota State Retirement System	-650.00
12/02/2022	W D	PERA	-3,791.50
12/12/2022	14399	ACE Solid Waste, Inc.	-162.63
12/12/2022	14400	Alpha Video & Audio Inc.	-13,615.50
12/12/2022	14401	AT&T Mobility	-614.51
12/12/2022	14402	B&H Photo-Video	-373.54
12/12/2022	14403	City of Champlin	-111.24
12/12/2022	14404	Greenery Enterprises, Inc.	-786.00
12/12/2022	14405	HealthEquity Inc.	-27.65
12/12/2022	14406	James R. Erickson	-80.00
12/12/2022	14407	Joe G. Ruhland	-273.75
12/12/2022	14408	Maza Technologies, LLC	-1,737.20
12/12/2022	14409	Municipal Captioning Inc.	-124,402.50
12/12/2022	14410	NATO	-2,325.00
12/12/2022	14411	Peter James Hayes	-80.00
12/12/2022	14412	Sterling Trophy	-48.00
12/12/2022	14413	T-Mobile	-13.33
12/12/2022	14414	Telly Awards	-2,820.00
12/12/2022	14415	Timesavers	-253.50
12/12/2022	14416	Timothy Anderson	-320.00
12/12/2022	14417	U.S. Bank Corporate	-1,630.83
12/12/2022	14418	Vividly Clean Inc.	-597.02
12/12/2022	14419	Xcel Energy	-1,422.50
12/16/2022	14420	Bret Heltkamp	-200.00
12/16/2022	14421	Daniel E. Specht	-120.00
12/16/2022	14422	Erik A Skogquist	-320.00
12/16/2022	14423	HealthEquity Inc.	-455.81
12/16/2022	14424	James Dickinson	-320.00
12/16/2022	14425	Jamie A. Barthel	-200.00
12/16/2022	14426	Kurtis G. Ulrich	-120.00
12/16/2022	14427	Matthew Woestehoff	-320.00
12/16/2022	14428	Thomas Moe	-200.00
12/16/2022	14429	Associated Bank	-134.62
12/16/2022	W D	Minnesota State Retirement System	-2,088.44
12/16/2022	W D	PERA	-3,726.48

Quad Cities Communications Commission

Bill Payment List

December 2022

DATE	NUM	VENDOR	AMOUNT
12/28/2022	14430	Aurora Consulting	-2,000.00
12/28/2022	14431	CenterPoint Energy	-426.66
12/28/2022	14432	City of Andover	-1,289.87
12/28/2022	14433	Comcast 2	-487.84
12/28/2022	14434	Comcast Cable	-891.14
12/28/2022	14435	Huebsch	-145.70
12/28/2022	14436	Ideal Advertising	-40.00
12/28/2022	14437	Joe G. Ruhland	-160.00
12/28/2022	14438	NATO	-1,070.00
12/28/2022	14439	Strategic Hawks, Ilc	-320.00
12/28/2022	14440	United Health Care	-7,444.01
12/28/2022	14441	Verizon	-120.03
12/30/2022	14442	Amazon	-55.95
12/30/2022	14443	Associated Bank	-134.50
12/30/2022	14444	B&H Photo-Video	-992.46
12/30/2022	14445	Coordinated Business Systems, LTD	0.00
12/30/2022	14446	Gerald S. Thomson	-160.00
12/30/2022	14447	Greenery Enterprises, Inc.	-2,112.50
12/30/2022	14448	HealthEquity Inc.	-454.73
12/30/2022	14449	Peter James Hayes	-240.00
12/30/2022	W D	Minnesota State Retirement System	-650.00
12/30/2022	W D	PERA	-3,736.61
Total for Quad Cities Commission			\$ -190,047.61

Quad Cities Communications Commission
Balance Sheet Summary
As of January 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,168,602.73
- PayPay acct	552.90
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,616,422.95
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,790,828.58
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,790,828.58</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	96,967.06
Other Current Liabilities	0.40
Total Current Liabilities	<u>\$ 96,967.46</u>
Equity	<u>3,693,861.12</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,790,828.58 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,290,828.58 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Jan 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	35.60	20.83	14.77	170.91%	35.60	250.00	(214.40)	14.24%
Equipment Grant		5,406.25	(5,406.25)	0.00%	0.00	64,875.00	(64,875.00)	0.00%
Franchise Fees	0.00	77,916.67	(77,916.67)	0.00%	0.00	935,000.00	(935,000.00)	0.00%
Interest Income	8,388.94	83.33	8,305.61	10067.13%	8,388.94	1,000.00	7,388.94	838.89%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee	0.00	40,364.83	(40,364.83)	0.00%	0.00	484,378.00	(484,378.00)	0.00%
Total Income	8,424.54	123,833.58	(115,409.04)	6.80%	8,424.54	1,486,003.00	(1,477,578.46)	0.57%
Expenses								
A-PERA Expense	4,106.37	4,813.17	(706.80)	85.32%	4,106.37	57,758.00	(53,651.63)	7.11%
A-SS/Medicare Expense	3,364.91	5,054.58	(1,689.67)	66.57%	3,364.91	60,655.00	(57,290.09)	5.55%
A-Wages - Full-time	34,644.12	52,589.00	(17,944.88)	65.88%	34,644.12	631,068.00	(596,423.88)	5.49%
A-Wages - Part-time	10,331.67	11,250.00	(918.33)	91.84%	10,331.67	135,000.00	(124,668.33)	7.65%
Accounting / HR Services	1,829.87	1,375.00	454.87	133.08%	1,829.87	16,500.00	(14,670.13)	11.09%
Ads/Promos/Sponsorships	500.00	916.67	(416.67)	54.55%	500.00	11,000.00	(10,500.00)	4.55%
Andover Capital Equipment	204.52	416.67	(212.15)	49.08%	204.52	5,000.00	(4,795.48)	4.09%
Announcers Fees	1,120.00	1,333.33	(213.33)	84.00%	1,120.00	16,000.00	(14,880.00)	7.00%
Anoka Capital Equipment	698.22	416.67	281.55	167.57%	698.22	5,000.00	(4,301.78)	13.96%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		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%	597.02	6,000.00	(5,402.98)	9.95%
Building - Insurance	4,557.00	433.33	4,123.67	1051.62%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance	547.40	833.33	(285.93)	65.69%	547.40	10,000.00	(9,452.60)	5.47%
Building - Supplies	136.69	125.00	11.69	109.35%	136.69	1,500.00	(1,363.31)	9.11%
Car Allowance	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	525.00	6,300.00	(5,775.00)	8.33%
Champlin Capital Equipment	289.42	416.67	(127.25)	69.46%	289.42	5,000.00	(4,710.58)	5.79%
City Sewer & Water		216.67	(216.67)	0.00%	0.00	2,600.00	(2,600.00)	0.00%
Commission Expense	(100.00)	208.33	(308.33)	-48.00%	(100.00)	2,500.00	(2,600.00)	-4.00%
Consulting Services		5,833.33	(5,833.33)	0.00%	0.00	70,000.00	(70,000.00)	0.00%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Jan 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,461.62	1,250.00	211.62	116.93%	1,461.62	15,000.00	(13,538.38)	9.74%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,597.24	1,666.67	(69.43)	95.83%	1,597.24	20,000.00	(18,402.76)	7.99%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	15,097.13	8,963.00	6,134.13	168.44%	15,097.13	107,556.00	(92,458.87)	14.04%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,220.00	483.33	2,736.67	666.21%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
Licenses and Permits		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	4,840.00	833.33	4,006.67	580.80%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	117.10	1,000.00	(882.90)	11.71%	117.10	12,000.00	(11,882.90)	0.98%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Office Supplies / Equipment	26.01	500.00	(473.99)	5.20%	26.01	6,000.00	(5,973.99)	0.43%
Payroll Expenses (ADP/HSA)	270.00	83.33	186.67	324.01%	270.00	1,000.00	(730.00)	27.00%
Postage	51.30	41.67	9.63	123.11%	51.30	500.00	(448.70)	10.26%
Printing / Copy Services	12.87	41.67	(28.80)	30.89%	12.87	500.00	(487.13)	2.57%
Professional Development	4,141.14	2,083.33	2,057.81	198.78%	4,141.14	25,000.00	(20,858.86)	16.56%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	321.46	416.67	(95.21)	77.15%	321.46	5,000.00	(4,678.54)	6.43%
Sales Tax	25.00	20.83	4.17	120.02%	25.00	250.00	(225.00)	10.00%
Secretary Services	159.00	166.67	(7.67)	95.40%	159.00	2,000.00	(1,841.00)	7.95%
Snow Plowing Service		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	1,204.26	625.00	579.26	192.68%	1,204.26	7,500.00	(6,295.74)	16.06%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	783.38	1,833.33	(1,049.95)	42.73%	783.38	22,000.00	(21,216.62)	3.56%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
Vehicle - Insurance	883.00	166.67	716.33	529.79%	883.00	2,000.00	(1,117.00)	44.15%

Quad Cities Communications Commission

Budget vs. Actuals: FY 2023 - FY23 P&L

January - December 2023

	Jan 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas	103.25	625.00	(521.75)	16.52%	103.25	7,500.00	(7,396.75)	1.38%
Waste Removal	162.83	150.00	12.83	108.55%	162.83	1,800.00	(1,637.17)	9.05%
Web / VOD / Int / CaTV / Phone	1,874.28	2,333.33	(459.05)	80.33%	1,874.28	28,000.00	(26,125.72)	6.69%
Work Comp Insurance		200.00	(200.00)	0.00%	0.00	2,400.00	(2,400.00)	0.00%
Total Expenses	99,953.08	118,019.74	(18,066.66)	84.69%	99,953.08	1,416,237.00	(1,316,283.92)	7.06%
Net Income	(91,528.54)	5,813.84	(97,342.38)	-1574.32%	(91,528.54)	69,766.00	(161,294.54)	-131.19%
ZCIP - Andover	20,000.00				20,000.00			
ZCIP - Anoka	20,000.00				20,000.00			
ZCIP - Champlin	20,000.00				20,000.00			
ZCIP - Ramsey	20,000.00				20,000.00			
	80,000.00				80,000.00			

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QCTV Bank Reconciliation

January 2023

Beginning Balance - 4M Statement	2,036,748.26
Less: Cleared Checks/Withdrawals	(107,007.86)
Plus: 4M Fund Interest	5,439.87
Plus: Bank Deposits/Credits	399,125.54
 Bank Balance	 \$2,334,305.81
Book Balance	2,334,305.81
Adjusted Book Balance	2,334,305.81
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

January 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/06/2023	14450	The Lincoln National Life Ins. Co.	-602.13
01/06/2023	14451	United Health Care	-7,444.01
01/13/2023	14452	Associated Bank	-134.62
01/13/2023	14453	HealthEquity Inc.	-463.51
01/13/2023	W D	Minnesota State Retirement System	-650.00
01/13/2023	W D	PERA	-3,854.01
01/25/2023	14454	ACE Solid Waste, Inc.	-162.83
01/25/2023	14455	Alliance for Community Media	-3,000.00
01/25/2023	14456	Alpha Video & Audio Inc.	-9,530.44
01/25/2023	14457	Amazon	-2,321.88
01/25/2023	14458	AT&T Mobility	-930.06
01/25/2023	14459	B&H Photo-Video	-361.80
01/25/2023	14460	CenterPoint Energy	-796.06
01/25/2023	14461	City of Andover	-1,283.83
01/25/2023	14462	City of Champlin	-150.98
01/25/2023	14463	Comcast 2	-494.03
01/25/2023	14464	Comcast Cable	-891.14
01/25/2023	14465	Coordinated Business Systems, LTD	-38.17
01/25/2023	14466	HealthEquity Inc.	-19.75
01/25/2023	14467	Huebsch	-54.61
01/25/2023	14468	Joe G. Ruhland	-80.00
01/25/2023	14469	Maza Technologies, LLC	-1,737.20
01/25/2023	14470	Minnesota Assoc. of Community Telecommunications	-1,840.00
01/25/2023	14471	Monarch Pest Control	-125.00
01/25/2023	14472	Municipal Captioning Inc.	-124,402.50
01/25/2023	14473	Sportzcast, Inc.	-329.00
01/25/2023	14474	Strategic Hawks, llc	-240.00
01/25/2023	14475	T-Mobile	-143.64
01/25/2023	14476	Taylor Johnson-1	-3,000.00
01/25/2023	14477	The Lincoln National Life Ins. Co.	-602.13
01/25/2023	14478	Timothy Anderson	-160.00
01/25/2023	14479	U.S. Bank Corporate	-3,443.73
01/25/2023	14480	United Health Care	-7,444.01
01/25/2023	14481	Verizon	-120.03
01/25/2023	14482	Vividly Clean Inc.	-597.02
01/25/2023	14483	Xcel Energy	-1,678.27
01/25/2023	14484	Z Systems	-9,896.00
01/27/2023	14485	Associated Bank	-134.62
01/27/2023	14486	HealthEquity Inc.	-463.51
01/27/2023	W D	Minnesota State Retirement System	-650.00
01/27/2023	W D	PERA	-3,811.20
01/06/2023	WD	MN Department of Revenue	-25.00
Total for Quad Cities Commission			\$ -194,106.72

Quad Cities Communications Commission
Balance Sheet Summary
As of February 28, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,984,335.86
- PayPay acct	551.40
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,619,458.05
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,609,595.31
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,609,595.31</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	20,302.04
Other Current Liabilities	134.61
Total Current Liabilities	<u>\$ 20,436.65</u>
Equity	<u>3,589,158.66</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,609,595.31 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,109,595.31 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Feb 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ (1.50)	\$ 20.83	\$ (22.33)	-7.20%	\$ 34.10	\$ 250.00	\$ (215.90)	13.64%
Equipment Grant		5,406.25	(5,406.25)	0.00%	0.00	64,875.00	(64,875.00)	0.00%
Franchise Fees		77,916.67	(77,916.67)	0.00%	0.00	935,000.00	(935,000.00)	0.00%
Interest Income	8,515.38	83.33	8,432.05	10218.86%	16,904.32	1,000.00	15,904.32	1690.43%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee		40,364.83	(40,364.83)	0.00%	0.00	484,378.00	(484,378.00)	0.00%
Total Income	8,513.88	123,833.58	(115,319.70)	6.88%	16,938.42	1,486,003.00	(1,469,064.58)	1.14%
Expenses								
A-PERA Expense	4,280.46	4,813.17	(532.71)	88.93%	8,386.83	57,758.00	(49,371.17)	14.52%
A-SS/Medicare Expense	4,787.56	5,054.58	(267.02)	94.72%	8,152.47	60,655.00	(52,502.53)	13.44%
A-Wages - Full-time	47,626.64	52,589.00	(4,962.36)	90.56%	82,270.76	631,068.00	(548,797.24)	13.04%
A-Wages - Part-time	15,862.62	11,250.00	4,612.62	141.00%	26,194.29	135,000.00	(108,805.71)	19.40%
Accounting / HR Services	928.77	1,375.00	(446.23)	67.55%	2,758.64	16,500.00	(13,741.36)	16.72%
Ads/Promos/Sponsorships	1,254.99	916.67	338.32	136.91%	1,754.99	11,000.00	(9,245.01)	15.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	204.52	5,000.00	(4,795.48)	4.09%
Announcers Fees	3,898.79	1,333.33	2,565.46	292.41%	5,018.79	16,000.00	(10,981.21)	31.37%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	830.12	5,000.00	(4,169.88)	16.60%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	614.93	500.00	114.93	122.99%	1,211.95	6,000.00	(4,788.05)	20.20%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance		833.33	(833.33)	0.00%	547.40	10,000.00	(9,452.60)	5.47%
Building - Supplies	421.75	125.00	296.75	337.40%	558.44	1,500.00	(941.56)	37.23%
Car Allowance	250.00	250.00	0.00	100.00%	500.00	3,000.00	(2,500.00)	16.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	1,050.00	6,300.00	(5,250.00)	16.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	374.32	5,000.00	(4,625.68)	7.49%
City Sewer & Water	152.24	216.67	(64.43)	70.26%	152.24	2,600.00	(2,447.76)	5.86%
Commission Expense		208.33	(208.33)	0.00%	(100.00)	2,500.00	(2,600.00)	-4.00%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	1,380.00	70,000.00	(68,620.00)	1.97%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Feb 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service		1,250.00	(1,250.00)	0.00%	1,461.62	15,000.00	(13,538.38)	9.74%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,369.68	1,666.67	(296.99)	82.18%	2,966.92	20,000.00	(17,033.08)	14.83%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,232.31	8,963.00	(1,730.69)	80.69%	22,329.44	107,556.00	(85,226.56)	20.76%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
Licenses and Permits		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	622.40	1,000.00	(377.60)	62.24%	739.50	12,000.00	(11,260.50)	6.16%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas	799.74	500.00	299.74	159.95%	799.74	6,000.00	(5,200.26)	13.33%
Office Supplies / Equipment	124.49	500.00	(375.51)	24.90%	150.50	6,000.00	(5,849.50)	2.51%
Payroll Expenses (ADP/HSA)	280.00	83.33	196.67	336.01%	550.00	1,000.00	(450.00)	55.00%
Postage	22.80	41.67	(18.87)	54.72%	74.10	500.00	(425.90)	14.82%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	1,902.58	2,083.33	(180.75)	91.32%	6,043.72	25,000.00	(18,956.28)	24.17%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	427.42	5,000.00	(4,572.58)	8.55%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	159.00	2,000.00	(1,841.00)	7.95%
Snow Plowing Service	1,600.00	500.00	1,100.00	320.00%	3,667.50	6,000.00	(2,332.50)	61.13%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	1,806.39	7,500.00	(5,693.61)	24.09%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	11,408.09	1,833.33	9,574.76	622.26%	12,191.47	22,000.00	(9,808.53)	55.42%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	65.99	1,250.00	(1,184.01)	5.28%	65.99	15,000.00	(14,934.01)	0.44%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
 January - December 2023

	Feb 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas	581.83	625.00	(43.17)	93.09%	685.08	7,500.00	(6,814.92)	9.13%
Waste Removal	172.55	150.00	22.55	115.03%	335.38	1,800.00	(1,464.62)	18.63%
Web / VOD / Int / CaTV / Phone	2,058.13	2,333.33	(275.20)	88.21%	3,932.41	28,000.00	(24,067.59)	14.04%
Work Comp Insurance		200.00	(200.00)	0.00%	0.00	2,400.00	(2,400.00)	0.00%
Total Expenses	111,149.23	118,019.74	(6,870.51)	94.18%	213,169.81	1,416,237.00	(1,203,067.19)	15.05%
Net Income	\$ (102,635.35)	\$ 5,813.84	\$ (108,449.19)	-1765.36%	\$ (196,231.39)	\$ 69,766.00	\$ (265,997.39)	-281.27%

ZCIP - Andover
 ZCIP - Anoka
 ZCIP - Champlin
 ZCIP - Ramsey

20,000.00
 20,000.00
 20,000.00
 20,000.00
 80,000.00

QCTV Bank Reconciliation

February 2023

Beginning Balance - 4M Statement	2,334,305.81
Less: Cleared Checks/Withdrawals	(331,367.54)
Plus: 4M Fund Interest	5,480.28
Plus: Bank Deposits/Credits	-
 Bank Balance	 \$2,008,418.55
Book Balance	2,008,418.55
Adjusted Book Balance	2,008,418.55
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

February 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
02/06/2023	14487	Alpha Video & Audio Inc.	0.00
02/06/2023	14488	Anoka Area Chamber of Commerce	-500.00
02/06/2023	14489	City of Andover	-20,000.00
02/06/2023	14490	City of Anoka	-20,000.00
02/06/2023	14491	City of Champlin	-20,000.00
02/06/2023	14492	Huebsch	-82.08
02/06/2023	14493	Joe G. Ruhland	-640.00
02/06/2023	14494	Peter James Hayes	-160.00
02/06/2023	14495	Ryan Nelson-Cain	-240.00
02/06/2023	14496	Securitas Electronic Security Inc.	-422.40
02/06/2023	14497	Alpha Video & Audio Inc.	-7,880.41
02/10/2023	14498	ACE Solid Waste, Inc.	-172.55
02/10/2023	14499	Amazon Capital Services	-658.84
02/10/2023	14500	Associated Bank	-134.62
02/10/2023	14501	AT&T Mobility	-688.14
02/10/2023	14502	CDW Direct	-10,606.50
02/10/2023	14503	CenterPoint Energy	-799.74
02/10/2023	14504	City of Andover	-1,881.17
02/10/2023	14505	City of Champlin	-152.24
02/10/2023	14506	HealthEquity Inc.	-463.51
02/10/2023	14507	James R. Erickson	-400.00
02/10/2023	14508	Maza Technologies, LLC	-1,737.20
02/10/2023	14509	Strategic Hawks, Ilc	-320.00
02/10/2023	14510	T-Mobile	-123.64
02/10/2023	14511	Timesavers	-159.00
02/10/2023	14512	Timothy Anderson	-320.00
02/10/2023	14513	U.S. Bank Corporate	-2,888.60
02/10/2023	14514	Vividly Clean Inc.	-614.93
02/10/2023	14515	Xcel Energy	-1,461.62
02/10/2023	W D	Minnesota State Retirement System	-650.00
02/10/2023	W D	PERA	-3,998.69
02/24/2023	14516	Alpha Video & Audio Inc.	-459.44
02/24/2023	14517	Anoka Area Chamber of Commerce	-600.00
02/24/2023	14518	Associated Bank	-134.62
02/24/2023	14519	B&H Photo-Video	-74.99
02/24/2023	14520	City of Ramsey	-20,000.00
02/24/2023	14521	Comcast 2	-494.03
02/24/2023	14522	Comcast Cable	-919.09
02/24/2023	14523	HealthEquity Inc.	-463.51
02/24/2023	14524	The Lincoln National Life Ins. Co.	-602.13
02/24/2023	14525	Verizon	-120.03
02/24/2023	W D	Minnesota State Retirement System	-650.00
02/24/2023	W D	PERA	-3,991.53

Quad Cities Communications Commission

Bill Payment List

February 2023

DATE	NUM	VENDOR	AMOUNT
02/24/2023	14526	HealthEquity Inc.	-23.70
Total for Quad Cities Commission			\$ -126,688.95

Quad Cities Communications Commission
Balance Sheet Summary
As of March 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,898,551.39
- PayPay acct	317.80
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,623,234.48
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,527,353.67
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,527,353.67</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Other Current Liabilities	252.30
Total Current Liabilities	<u>\$ 252.30</u>
Equity	<u>3,527,101.37</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,527,353.67 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,027,353.67 (\$4.6M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Mar 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 17.80	\$ 20.83	\$ (3.03)	85.45%	\$ 51.90	\$ 250.00	\$ (198.10)	20.76%
Equipment Grant	66,878.73	5,406.25	61,472.48	1237.06%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	0.00	935,000.00	(935,000.00)	0.00%
Interest Income	9,758.18	83.33	9,674.85	11710.28%	26,662.50	1,000.00	25,662.50	2666.25%
Miscellaneous Income		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
PEG Fee		40,364.83	(40,364.83)	0.00%	0.00	484,378.00	(484,378.00)	0.00%
Total Income	76,654.71	123,833.58	(47,178.87)	61.90%	93,593.13	1,486,003.00	(1,392,409.87)	6.30%
Expenses								
A-PERA Expense	4,265.91	4,813.17	(547.26)	88.63%	12,652.74	57,758.00	(45,105.26)	21.91%
A-SS/Medicare Expense	4,489.14	5,054.58	(565.44)	88.81%	12,641.61	60,655.00	(48,013.39)	20.84%
A-Wages - Full-time	47,819.47	52,589.00	(4,769.53)	90.93%	130,090.23	631,068.00	(500,977.77)	20.61%
A-Wages - Part-time	11,768.80	11,250.00	518.80	104.61%	37,963.09	135,000.00	(97,036.91)	28.12%
Accounting / HR Services		1,375.00	(1,375.00)	0.00%	2,758.64	16,500.00	(13,741.36)	16.72%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	1,754.99	11,000.00	(9,245.01)	15.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	204.52	5,000.00	(4,795.48)	4.09%
Announcers Fees	2,147.31	1,333.33	813.98	161.05%	7,166.10	16,000.00	(8,833.90)	44.79%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	962.02	5,000.00	(4,037.98)	19.24%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	614.93	500.00	114.93	122.99%	1,826.88	6,000.00	(4,173.12)	30.45%
Building - Insurance		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
Building - Maintenance		833.33	(833.33)	0.00%	547.40	10,000.00	(9,452.60)	5.47%
Building - Supplies	54.61	125.00	(70.39)	43.69%	613.05	1,500.00	(886.95)	40.87%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	1,575.00	6,300.00	(4,725.00)	25.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	459.22	5,000.00	(4,540.78)	9.18%
City Sewer & Water	321.31	216.67	104.64	148.29%	473.55	2,600.00	(2,126.45)	18.21%
Commission Expense	48.00	208.33	(160.33)	23.04%	(52.00)	2,500.00	(2,552.00)	-2.08%
Consulting Services	2,760.00	5,833.33	(3,073.33)	47.31%	4,140.00	70,000.00	(65,860.00)	5.91%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Mar 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	2,889.54	1,250.00	1,639.54	231.16%	4,351.16	15,000.00	(10,648.84)	29.01%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,598.63	1,666.67	(68.04)	95.92%	4,565.55	20,000.00	(15,434.45)	22.83%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	11,174.31	8,963.00	2,211.31	124.67%	33,503.75	107,556.00	(74,052.25)	31.15%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
Licenses and Permits	450.00	250.00	200.00	180.00%	450.00	3,000.00	(2,550.00)	15.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	268.29	1,000.00	(731.71)	26.83%	1,007.79	12,000.00	(10,992.21)	8.40%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas	639.78	500.00	139.78	127.96%	1,439.52	6,000.00	(4,560.48)	23.99%
Office Supplies / Equipment	229.57	500.00	(270.43)	45.91%	380.07	6,000.00	(5,619.93)	6.33%
Payroll Expenses (ADP/HSA)	280.00	83.33	196.67	336.01%	830.00	1,000.00	(170.00)	83.00%
Postage		41.67	(41.67)	0.00%	74.10	500.00	(425.90)	14.82%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development		2,083.33	(2,083.33)	0.00%	6,043.72	25,000.00	(18,956.28)	24.17%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	533.38	5,000.00	(4,466.62)	10.67%
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	159.00	2,000.00	(1,841.00)	7.95%
Snow Plowing Service	1,200.00	500.00	700.00	240.00%	4,867.50	6,000.00	(1,132.50)	81.13%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	602.13	625.00	(22.87)	96.34%	2,408.52	7,500.00	(5,091.48)	32.11%
Studio Sets	1,443.94	416.67	1,027.27	346.54%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	1,160.97	1,833.33	(672.36)	63.33%	13,352.44	22,000.00	(8,647.56)	60.69%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2023 - FY23 P&L
January - December 2023

	Mar 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	98.63	1,250.00	(1,151.37)	7.89%	164.62	15,000.00	(14,835.38)	1.10%
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas	1,320.96	625.00	695.96	211.35%	2,006.04	7,500.00	(5,493.96)	26.75%
Waste Removal	162.55	150.00	12.55	108.37%	497.93	1,800.00	(1,302.07)	27.66%
Web / VOD / Int / CaTV / Phone	2,058.15	2,333.33	(275.18)	88.21%	5,990.56	28,000.00	(22,009.44)	21.39%
Work Comp Insurance		200.00	(200.00)	0.00%	0.00	2,400.00	(2,400.00)	0.00%
Total Expenses	100,964.69	118,019.74	(17,055.05)	85.55%	314,134.50	1,416,237.00	(1,102,102.50)	22.18%
Net Income	\$ (24,309.98)	\$ 5,813.84	\$ (30,123.82)	-418.14%	\$ (220,541.37)	\$ 69,766.00	\$ (290,307.37)	-316.12%

ZCIP - Andover
ZCIP - Anoka
ZCIP - Champlin
ZCIP - Ramsey

\$ 20,000.00
20,000.00
20,000.00
20,000.00
\$ 80,000.00

Thursday, Apr 13, 2023 01:06:45 PM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

March 2023

Beginning Balance - 4M Statement	2,008,418.55
Less: Cleared Checks/Withdrawals	(134,865.52)
Plus: 4M Fund Interest	5,981.75
Plus: Bank Deposits/Credits	67,130.13
 Bank Balance	 \$1,946,664.91
Book Balance	1,946,664.91
Adjusted Book Balance	1,946,664.91
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

March 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
03/03/2023	14527	Coordinated Business Systems, LTD	-65.16
03/03/2023	14528	James R. Erickson	-120.00
03/03/2023	14529	Joe G. Ruhland	-1,135.45
03/03/2023	14530	Peter James Hayes	-160.00
03/03/2023	14531	United Health Care	-7,444.01
03/10/2023	14532	Associated Bank	-134.62
03/10/2023	14533	HealthEquity Inc.	-463.51
03/10/2023	W D	Minnesota State Retirement System	-650.00
03/10/2023	w D	PERA	-4,046.58
03/13/2023	14534	ACE Solid Waste, Inc.	-162.55
03/13/2023	14535	Amazon Capital Services	-292.91
03/13/2023	14536	CenterPoint Energy	-639.78
03/13/2023	14537	City of Andover	-1,010.90
03/13/2023	14538	City of Champlin	-160.32
03/13/2023	14539	Comcast Cable	-919.11
03/13/2023	14540	Fastsigns	-1,443.94
03/13/2023	14541	Greenery Enterprises, Inc.	-3,667.50
03/13/2023	14542	HealthEquity Inc.	-23.70
03/13/2023	14543	Huebsch	-225.15
03/13/2023	14544	Mayo Clinic	-3,942.00
03/13/2023	14545	Maza Technologies, LLC	-1,737.20
03/13/2023	14546	Strategic Hawks, llc	-550.00
03/13/2023	14547	T-Mobile	-123.64
03/13/2023	14548	Timothy Anderson	-160.00
03/13/2023	14549	U.S. Bank Corporate	-4,632.09
03/13/2023	14550	Vividly Clean Inc.	-614.93
03/13/2023	14551	Xcel Energy	-1,446.06
03/20/2023	14552	Alpha Video & Audio Inc.	-827.97
03/20/2023	14553	AT&T Mobility	-688.14
03/20/2023	14554	B&H Photo-Video	-80.37
03/20/2023	14555	Comcast 2	-494.03
03/20/2023	14556	Greenery Enterprises, Inc.	-1,200.00
03/20/2023	14557	Pete C. Andersen	-400.04
03/20/2023	14558	Verizon	-120.03
03/24/2023	14559	Associated Bank	-134.62
03/24/2023	14560	Coordinated Business Systems, LTD	-43.25
03/24/2023	14561	Costco Membership	-60.00
03/24/2023	14562	DVS Renewal	-154.25
03/24/2023	14563	Gerald S. Thomson	-568.00
03/24/2023	14564	HealthEquity Inc.	-463.51
03/24/2023	14565	Joe G. Ruhland	-1,009.86
03/24/2023	14566	Peter James Hayes	-138.95
03/24/2023	14567	The Lincoln National Life Ins. Co.	-602.13

Quad Cities Communications Commission

Bill Payment List

March 2023

DATE	NUM	VENDOR	AMOUNT
03/24/2023	14568	United Health Care	-7,444.01
03/24/2023	W D	Minnesota State Retirement System	-650.00
03/24/2023	W D	PERA	-3,916.48
Total for Quad Cities Commission			\$ -54,966.75

INVESTMENT SCHEDULE

3/31/2023

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Cash - Operating Account							
CD - Preferred Bank, NY	1345396-1	244,150.00	244,150.00	249,873.21	4.701%		6/21/2023
CD - Empower NY	1345395-1	238,250.00	238,250.00	249,876.60	4.880%		12/21/2023
			<u>482,400.00</u>				
Investments - Cash Flow Reserves							
4M Fund			162.53		4.683%		
4M Plus			506,991.61		4.686%		
			<u>507,154.14</u>				
Investments - Building							
4M Fund			122,687.33		4.683%		
CD - First Bank of Ohio	294973-1	244,800.00	244,800.00	249,917.56	4.193%		4/14/2023
			<u>367,487.33</u>				
Investments - Capital							
4M Fund			259,393.01		4.683%		
CD - Servisfirst Bank FL	294969-1	245,000.00	245,000.00	249,935.44	4.040%		4/14/2023
CD - T Bank, NA, TX	1345397-1	244,200.00	244,200.00	249,831.91	4.625%		6/21/2023
			<u>748,593.01</u>				
			<u>1,623,234.48</u>				

4.3 Executive Director's Report

May 4, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

March work session and commission meeting cancelled

These meetings were cancelled due to an expected lack of quorum (spring breaktime). Items were moved forward to the May agenda.

Programming guidelines

Staff has compiled a number of changes to the programming guidelines. These will be reviewed at the next work session.

Sponsorship guidelines

Staff has compiled sponsorship guidelines. These will be reviewed at the next work session.

2024 Elections planning

QCTV staff has met with partners for planning of the 2024 election cycle.

2022 Audit

Audit work was completed February-April. The 2022 audit will be presented to the commission in May.

Investments

I worked with the treasurer and Andover finance staff to complete an investment rotation plan. We have five certificates on a staggered schedule of maturity in 2023.

City of Ramsey

The city will now have the Charter Commission meetings on their government channel.

2024 Web site RFP

The RFP for web site reconstruction was distributed locally and nationally. There were 5 proposals received. There will be a staff report and recommended action at the May commission meeting.

Closed Captioning

Our launch of closed captioning is going well. All live meetings have been being captioned since January. We have expanded captioning on all other QCTV produced programs such as The Post, live sports, The Chamber Report, and other programs. Programming produced by a sister stations may or may not have captioning. These programs air on Channel 19 and are not on our website VOD. Staff is researching which stations are captioning programming, and how our equipment passes through those captions on live programming using the Makito unit.

2023 Programming Priorities

This project is progressing with objectives, 10 Live & Local shows, quarterly communications staff meetings, quarterly budget committee checkins, and communications staff invited to attend the programming work session.

Supplemental Revenue - Sponsorships

Graduations sponsorship solicitation has been abandoned due to negative response in the community. A specific sponsorship appeal has been crafted for support of The Chamber Report show. That proposal will be circulating in the near future.

5-Year CIP update

Staff is updated the CIP outlook. Since 2020 there have been project delays and those items need to be rolled forward in the plan. In addition, there have been price increases not anticipated in the previous outlooks.

MACTA Legislative Project

I continue to lead the MACTA effort to modernize the funding structure supporting community television. This is a statewide effort and supports QCTV's goals of sustainability.

MACTA Day at the Capitol

Lead the MACTA Day at the Capitol on April 13 which featured the advocacy plan for a legislative ask in 2024.

Senate Bill 3039 House Bill 3261

A Senate bill was introduced in late March that proposes a 1% sales tax on digital products with revenues to be distributed to operators of local municipal access channels. Upon introduction it was referred to the tax committee. No hearings scheduled. In late April, companion House bill 3261 was introduced.

Links

https://www.revisor.mn.gov/bills/text.php?number=HF3261&version=0&session=ls93&session_year=2023&session_number=0

<https://www.revisor.mn.gov/bills/bill.php?f=SF3039&y=2023&ssn=0&b=senate>

I will be monitoring.

PSA Day completed

April 14 was PSA Day at QCTV. 12 local organizations took advantage and created a PSA for their work in the community.

Lawn/Snow service provider retired

Image Lawn Care has retired services to QCTV. We now have Mark's Lawn Service providing lawn and snow removal services. The company was recommended by our retiring provider. Mark's Lawn service is a Champlin company and provides service to our neighbor Twin Cities Twisters.

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.

Jim Reynolds – second retirement

Long term employee Jim Reynolds as retired for a second time. He retired from fulltime employment in 2020 and then worked with QCTV parttime on government meetings and studio shoots. He has moved out of the area and we wish him leisure and happiness!

Katherine Lenaburg retirement announced

Please join me in congratulating Katherine Lenaburg on her retirement announcement.

Katherine has been with QCTV 9 years as Operations Manager. She has served the organization leading the day-to-day producer assignments for government meeting coverage, Live and Local shoots, weekly story assignments for The Post, community productions such as PSA Day, elections coverage, community liaison for youth activities, and so much more. She has provided solid objective management to achieve the strategic direction of the commission and is a well-respected colleague at QCTV and in our communities.

Katherine's last day at QCTV is Tuesday, May 31, 2023. We wish her all the best for new everyday adventures.

ED Evaluation

This has been sent to commissioners. Results will be tallied and sent to the board chair.

Compliment to the QCTV Team:

Hi Karen,

I just wanted to send you a note to thank you and all the QCTV staff involved in today's Anoka Live & Local! I am always impressed at the professionalism of the QCTV staff and how great QCTV makes Anoka look and how welcome and comfortable they make guests feel!

I have to say that since I have worked for Anoka (24 years), this current team hits it out of the park on everything! Don't get me wrong, past teams have been wonderful as well, but the skills, knowledge, teamwork, great attitudes, trustworthiness and resourcefulness of this team is undeniable.

Thank you for all you do for Anoka! I hope you and the entire crew know how much we appreciate the hard work of QCTV!

Enjoy your day!

Pam Bowman
Communications Manager
City of Anoka

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

January 31, 2023

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of January, we produced 20 live government meetings; 5 were cancelled.

Regular productions included 3 live episodes of *The Post* that includes 19 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

January 4:

Andover- Boys and Girls Hockey teams, Local Author Kyle Rawleigh

Anoka- Round Up Program

Champlin- Road Safety with the Police Department

Ramsey- Business of the Year: Plants and Things

Sports Recap

Live shot from Champlin

January 11:

Andover- Archery team, Local author Minda Gomez

Anoka- New Anoka County Sheriff

Champlin- Ice Fishing Promo, High School Gymnastics team

Ramsey- EPB Board Vacancies

Sports Recap

Live shot from Andover

January 18:

Andover- Ice Rinks/Sledding Promo

Anoka- HRC Update, Anoka Cheer team

Champlin- New Mayor Ryan Sabas

Ramsey- EDA Openings

Rum River Art Opening

Sports Recap

Live shot from Ramsey

January 25:

Live and Local: Festivals!

Andover- History of FunFest

Anoka- History of Anoka Halloween

Champlin- History of Father Hennepin

Ramsey- History of Happy Days

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

We produced *The Chamber Report* and *QC Cooks* in our studio.

In sports we produced 7 games with our mobile production van and 5 “lite” productions.

The League of Women Voters ABC held a meeting at sister station SPNN in St. Paul and Attorney General Keith Ellison was the guest speaker. It was a co-production with another sister station and we are playing back the show.

We also carried a live show produced by the same stations called *Your Legislators*. The show featured District 35’s Jim Abeler and District 34’s John Hoffman.

SPNN also offered us live coverage of the St. Paul Winter Carnival’s 2023 Royal Coronation and Grande Day Parade.

We carried 1 concert and 4 games produced by sister stations.

Other procured programming includes an episode of *Inside Health Care*.

We held an associate producer appreciation party at the Andover Bowling Lane. It was well attended and lots of fun.

Testimonial this month:

“Thank you so much for promoting the fundraiser for Anoka Cheer’s trip to Florida. It is awesome!”

- Julie Huspek, Anoka High School Cheer

“Billy- You did an amazing job with the HRC interview! Miigwetch! (thank you) so much for putting it all together in such a professional/concise presentation! Looking forward to working with you in the future!”

- Chholing Taha, Chair, HRC, City of Anoka

“Thank you Katherine for yesterday’s Live and Local show. You did a wonderful job producing it! QCTV, you are the best to work with! It was a lot of fun!”

- Ashley Wagner, Communications Manager, City of Champlin

“What a fun experience to be a guest on Live and Local. Thank you for the opportunity!”

- Angie Sedesky, FunFest organizer

“Ashley did a fantastic job on the Live and Local: Festivals edition. Thanks for representing all the cities. Katherine- once again, your team did an outstanding job!”

- Pam Bowman, Communications Manager, City of Anoka

“Thank you so much for including me as a guest on Live and Local. It was a fun new experience!”

- Sgt. Tom Schneider, Anoka Police Department

QCCCC Agenda Item

4.3.1 Operations Report

February 28, 2023

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of February, we produced 17 live government meetings; 5 were cancelled. We also produced a special neighborhood meeting for Anoka at Greenhaven Golf Course.

Regular productions included 4 live episodes of *The Post* that includes 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:

February 1:

Andover- Salt Watch

Anoka- HRA/CARES Program

Champlin- Parks/Yeti Contest Promo

Ramsey- Cops/Skating Event

Sports Recap

Live shot from Andover

February 8:

Andover- What's My Job: Trent Goodrich

Anoka- Winterfest Promo

Champlin- Ice Fishing Contest

Ramsey- Planning Commission Openings

Sports Recap

Live shot from Champlin

February 15:

Andover- Author Fair Promo

Anoka- State of the City, What's My Job: Keith Demarest

Champlin- Craft Fair Promo

Ramsey- Winterfest

Sports Recap

Live shot from Anoka

February 22:

Andover- Community Gardens Promo

Anoka- Highway 10 Update

Champlin- MEC Tours Promo

Ramsey- State of the City, Photo Contest Winners

Sports Recap

Live shot from Champlin

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

We produced *Live and Local: State of the City* with the Anoka Area Chamber of Commerce for their annual luncheon held at Bunker Hills Golf Course. This year there were 6 city officials who presented the state of their city as well as a presentation on Highway 10 and the Chamber's Manufacturing Cohort Update.

We produced *The Chamber Report* in our studio. We produced *Game Sharks* via Zoom. Also via Zoom, we produced LWV ABC *Spotlight on Issue: The Northern Lights Express: Is This the Year?"*

In sports, we produced 7 games with our mobile production van. The Andover Girls Hockey team played in the 7AA quarter, semi, and state finals so we covered the games with audio only, per MSHSL rules. We will also follow the 5AA Boys hockey tournament as well.

SPNN also offered us live coverage of the St. Paul Winter Carnival's 2023 Torchlight Parade.

We carried 8 concerts and 3 games produced by sister stations.

Other procured programming includes an episode of *Inside Health Care*.

Testimonial this month:

“The What’s My Job video you produced with Trent Goodrich turned out great! Thank you Leslie for putting this together.”

- Jason Baumunk, City of Andover

“Hi Leslie- I just returned from vacation today and saw the video you put together. It is great! I look forward to future collaboration!”

- Abby Shea, Coon Creek Watershed District

“Katherine- Thank you for sharing your team members with me today! Cory and Seamus taught me something new and it is so appreciated. You all three are a joy to work with!

- Ashley Wagner, City of Champlin

QCCCC Agenda Item

4.3.1 Operations Report

March 31, 2023

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of March, we produced 19 live government meetings; 4 were cancelled and 1 was postponed.

Regular productions included 4 live episodes of *The Post* that includes 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:

March 1:

Andover- Clearing of Fire Hydrants, State of the City Address

Anoka- Disc Golf

Champlin- Bingo at MEC

Ramsey- What's My Job- Craig Swalchick

Sports: Champlin Park Boys Hockey, Andover Girls Hockey Recaps

Live shot from Andover

March 8:

Andover- Library Author Fair, Home Show Promo

Anoka- Highway 10 Update

Champlin- What's My Job- Connor Rossback

Ramsey- Charter Commission Openings

Sports: Andover Girls Hockey Tournament

Live shot from Champlin

March 15:

Andover- North Suburban Show

Anoka- Aquatic Center Promo

Champlin- Farmers Market, State of the City Address

Ramsey- Off the Clock- Matt Woestehoff

Live shot from Ramsey

March 22:

Andover- Off the Clock- Jamie Barthel

Anoka- Rum River Dam Project

Champlin- Garage Sale Promo

Ramsey- Park and Rec Commission Openings

Goodbye to QCTV's James Reynolds

Local Author Kevin Wind

Sports Recap

Live shot from Anoka

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

We produced *Live and Local: Anoka* at the Rum River Art Center. Guests include Susan Yee of Rum River, Austin Ohren from the Anoka Police Department, Cheryl Knappek of the Recycling Board, and Tessa Saloka the new Natural Resource Technician for the city. We produced stories on R. Marketplace, Front Porch Quilts, Toni's Flowers, and Krown Bakery and Eatery.

The city of Anoka asked us to produce a video about the Rum River Dam so we worked with city staff who did a power point presentation and we added drone footage and other video and added a voice-over, producing a video for the city. The city of Anoka presented their request for funding to the state legislature.

In local sports, we covered three games with our mobile van, 4 "audio only" games, and one lite production. We also carried 4 games from sister stations that involved our local teams.

We produced *The Chamber Report* in our studio. We produced *Game Sharks* and *The District Court Show* via Zoom. We produced LWV ABC *Spotlight on Issue: The ERA* from Andover City Hall.

We produced a show called *SHIP-Shape: Let's Make the Healthy Choice the Easy Choice*. This program was hosted by Cole Hanson with Anoka County SHIP (Statewide Health Improvement Partnership) and guests included Lori Higgins from the MetroNorth Chamber of Commerce, Kari Lund from Ham Lake Area Chamber of Commerce, and Pete Turock from the Anoka Area Chamber of Commerce.

We produced a concert by the Champlin Park Cluster Bands called *What Makes you Happy?* This was live from the Champlin Park High School Fieldhouse.

Other procured programming includes an episode of *Inside Health Care*.

Testimonial this month:

"Nice job QCTV- you cover a lot of good things. Cory did a great job editing."

- Charlie Lehn, Park and Facilities Manager, City of Champlin

"Karen, Katherine, Cory and Seamus: Very cool story with What's my Job and Connor Rossback on the Zamboni. Great job by everyone involved."

- Bret Heitkamp, City Administrator, Champlin

"Leslie- Wow, you did such an awesome job. I am blown away by how it looks. You are amazing!!! Thank you so much for doing this. You have stellar talent. Thank you."

- Jamie Barthel, City of Andover Councilmember

"Katherine- Greg wanted me to relay the FANTASTIC job you all did on the Anoka Dam video. Billy did such a nice job and everyone is so impressed. Thank you and everyone who helped on this project."

- Pam Bowman, Communications Manager, city of Anoka

QCCCC Agenda Item

4.3.1 Operations Report

April 28, 2023

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of April, we produced 20 live government meetings; 4 were cancelled. New meetings included a Special City Council meeting and a Waste Reduction and Recycling Board meeting in Anoka.

Regular productions included 3 live episodes of *The Post* that includes 17 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

April 5:

Andover- Landscaping Tour, Local Author

Anoka- R. Marketplace

Champlin- Easter Breakfast at MEC

Ramsey- Water Rebate Program

Live shot from Andover

April 12:

Andover- Local Author

Anoka- Toni's Flowers

Champlin- Potholes

Ramsey- Kites and Bites Promo

New Promos for each city

Live shot from Anoka

April 19:

Andover- Write On Contest

Anoka- Front Porch Quilts

Champlin- Spring Events

Ramsey- Business Expo Promo

Friends of Anoka County Library

Wildlife Science Center

Sports Recap

Flood Video

Live shot from Champlin

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

We produced *Live and Local: Ramsey* from the North Forks Golf Course. Guests include Event and Sales Manager of North Forks Stacy Gerster, Ramsey's Community Development Director Stephanie Hanson, Ramsey Police Captain Tim Frankfurth, and MNDOT's Communication Manager Kent Barnard. We produced stories on upcoming Parks and Rec events, Anoka Ramsey Farm and Garden, Biking in Ramsey, and King Kong Hobbies.

In local sports, the weather postponed our season by a week but we got in 4 games.

We produced *The Chamber Report* in our studio.

We held PSA Day in our studio and invited local non-profit groups to come in and record the on-camera portion. We are gathering B-roll and will complete 11 PSA's per our strategic plan.

Other procured programming includes an episode of *Inside Health Care*.

Testimonial this month:

"Hi Katherine, Thank you! You guys are awesome and we really appreciate all the support you have given the art center. We appreciate it!"

- Susan Yee, Executive Director, Rum River Art Center

“Hi Katherine, I just cannot say enough about Billy! He is such a superstar! Last night he figured out so much that I was unprepared for with our first live WRRB broadcast with Zoom. I just cannot thank you, Billy, and QCTV for all of the help and all of the creative programs you produce. Billy takes such a calm approach to things and really thinks things through. I just really appreciate all he does. Again, thank you!”

- Pam Bowman, Communications Manager, City of Anoka

4.3.2 Technology Report

February 23, 2023

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: January 2023 Technology Report

General Items:

LiveU transmission issues January 10th on three live events. Low bandwidth utilization from three of four LiveU units one evening caused degraded video quality. Andover was the only site without issue. CJ switched the meeting feeds for Anoka and Ramsey to the I-Net. The Truck has no secondary signal path. Staff are working with LiveU support on these issues, and they recommended a software update on all field units. This did seem to solve the issue from the city halls but not the Truck unit.

LiveU support informed QCTV that the LU-200 and LU-210 units are approaching end of life (EOL) for LiveU development. LiveU has introduced newer models in the past four years. LiveU will continue to provide phone/email support until December 31, 2023. Management of devices through LiveU Central will continue until December 30th, 2027. Staff are working on a plan to replace the equipment in the next few years. This will align with the five year capital plan.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Andover. Andover staff notified QCTV that the audio recorder was not getting an audio signal. Video recordings and transmission were not affected by this. Two hardware outputs from audio processing server failed causing the audio recorder to record a 'blank' file. Tesira output card from 2018 was under warranty and was quickly replaced by the manufacturer at no cost. QCTV installed a spare card from Remote System in the week it took to get the replacement card.

Ramsey. Mute buttons and LEDs in the chambers stopped functioning. The rest of the audio system was unaffected. After a support call and a few hours of testing the system and devices were reset and began to function normally. The problem has not reoccurred.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

March 3, 2023

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: February 2023 Technology Report

General Items:

LiveU transmission issue on Tuesday February 21st Boys basketball: Park Center at Andover. Program video was fine for most of first half but quickly degraded in the second half to be unwatchable. Viewers could not tell what was happening on the court. LiveU support checked the error logs after the event and concluded the unit's memory was degrading. LiveU sent a replacement unit even though we are outside of the SLA for field units.

City Hall LiveU units functioned well this month after LiveU updates last month.

Staff produced a Website RFP and sent it to 13 potential developers. Technology staff then met with two developers that had questions about the RFP. Seamus will arrange further meetings as needed.

Members of Production and Technology staff met to discuss the studio set project.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Andover. Dante audio was not getting to the Williams Sound assistive listening transmitter at city hall. CJ connected a temporary analog audio feed from the audio recorder output. CJ went to trouble shoot the Dante audio network. CJ found and corrected two problems. Assistive listening devices are working well and were used at a February meeting.

Anoka. During a routine system check, John saw that the audio amplifier was not responding to the audio system server. John went to city hall and rebooted the amplifier and the audio DSP server. The audio system then functioned normally.

Ramsey. CJ realized that the assistive listening transmitter was not working properly. CJ installed a back-up device. John submitted a support request to Alpha Video and then sent the unit to the manufacturer for RMA warranty repair. John reinstalled the repaired transmitter at city hall.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

May 5, 2023

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: March 2023 Technology Report

General Items:

The website RFP was due this month. QCTV received five responses to the RFP. Staff will review the responses and prepare to evaluate them. Report to the Commission planned for May meeting.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

Channel Outage Multiple QCTV channels out on Comcast system from Friday March 17th to Monday March 20th. Anoka city channel was not affected. Andover, Champlin, Ramsey, Community Channel and QCTV+ were not viewable to Comcast cable subscribers for the entire weekend. Comcast was notified at 8:00 p.m. Friday but were not able to fix the problem until Monday morning.

Action Requested: None.

4.3.2 Technology Report

May 10, 2023

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: April 2023 Technology Report

General Items:

Staff are evaluating the responses to the website RFP. Seamus scheduled several meetings to get more information from the companies that provided responses. Staff meet with all five of the companies that submitted proposals.

John, Seamus and some of the Producers went to Z Systems in St. Louis Park to look at a 16 foot by 9-and-a-half-foot LED video wall as an option for part of the studio set.

John, Taylor and Ryan attended the National Association of Broadcasters convention in Las Vegas, also known as the NAB Show. The NAB Show had been canceled three times over the last few years and finally restarted in 2022 with a smaller show. This year was the 100th anniversary of the NAB Show and was back to its conventional size and attendance. There were a lot of changes since 2019's show.

Notable technology:

- Huge LED video walls
- Many, many ways to connect camera motion tracking and virtual sets to create a three-dimensional space that on camera talent can interact with and see as they use it
- More equipment and services available in the cloud for decentralized production
- Many more companies are offering ways to move video across the internet
- AI operated cameras to cover events without a Producer

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.

February 28, 2023

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: March 2023 Social Media & Communications Report

QCTV continues to post daily to Facebook, Instagram, Twitter, and 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. Coverage of winter sports playoffs has begun, and our livestreamed games continue to perform well. Due to MSHSL restrictions, we are only able to provide audio-only coverage of playoff games, with video uploaded later when possible. Despite being audio-only productions, QCTV saw up to 1,000 views on each game, showing the value of our services to the community, even when we are barred from producing video.

Since the last commission meeting, I have been working hard to secure sponsorship(s) for our 2023 Graduation coverage. I have been regularly attending Anoka Area Chamber of Commerce events to meet potential sponsors, and we have one candidate who expressed strong interest in sponsoring all three programs. After a few meetings, the business owner had to back out. I plan on continuing to aggressively seek out sponsors throughout the month of March. I have also been drafting general sponsorship guidelines to inform both QCTV and prospective sponsors of our options for sponsorship perks and limitations.

QCTV sent out an RFP for the rebuild of its website on February 9th and received messages from potential vendors expressing interest. We met with two of said vendors to answer preliminary questions, and are expecting to see proposals in the coming weeks. Proposals must be submitted by March 14th to be considered.

I continue to meet quarterly with communication staff from each of our member cities. Our last meeting was January 13th where we briefed staff on *Live and Local* updates, and what to expect in the March Programming Work Session.

We have continued to monetize our video content on YouTube. We made ~ \$70 since the last commission meeting (Jan. 19th). This amount is almost exactly the same as revenue earned between the November and January meetings. We have earned ~\$525 since turning on monetization on YouTube in September 2022, but we have not yet been paid out for our

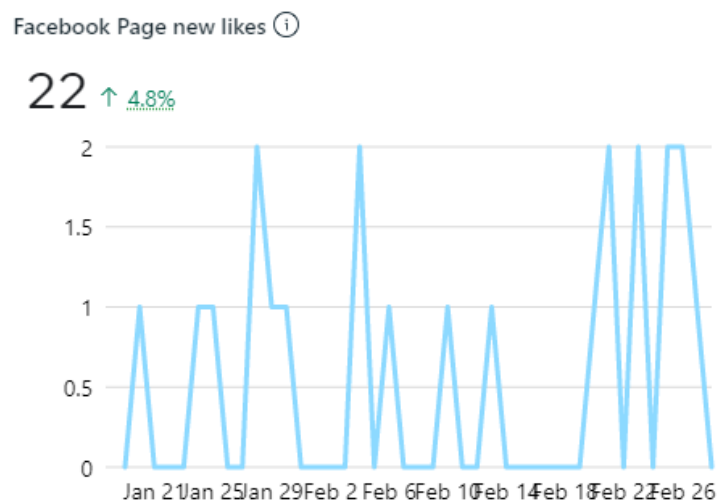
earnings. This is due to a name discrepancy between our Google AdSense account (the site through which Google tracks/pays out our earnings) and our tax information. I have been working to resolve this issue, but communications with Google have proved extremely challenging. However, after months of trying to find support, I am finally on track to resolving this issue, and I hope we will see payment for our ad earnings before the Commission next meets. If this issue is not resolved by that time, I will update the Commission in my next report with more information.

As usual, I have provided some key analytics from various platforms below. All data represents activity/growth between the date of the last Commission meeting (January 19th, 2023) and the date of writing this report (February 28th, 2023). For the first time, I am including information on our Instagram account. QCTV has begun posting “Sports Recaps” and select stories from *The Post* to Instagram as Reels. These have been performing well, and have become an important way we connect with our sports teams and views.

Facebook Reach:



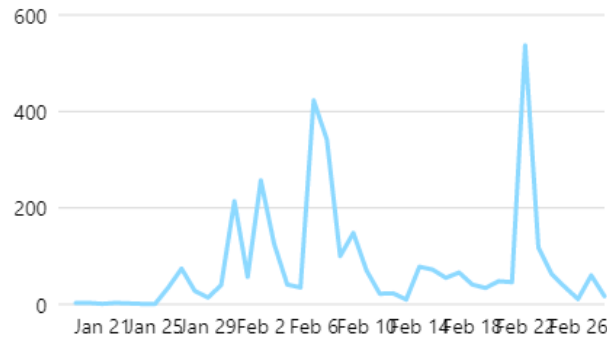
Facebook Followers: 3,216 (22 new):



Instagram Reach:

Instagram reach ⓘ

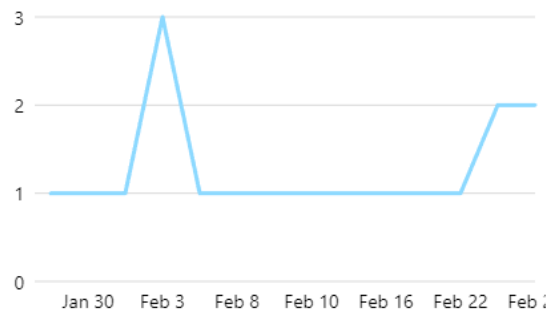
2,172 ↑ 735.4%



Instagram Followers: 260 (18 new):

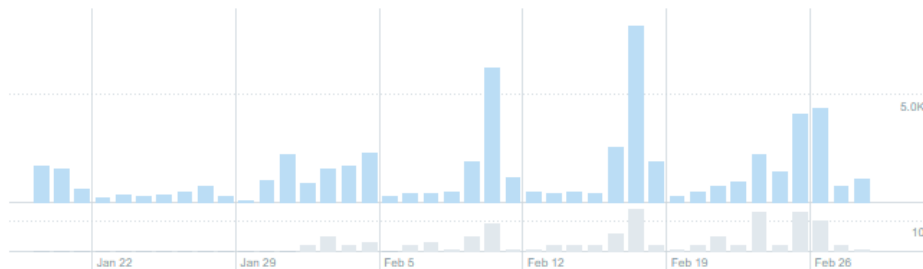
New Instagram followers ⓘ

18 ↑ 28.6%



Twitter Impressions:






Your Tweets earned **59.5K impressions** over this **41 day** period



YOUR TWEETS

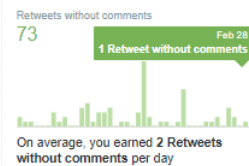
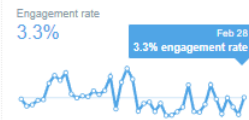
During this 41 day period, you earned 1.5K impressions per day.

Top Tweets:

Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate
	QCTV @qctv · Feb 17 The Andover Huskies are your 7AA girls hockey section champs! They defeat Grand Rapids/Greenway 11-1. The Huskies advance to the quarterfinal round of the MSHSL State Tournament next Wednesday. @AndHSHuskies @andovergirlshoc pic.twitter.com/HKeRkzARDJ View Tweet activity			3,512	95	2.7%
	QCTV @qctv · Feb 16 You can listen in at the link below! Video will be uploaded once the game is over! Good luck, Huskies! youtube.com/live/4xBBYrbUH... View Tweet activity			2,605	24	0.9%
	QCTV @qctv · Feb 9 @CPboyshockey No. 2 Brent Solomon scores the 2nd goal of the game for the Rebels! #CPHS #QCTV pic.twitter.com/17XYpG9fWM View Tweet activity			2,379	81	3.4%
	QCTV @qctv · Feb 9 @evanwilli08 is our player of the game! He had a great game scoring a goal for @CPboyshockey , propelling them towards their victory over @ATownpuck ! #CPHS #ChamplinPark #MNHockey #QCTV pic.twitter.com/crsVJrGpoi View Tweet activity			2,359	94	4.0%
	QCTV @qctv · Feb 9 Its hockey night!!! 🏒📺 Tune in LIVE at 7:00 pm when @CPboyshockey will take on @ATownPuck in a QCTV Member-City Matchup! Click below to watch on our YouTube channel! youtube.com/live/8Pr6zqNF6... #ChamplinPark #AnokaMN #QCTV pic.twitter.com/CnthxSrfuU View Tweet activity			1,740	26	1.5%

Engagements

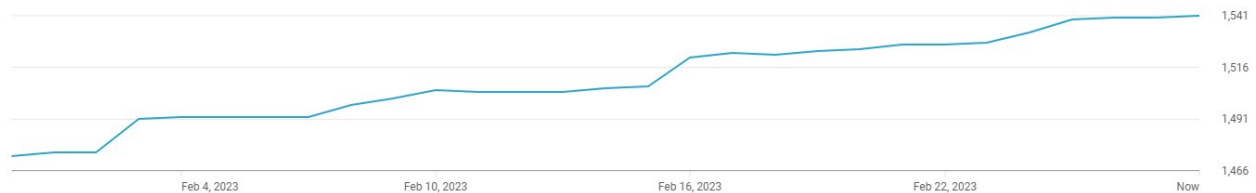
Showing 41 days with daily frequency



YouTube Subscribers – 1,541 (119 new):

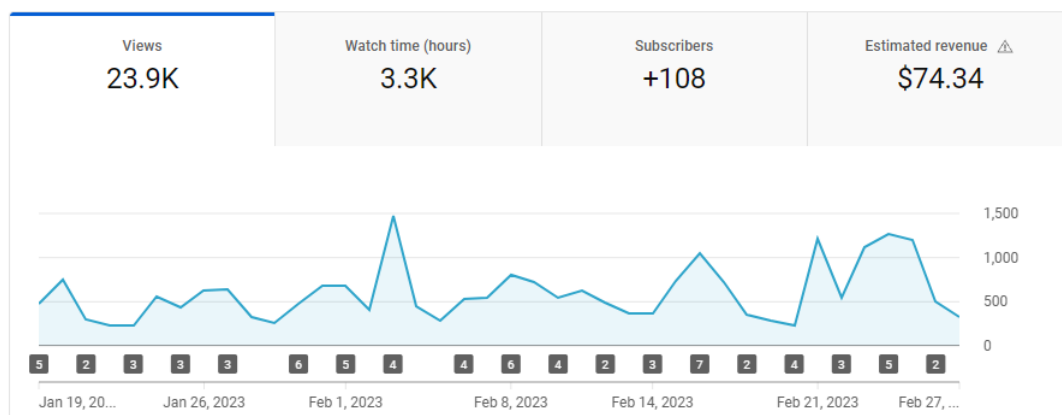
Channel growth
Total subscribers

Jan 31 – Feb 27, 2023
Last 28 days



YouTube Views:

In the selected period, your channel got 23,852 views



May 5, 2023

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: May 2023 Social Media & Communications Report

QCTV continues to post daily on Facebook, Instagram, and Twitter, and weekly on LinkedIn. QCTV has also continued uploading segments from its programs to its YouTube channel. Segments from *The Chamber Report* continue to also be posted to LinkedIn. QCTV also continues to tag relevant businesses/interviewees. Spring sports were delayed due to the weather this year, but once games started, our live streams consistently drew viewers.

QCTV began monetizing its YouTube channel in September of 2022 but has yet to be paid on these earnings. This is due to a name discrepancy in Google AdSense (see my March report for details). The solution to resolving this discrepancy was to close our AdSense account and open a new one under the correct name. This process took a great deal of time, but now I am confident our account is set up correctly. Google/YouTube also employs a rigorous identity verification process which I expect to be completed soon. We were required to request a special form from the IRS verifying our Employer Identification Number (EIN) and submit that form to Google. Following this, Google will send us a PIN in the mail which I will enter into our AdSense account to verify our physical address. Once we have verified our address, we will be able to be paid out on our earnings (\$574.27 since ads were enabled).

QCTV continues to seek sponsors for its programming. Initially, we planned to secure a sponsor for our high school graduation coverage, however, we received feedback from the community that our pricing was not affordable to many of the businesses we were targeting. With that in mind, QCTV staff decided to pivot and try and sell a lower-cost sponsorship for another program. We decided on *The Chamber Report*, and I have been working collaboratively with Chamber President Pete Turok to create pricing and perks, and to spread the word. At the time of writing this report, we are preparing to place an ad in the Chamber Newsletter.

QCTV sent out an RFP for the rebuild of its website on February 9th and received five proposals. Details on this process and QCTV's technology team's recommendations for the next steps are attached as an action item.

I continue to meet quarterly with communication staff from each of our member cities. Our last meeting was on April 13th during which I prepared staff for what to expect at this

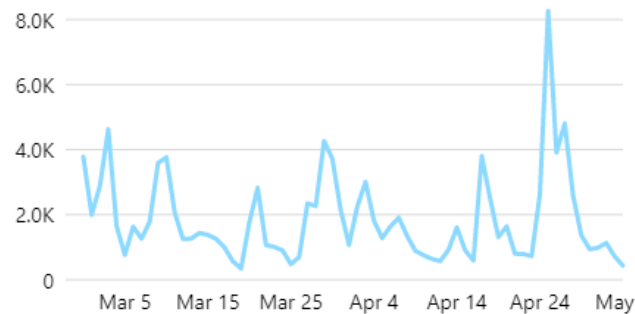
month's commission work session, reviewed the *Live and Local* schedule, and viewed new promotional videos for each city.

As usual, I have provided some key analytics from various platforms below. All data represents activity/growth between the date of writing my last report (February 28th, 2023), and the date of writing this one (May 4th, 2023).

Facebook Reach:

Facebook Page reach ⓘ

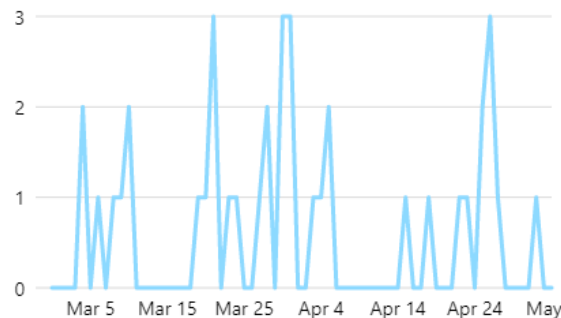
45,884 ↑ 23.1%



Facebook Followers: 3,277 (38 new):

Facebook Page new likes ⓘ

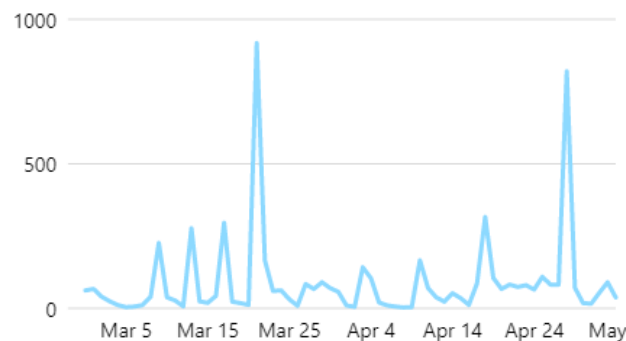
38 ↑ 22.6%



Instagram Reach:

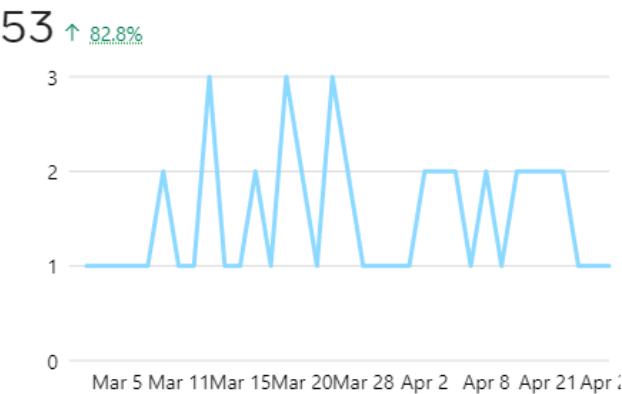
Instagram reach ⓘ

3,090 ↑ 37.6%



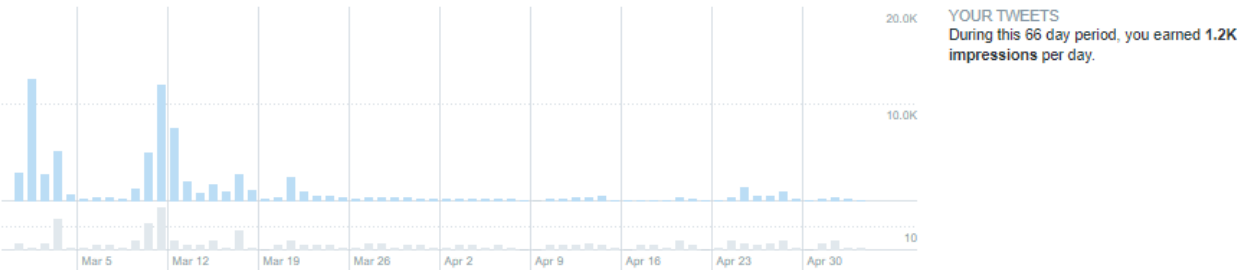
Instagram Followers: 308 (53 new):

New Instagram followers ⓘ








Twitter Impressions:

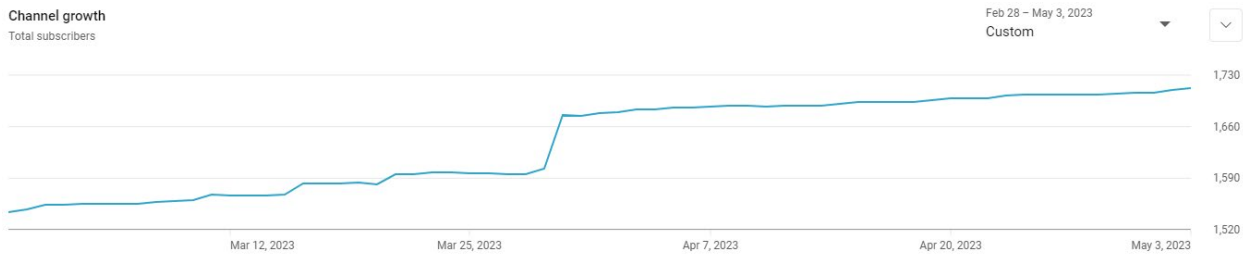
Your Tweets earned 82.2K impressions over this 66 day period



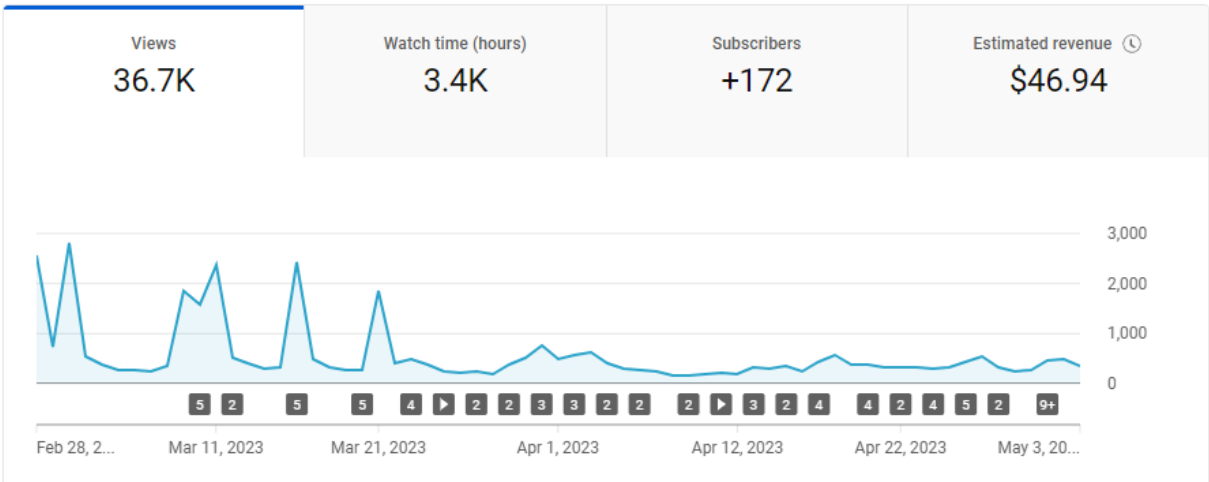
Top Tweets:

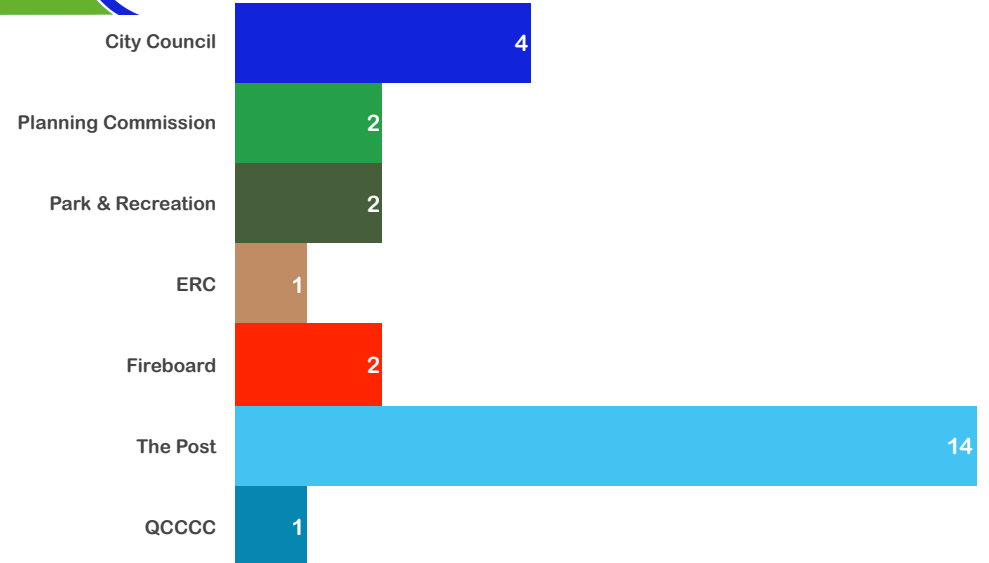
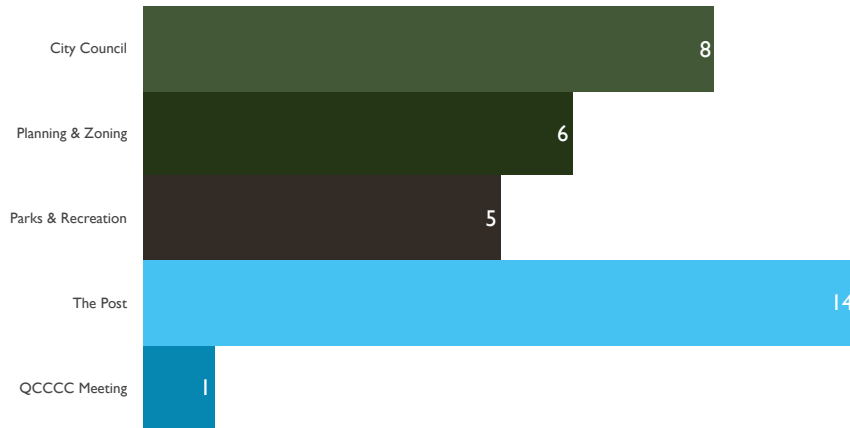
Tweets	Top Tweets	Tweets and replies	Promoted	Impressions	Engagements	Engagement rate	Engagements
							Showing 66 days with daily frequency
	<p>QCTV @qctv · Feb 28</p> <p>Final: Maple Grove 6, Champlin Park 2</p> <p>The Crimson advance to the 5AA Boys Hockey Championship to play Rogers after a 6-2 win over Champlin Park tonight.</p> <p>@Cp_Hockey @MGCrimsonHockey pic.twitter.com/vGRk7BEspF</p> <p>View Tweet activity</p>			9,501	837	8.8%	Engagement rate 1.9% 0.9% engagement rate May 4
	<p>QCTV @qctv · Feb 28</p> <p>@CPboyshockey will take on @MGCrimsonHockey in the 5AA Semifinal tonight! 🏒🔥</p> <p>We will be bringing you LIVE audio-only coverage, with video upload to follow! Good luck, Rebels!</p> <p>youtube.com/live/Ggrm3B3Un...</p> <p>#LIVChamplin #rebelshockey #cphsrebelshockey #QCTV pic.twitter.com/mBLEvJgeUC</p> <p>View Tweet activity</p>			8,028	1,412	17.6%	Link clicks 1.7K 0 link clicks May 4
	<p>QCTV @qctv · Mar 10</p> <p>Tune in and catch the final game of the Huskies season as they try to close out with a win in the 3rd place game at the Tourney! @andoverhshockey @AndHSHuskies @CDHraiders pic.twitter.com/Ck4wV4yFwj</p> <p>View Tweet activity</p>			3,802	57	1.5%	Retweets without comments 78 0 Retweets without comments May 4
	<p>QCTV @qctv · Mar 10</p> <p>The Huskies and Skippers have taken the ice for warm-ups here at Xcel Energy Center for the second Class AA Semifinal round game of the day.</p> <p>Join @PeterChristian & @JoeKnowsMo for the LIVE audio-only call: youtube.com/live/VIPTxCqiz...</p> <p>@AndHSHuskies @andoverhshockey @FollowThePuck pic.twitter.com/swqYFdX3Pi</p> <p>View Tweet activity</p>			2,561	194	7.6%	Likes 328 0 likes May 4
	<p>QCTV @qctv · Mar 21</p> <p>@andover_hoops take on @parkcenterhoops in the AAAA State Quarterfinal at 10:00 am! 🏀🔥</p> <p>We will be heading to the @TargetCenterMN to bring you the action! Audio-only due to MSHSL restrictions.</p> <p>youtube.com/live/WCmx8J5O8...</p> <p>@AndHSHuskies</p> <p>#HuskyNation #RollSkies #QCTV pic.twitter.com/8hx1wy4Duj</p>			2,382	107	4.5%	Replies 6 0 replies May 4

YouTube Subscribers – 1,713 (172 new):

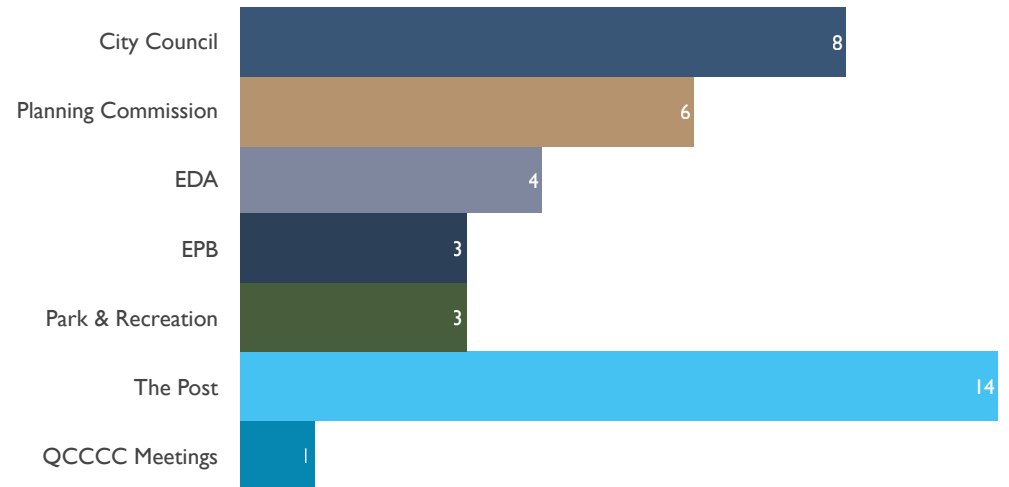
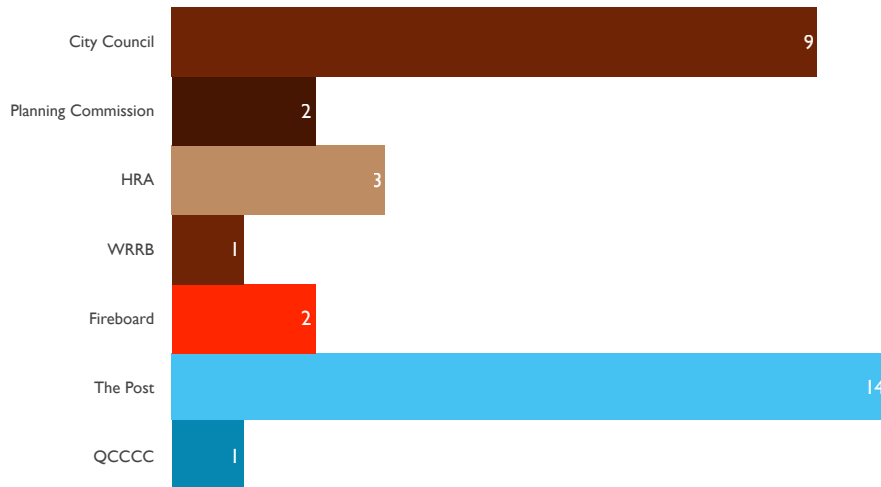


YouTube Views:
In the selected period, your channel got 36,679 views





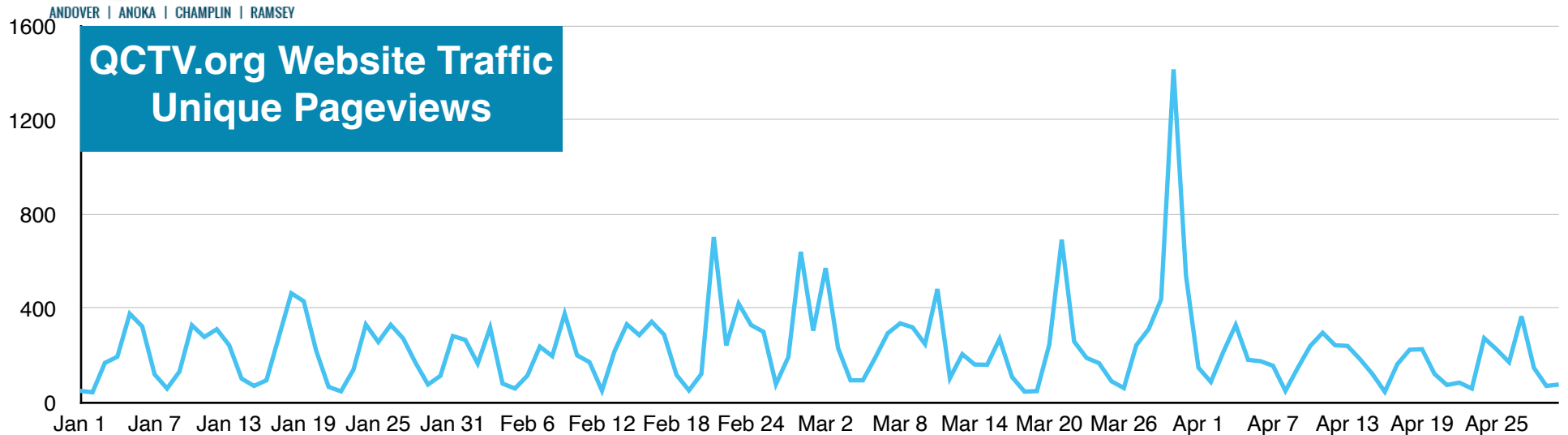
Government Meetings 72



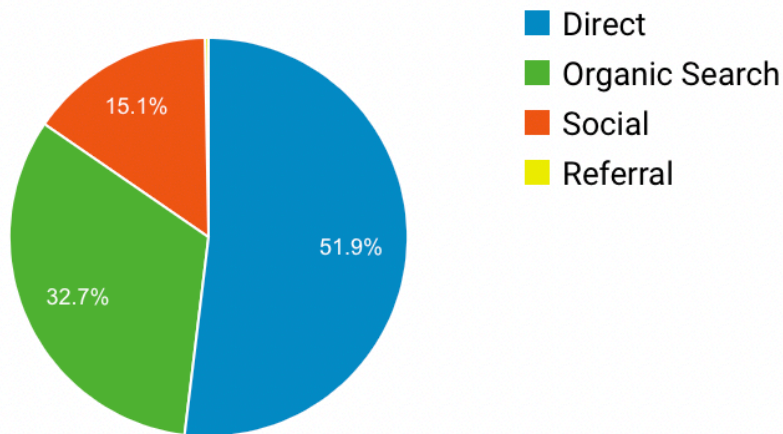
72 City Meetings Produced

Jan - April 2023

2023 January through April Stats



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



Top Ways Users Find QCTV		
1	Direct	5,082
2	Web Search	3,197
3	Social Media	1,479
4	Referral - from other sites	29

Top 10 Pages		
1	Homepage	6,991
2	Live - Community Channel	3,376
3	Sports	2,061
4	Anoka	1,787
5	Andover	1,100
6	Ramsey	1,036
7	Program Guide	687
8	The Post	612
9	Champlin	609
10	QCTV+ Live	392

QCCCC Agenda Item

4.4 Commission Organization Items

May 10, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: Commission Organization – Meeting Cancellation

The commission meets every-other month throughout the year. Historically, the July meeting has been cancelled at the last minute due to lack of a quorum. Commission Chair Jamie Barthel recommends that the July meeting be cancelled with advance notice. The commission may consider delegating the power to act on behalf of the commission to the Executive Committee should the need arise between meetings. The Executive Committee is the Chair, Vice Chair, Secretary, and Treasurer. Additionally, each member city is represented on the Executive Committee.

Commission Officers

Chair – Jamie Barthel

Vice-Chair – Bret Heitkamp

Secretary – Matt Woestehoff

Treasurer – Erik Skogquist

Action Options:

Cancel July commission meeting

Authorize Executive Committee power to act between meetings

Take no action and hold July meeting.

QCCCC Agenda Item

5.1 2022 Audit Report

May 4, 2022

To: Commissioners

From: Karen George, Executive Director

Subject: 2022 Audit Report

The 2022 Audit Report for QCCCC, prepared by Redpath & Company, Ltd., is attached for your review. Representatives from Redpath & Company, Ltd., will present the audit report.

Action Requested:

Accept the 2022 Audit report.



COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission (the Commission) for the year ended December 31, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 6, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. Effective January 1, 2022, the Commission adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*. However, the Commission currently has no material leases that fall within the scope of GASB Statement No. 87 and therefore, implementation of the standard had no effect on the financial statements. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements of the governmental activities are estimates used to calculate the net pension liability, the pension related deferred outflows and inflows of resources, and pension expense. These estimates are based on actuarial studies. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. Determining sensitivity is subjective, however, we believe the disclosures most likely to be considered sensitive are Note 6 – Franchise Fees and Note 7 – Defined Benefit Pension Plans.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no uncorrected misstatements that have an effect on our opinion on the financial statements. The uncorrected misstatements or the matters underlying them could potentially cause future period financial statements to be materially misstated, even though, in our judgment, such uncorrected misstatements are immaterial to the financial statements under audit. There were no corrected misstatements identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 2, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the budgetary schedule and schedules of pension information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. Such information has not been subjected to auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reports

Various reports on compliance and internal controls are contained in the Other Required Reports section of the audited financial statement document.

Restriction on Use

This information is intended solely for the information and use of the Board of Commissioners and management of Quad Cities Cable Communications Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.
REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2023

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

FINANCIAL STATEMENTS

December 31, 2022

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QUAD CITIES CABLE COMMUNICATIONS COMMISSION
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INTRODUCTORY SECTION

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QUAD CITIES CABLE COMMUNICATIONS COMMISSION

ORGANIZATION

December 31, 2022

Commission Members:

Representing:

Andover:

Jamie Barthel - Chair and Personnel Committee

Jim Dickinson - Budget Committee

Anoka:

Erik Skogquist - Treasurer and Budget Committee

Greg Lee - Personnel Committee

Champlin:

Tom Moe - Personnel Committee

Bret Heitkamp - Vice Chair and Budget Committee

Ramsey:

Dan Specht - Personnel Committee

Matt Woestehoff - Secretary and Budget Committee

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Quad Cities Cable Communications Commission, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Quad Cities Cable Communications Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Report on Summarized Comparative Information

We have previously audited Quad Cities Cable Communications Commission's 2021 financial statements, and we expressed unmodified audit opinions on the respective financial statements of the governmental activities and each major fund in our report dated April 22, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2021 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Quad Cities Cable Communications Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Quad Cities Cable Communications Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule and schedules of pension information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2023

FINANCIAL STATEMENTS

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF NET POSITION****Statement 1**

December 31, 2022

With Comparative Totals for December 31, 2021

	Governmental Activities	
	2022	2021
Assets:		
Cash and investments	\$3,635,582	\$3,559,520
Franchise and PEG fees receivable	399,026	394,250
Accounts receivable	-	658
Prepaid items	8,660	6,769
Capital assets - net:		
Nondepreciable	66,131	66,131
Depreciable	955,981	755,130
Total assets	<u>5,065,380</u>	<u>4,782,458</u>
Deferred outflows of resources related to pensions	<u>192,764</u>	<u>247,435</u>
Liabilities:		
Accounts payable	177,878	64,523
Compensated absences payable:		
Due within one year	59,559	58,702
Net pension liability:		
Due in more than one year	641,523	350,177
Total liabilities	<u>878,960</u>	<u>473,402</u>
Deferred inflows of resources related to pensions	<u>13,802</u>	<u>322,743</u>
Net position:		
Investments in capital assets	1,022,112	821,261
Unrestricted	3,343,270	3,412,487
Total net position	<u>\$4,365,382</u>	<u>\$4,233,748</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF ACTIVITIES****Statement 2**

For The Year Ended December 31, 2022

With Comparative Totals for The Year Ended December 31, 2021

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges For Services	Operating	Capital	Governmental Activities	
			Grants and	Grants and	Totals	
			Contributions	Contributions	2022	2021
Governmental activities:						
General government	<u>\$1,738,174</u>	<u>\$441</u>	<u>\$1,722,367</u>	<u>\$61,856</u>	<u>\$46,490</u>	<u>\$404,975</u>
General revenues:						
Unrestricted investment earnings					47,593	4,902
Miscellaneous					<u>37,551</u>	<u>5,152</u>
Total general revenues					<u>85,144</u>	<u>10,054</u>
Change in net position					131,634	415,029
Net position - January 1					<u>4,233,748</u>	<u>3,818,719</u>
Net position - December 31					<u>\$4,365,382</u>	<u>\$4,233,748</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**BALANCE SHEET****Statement 3****GOVERNMENTAL FUNDS**

December 31, 2022

With Comparative Totals For December 31, 2021

	General Fund	
	2022	2021
Assets:		
Cash and investments	\$3,635,582	\$3,559,520
Franchise and PEG fees receivable	399,026	394,250
Accounts receivable	-	658
Prepaid items	8,660	6,769
Total assets	<u>\$4,043,268</u>	<u>\$3,961,197</u>
Liabilities:		
Accounts payable	<u>\$177,878</u>	<u>\$64,523</u>
Fund balance:		
Nonspendable	8,660	6,769
Unassigned	3,856,730	3,889,905
Total fund balance	<u>3,865,390</u>	<u>3,896,674</u>
Total liabilities and fund balance	<u>\$4,043,268</u>	<u>\$3,961,197</u>
Fund balance reported above	\$3,865,390	\$3,896,674
Amounts reported in the statement of net position are different because:		
Capital assets are not financial resources and, therefore, are not reported in the funds	1,022,112	821,261
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the funds	192,764	247,435
Deferred inflows of resources related to pensions are associated with long-term liabilities that are not due and payable in the current period and, therefore, are not reported in the funds	(13,802)	(322,743)
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(59,559)	(58,702)
Net pension liability	<u>(641,523)</u>	<u>(350,177)</u>
Net position of governmental activities (Statement 1)	<u>\$4,365,382</u>	<u>\$4,233,748</u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE****Statement 4****GOVERNMENTAL FUNDS**

For The Year Ended December 31, 2022

With Comparative Totals For The Year Ended December 31, 2021

	General Fund	
	2022	2021
Revenues:		
Franchise fees	\$1,179,180	\$1,087,890
PEG fees	540,356	552,525
Equipment and support grants	61,856	60,898
Investment income	47,593	4,902
Miscellaneous	37,992	6,739
Total revenues	<u>1,866,977</u>	<u>1,712,954</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	886,215	823,028
Professional and franchise application fees	79,528	81,068
Repairs and maintenance	45,437	34,234
Supplies	7,985	5,485
Travel/conferences/continuing education	22,003	6,202
Mileage	3,884	6,385
Dues, subscriptions and printing	26,229	31,612
Insurance	9,766	8,958
Commission per diem	2,782	2,508
Utilities	38,604	30,564
Advertising	8,958	10,511
Equipment purchases	638,303	66,073
City CIP payments	80,000	80,000
Technology services	35,627	33,308
Meals and lodging	1,728	488
Vehicle maintenance	6,116	3,396
Car allowance	3,000	3,000
Miscellaneous	2,096	9,464
Total expenditures	<u>1,898,261</u>	<u>1,236,284</u>
Revenues over (under) expenditures	(31,284)	476,670
Fund balance - January 1	<u>3,896,674</u>	<u>3,420,004</u>
Fund balance - December 31	<u><u>\$3,865,390</u></u>	<u><u>\$3,896,674</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS****Statement 5**

For The Year Ended December 31, 2022

With Comparative Totals for The Year Ended December 31, 2021

	<u>2022</u>	<u>2021</u>
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Net changes in fund balance - total governmental funds (Statement 4)	(\$31,284)	\$476,670
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:		
Equipment purchases capitalized	315,561	21,287
Depreciation expense	(114,710)	(115,626)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Change in compensated absences payable	(857)	6,518
Governmental funds report pension contributions as expenditures, however, pension expense is reported in the Statement of Activities. This is the amount by which pension expense differed from pension contributions.	<u>(37,076)</u>	<u>26,180</u>
Change in net position of governmental activities (Statement 2)	<u><u>\$131,634</u></u>	<u><u>\$415,029</u></u>

The accompanying notes are an integral part of these financial statements.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Quad Cities Cable Communications Commission (the Commission) was formed by the Cities of Andover, Anoka, Champlin and Ramsey in March 1981 with the signing of a Joint Powers Agreement. Member cities each appoint two representatives. Officers are elected bi-annually. The Commission was formed to administer and enforce a cable communications franchise in the member municipalities.

The financial statements of the Commission have been prepared in conformity with generally accepted accounting principles as applied to government units by the Governmental Accounting Standards Board (GASB). The Commission accounting policies are described below.

A. FINANCIAL REPORTING ENTITY

In accordance with GASB pronouncements and generally accepted accounting principles, the financial statements of the reporting entity include those of the Commission (the primary government) and its component units. The Commission does not have any component units.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services. There are no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or business-type activity and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds. The Commission reports the following major governmental fund:

General Fund – is the general operating fund of the Commission and is used to account for all financial resources and activity.

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENT PRESENTATION

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers all revenues, except reimbursement grants, to be available if they are collected within 60 days of the end of the current fiscal period. Reimbursement grants are considered available if they are collected within one year of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

D. BUDGETS

Budgets for the General Fund are adopted on a basis consistent with generally accepted accounting principles. During the budget year, supplemental appropriations and deletions may be authorized by the Commission. There were two budget amendments in 2022.

E. CASH AND INVESTMENTS

Cash and investment balances are invested to the extent available in authorized investments. Investments are stated at fair value, except for investments in external investment pools that meet GASB 79 requirements, which are stated at amortized cost. Investment income is accrued at balance sheet date.

F. PREPAID ITEMS

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. Prepaid items are reported using the consumption method and recorded as expenditures/expenses at the time of consumption.

G. INVENTORIES

The original cost of materials and supplies have been recorded as expenditures at the time of purchase. The Commission does not maintain material amounts of inventories of goods and supplies.

H. CAPITAL ASSETS

Capital assets, which include building, furniture, fixtures, equipment and intangible assets such as website design are reported in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Capital assets are depreciated using the straight-line method over the following estimated useful lives.

Furniture, fixtures and equipment	3 – 10 years
Building	39 years
Intangibles – website	4 years

I. COMPENSATED ABSENCES PAYABLE

It is the Commission's policy to permit employees to accumulate earned but unused PTO benefits. All PTO that is payable at termination is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements. No liability is recorded for nonvesting accumulating rights to receive PTO benefits.

J. FUND BALANCE CLASSIFICATIONS

In the fund financial statements, governmental funds report fund balance in classifications that disclose constraints for which amounts in those funds can be spent. These classifications are as follows:

Nonspendable - consists of amounts that are not in spendable form, such as prepaid items.

Restricted - consists of amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - consists of internally imposed constraints. These constraints are established by Resolution of the Commission Board.

Assigned - consists of internally imposed constraints. These constraints reflect the specific purpose for which it is the Commission's intended use. These constraints are established by the Commission Board.

Unassigned - is the residual classification for the general fund and also reflects negative residual amounts in other funds.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to first use restricted resources, and then use unrestricted resources as they are needed.

When committed, assigned or unassigned resources are available for use, it is the Commission's policy to use resources in the following order: 1) committed 2) assigned and 3) unassigned.

K. USE OF ESTIMATES

The preparation of financial statements in accordance with generally accepted accounting principles (GAAP) requires management to make estimates that affect amounts reported in the financial statements during the reporting period. Actual results could differ from such estimates.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

L. COMPARATIVE TOTALS

The basic financial statements and required supplementary information include certain prior-year summarized comparative information in total but not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Commission's financial statements for the year ended December 31, 2021, from which the summarized information was derived.

M. DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

In addition to assets, the statement of financial position reports a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net assets that applies to future periods and so will *not* be recognized as an outflow of resources (expense) until then. The Commission has one item that qualifies for reporting in this category. It is the pension related deferred outflows reported in the government-wide Statement of Net Position.

In addition to liabilities, the statement of financial position reports a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net assets that applies to future periods and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has pension related deferred inflows of resources reported in the government-wide Statement of Net Position.

N. DEFINED BENEFIT PENSION PLANS

For purposes of measuring the net pension liability, deferred outflows and inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to and deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA, except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Note 2 DEPOSITS AND INVESTMENTS

A. DEPOSITS

In accordance with Minnesota Statutes, the Commission maintains deposits at depository banks authorized by the Board of Commissioners. All such banks are members of the Federal Reserve System.

Minnesota Statutes require that all deposits of the Commission be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds. Securities pledged as collateral are required to be held in safekeeping by the Commission or in a financial institution other than that furnishing the collateral. Minnesota Statute 118A.03 identifies allowable forms of collateral.

Custodial Credit Risk – Deposits: Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. At December 31, 2022, the carrying amount and bank balance of the Commission's deposits with financial institutions was \$5,000, all of which was insured by the Federal Deposit Insurance Corporation.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

B. INVESTMENTS

Subject to rating, yield, maturity and issuer requirements as prescribed by statute, Minnesota Statutes 118A.04 and 118A.05 authorize the Commission to invest in United States securities, state and local securities, commercial paper, time deposits, temporary general obligation bonds, repurchase agreements, Minnesota joint powers investment trust and guaranteed investment contracts.

As of December 31, 2022, the Commission had the following investments and maturities:

<u>Investment Type</u>	<u>Rating</u>	<u>Fair Value</u>	<u>Investment Maturities</u>
External investment pool - 4M Liquid Asset Fund	Not rated	\$1,645,396	1 day
External investment pool - 4M Plus Fund	Not rated	768,019	Maximum of 14 days
Brokered certificates of deposit	Not rated	<u>1,216,400</u>	April - December, 2023
Total investments		3,629,815	
Deposits		5,000	
Petty cash		<u>767</u>	
Total cash and investments		<u>\$3,635,582</u>	

The Commission categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The hierarchy has three levels. Level 1 investments are valued using inputs that are based on quoted prices in active markets for identical assets; Level 2 investments are valued using inputs that are based on quoted prices for similar assets or inputs that are observable, either directly or indirectly; Level 3 investments are valued using inputs that are unobservable.

Amounts held in external investment pools are stated at amortized cost, and therefore, are not categorized within the fair value hierarchy.

C. INVESTMENT RISKS

Interest rate risk – Interest rate risk is the risk that changes in the interest rates of debt investments could adversely affect the fair value of an investment. The Commission does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk – Credit risk is the risk that an issuer or other counterparty to an investment will be unable to fulfill its obligation to the holder of the investment. State law limits investments in municipal bonds to those rated “A” or better by a national bond rating service for general obligation and rated “AA” or better for a revenue obligation. Mutual funds or money market funds are limited to those investments that are restricted to securities described in MS 118A.04. The Commission follows state statutes in regards to credit risk of investments. The Commission does not have a formal investment policy which places further restrictions on investment options.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

The Commission's external investment pool investment with the 4M Fund is regulated by Minnesota Statutes and the Board of Directors of the League of Minnesota Cities. The 4M Fund is an unrated pool and the fair value or the position in the pool is the same as the value of pool shares. The pool is managed to maintain a portfolio weighted average maturity of no greater than 60 days and seeks to maintain a constant net asset value (NAV) per share of \$1. The pool measures its investments at amortized cost in accordance with Government Accounting Standards Board Statement No. 79.

The 4M Liquid Asset Fund has no redemption requirements. The 4M Plus Fund requires funds to be deposited for a minimum of 14 calendar days. Withdrawals prior to the 14-day restriction period are subject to a penalty equal to seven days interest on the amount withdrawn.

Custodial credit risk – For investments in securities, custodial credit risk is the risk that in the event of a failure of the counterparty to a transaction, the Commission will not be able to recover the value of its investment securities that is in the possession of an outside party. The Commission does not have a formal investment policy which addresses custodial credit risk. As of December 31, 2022, \$2,413,415 of the Commission's investments are invested in external investment pools. Investments in external investment pools and money markets are not evidenced by securities that exist in physical or book entry form, and therefore are not subject to custodial credit risk disclosures.

Concentration of credit risk – Concentration of credit risk is the risk of loss that may be attributed to the magnitude of the Commission's investment in a single issuer. The Commission places no limit on the amount the Commission may invest in any one issuer.

Note 3 RECEIVABLES

All receivables are expected to be collected within one year of December 31, 2022.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Note 4 CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2022 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	1,166,009	315,561	-	1,481,570
Intangible-website	27,999	-	-	27,999
Total capital assets, being depreciated	<u>2,258,675</u>	<u>315,561</u>	<u>-</u>	<u>2,574,236</u>
Less accumulated depreciation for:				
Building	520,522	27,302	-	547,824
Equipment	955,024	87,408	-	1,042,432
Intangible-website	27,999	-	-	27,999
Total less accumulated depreciation	<u>1,503,545</u>	<u>114,710</u>	<u>-</u>	<u>1,618,255</u>
Total capital assets being depreciated - net	<u>755,130</u>	<u>200,851</u>	<u>-</u>	<u>955,981</u>
Governmental activities capital assets - net	<u>\$821,261</u>	<u>\$200,851</u>	<u>\$ -</u>	<u>\$1,022,112</u>

Depreciation expense in the amount of \$114,710 was charged to the general government function/program.

Note 5 COMPENSATED ABSENCES PAYABLE

Activity related to compensated absences payable for the year ended December 31, 2022 was as follows:

	Beginning Balance	Net Change	Ending Balance	Due Within One Year
Governmental activities:				
Compensated absences payable	<u>\$58,702</u>	<u>\$857</u>	<u>\$59,559</u>	<u>\$59,559</u>

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Note 6 FRANCHISE FEES

The Commission receives franchise fees. These revenues are to be considered compensation for the use of the member municipalities' public property.

The cable company considers their gross revenue to be trade secret information not for public disclosure. Accordingly, cable company gross revenue amounts are not disclosed in these financial statements. In accordance with the franchise agreement, \$1,015,896 was recognized as earned franchise fees for the Commission. Additionally, \$163,284 of franchise fee revenue was recognized during 2022 as a result of a franchise fee audit and subsequent settlement agreement with the cable company. Franchise fees earned but not received as of December 31, 2022 were \$260,814.

Note 7 DEFINED BENEFIT PENSION PLANS

A. PLAN DESCRIPTION

The Commission participates in the following cost-sharing multiple-employer defined benefit pension plan administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota Statutes, Chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

All full-time and certain part-time employees of the Commission are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

B. BENEFITS PROVIDED

PERA provides retirement, disability, and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet, are bound by the provisions in effect at the time they last terminated their public service.

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2% for each of the first ten years of service and 1.7% for each additional year. Under Method 2, the accrual rate for Coordinated Plan members is 1.7% for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989, normal retirement age is the age for unreduced Social Security benefits capped at 66.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Benefit increases are provided to benefit recipients each January. The postretirement increase is equal to 50% of the cost-of-living adjustment (COLA) announced by the SSA, with a minimum increase of at least 1% and a maximum of 1.5%. Recipients that have been receiving the annuity or benefit for at least a full year as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least one month but less than a full year as of the June 30 before the effective date of the increase will receive a reduced prorated increase. For members retiring on January 1, 2024 or later, the increase will be delayed until normal retirement age (age 65 if hired prior to July 1, 1989, or age 66 for individuals hired on or after July 1, 1989). Members retiring under Rule of 90 are exempt from the delay to normal retirement.

C. CONTRIBUTIONS

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

Coordinated Plan members were required to contribute 6.5% of their annual covered salary in fiscal year 2022 and the Commission was required to contribute 7.5% for Coordinated Plan members. The Commission contributions to the GERP for the year ended December 31, 2022 were \$49,219. The Commission's contributions were equal to the required contributions as set by state statute.

D. PENSION COSTS

At December 31, 2022, the Commission reported a liability of \$641,523 for its proportionate share of GERP's net pension liability. The Commission's net pension liability reflected a reduction due to the State of Minnesota's contribution of \$16 million. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the Commission totaled \$18,949.

The net pension liability was measured as of June 30, 2022, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Commission's proportion of the net pension liability was based on the Commission's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2021 through June 30, 2022, relative to the total employer contributions received from all of PERA's participating employers. The Commission's proportionate share was .0081% at the end of the measurement period and .0082% for the beginning of the period.

Commission's proportionate share of the net pension liability	\$641,523
State of Minnesota's proportionate share of the net pension liability associated with the Commission	18,949
Total	<u><u>\$660,472</u></u>

For the year ended December 31, 2022, the Commission recognized pension expense of \$86,295 for its proportionate share of the GERP's pension expense. In addition, the Commission recognized an additional \$2,831 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERP.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

At December 31, 2022, the Commission reported its proportionate share of the GERS's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual economic experience	\$5,358	\$6,849
Changes in actuarial assumptions	145,188	2,593
Net collective difference between projected and actual investment earnings	11,022	-
Changes in proportion	4,447	4,360
Contributions paid to PERA subsequent to the measurement date	26,749	-
Total	<u>\$192,764</u>	<u>\$13,802</u>

The \$26,749 reported as deferred outflows of resources related to pensions resulting from Commission contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2023. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended December 31,	Pension Expense
2023	\$58,873
2024	57,222
2025	(21,897)
2026	58,015
2027	-
Thereafter	-

E. ACTUARIAL ASSUMPTIONS

The total pension liability in the June 30, 2022 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.25% per year
Investment Rate of Return	6.50%

The long-term investment rate of return is based on a review of inflation and investment return assumptions from a number of national investment consulting firms. The review provided a range of investment return rates deemed to be reasonable by the actuary. An investment return of 6.50% was deemed to be within that range of reasonableness for financial reporting purposes.

Benefit increases after retirement are assumed to be 1.25% for the GERS.

Salary growth assumptions range in annual increments from 10.25% after one year of service to 3.0% after 27 years of service.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Mortality rates were based on the Pub-2010 General Employee Mortality Table, with slight adjustments to fit PERA's experience.

Actuarial assumptions for GERF are reviewed every four years. The most recent four-year experience study was completed in 2019. The assumption changes were adopted by the Board and become effective with the July 1, 2020 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2022:

Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Domestic equity	33.5%	5.10%
International equity	16.5%	5.30%
Fixed income	25.0%	0.75%
Private markets	25.0%	5.90%
Total	100%	

F. DISCOUNT RATE

The discount rate used to measure the total pension liability in 2022 was 6.5%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at the rate set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the GERF was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. PENSION LIABILITY SENSITIVITY

The following presents the Commission's proportionate share of the net pension liability, calculated using the discount rate disclosed in the preceding paragraph, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate one percentage point lower or one percentage point higher than the current discount rate:

	<u>1% Decrease in Discount Rate (5.5%)</u>	<u>Discount Rate (6.5%)</u>	<u>1% Increase in Discount Rate (7.5%)</u>
Proportionate share of the GERF net pension liability	\$1,013,319	\$641,523	\$336,593

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

H. PENSION PLAN FIDUCIARY NET POSITION

Detailed information about the pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained at www.mnpera.org.

Note 8 FUND BALANCE

A. CLASSIFICATION

At December 31, 2022, a summary of the governmental fund balance classifications are as follows:

	<u>General Fund</u>
Nonspendable for:	
Prepaid items	\$8,660
Unassigned	<u>3,856,730</u>
Total	<u><u>\$3,865,390</u></u>

B. MINIMUM UNASSIGNED FUND BALANCE POLICY

The Board of Commissioners has formally adopted a policy regarding minimum unassigned fund balance for the General Fund. The policy establishes an unassigned fund balance operating reserve of \$500,000 for cash flow timing needs.

In addition to the minimum fund balance policy, the Commission has informally allocated fund balance for the following purposes:

City capital investment	\$100,000
QCTV building investment	250,000
QCTV capital investment	600,000
Emergency funds	<u>50,000</u>
Total	<u><u>\$1,000,000</u></u>

Note 9 RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions and natural disasters for which the Commission carries commercial insurance policies. The Commission retains risk for the deductible portions of the insurance policies. The amount of these deductibles is considered immaterial to the financial statements.

There were no significant reductions in insurance from the previous year or settlements in excess of insurance coverage for any of the past three fiscal years.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
NOTES TO FINANCIAL STATEMENTS
December 31, 2022

Note 10 CONTINGENCIES

Management is not aware of any existing or pending lawsuits, claims or other actions in which the Commission is a defendant.

Note 11 RECENTLY ISSUED ACCOUNTING STANDARDS

The Governmental Accounting Standards Board (GASB) recently approved the following statements which were not implemented for these financial statements:

Statement No. 94 *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*. The provisions of this Statement are effective for reporting periods beginning after June 15, 2022.

Statement No. 96 *Subscription-Based Information Technology Arrangements*. The provisions of this Statement are effective for fiscal years beginning after June 15, 2022.

Statement No. 99 *Omnibus 2022*. The provisions of this Statement contain multiple effective dates, the first being for reporting periods beginning after June 15, 2022.

Statement No. 100 *Accounting Changes and Error Corrections* – an amendment of GASB Statement No. 62. The provisions of this Statement are effective for reporting periods beginning after June 15, 2023.

The effect these standards may have on future financial statements is not determinable at this time.

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REQUIRED SUPPLEMENTARY INFORMATION

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
For The Year Ended December 31, 2022
With Comparative Totals For The Year Ended December 31, 2021

Statement 6

	2022				
	Budgeted Amounts		Actual	Variance with Final Budget - Positive (Negative)	2021 Actual Amounts
	Original	Final	Amounts		
Revenues:					
Franchise fees	\$858,000	\$858,000	\$1,179,180	\$321,180	\$1,087,890
PEG fees	429,000	429,000	540,356	111,356	552,525
Equipment and support grants	60,000	60,000	61,856	1,856	60,898
Investment income	4,500	4,500	47,593	43,093	4,902
Miscellaneous	1,000	1,000	37,992	36,992	6,739
Total revenues	1,352,500	1,352,500	1,866,977	514,477	1,712,954
Expenditures:					
General government:					
Salaries, taxes and benefits	945,505	961,262	886,215	75,047	823,028
Professional and franchise application fees	137,500	137,500	79,528	57,972	81,068
Repairs and maintenance	42,500	42,500	45,437	(2,937)	34,234
Supplies	8,500	8,500	7,985	515	5,485
Travel/conferences/continuing education	22,000	22,000	22,003	(3)	6,202
Mileage	12,000	12,000	3,884	8,116	6,385
Dues, subscriptions and printing	33,750	33,750	26,229	7,521	31,612
Insurance	9,500	9,500	9,766	(266)	8,958
Commission per diem	2,500	2,500	2,782	(282)	2,508
Utilities	36,500	36,500	38,604	(2,104)	30,564
Advertising	11,000	11,000	8,958	2,042	10,511
Equipment purchases	40,000	1,210,250	638,303	571,947	66,073
City CIP payments	-	80,000	80,000	-	80,000
Web hosting	28,000	28,000	35,627	(7,627)	33,308
Meals and lodging	3,500	3,500	1,728	1,772	488
Vehicle maintenance	8,900	8,900	6,116	2,784	3,396
Car allowance	3,000	3,000	3,000	-	3,000
Miscellaneous	7,500	7,500	2,096	5,404	9,464
Total expenditures	1,352,155	2,618,162	1,898,261	719,901	1,236,284
Revenues over (under) expenditures	\$345	(\$1,265,662)	(31,284)	\$1,234,378	476,670
Fund balance - January 1			3,896,674		3,420,004
Fund balance - December 31			\$3,865,390		\$3,896,674

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

REQUIRED SUPPLEMENTARY INFORMATION

**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY -
GENERAL EMPLOYEES RETIREMENT FUND**

For The Last Ten Years

Statement 7

Measurement Date June 30	Fiscal Year Ending December 31	Commission's Proportionate (Percentage) of the Net Pension Liability	Commission's Proportionate Share (Amount) of the Net Pension Liability (a)	State's Proportionate Share (Amount) of the Net Pension Liability Associated with Commission (b)	Total (a+b)	Covered Payroll (c)	Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll (a+b)/c	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
2015	2015	0.0074%	\$383,506	\$ -	\$383,506	\$432,343	88.7%	78.2%
2016	2016	0.0075%	608,963	7,955	616,918	463,120	133.2%	68.9%
2017	2017	0.0074%	472,411	5,962	478,373	467,226	102.4%	75.9%
2018	2018	0.0080%	443,807	14,448	458,255	528,120	86.8%	79.5%
2019	2019	0.0079%	436,773	13,666	450,439	561,240	80.3%	80.2%
2020	2020	0.0082%	491,627	15,245	506,872	585,653	86.5%	79.1%
2021	2021	0.0082%	350,177	10,756	360,933	592,410	60.9%	87.0%
2022	2022	0.0081%	641,523	18,949	660,472	609,147	108.4%	76.7%

The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION**REQUIRED SUPPLEMENTARY INFORMATION****Statement 8****SCHEDULE OF PENSION CONTRIBUTIONS - GENERAL EMPLOYEES RETIREMENT FUND**

For The Last Ten Years

Fiscal Year Ending December 31	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
2015	\$33,988	\$33,988	\$ -	\$453,177	7.5%
2016	33,541	33,541	-	447,213	7.5%
2017	38,515	38,515	-	513,533	7.5%
2018	41,033	41,033	-	547,107	7.5%
2019	43,084	43,084	-	574,453	7.5%
2020	46,015	46,015	-	613,533	7.5%
2021	43,728	43,728	-	583,038	7.5%
2022	49,219	49,219	-	656,253	7.5%

The schedule is provided prospectively beginning with the Commission's fiscal year ended December 31, 2015 and is intended to show a ten year trend. Additional years will be reported as they become available.

See accompanying notes to the required supplementary information.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2022

Note A LEGAL COMPLIANCE – BUDGETS

The General Fund budget is legally adopted on a basis consistent with accounting principles generally accepted in the United States of America. The legal level of budgetary control is at the fund level for the General Fund.

Note B PENSION INFORMATION

PERA – General Employees Retirement Fund

2022 Changes in Actuarial Assumptions:

- The mortality improvement scale was changed from Scale MP-2020 to Scale MP-2021.

2021 Changes in Actuarial Assumptions:

- The investment return and single discount rates were changed from 7.50% to 6.50% for financial reporting purposes.
- The mortality improvement scale was changed from Scale MP-2019 to Scale MP-2020.

2020 Changes in Actuarial Assumptions:

- The price inflation assumption was decreased from 2.50% to 2.25%.
- The payroll growth assumption was decreased from 3.25% to 3.00%.
- Assumed salary increase rates were decreased 0.25% and assumed rates of retirement were changed resulting in more unreduced (normal) retirements and slightly fewer Rule of 90 and early retirements. Assumed rates of termination and disability were also changed.
- Base mortality tables were changed from RP-2014 tables to Pub-2010 tables, with adjustments.
- The mortality improvement scale was changed from Scale MP-2018 to Scale MP-2019.
- The spouse age difference was changed from two years older for females to one year older.
- The assumed number of married male new retirees electing the 100% Joint & Survivor option changed from 35% to 45%. The assumed number of married female new retirees electing the 100% Joint & Survivor option changed from 15% to 30%. The corresponding number of married new retirees electing the Life annuity option was adjusted accordingly.

2020 Changes in Plan Provisions:

- Augmentation for current privatized members was reduced to 2.0% for the period July 1, 2020 through December 31, 2023 and 0.0% after. Augmentation was eliminated for privatizations occurring after June 30, 2020.

2019 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2017 to MP-2018.

2019 Changes in the Plan Provisions:

- The employer supplemental contribution was changed prospectively, decreasing from \$31.0 million to \$21.0 million per year. The State's special funding contribution was changed prospectively, requiring \$16.0 million due per year through 2031.

2018 Changes in Actuarial Assumptions:

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.00% per year through 2044 and 2.50% per year thereafter to 1.25% per year.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION
REQUIRED SUPPLEMENTARY INFORMATION
NOTES TO RSI
December 31, 2022

2017 Changes in Actuarial Assumptions:

- The Combined Service Annuity (CSA) loads were changed from 0.8% for active members and 60% for vested and non-vested deferred members. The revised CSA loads are now 0.0% for active member liability, 15.0% for vested deferred member liability and 3.0% for non-vested deferred member liability.
- The assumed post-retirement benefit increase rate was changed from 1.0% per year for all years to 1.0% per year through 2044 and 2.5% per year thereafter.

2016 Changes in Actuarial Assumptions:

- The assumed post-retirement benefit increase rate was changed from 1.0% per year through 2035 and 2.5% per year thereafter to 1.0% per year for all future years.
- The assumed investment return was changed from 7.9% to 7.5%. The single discount rate was changed from 7.9% to 7.5%.
- Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth, and inflation were decreased by 0.25% to 3.25% for payroll growth and 2.50% for inflation.

OTHER REQUIRED REPORTS

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REPORT ON INTERNAL CONTROL

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

In planning and performing our audit of the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered Quad Cities Cable Communications Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of Quad Cities Cable Communications Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of the Board of Commissioners, management, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2023

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MINNESOTA LEGAL COMPLIANCE REPORT

To the Board of Commissioners
Quad Cities Cable Communications Commission
Champlin, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities and each major fund of Quad Cities Cable Communications Commission as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise Quad Cities Cable Communications Commission's basic financial statements, and have issued our report thereon dated May 2, 2023.

In connection with our audit, nothing came to our attention that caused us to believe that Quad Cities Cable Communications Commission failed to comply with the provisions of the contracting – bid laws, depositories of public funds and public investments, conflicts of interest, claims and disbursements, and miscellaneous provisions sections of the *Minnesota Legal Compliance Audit Guide for Other Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding Quad Cities Cable Communications Commission's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of Quad Cities Cable Communications Commission and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Redpath and Company, Ltd.

REDPATH AND COMPANY, LTD.
St. Paul, Minnesota

May 2, 2023

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QCCCC Agenda Item

5.2 5-year Capital Plan Update

May 4, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: 5-year Capital Plan Update

The Commission reviewed the 5-year CIP in September 2022. Enclosed is an updated plan for review. The CIP underwent updating as a result of three factors: delayed projects, cost increases, and new technology introduced at the recent NAB show. Staff focused on CIP impacts in the next three years: 2023-2025.

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 through 2023 the capital grant was \$20,000 per member city.

The Budget Committee met to review the draft 2022 audit and CIP payments to member cities. The Budget Committee recommended city capital fund payments for 2024 be \$20,000 each to come from the capital plan reserves. The Budget Committee will meet following the 2023 audit to determine a recommended amount for 2025.

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

Action Requested:

Approval of the updated CIP.

Approve Budget Committee recommendation for the 2024 member city CIP grant of \$20,000 per city payable in January 2024.



QCTV Five Year Capital Equipment Spending Plan

	2023	2024	2025	2026	2027	Extended
Building	\$ 218,500.00	\$ 102,000.00	\$ 35,000.00	\$ 7,000.00	\$ 142,000.00	\$ 504,500.00
Portable Field Equipment	\$ 68,000.00	\$ 115,000.00	\$ 118,000.00	\$ 108,000.00	\$ 185,000.00	\$ 594,000.00
City Equipment	\$ 80,000.00	\$ 145,000.00	\$ 120,000.00	\$ 980,000.00	\$ 160,000.00	\$ 1,485,000.00
Office	\$ 86,500.00	\$ 35,500.00	\$ 25,500.00	\$ 30,500.00	\$ 99,000.00	\$ 277,000.00
Studio	\$ 159,000.00	\$ 95,500.00	\$ 138,500.00	\$ 125,000.00	\$ 160,000.00	\$ 678,000.00
Mobile - Vehicles and Equipment	\$ 15,000.00	\$ 280,000.00	\$ 385,000.00	\$ 17,000.00	\$ 25,000.00	\$ 722,000.00
Master Control Equipment	\$ 160,000.00	\$ 272,000.00	\$ 90,000.00	\$ 5,000.00	\$ 396,000.00	\$ 923,000.00
Total	\$ 787,000.00	\$ 1,045,000.00	\$ 912,000.00	\$ 1,272,500.00	\$ 1,167,000.00	\$ 5,183,500.00
Increased	\$ 193,000.00	\$ 350,500.00	\$ 205,000.00			

QCCCC Agenda Item

5.3 2023 Budget Amendment

May 4, 2023

To: Commissioners

From: Karen George, Executive Director

Subject: 2023 Budget Amendment

QCTV CIP

The Quad Cities Cable Communications Commission adopts an annual operating budget. The commission also annually reviews the 5-Year Capital Improvement Plan but then grants staff the authority to make capital purchases by project submission to the commission.

The 2023 CIP amount was projected at \$593,500 in September 2022. Staff completed an update to the next three years CIP to reflected delayed projects, cost increases, and new product availability researched at the NAB show held in April. Therefore, this budget amendment will roll the updated CIP projection for 2023 into the operating budget. Both revenue and expenditure budgets will be adjusted by \$787,000 QCTV staff will continue to present each capital investment project to the commission for approval prior to expenditure of the capital reserve funds.

Action Requested: Motion to amend the 2023 Operating Budget by \$787,000.

QCCCC Agenda Item

5.4 Capital Request – Pavement Replacement

May 4, 2023

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.	\$31,966*
Superior Sealcoat	\$29,268

- 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. It was moved forward to 2023 in the updated capital plan.

Action Requested:

Approve pavement replacement with Superior Sealcoat in the amount of \$29,268.



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

Luke LaChance
Phone: 763-425-0575
Cell: 612-834-0238
Email: Luke@alliedincmn.com

Proposal

Date: April 10, 2023

Company Name: QCTV
Billing Address: 12254 Ensign Ave N
Champlin, MN, 55316
Contact Person: Karen George
Phone: 763 276-9860
Email: Karen.George@qctv.org

Project Name: QCTV
Project Address: 12254 Ensign Ave N
Champlin, MN, 55316
Project Contact Person: Karen George
Phone: 763 276-9860
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"): (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). NOTE: Quote Assumes 1 mobilization. Add \$1,850.00 per each additional mobilization.	S.Y.	1,538	\$31,371.00	
Striping Re-stripe as per existing layout. Curb lines, light poles, bollards, etc. are not included unless otherwise specified. NOTE: Quote Assumes 1 mobilization. Add \$350.00 per each additional mobilization.	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:	\$31,966.00
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.

Allied Blacktop Co. accepts credit card payments, but a 4% service charge will be applied to these transactions.

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: _____

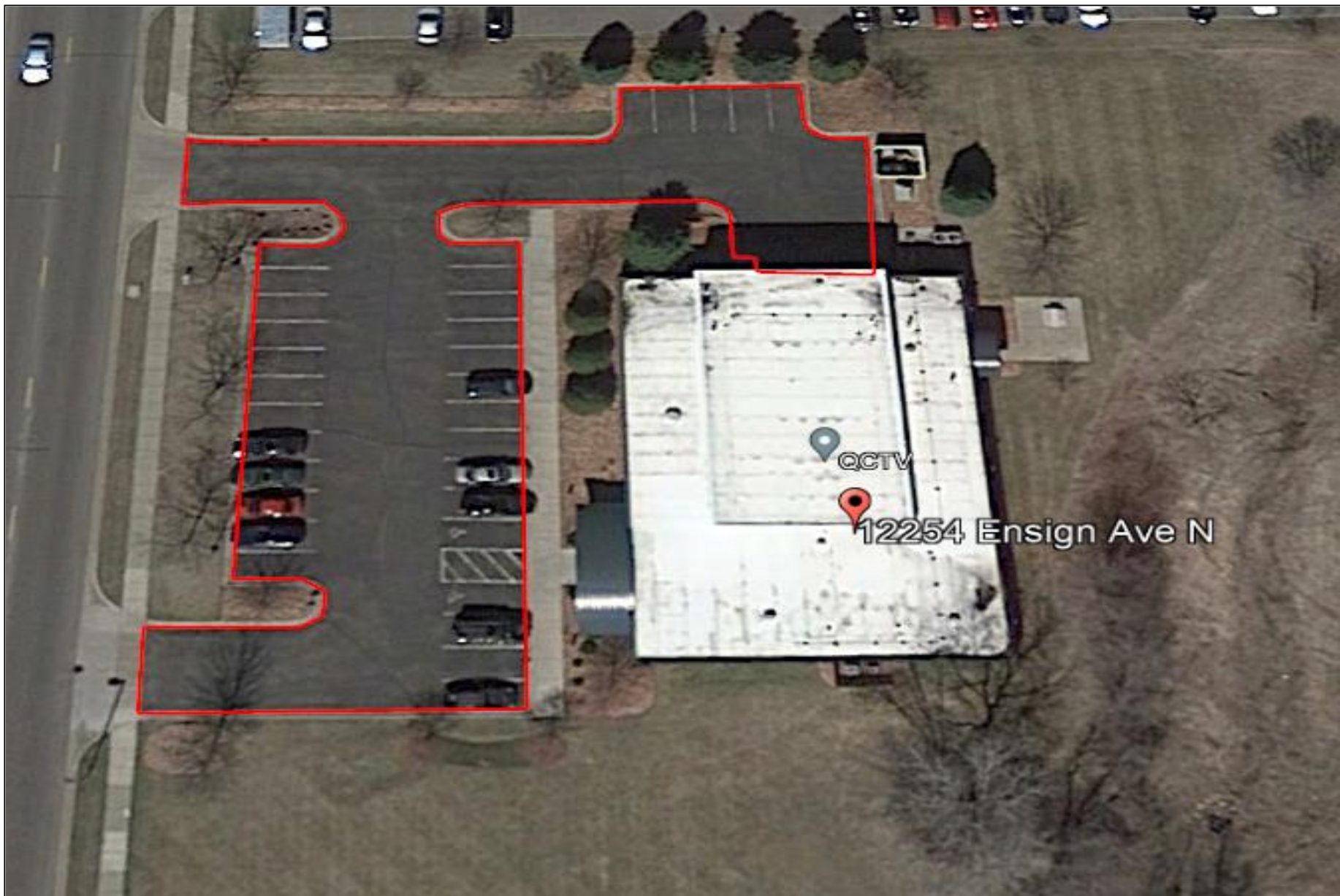
Luke LaChance

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.*

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>

General Qualifications

Allied 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 will contact customer prior to construction. Work will be done in a continuous fashion to minimize (but not eliminate) customer inconvenience. Allied encourages an on-site pre construction meeting if traffic and staging issues are a concern. Allied 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 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.

The attached illustration or proposed ADA layout has been prepared by Allied for a design build purposes. It must be approved and accepted by the owner. Allied does assume any legal liability relating to the proposed ADA construction.

Catch Basin Warranty Information and Qualifications:

While Allied 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 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. 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.

Additional charges may apply for remobilization to complete seal coat.

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 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. Additional charges may apply for remobilization to complete seal coat.

Specifications: Seal coats must be applied during daylight hours to ensure proper application and curing. Seal coats generally dry 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 seal coats resurface as well as a rejuvenate, the sealer it will polish off the top of exposed aggregate and in drive lanes. Seal coats 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 seal coat 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. Crack routings will be blown into adjacent curblines unless quoted to be removed from the site.

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. Elevation assessment available upon request and at owners expense.

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 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 will call for locates in advance of construction. Allied 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 is not responsible for any backfilling, seed or sod unless detailed on proposal. Allied 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.

DATE
4-20-23

PROPOSAL

JOB NUMBER
170-23

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.....\$28,828.00

Quotation:

After asphalt paving is completed, stripe parking area as now striped at cost of.....\$440.00

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 Richard A. Bunde

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

HVAC Replacement

May 1, 2023

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Capital Equipment Request – HVAC Replacement

General Overview:

QCTV has a variety of heating and cooling equipment. There are four residential style furnaces and cooling systems ranging in capacity from 80,000 BTU to 100,000 BTU. There is one commercial Reznor HVAC unit in use for the Studio. The Machine Room does not need heating and the Reznor unit for that room was replaced during an upgrade in 2019 with a Mitsubishi split AC system. The garage is not cooled but does have a Reznor heater. QCTV currently contracts with NAC to provide semi-annual preventative maintenance and quarterly filter changes.

In September of 2020 the Commission directed staff to space out the replacement of the remaining original building HVAC equipment over several years to try to prevent all the equipment failing at the same time. Funds have been allocated in the five-year capital plan to continue this project. NAC has previously replaced Units 2 & 4 under this plan.

The original building equipment units from 2002 are past the ASHRAE life expectancy of 15 years. These older systems use R-22 refrigerant, which started to be phased out in 2013 and is illegal to make or import now.

Staff Recommendation – Replace AC-1 and replace furnace 1:

This option would replace the condensing unit outside, the evaporator coil and the furnace unit inside. The quoted cost is \$11,500.00 for this option. Unit 1 serves seven rooms in the interior of the building.

Alternate Option – Select a different HVAC unit for replacement and direct staff to get pricing:

Of the original four furnace units, Unit 1 has needed repair more recently than Unit 3. Unit 3 serves seven rooms on the west side of the building. The Reznor for the studio will also need to be replaced but is a more complicated and specialized HVAC system.

Action Requested:

Approve purchase outlined in Staff Recommendation. Replace furnace, condensing unit, and coil at a cost not to exceed \$11,500.00.

Additional Options for Action

- Proceed with Alternate Option and select a different unit to replace.
- Delay action for future consideration.

QCCCC Agenda Item

5.6 Capital Request – Computer Workstations

May 11, 2023

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Purchase Request - Computer Workstations

General Overview:

Technology staff have worked on replacing older workstations with newer ones over the past five years. QCTV buys built to order Dell workstations for office use.

Workstations are targeted for replacement or updating every 4 to 5 years. Three of the Dell workstations that were purchased for the Producers to use are now 5 years old and the last one is 4 years old. Staff recommend replacing all four with the same model.

Specifications:

Precision 5820 Tower Core X 950W PCIe FlexBay Chassis CL FMX
Intel® Core™ i9-10900X (19.25 MB cache, 10 cores, 20 threads, 3.70 GHz to 4.70 GHz Turbo, 165 W)
Windows 10 Pro
NVIDIA® RTX™ A4000, 16 GB GDDR6, 4 DP
64 GB, 2 x 32 GB, DDR4
2 TB, M.2, PCIe NVMe, SSD, Class 40
5-year ProPlus Warranty.

Pricing to purchase four Dell computers:

	Dell Direct	Maza Technologies	CDW
Each	\$4,033.98	\$3,725.00	pending
Total for Four	\$16,135.92	\$14,900.00	

Capital Budget:

In the QCTV Five Year Capital Plan, staff identified two items in the Office Equipment category, Laptop Computers and Computer Workstations. Staff would like to spend \$14,900 out of the \$15,500 budgeted. Commission approved the five-year plan, but all purchases still come to the Commission for individual approval.

Action Requested:

Approve purchase of four Dell computers not to exceed \$14,900.00.

Additional Options for Action

- Direct staff to provide more information
- Delay action for future consideration
- Approve purchase of fewer workstations

QCCCC Agenda Item

5.7 Website Rebuild Proposals

May 1, 2023

To: Karen George, Executive Director

From: Seamus Burke, Social Media/Communications Coordinator

Subject: Website Rebuild Proposals/Recommendations

Background:

QCTV planned to rebuild its website in 2022 which was postponed to 2023. The current site was last updated in 2015. In February 2023, QCTV distributed a Request for Proposal (RFP) to the following 13 website developers:

- BizzyWeb LLC
- Brandfulential Marketing
- Clearspace Creative
- Cider House Media
- Civic Plus
- DevSourceMN
- Downtown Design
- Gemini Creative
- Iceberg Web Design
- One Wheel Marketing
- Skol Marketing
- Sperling Interactive
- VantagePoint Marketing

The focus of the RFP was website update. QCTV requested information about hosting and maintenance for reference. After the website is updated, QCTV will request quotes for hosting/maintenance that accurately reflect the needs of the updated website.

QCTV began evaluating proposals once they were received and met with each company to discuss their proposals. During these meetings, QCTV clarified some details regarding the scope of the project. After these meetings, Iceberg Web Design and Skol Marketing submitted revised quotes.

QCTV received the following quotes:

	Gemini	One Wheel	Iceberg	BizzyWeb	Skol
Discovery (Technology Blueprint)		\$12,000.00			
Design	\$10,600.00				
Development	\$16,250.00	\$70,000.00	\$17,250.00	\$28,000.00	Included
Consulting and Strategy	Included	Included	\$1,400.00	Included	Included
E-Commerce Integration	Included	Included	*\$14,500.00	Included	Included
Cablecast integration	Included	Included	\$7,875.00	\$5,000.00	Included
Quality Assurance / Testing		\$8,000.00			
Post-Launch support		\$7,000.00			
Training	Included	\$4,200.00	Included	Included	Included
Total	\$26,850.00	\$101,200.00	\$41,025.00	\$33,000.00	\$32,250.00

* \$26,525.00

Reviewed proposals to determine common elements in each proposal. Note the nine areas located in the chart above. Some companies grouped many costs together, while others broke out items in greater detail.

* QCTV does not plan on restructuring E-Commerce at this time. E-Commerce will be a part of the supplemental revenue plan, but a redevelopment of the current system of online store/DVD sales is beyond the scope of this project.

Evaluation:

The QCTV Technology Team evaluated the proposals received and each company's qualifications. Analysis is summarized below:

Company	Local	Experience with Cablecast/PEG	Portfolio/References Submitted	Reference Check
BizzyWeb LLC	✓ (Champlin)	✓	✓	-
Gemini Creative	✗ (Stockbridge, MA)	✓	✓	+
Iceberg Web Design	✓ (Anoka)	✗	✓	+
One Wheel Marketing	✓ (Champlin)	✗	✓	N/A
Skol Marketing	✓ (Hopkins)	✗	✓	N/A

Key: ✓ = Meets Criteria, ✗ = Does Not Meet Criteria, + = Positive Reference, - = Negative Reference, N/A = None Received

Capital Budget:

In the QCTV Five Year Capital Plan for 2022, staff allocated \$35,000.00 in the Office Equipment category for the website. Staff allocated an additional \$5,000 for 2023, bringing the total funds possible to \$40,000. The commission reviewed the five-year plan, but all

purchase requests require Commission approval. The Commission transferred reserve funds to the 2023 Operating Budget to fund capital purchases.

Staff Recommendation:

QCTV staff recommends moving forward with Iceberg Web Design for the website update.

Action Requested:

Direct staff to execute a contract with Iceberg Website Design for the update of QCTV's website, not to exceed the capital budget of \$40,000.00.

Options:

Provide alternative direction to staff.

Delay website update project.

Attachments:

QCTV Website RFP

RFP Responses available upon request



Request for Proposal - RFP

The Quad Cities Cable Communications Commission is requesting proposals to rebuild Quad Cities Community Television (QCTV)'s website.

I. Background

The Quad Cities Cable Communications Commission (QCCCC) is a Joint Powers Government Agency for the cities of Andover, Anoka, Champlin, and Ramsey. Quad Cities Community Television (QCTV) is the dba name of the programming entity for the Commission.

QCTV's current website was built for WordPress by BizzyWeb LLC. in 2015. BizzyWeb currently hosts QCTV's website. QCTV's video catalog has grown beyond the capacity of the current website. Many pages which feature several video files load slowly. The website's aesthetic is also out of date and needs to be refreshed, putting our video content forward on the website.

Cablecast is a playback automation system that allows QCTV to manage its video-on-demand (VOD) content and the playback/automation of content for QCTV's linear video channels for both live streaming and QCTV cable channels on the Comcast cable subscriber system. All video content on the website, either live streaming or on-demand, comes from Cablecast. Cablecast's system developer, Tighrope Media Systems, has an Application Program Interface (API) that the current website uses to display the content from Cablecast and the program guide on the website.

II. Summary

The website rebuild aims to create a robust, secure, and user-friendly home for QCTV's programming. The website design should be attractive and modern, with seamless integration with Cablecast and YouTube. The website should be built so it can be hosted by a separate entity, if need be.

III. Scope of Work

A. The successful proposal submitters will:

1. Review QCTV's current website to understand its current functions.
2. Be able to learn and integrate with [Cablecast](#).
3. Define costs for ongoing support and/or updates.
4. Present pricing options for the design and hosting of the final website.
5. Propose improvements for the future based on emerging technologies in web development and streaming.
6. Development of a Smart TV/mobile streaming app to be presented as an option.
7. Develop a system for recommending additional content to viewers.
8. Recommend a sitemap with estimated costs.



B. Successful Outcomes:

1. Develop a website that can handle seven channels live streaming in high definition, and Video-On-Demand (VOD) traffic simultaneously.
2. Pages with multiple video files must load quickly.
3. Create an attractive User Interface (UI) emulating contemporary streaming services.
4. Develop a robust/user-friendly e-commerce system for sales of DVDs, USB Drives, Video Downloads, and video monetization (e.g., content paywall, pay-per-view, etc.)
5. Infrastructure may reside with the current provider or be transferable to another hosting service.
6. Recommend upgrades and estimated costs.
7. Provide documentation and/or training on new features and plugins.
8. Provide a written report to QCTV and make a formal presentation to the Cable Commission.

IV. Proposal Requirements

A qualifying proposal must address all the following points:

A. Cover Letter

1. Project title.
2. Firm name.
3. Executive summary.

B. Firm Qualifications

1. Type of organization, size, professional registration, and affiliations.
2. Identify and present the qualifications of key team members.
3. List of recent projects completed.
4. Client references from two recent, related projects, including name, email address, and phone number of individuals to contact for referral.

C. Understanding of Cost and Scope

1. Cost for completing the scope of work, final report, and presentations.
2. Proposed timeline for completion.
3. Expected completion date of November 1st, 2023 with presentation to Cable Commission to follow.
4. QCTV will retain the report for future consideration.

V. RFP Timeline / Proposal Submission Deadline

- A. Proposals may be submitted electronically to webmaster@qctv.org or in hardcopy to QCTV Attn: Website Rebuild RFP, 12254 Ensign Ave. N. Champlin, MN 55316
- B. Proposals must be received either physically or electronically, on or before March 14th, 2023, 9:00 AM CST. QCTV's business hours are 8:00 am – 4:30 pm CST, Monday – Friday.



- C. QCTV Staff will evaluate the proposals based on qualifications and references, previous comparable experience, cost, and demonstration of understanding of the project objectives; including requesting additional information.
- D. Questions or requests for additional information may be directed to ContactUs@QCTV.org or to (763) 427-1411.
- E. QCTV Staff will notify the proposal submitters when a decision is reached.
- F. QCTV reserves the right to reject any and all proposal submissions.

VI. Proposed Project Timeline

- 1. Proposals Received – March 14th, 2023.
- 2. Proposals Reviewed – March 20th – March 31st.
- 3. Proposals Evaluated – April 10th – April 28th.
- 4. Report to Cable Commission Prepared – May 1st – May 5th.
- 5. Contractor Approved by Cable Commission – May 18th.
- 6. Contract Finalized – May 22nd – 25th.
- 7. Estimated Work Start Date – June 1st.