

# **Quad Cities Cable Communications Commission**

Anoka City Hall – Council Chambers

May 16, 2024, 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 minutes from March 21, 2024, commission meeting and work session meeting; and, April 18 Executive Committee meeting.

#### 4.2. Treasurer

4.2.1. January, February, March Financial Reports

#### 4.3. Executive Director

### **5. General Business**

#### 5.1. 2023 Audit

#### 5.2. Member City CIP – 2025 payment

#### 5.3. Budget Amendment – Web Site

#### 5.4. Capital Requests – Executive Committee Authorization

#### 5.5. 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](http://www.qctv.org) on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

## **MINUTES OF THE WORK SESSION OF MARCH 21, 2024**

### **CALL TO ORDER – 1**

Chair Barthel called the meeting to order at 10:00 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 (arrived at 10:55 a.m.); Jim Dickinson, Andover; and Jamie Barthel, Andover.

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

Others present included Karen George, Executive Director; Ryan Musch, Production Coordinator; Seamus Burke, Social Media/Communications Coordinator; Pat Cook, Technology Coordinator; CJ Luck, Master Control Operator; and Pam Bowman, Anoka Communications and Recycling Manager.

### **APPROVAL OF AGENDA – 3**

Ms. George noted that she would be providing an update on legislative activity under Other on the agenda.

The agenda was approved as presented.

### **ANNUAL PROGRAMMING UPDATES – 4**

Mr. Burke provided a brief review of the 2023 annual highlights.

Ms. George provided a brief review of the 2023 Strategic Plan which highlighted the quarter each task was completed.

Mr. Cook provided an overview of the 2023 City meeting coverage, government channel playback programs, community programs, and partner programs.

Mr. Burke reported on the 15 awards that the organization received in 2023 and provided more detailed information on the 2023 metrics from YouTube, and other

social media platforms. He also provided comparison information for traffic on the website versus YouTube.

Ms. George commented on the subscriber survey that she will be asking for authorization to complete during the regular meeting. She stated that QCTV is able to gain information through City surveys as well, noting the results that she was able to obtain from the Champlin resident survey. Ramsey and Anoka stated that they will soon be completing their resident surveys as well. She then provided information on the 2023 election coverage.

Commissioner Woestehoff stated that perhaps two minutes from a City Council meeting could be shared on YouTube, then directing those viewers to the QCTV website to increase views.

Mr. Cook provided an overview of the 2024 capital plan projects.

Ms. Bowman commented on the phenomenal work of QCTV staff, noting that they are great to work with and are on top of what is occurring in the community.

Ms. George highlighted the 2024 Strategic Plan, which identifies the quarter in which each task is anticipated to be worked on. She then completed the annual review of the program guidelines.

The Commission provided input on profiles, using an updated timeframe that aligns with the filing date for candidates.

Ms. George briefly provided information on City programming, communication and staff meetings, a preview of the 2024 elections, and feedback received.

## **OTHER – 5**

Ms. George provided a brief update on recent discussions and activity at the legislature that would have impacts or benefits to QCTV and similar organizations. She also thanked Commissioner Woestehoff for testifying on one of the bills of interest. She encouraged other members of the Commission to reach out to representatives on these issues. She stated that at the regular meeting the Commission will be asked to take action to support these legislative matters.

## **ADJOURN – 6**

Time of adjournment 10:57 a.m.

Respectfully submitted,

Reviewed for approval,

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

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Karen George  
Executive Director

## **MINUTES OF THE REGULAR MEETING OF MARCH 21, 2024**

### **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; Jim Dickinson, Andover; and Jamie Barthel, Andover.

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

Others present included Karen George, Executive Director; Technology Manager Patrick Cook; and Social Media/Communications Coordinator Seamus Burke.

### **APPROVAL OF AGENDA – 3**

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

**6 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1 Approval of meeting minutes from January 18, 2024**

Motion was made by Dickinson and seconded by Specht to approve the January 18, 2024 minutes as presented.

**6 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

##### **4.2.1 November and December Financial Reports**

Commissioner Skogquist stated that this included most of the information for the 2023 year with the exception of some data that comes in after the end of the year. He stated that in general the revenue was above, and expenses were below. He noted that additional information will be provided once the audit is completed.

Motion was made by Dickinson and seconded by Lee to accept the November and December Financial Reports.

**6 ayes – 0 nays. Motion carried.**

#### **4.3 Executive Director**

Ms. George stated that the audit is underway and will come before the Board in May for acceptance. She provided an overview of her written report highlighting upcoming projects this year, potential legislative items, and upcoming election coverage. She stated that the recent episodes of Live and Local continue to be popular with the public and noted the next taping which will focus on first responders. She stated that staff continues to monitor potential changes from the High School Sports League related to postseason coverage.

### **GENERAL BUSINESS – 5**

#### **5.1 Resolution Supporting Legislation for Community Media and Public ROW**

Ms. George stated that this would be an ask of the legislature related to broadband infrastructure and the ability for local jurisdictions to similarly charge those providers for use of the public right-of-way through a franchise agreement. She stated that this resolution would confirm the support of the Commission in support of that legislation.

Commissioner Skogquist asked the plan moving forward.

Ms. George stated that they have been working over the past few months as these bills move through the legislature. She stated that similar organizations and cities have filed similar letters/resolutions of support. She stated that if adopted, she would forward the letter and resolution to the legislative representatives.

Motion was made by Woestehoff and seconded by Lee to adopt Resolution 03-21-2024 of Support of State Legislation to Modernize the Funding Structure for Local Community Public, Education, and Government (PEG) Programming.

**5 ayes – 1 nays (Specht opposed). Motion carried.**

## **5.2 Morris Leatherman Subscriber Survey**

Ms. George stated that this is a request to enter into a contract with Morris Leatherman to complete a subscriber survey. She stated that the last survey was completed in 2016, and if approved she would work with Morris Leatherman to complete the survey questions.

Commissioner Woestehoff noted that it would be proposed to have up to 50 questions and commented that he would lean towards a lesser number of questions. He stated that while it is important to receive feedback there needs to be a balance to ensure people will complete the survey.

Commissioner Dickinson commented that with his experience, 50 questions is pretty low. He stated that the Andover survey had about 130 questions. He noted that once someone begins the survey, they do typically finish the survey.

Chair Barthel asked and received confirmation that this item was included in the 2024 budget.

Motion was made by Dickinson and seconded by Woestehoff to approve the Morris Leatherman Company proposal and direct staff to execute the contract with a total cost not to exceed \$20,000.

**6 ayes – 0 nays. Motion carried.**

## **5.3 Capital Request: Ross Equipment**

Mr. Cook presented a request to purchase equipment from Ross Video and provided an overview of that request. He noted that some of the current equipment that would be replaced would be moved to the truck for continued use.

Motion was made by Skogquist and seconded by Dickinson to approve the purchase of Ross Video equipment from Alpha for \$100,984.05 plus five percent for freight and necessary accessory items for a total project cost not to exceed \$106,033.25.

**6 ayes – 0 nays. Motion carried.**

## **5.4 Capital Request: A/V Equipment**

Mr. Cook presented a request to purchase a number of components from multiple vendors in order to receive the best pricing. He explained how the equipment would be used in the studio and the truck.

Motion was made by Dickinson and seconded by Woestehoff to approve the purchase of the quoted items from the listed vendors totaling \$17,589.51 plus five percent for freight and necessary accessory items for a total project cost not to exceed \$18,468.99.

**6 ayes – 0 nays. Motion carried.**

### **5.5 Capital Request: Tree Services**

Mr. Cook presented the request related to tree removal in order to address issues with ash and other trees around the facility site. He stated that the initial cost would be to remove the trees identified and fill the holes, along with trimming and bushes that would be cleaned up. He stated that the second component would be related to tree replacement, noting that is an estimate and he would fine tune that cost with the nursery which is why a not to exceed cost was provided.

Commissioner Woestehoff noted some funding that may be available through the DNR for removal/replacement of infected ash trees that the organization could look into. He stated that he would support replacement of the trees with as large of a tree as they could afford.

Commissioner Skogquist stated that some cities have the option to have programs related to ash trees and suggested that staff check with Champlin to see if they have such a program.

Commissioner Woestehoff suggested that they also check with Hennepin County.

Commissioner Specht commented that he would prefer to go with a smaller replacement tree to save on the cost, but would support the larger tree if a grant were received.

Chair Barthel asked the timeline, specifically whether the trees could be removed, and they could pursue the option for a grant before looking at replacement.

Mr. Cook agreed that they could do the removal and then delay the replacement until they are able to determine if grant funds would be available.

Motion was made by Skogquist and seconded by Specht to approve Brothers Tree Service to perform the tree removal and other work for \$4,900.

Further discussion: Commissioner Lee commented that there is a certain timeline when infected ash trees should not be removed and was unsure if they would have missed that window.



Mr. Cook commented that he believed while they are getting close to the end of that window, he believed they could still act within the window but would verify that.

**6 ayes – 0 nays. Motion carried.**

**ADJOURN – 6**

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

**6 ayes – 0 nays. Motion carried.**

Time of adjournment 11:21 a.m.

Respectfully submitted,

Reviewed for approval,

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

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Karen George  
Executive Director

## **MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF APRIL 18, 2024**

### **CALL TO ORDER – 1**

Chair Barthel called the meeting to order at 10:00 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka; Matt Woestehoff, Ramsey; Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director.

### **AUDIT 2023 REVIEW - 3**

Commissioner Skogquist reported that the audit had an unmodified opinion and there was one finding that carried over from the previous year relating to interest that was earned in one year but not paid until the next year.

Commissioner Heitkamp asked if there were any comments between staff and the auditor that were not reflected in the findings.

Ms. George replied that there were not any issues mentioned or identified. She provided additional details on the audit process, which is completed remotely. She reviewed a list of companies that she would be soliciting bids for on future audit services.

Commissioner Skogquist continued to provide a brief overview of the results of the audit.

### **CIP REVIEW UPDATES/CITY CIP DISCUSSION – 4**

Commissioner Skogquist commented that typically \$20,000 is budgeted each year for City CIP updates.

Ms. George distributed the capital plan that was approved by the Board in January. She also provided information on revenues as the trend has begun to decrease.

Commissioner Skogquist also confirmed the decreasing revenue trend starting in 2017.

Commissioner Heitkamp asked staff to provide a comparison of the franchise fee versus PEG revenue in the future.

Ms. George provided an update on recent discussions and progressions at the legislature on topics related to QCTV.

The Committee and Ms. George had additional discussion related to the impacts of broadband carriers to the existing infrastructure in the right-of-way and on the existing revenue model of organizations such as QCTV.

Commissioner Skogquist referenced the five-year capital spending plan, noting that he is still comfortable with the \$20,000 position.

The Committee agreed.

Motion was made by Heitkamp and seconded by Woestehoff to recommend \$20,000 per city for the City CIP grant for 2025.

Further discussion: Commissioner Woestehoff asked if it would be more appropriate to decrease that amount to \$15,000 to show that the QCTV revenue is being impacted. He noted that he would also support continuing at \$20,000.

Ms. George stated that perhaps the \$20,000 is approved for 2025 with a footnote that revenues are decreasing, and that amount may be decreasing in the future.

The Committee agreed. The motion was amended to include a footnote as discussed.

**4 ayes – 0 nays. Motion carried.**

## **INVESTMENTS REVIEW – 5**

Ms. George provided an overview of the investments.

## **PERSONNEL POLICY UPDATE – 6**

Ms. George provided an overview of updates to the Personnel Policy to address the new sick and safe time law, cannabis law, Juneteenth, telework update, gender neutral language, observed holidays, and others.

Ms. George asked for, and obtained, input from the Committee on the issues of drug testing and health insurance. The Committee did not feel that drug testing was necessary as typically that would be necessary for CEOs and/or Police Officers. It was noted that most cities offer health insurance for employees working 30 or 32 hours per week. The Committee stated that they would be open to offering that benefit to employees working 30 or 32 hours per week, as long as there was not a large budget impact. Ms. George stated that she would be comfortable using the 32-hour threshold.

Ms. George continued to review topics including funeral leave, outside employment, training, jury duty, etc.

#### **OTHER – 7**

Chair Barthel stated that he and Ms. George have begun their presentations to the member cities. He noted that in reviewing the Commission page on the website, he noticed that Commissioner Dickinson is missing a photograph.

#### **ADJOURN – 8**

Time of adjournment 11:02 a.m.

Respectfully submitted,

Reviewed for approval,

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

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Karen George  
Executive Director

**Quad Cities Communications Commission  
Balance Sheet Summary**

As of January 31, 2024

	<u>Pre-Audit Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,033,066.56
- Google AdSense	60.31
- PayPay acct	647.59
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,707,250.11
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,746,274.57</b>
<b>Fixed Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,746,274.57</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	94,631.24
Other Current Liabilities	0.01
<b>Total Current Liabilities</b>	<b>\$ 94,631.25</b>
<b>Equity</b>	<b>3,651,643.32</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,746,274.57 *</b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,246,274.57 (\$4.5M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
January - December 2024

	Jan 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 17.80	\$ 20.83	\$ (3.03)	85.45%	\$ 17.80	\$ 250.00	\$ (232.20)	7.12%
Equipment Grant		5,833.33	(5,833.33)	0.00%	-	70,000.00	(70,000.00)	0.00%
Franchise Fees	(236,571.16)	77,916.67	(314,487.83)	-303.62%	(236,571.16)	935,000.00	(1,171,571.16)	-25.30%
Interest Income	15,236.66	3,333.33	11,903.33	457.10%	15,236.66	40,000.00	(24,763.34)	38.09%
Miscellaneous Income	60.31	41.67	18.64	144.73%	60.31	500.00	(439.69)	12.06%
PEG Fee	(125,232.15)	40,364.83	(165,596.98)	-310.25%	(125,232.15)	484,378.00	(609,610.15)	-25.85%
<b>Total Income</b>	<b>\$ (346,488.54)</b>	<b>\$ 127,510.66</b>	<b>\$ (473,999.20)</b>	<b>-271.73%</b>	<b>\$ (346,488.54)</b>	<b>\$ 1,530,128.00</b>	<b>\$ (1,876,616.54)</b>	<b>-22.64%</b>
<b>Expenses</b>								
A-PERA Expense	4,349.11	4,722.00	(372.89)	92.10%	4,349.11	56,664.00	(52,314.89)	7.68%
A-SS/Medicare Expense	3,357.62	4,816.50	(1,458.88)	69.71%	3,357.62	57,798.00	(54,440.38)	5.81%
A-Wages - Full-time	35,325.76	51,002.08	(15,676.32)	69.26%	35,325.76	612,025.00	(576,699.24)	5.77%
A-Wages - Part-time	9,326.64	11,958.33	(2,631.69)	77.99%	9,326.64	143,500.00	(134,173.36)	6.50%
Accounting / HR Services		1,375.00	(1,375.00)	0.00%	-	16,500.00	(16,500.00)	0.00%
Ads/Promos/Sponsorships	420.00	916.67	(496.67)	45.82%	420.00	11,000.00	(10,580.00)	3.82%
Andover Capital Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Announcers Fees	800.00	1,333.33	(533.33)	60.00%	800.00	16,000.00	(15,200.00)	5.00%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	111.95	5,000.00	(4,888.05)	2.24%
Audit		1,416.67	(1,416.67)	0.00%	-	17,000.00	(17,000.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel	170.00	208.33	(38.33)	81.60%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	614.93	600.00	14.93	102.49%	614.93	7,200.00	(6,585.07)	8.54%
Building - Insurance	5,850.00	569.42	5,280.58	1027.36%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	443.55	833.33	(389.78)	53.23%	443.55	10,000.00	(9,556.45)	4.44%
Building - Supplies	212.92	125.00	87.92	170.34%	212.92	1,500.00	(1,287.08)	14.19%
Car Allowance	250.00	250.00	-	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	500.00	6,600.00	(6,100.00)	7.58%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	84.90	5,000.00	(4,915.10)	1.70%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Jan 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
City Sewer & Water	183.27	250.00	(66.73)	73.31%	183.27	3,000.00	(2,816.73)	6.11%
Commission Expense	8.50	208.33	(199.83)	4.08%	8.50	2,500.00	(2,491.50)	0.34%
Consulting Services	1,247.00	5,833.33	(4,586.33)	21.38%	1,247.00	70,000.00	(68,753.00)	1.78%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,625.81	1,666.67	(40.86)	97.55%	1,625.81	20,000.00	(18,374.19)	8.13%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	85.72	1,666.67	(1,580.95)	5.14%	85.72	20,000.00	(19,914.28)	0.43%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	12,848.29	7,204.75	5,643.54	178.33%	12,848.29	86,457.00	(73,608.71)	14.86%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,251.00	416.67	2,834.33	780.23%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service		583.33	(583.33)	0.00%	-	7,000.00	(7,000.00)	0.00%
Legal Fees	110.00	1,250.00	(1,140.00)	8.80%	110.00	15,000.00	(14,890.00)	0.73%
Licenses and Permits		250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	3,500.00	833.33	2,666.67	420.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	232.33	583.33	(351.00)	39.83%	232.33	7,000.00	(6,767.67)	3.32%
Miscellaneous Expenses		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Natural Gas		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Office Supplies / Equipment	17.01	500.00	(482.99)	3.40%	17.01	6,000.00	(5,982.99)	0.28%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	297.00	3,000.00	(2,703.00)	9.90%
Postage		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Printing / Copy Services	58.44	41.67	16.77	140.24%	58.44	500.00	(441.56)	11.69%
Professional Development		2,250.00	(2,250.00)	0.00%	-	27,000.00	(27,000.00)	0.00%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	106.14	5,000.00	(4,893.86)	2.12%
Sales Tax	27.00	20.83	6.17	129.62%	27.00	250.00	(223.00)	10.80%
Secretary Services	167.00	166.67	0.33	100.20%	167.00	2,000.00	(1,833.00)	8.35%



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Jan 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service	710.70	541.67	169.03	131.21%	710.70	6,500.00	(5,789.30)	10.93%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	541.46	7,500.00	(6,958.54)	7.22%
Studio Sets		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Subscription Services	1,230.30	1,833.33	(603.03)	67.11%	1,230.30	22,000.00	(20,769.70)	5.59%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	176.23	1,250.00	(1,073.77)	14.10%	176.23	15,000.00	(14,823.77)	1.17%
Vehicle - Insurance	928.00	125.00	803.00	742.40%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	100.53	625.00	(524.47)	16.08%	100.53	7,500.00	(7,399.47)	1.34%
Waste Removal	90.10	200.00	(109.90)	45.05%	90.10	2,400.00	(2,309.90)	3.75%
Web / VOD / Int / CaTV / Phone	1,813.00	2,333.33	(520.33)	77.70%	1,813.00	28,000.00	(26,187.00)	6.48%
Work Comp Insurance		216.67	(216.67)	0.00%	-	2,600.00	(2,600.00)	0.00%
<b>Total Expenses</b>	<b>91,172.21</b>	<b>115,556.42</b>	<b>(24,384.21)</b>	<b>78.90%</b>	<b>91,172.21</b>	<b>1,386,677.00</b>	<b>(1,295,504.79)</b>	<b>6.57%</b>
<b>Net Income</b>	<b>\$ (437,660.75)</b>	<b>\$ 11,954.24</b>	<b>\$ (449,614.99)</b>	<b>-3661.13%</b>	<b>\$ (437,660.75)</b>	<b>\$ 143,451.00</b>	<b>\$ (581,111.75)</b>	<b>-305.09%</b>

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
	<b>\$ 80,000.00</b>	<b>\$ 80,000.00</b>

**QCTV Bank Reconciliation**  
**January 2024**

Beginning Balance - 4M Statement	2,165,947.88
Less: Cleared Checks/Withdrawals	(129,596.70)
Plus: 4M Fund Interest	7,667.29
Plus: Bank Deposits/Credits	176.40
<b>Bank Balance</b>	<b>\$2,044,194.87</b>
Book Balance	2,044,194.87
Adjusted Book Balance	2,044,194.87
Difference:	\$0.00

Completed by:     MK

# Quad Cities Communications Commission

## Bill Payment List

January 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/02/2024	14882	HealthPartners Inc	-6,219.61
01/12/2024	14883	HealthEquity Inc.	-509.43
01/10/2024	W D	MN Department of Revenue	-27.00
01/12/2024	W D	Minnesota State Retirement System	-250.00
01/12/2024	W D	PERA	-3,930.55
01/22/2024	14884	ACE Solid Waste, Inc.	-90.10
01/22/2024	14885	Alliance for Community Media	-3,500.00
01/22/2024	14886	Amazon Capital Services	-460.76
01/22/2024	14887	Anoka Area Chamber of Commerce	-1,520.00
01/22/2024	14888	AT&T Mobility	-723.13
01/22/2024	14889	Barna, Guzy & Steffen, LTD	-286.00
01/22/2024	14890	Bret Heitkamp	-40.00
01/22/2024	14891	CenterPoint Energy	-392.01
01/22/2024	14892	City of Champlin	-179.76
01/22/2024	14893	Comcast 2	-508.79
01/22/2024	14894	Comcast Cable	-884.07
01/22/2024	14895	Coordinated Business Systems, LTD	-54.75
01/22/2024	14896	Daniel E. Specht	-40.00
01/22/2024	14897	Erik A Skogquist	-80.00
01/22/2024	14898	Gerald S. Thomson	-240.00
01/22/2024	14899	HealthEquity Inc.	-47.65
01/22/2024	14900	HealthPartners Inc	-6,219.61
01/22/2024	14901	Iceberg Web Design	-3,585.16
01/22/2024	14902	James Dickinson	-40.00
01/22/2024	14903	James R. Erickson	-320.00
01/22/2024	14904	Jamie A. Barthel	-80.00
01/22/2024	14905	Jessica Tesdall	-40.00
01/22/2024	14906	Joe G. Ruhland	-400.00
01/22/2024	14907	Mark's Lawn Service Inc.	-710.70
01/22/2024	14908	Matthew Woestehoff	-80.00
01/22/2024	14909	Maza Technologies, LLC	-1,761.20
01/22/2024	14910	Minnesota Assoc. of Community Telecommunications	-2,000.00
01/22/2024	14911	Minnesota Unemployment Ins.	-14.45
01/22/2024	14912	Municipal Captioning Inc.	-17,085.75
01/22/2024	14913	Peter James Hayes	-160.00
01/22/2024	14914	Strategic Hawks, Ilc	-320.00
01/22/2024	14915	T-Mobile	-124.60
01/22/2024	14916	The Lincoln National Life Ins. Co.	-541.46
01/22/2024	14917	Timothy Anderson	-320.00
01/22/2024	14918	U.S. Bank Corporate	-1,427.35
01/22/2024	14919	Xcel Energy	-1,367.28
01/26/2024	14920	HealthEquity Inc.	-509.43
01/26/2024	W D	Minnesota State Retirement System	-250.00
01/26/2024	W D	PERA	-4,187.77

# Quad Cities Communications Commission

## Bill Payment List

January 2024

DATE	NUM	VENDOR	AMOUNT
<b>Total for Quad Cities Commission</b>			<b>\$ -61,528.37</b>

# Quad Cities Communications Commission

## Balance Sheet Summary

As of February 29, 2024

	<u>Pre-Audit Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,229,873.80
- Google AdSense	134.76
- PayPay acct	661.58
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,714,400.51
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,950,320.65</b>
<b>Fixed Assets</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 3,950,320.65</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	22,847.10
Other Current Liabilities	0.00
<b>Total Current Liabilities</b>	<b>\$ 22,847.10</b>
<b>Equity</b>	<b>3,927,473.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,950,320.65 *</b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,450,320.65 (\$4.5M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Feb 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 13.99	\$ 20.83	\$ (6.84)	67.16%	\$ 31.79	\$ 250.00	\$ (218.21)	12.72%
Equipment Grant		5,833.33	(5,833.33)	0.00%	-	70,000.00	(70,000.00)	0.00%
Franchise Fees	236,571.16	77,916.67	158,654.49	303.62%	-	935,000.00	(935,000.00)	0.00%
Interest Income	12,433.46	3,333.33	9,100.13	373.00%	27,670.12	40,000.00	(12,329.88)	69.18%
Miscellaneous Income	74.45	41.67	32.78	178.67%	134.76	500.00	(365.24)	26.95%
PEG Fee	125,232.15	40,364.83	84,867.32	310.25%	-	484,378.00	(484,378.00)	0.00%
<b>Total Income</b>	<b>\$ 374,325.21</b>	<b>\$ 127,510.66</b>	<b>\$ 246,814.55</b>	<b>293.56%</b>	<b>\$ 27,836.67</b>	<b>\$ 1,530,128.00</b>	<b>\$ (1,502,291.33)</b>	<b>1.82%</b>
<b>Expenses</b>								
A-PERA Expense	4,442.82	4,722.00	(279.18)	94.09%	8,791.93	56,664.00	(47,872.07)	15.52%
A-SS/Medicare Expense	4,527.79	4,816.50	(288.71)	94.01%	7,885.41	57,798.00	(49,912.59)	13.64%
A-Wages - Full-time	47,153.36	51,002.08	(3,848.72)	92.45%	82,479.12	612,025.00	(529,545.88)	13.48%
A-Wages - Part-time	12,648.29	11,958.33	689.96	105.77%	21,974.93	143,500.00	(121,525.07)	15.31%
Accounting / HR Services	1,933.26	1,375.00	558.26	140.60%	1,933.26	16,500.00	(14,566.74)	11.72%
Ads/Promos/Sponsorships	2,955.00	916.67	2,038.33	322.36%	3,375.00	11,000.00	(7,625.00)	30.68%
Andover Capital Equipment		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Announcers Fees	2,420.00	1,333.33	1,086.67	181.50%	3,220.00	16,000.00	(12,780.00)	20.13%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	223.90	5,000.00	(4,776.10)	4.48%
Audit		1,416.67	(1,416.67)	0.00%	-	17,000.00	(17,000.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning		600.00	(600.00)	0.00%	614.93	7,200.00	(6,585.07)	8.54%
Building - Insurance		569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance		833.33	(833.33)	0.00%	443.55	10,000.00	(9,556.45)	4.44%
Building - Supplies	152.67	125.00	27.67	122.14%	365.59	1,500.00	(1,134.41)	24.37%
Car Allowance	250.00	250.00	-	100.00%	500.00	3,000.00	(2,500.00)	16.67%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	1,000.00	6,600.00	(5,600.00)	15.15%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	169.80	5,000.00	(4,830.20)	3.40%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Feb 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
City Sewer & Water	182.26	250.00	(67.74)	72.90%	365.53	3,000.00	(2,634.47)	12.18%
Commission Expense		208.33	(208.33)	0.00%	8.50	2,500.00	(2,491.50)	0.34%
Consulting Services		5,833.33	(5,833.33)	0.00%	1,247.00	70,000.00	(68,753.00)	1.78%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service		1,666.67	(1,666.67)	0.00%	1,625.81	20,000.00	(18,374.19)	8.13%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	343.13	1,666.67	(1,323.54)	20.59%	428.85	20,000.00	(19,571.15)	2.14%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	10,151.68	7,204.75	2,946.93	140.90%	22,999.97	86,457.00	(63,457.03)	26.60%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service		583.33	(583.33)	0.00%	-	7,000.00	(7,000.00)	0.00%
Legal Fees	1,379.00	1,250.00	129.00	110.32%	1,489.00	15,000.00	(13,511.00)	9.93%
Licenses and Permits		250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	287.94	583.33	(295.39)	49.36%	520.27	7,000.00	(6,479.73)	7.43%
Miscellaneous Expenses	(121.51)	41.67	(163.18)	-291.60%	(121.51)	500.00	(621.51)	-24.30%
Natural Gas	648.76	291.67	357.09	222.43%	648.76	3,500.00	(2,851.24)	18.54%
Office Supplies / Equipment	141.06	500.00	(358.94)	28.21%	158.07	6,000.00	(5,841.93)	2.63%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	594.00	3,000.00	(2,406.00)	19.80%
Postage	53.16	41.67	11.49	127.57%	53.16	500.00	(446.84)	10.63%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	3,066.03	2,250.00	816.03	136.27%	3,066.03	27,000.00	(23,933.97)	11.36%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	212.28	5,000.00	(4,787.72)	4.25%
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services		166.67	(166.67)	0.00%	167.00	2,000.00	(1,833.00)	8.35%



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Feb 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service	285.83	541.67	(255.84)	52.77%	996.53	6,500.00	(5,503.47)	15.33%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	1,082.92	7,500.00	(6,417.08)	14.44%
Studio Sets		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Subscription Services	492.38	1,833.33	(1,340.95)	26.86%	1,722.68	22,000.00	(20,277.32)	7.83%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	75.70	1,250.00	(1,174.30)	6.06%	251.93	15,000.00	(14,748.07)	1.68%
Vehicle - Insurance		125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	672.62	625.00	47.62	107.62%	773.15	7,500.00	(6,726.85)	10.31%
Waste Removal	90.10	200.00	(109.90)	45.05%	180.20	2,400.00	(2,219.80)	7.51%
Web / VOD / Int / CaTV / Phone	2,339.20	2,333.33	5.87	100.25%	4,152.20	28,000.00	(23,847.80)	14.83%
Work Comp Insurance	283.00	216.67	66.33	130.61%	283.00	2,600.00	(2,317.00)	10.88%
<b>Total Expenses</b>	<b>98,494.98</b>	<b>115,556.42</b>	<b>(17,061.44)</b>	<b>85.24%</b>	<b>189,667.19</b>	<b>1,386,677.00</b>	<b>(1,197,009.81)</b>	<b>13.68%</b>
<b>Net Income</b>	<b>\$ 275,830.23</b>	<b>\$ 11,954.24</b>	<b>\$ 263,875.99</b>	<b>2307.38%</b>	<b>\$ (161,830.52)</b>	<b>\$ 143,451.00</b>	<b>\$ (305,281.52)</b>	<b>-112.81%</b>

ZCIP - Andover	20,000.00
ZCIP - Anoka	20,000.00
ZCIP - Champlin	20,000.00
ZCIP - Ramsey	20,000.00
	<u>80,000.00</u>
	<u>\$ 80,000.00</u>

**QCTV Bank Reconciliation**  
**February 2024**

Beginning Balance - 4M Statement	2,044,194.87
Less: Cleared Checks/Withdrawals	(172,677.53)
Plus: 4M Fund Interest	5,283.06
Plus: Bank Deposits/Credits	361,803.31
<b>Bank Balance</b>	<b>\$2,238,603.71</b>
Book Balance	2,238,603.71
Adjusted Book Balance	2,238,603.71
Difference:	\$0.00

Completed by:     MK

# Quad Cities Communications Commission

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
02/08/2024	14921	City of Andover	-1,797.20
02/08/2024	14922	City of Champlin	-183.27
02/08/2024	14923	Coordinated Business Systems, LTD	-17.01
02/08/2024	14924	Huebsch	-163.29
02/08/2024	14925	Ideal Advertising	-170.00
02/08/2024	14926	Minnesota Assoc. of Community Telecommunications	-1,000.00
02/08/2024	14927	NATOA	-2,395.00
02/08/2024	14928	Securita Technology Corporation	-443.55
02/08/2024	14929	Sterling Trophy	-8.50
02/08/2024	14930	U.S. Bank Corporate	-1,810.30
02/08/2024	14931	Vividly Clean Inc.	-614.93
02/09/2024	14932	City of Andover	-1,986.42
02/09/2024	14933	HealthEquity Inc.	-509.43
02/09/2024	W D	Minnesota State Retirement System	-250.00
02/09/2024	W D	PERA	-4,197.49
02/20/2024	14934	ACE Solid Waste, Inc.	-90.10
02/20/2024	14935	Amazon Capital Services	-319.77
02/20/2024	14936	AT&T Mobility	-723.13
02/20/2024	14937	B&H Photo-Video	-18.71
02/20/2024	14938	CenterPoint Energy	-648.76
02/20/2024	14939	City of Andover	-20,000.00
02/20/2024	14940	City of Anoka	-20,000.00
02/20/2024	14941	City of Champlin	-20,000.00
02/20/2024	14942	City of Ramsey	-20,000.00
02/20/2024	14943	Comcast Cable	-883.45
02/20/2024	14944	Gerald S. Thomson	-320.00
02/20/2024	14945	HealthEquity Inc.	-27.65
02/20/2024	14946	James R. Erickson	-240.00
02/20/2024	14947	Joe G. Ruhland	-240.00
02/20/2024	14948	League of MN Cities Insurance Trust	-283.00
02/20/2024	14949	Mark's Lawn Service Inc.	-710.70
02/20/2024	14950	Maza Technologies, LLC	-1,761.20
02/20/2024	14951	Pete C. Andersen	-160.00
02/20/2024	14952	Peter James Hayes	-160.00
02/20/2024	14953	Strategic Hawks, llc	-320.00
02/20/2024	14954	T-Mobile	-124.60
02/20/2024	14955	The Lincoln National Life Ins. Co.	-541.46
02/20/2024	14956	Timesavers	-167.00
02/20/2024	14957	Timothy Anderson	-320.00
02/20/2024	14958	Verizon	-240.06
02/20/2024	14959	Xcel Energy	-1,625.81
02/23/2024	14960	HealthEquity Inc.	-509.43
02/23/2024	14961	Huebsch	-49.63
02/23/2024	W D	Minnesota State Retirement System	-250.00

# Quad Cities Communications Commission

## Bill Payment List

February 2024

DATE	NUM	VENDOR	AMOUNT
02/23/2024	W D	PERA	-4,095.78
<b>Total for Quad Cities Commission</b>			<b>\$ -110,376.63</b>

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of March 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	2,122,630.50
- Google AdSense	49.17
- PayPay acct	661.58
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,722,090.73
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	0.00
<b>Total Current Assets</b>	<b>\$ 3,850,681.98</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 3,850,681.98</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	20,226.86
<b>Other Current Liabilities</b>	0.03
<b>Total Current Liabilities</b>	<b>\$ 20,226.89</b>
<b>Equity</b>	3,830,455.09
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,850,681.98</b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,350,681.98 (\$4.5M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Mar 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ -	\$ 20.83	\$ (20.83)	0.00%	\$ 31.79	\$ 250.00	\$ (218.21)	12.72%
Equipment Grant	0.00	5,833.33	(5,833.33)	0.00%	0.00	70,000.00	(70,000.00)	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	13,288.07	3,333.33	9,954.74	398.64%	40,958.19	40,000.00	958.19	102.40%
Miscellaneous Income	49.17	41.67	7.50	118.00%	183.93	500.00	(316.07)	36.79%
PEG Fee	0.00	40,364.83	(40,364.83)	0.00%	0.00	484,378.00	(484,378.00)	0.00%
<b>Total Income</b>	<b>13,337.24</b>	<b>127,510.66</b>	<b>(114,173.42)</b>	<b>10.46%</b>	<b>41,173.91</b>	<b>1,530,128.00</b>	<b>(1,488,954.09)</b>	<b>2.69%</b>
<b>Expenses</b>								
A-PERA Expense	4,286.24	4,722.00	(435.76)	90.77%	13,078.17	56,664.00	(43,585.83)	23.08%
A-SS/Medicare Expense	4,346.80	4,816.50	(469.70)	90.25%	12,232.21	57,798.00	(45,565.79)	21.16%
A-Wages - Full-time	47,261.63	51,002.08	(3,740.45)	92.67%	129,740.75	612,025.00	(482,284.25)	21.20%
A-Wages - Part-time	10,174.07	11,958.33	(1,784.26)	85.08%	32,149.00	143,500.00	(111,351.00)	22.40%
Accounting / HR Services	1,369.32	1,375.00	(5.68)	99.59%	3,302.58	16,500.00	(13,197.42)	20.02%
Ads/Promos/Sponsorships	454.99	916.67	(461.68)	49.64%	3,829.99	11,000.00	(7,170.01)	34.82%
Andover Capital Equipment	0.00	416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	524.22	1,333.33	(809.11)	39.32%	3,744.22	16,000.00	(12,255.78)	23.40%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	335.85	5,000.00	(4,664.15)	6.72%
Audit	0.00	1,416.67	(1,416.67)	0.00%	0.00	17,000.00	(17,000.00)	0.00%
Bank Fees / CC Fees	0.00	20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	0.00	208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	1,079.93	7,200.00	(6,120.07)	15.00%
Building - Insurance	0.00	569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	2,876.97	833.33	2,043.64	345.24%	3,320.52	10,000.00	(6,679.48)	33.21%
Building - Supplies	49.63	125.00	(75.37)	39.70%	415.22	1,500.00	(1,084.78)	27.68%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	1,500.00	6,600.00	(5,100.00)	22.73%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	254.70	5,000.00	(4,745.30)	5.09%
City Sewer & Water	187.56	250.00	(62.44)	75.02%	553.09	3,000.00	(2,446.91)	18.44%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
**January - December 2024**

	Mar 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	51.16	208.33	(157.17)	24.56%	59.66	2,500.00	(2,440.34)	2.39%
Consulting Services	1,247.00	5,833.33	(4,586.33)	21.38%	2,494.00	70,000.00	(67,506.00)	3.56%
Duplication Expenses	0.00	20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	131.70	1,666.67	(1,534.97)	7.90%	1,757.51	20,000.00	(18,242.49)	8.79%
Emp / Comm Appreciation	0.00	208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	323.60	1,666.67	(1,343.07)	19.42%	752.45	20,000.00	(19,247.55)	3.76%
Federal Unempl Expense	0.00	70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,147.73	7,204.75	(1,057.02)	85.33%	29,147.70	86,457.00	(57,309.30)	33.71%
Insurance - Deductibles	0.00	41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	0.00	416.67	(416.67)	0.00%	3,251.00	5,000.00	(1,749.00)	65.02%
Lawn Service	0.00	583.33	(583.33)	0.00%	0.00	7,000.00	(7,000.00)	0.00%
Legal Fees	997.50	1,250.00	(252.50)	79.80%	2,486.50	15,000.00	(12,513.50)	16.58%
Licenses and Permits	900.00	250.00	650.00	360.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals	0.00	83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	0.00	833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	545.24	583.33	(38.09)	93.47%	1,065.51	7,000.00	(5,934.49)	15.22%
Miscellaneous Expenses	0.00	41.67	(41.67)	0.00%	(121.51)	500.00	(621.51)	-24.30%
Natural Gas	443.20	291.67	151.53	151.95%	1,091.96	3,500.00	(2,408.04)	31.20%
Office Supplies / Equipment	95.05	500.00	(404.95)	19.01%	253.12	6,000.00	(5,746.88)	4.22%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	891.00	3,000.00	(2,109.00)	29.70%
Postage	24.96	41.67	(16.71)	59.90%	78.12	500.00	(421.88)	15.62%
Printing / Copy Services	0.00	41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	0.00	2,250.00	(2,250.00)	0.00%	3,891.03	27,000.00	(23,108.97)	14.41%
Publications	0.00	41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	318.42	5,000.00	(4,681.58)	6.37%
Sales Tax	0.00	20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services	167.00	166.67	0.33	100.20%	334.00	2,000.00	(1,666.00)	16.70%
Snow Plowing Service	1,300.38	541.67	758.71	240.07%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp	0.00	208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
 January - December 2024

	Mar 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	1,624.38	7,500.00	(5,875.62)	21.66%
Studio Sets	0.00	291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	1,421.85	1,833.33	(411.48)	77.56%	4,520.53	22,000.00	(17,479.47)	20.55%
Temp Staff Services	0.00	125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	0.00	1,250.00	(1,250.00)	0.00%	176.23	15,000.00	(14,823.77)	1.17%
Vehicle - Insurance	0.00	125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	973.61	625.00	348.61	155.78%	1,746.76	7,500.00	(5,753.24)	23.29%
Waste Removal	90.10	200.00	(109.90)	45.05%	270.30	2,400.00	(2,129.70)	11.26%
Web / VOD / Int / CaTV / Phone	1,826.96	2,333.33	(506.37)	78.30%	5,979.16	28,000.00	(22,020.84)	21.35%
Work Comp Insurance	0.00	216.67	(216.67)	0.00%	283.00	2,600.00	(2,317.00)	10.88%
<b>Total Expenses</b>	<b>90,574.92</b>	<b>115,556.42</b>	<b>(24,981.50)</b>	<b>78.38%</b>	<b>282,367.41</b>	<b>1,386,677.00</b>	<b>(1,104,309.59)</b>	<b>20.36%</b>
<b>Net Income</b>	<b>\$ (77,237.68)</b>	<b>\$ 11,954.24</b>	<b>\$ (89,191.92)</b>	<b>-646.11%</b>	<b>\$ (241,193.50)</b>	<b>\$ 143,451.00</b>	<b>\$ (384,644.50)</b>	<b>-168.14%</b>

ZCIP - Andover	\$ -	\$ 20,000.00
ZCIP - Anoka	0.00	20,000.00
ZCIP - Building	0.00	0.00
ZCIP - Cargo Van	6,782.55	6,782.55
ZCIP - Champlin	0.00	20,000.00
ZCIP - Office Equipment	4,551.37	4,551.37
ZCIP - Ramsey	0.00	20,000.00
ZCIP - Studio	6,321.56	6,321.56
	<b>\$ 17,655.48</b>	<b>\$ 97,655.48</b>

## QCTV Bank Reconciliation March 2024

Beginning Balance - 4M Statement	2,238,603.71
Less: Cleared Checks/Withdrawals	(113,719.39)
Plus: 4M Fund Interest	5,597.85
Plus: Bank Deposits/Credits	134.76
<b>Bank Balance</b>	<b>\$2,130,616.93</b>
Book Balance	2,130,616.93
<b>Adjusted Book Balance</b>	<b>2,130,616.93</b>
Difference:	<b>\$0.00</b>

Completed by:    *AH*

# Quad Cities Communications Commission

## Bill Payment List

March 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
03/01/2024	14962	Barna, Guzy & Steffen, LTD	-110.00
03/01/2024	14963	Comcast 2	-508.79
03/01/2024	14964	Coordinated Business Systems, LTD	-17.65
03/01/2024	14965	HealthPartners Inc	-6,219.61
03/01/2024	14966	Huebsch	-49.63
03/01/2024	14967	Kennedy & Graven, Chartered	-950.00
03/01/2024	14968	Mark's Lawn Service Inc.	-285.83
03/01/2024	14969	Mayo Clinic	-4,000.00
03/01/2024	14970	T-Mobile	-124.60
03/08/2024	14971	HealthEquity Inc.	-509.43
03/08/2024	W D	Minnesota State Retirement System	-250.00
03/08/2024	W D	PERA	-4,149.26
03/13/2024	14972	ACE Solid Waste, Inc.	-90.10
03/13/2024	14973	Amazon Capital Services	-385.61
03/13/2024	14974	City of Champlin	-182.26
03/13/2024	14975	Gerald S. Thomson	-180.00
03/13/2024	14976	HealthEquity Inc.	-23.70
03/13/2024	14977	James R. Erickson	-240.00
03/13/2024	14978	Joe G. Ruhland	-720.00
03/13/2024	14979	Lucky Klover, Inc.	-465.00
03/13/2024	14980	Maza Technologies, LLC	-1,761.20
03/13/2024	14981	Peter James Hayes	-160.00
03/13/2024	14982	Region 7AA	-900.00
03/13/2024	14983	Strategic Hawks, Ilc	-400.00
03/13/2024	14984	The Lincoln National Life Ins. Co.	-541.46
03/13/2024	14985	U.S. Bank Corporate	-7,648.89
03/14/2024	14986	Allegion Access Technologies LLC	-2,876.97
03/14/2024	14987	AT&T Mobility	-723.13
03/14/2024	14988	Barna, Guzy & Steffen, LTD	-429.00
03/14/2024	14989	CenterPoint Energy	-443.20
03/14/2024	14990	City of Andover	-1,394.28
03/14/2024	14991	Comcast Cable	-883.45
03/14/2024	14992	HealthPartners Inc	-6,219.61
03/14/2024	14993	Iceberg Web Design	-4,551.37
03/14/2024	14994	Xcel Energy	-131.70
03/22/2024	14995	B&H Photo-Video	-75.70
03/22/2024	14996	Costco Membership	-60.00
03/22/2024	14997	HealthEquity Inc.	-509.43
03/22/2024	14998	Kennedy & Graven, Chartered	-997.50
03/22/2024	14999	Timothy Anderson	-160.00
03/22/2024	15000	Verizon	-120.03
03/22/2024	W D	Minnesota State Retirement System	-250.00
03/22/2024	W D	PERA	-3,851.67
03/29/2024	15001	Comcast 2	-508.79

# Quad Cities Communications Commission

## Bill Payment List

March 2024

DATE	NUM	VENDOR	AMOUNT
03/29/2024	15002	Coordinated Business Systems, LTD	-35.05
03/29/2024	15003	Huebsch	-49.63
03/29/2024	15004	Osseo, Maple Grove, Champlin, Dayton Press	-83.80
<b>Total for Quad Cities Commission</b>			<b>\$ -55,227.33</b>

## INVESTMENT SCHEDULE

3/31/2024

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account						
CD - Gbank, NB	1358134-1	237,450.00	\$ 237,450.00	249,748.63	5.208%	1/16/2025
CD - NexBank, TX	1358131-1	237,450.00	237,450.00	249,797.77	5.229%	1/16/2025
CD - Financial Federal Ban	1358132-1	227,600.00	227,600.00	249,843.69	4.900%	1/16/2026
CD - First National Bank, A	1358133-1	221,950.00	221,950.00	249,867.08	4.189%	1/19/2027
			\$ 924,450.00			
Investments - Cash Flow Reserves						
4M Fund			\$ 169.85		5.275%	
4M Plus			534,264.51		52.297%	
no investments			-			
			534,434.36			
Investments - Building						
4M Fund			391,794.22		5.275%	
no investments			-			
			391,794.22			
Investments - Capital						
4M Fund			795,862.15		52.750%	
no investments			-			
			795,862.15			
			\$ 1,722,090.73			

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**May 6, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **2023 Audit**

The audit work was completed, and draft reports issued. The executive committee reviewed the draft audit in April. The 2023 audit is on the May commission meeting agenda. A Redpath Company representative will be present at the commission meeting to present and take questions prior to final acceptance by the commission.

#### **Subscriber Survey**

A contract for services has been executed with Morris Leatherman Company for the subscriber survey. Staff has met with Peter Leatherman and a draft questionnaire has been prepared. The survey will be finalized and May and put in the field soon after.

#### **Website Rebuild Updates**

The new QCTV's website is nearing final completion. A late May launch is expected. Recent effort with the web site have focused on integration of cablecast and PayPal. There were two change orders executed in the course of the redesign. Additionally, there were some operational costs for temporary hosting services not calculated into the original budget request. This item is before the commission for a budget adjustment.

#### **Personnel Policy**

The Personnel Policy updating project is progressing. Legal Counsel Scott Lepak and HR Consultant Dana Makinen have reviewed the draft document. The revised policy will be reviewed by the Executive Committee prior to bringing it to the commission for adoption.

#### **City Presentations**

Chair Jamie Barthel, Executive Director Karen George, and Communications Coordinator Seamus Burke completed city council presentations in April. The presentation was a 2023 recap of key performance indicators, accomplishments and a brief 2024 outlook.

#### **Strategic Plan**

Staff is on track with the Q2 initiatives.

### **Executive Committee meetings**

The Executive Committee met in April. Draft of the minutes are in the May meeting packet for commission review and acceptance.

### **PSA Day**

QCTV hosted a PSA Day in the studio for local non-profits. Seven PSAs were created for channel/streaming. In addition, photographs of the event were posted on social media and tagged each of the attendees. These posts performed well and helped boost awareness for these organizations and their work ahead of the release of the PSAs.

### **Legislative effort**

As MACTA Legislative Co-Chair, I have been working on legislative proposals for modernizing the funding structure for Community Television. March and April were quite busy with legislative duties. One bill was moving through the process in the House. HF 4182/SF 4262 is the Equal Access to Broadband Act. I attended multiple hearings, meetings with key legislators, strategy sessions with the League of Minnesota Cities/MACTA leadership, and an industry-back press conference. The bill was pulled from the House Omnibus bill and is not moving forward in 2024. Thank you to the legislators who supportive this important bill.

### **2024 City Election planning**

QCTV has activated the Elections tab on the web site. Click here: <http://qctv.org/elections/> Currently, the page links to QCTV-produced voter information on a variety of election topics. City election candidate forums with the LWV will be produced at QCTV studios later in the election cycle. These forums will be taped without a live audience and posted for VOD; and played on channel and online.

### **The Post Reimagined**

Staff continues work on re-imagining The Post weekly news show. This is a 2024 objective. The Post was launched during COVID in 2020 and was a scaled back version of the original show prospectus. Staff is reviewing best practices for production and distribution for a potential relaunch in fall 2024.

### **Community Calendar Launched**

As part of The Post improvements, QCTV recently launched a new Community Calendar segment weekly. Staff will be refining this feature and soliciting community content.

### **Live and Local**

QCTV presented two new episodes of Live and Local with spotlights on “Community Heroes” (first responders) and the City of Ramsey. Both shows were well received by staff and viewers, and stories from each episode performed well online.

#### **Upcoming:**

May – Anoka

June – Andover

July – Champlin

August – Ramsey

September – Anoka

October – Champlin

November - Andover

**Social Media Updates**

Stories from QCTV programs continue to be posted on social media daily. Information about upcoming city meetings and games are also posted regularly as needed.

**Action Requested:** Accept Executive Director's report.



**May 8, 2024**

**To: Karen George, Executive Director**

**From: Patrick Cook, Technology Manager**

**Subject: Technology Report**

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**General Items:**

The new audio equipment has been installed in the truck. The studio equipment has been tested and is expect it to be installed by May 15<sup>th</sup>.

We are waiting on the Ross equipment ordered last month to ship.

**Building Maintenance:**

**Machine Room HVAC**

On Thursday April 25<sup>th</sup> a sensor indicated the temperature in the Machine Room was too high. It seemed neither the old Reznor nor the newer mini-split were cooling effectively. NAC Mechanical was called and diagnosed the issue for the mini-split to be that the condenser on the roof was very dirty. It was cleaned and the system checked. However, a small leak has begun from the condensate collection tank. The pump was checked and there seems to be a crack causing the leak. The replacement part is reportedly 3-4 months backordered.

There is still an issue with the cooling of the room after a week of monitoring. With further investigation I understand what was done in the past to improve cooling, including the installation of the mini-split and the removal of the cooling side of the original HVAC unit. While the original Reznor unit does still move air and has been an aid in cooling the room it seems the mini-split should be capable of doing that by its self and at this point it cannot. Further service is being requested.

**Equipment Issues:**

**QCTV Equipment**

The XPression graphics system had an issue with it's software license key. In resolving that issue, we then had a problem with the video card. That is now fixed and the system is fully functional. This unit will be relegated to backup and secondary duties when the new Ross equipment arrives.

After resolving the issue with the XPression machine, we had problems with KVM extenders for the Producer's PC. Part of fixing the XPression machine involved swapping video cards from this machine. After much troubleshooting the cause of the problem was not found but the problem was resolved.

### City Equipment

At Ramsey, the mute buttons and indicators mounted on the dais became inoperable. Our MCO, CJ Luck was able to isolate the problem to the programming of the Crestron automation system and how it interacted with the BiAmp audio system. The issue was resolved after Alpha and BiAmp support logged in and worked on the system programming. It is unclear what precipitated the issue, but it appears to be resolved.

### Comcast Equipment

The Anoka I-Net had an outage. Comcast identified the issue on their system and did fix it. CJ visited city hall and verified the QCTV equipment was functioning.

**Action Requested: None.**

**QCCCC Agenda Item**

**5.1 2023 Audit Report**

**May 3, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2023 Audit Report

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The 2023 Audit Report for QCCCC, prepared by Redpath & Company, Ltd., is attached for your review. Representatives from Redpath & Company, Ltd., will present the audit report.

The Executive Committee has reviewed the audit and recommends acceptance.

**Action Requested:**

Accept the 2023 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, 2023. 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 February 1, 2024. 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. No new accounting policies were adopted and the application of existing policies was not changed during 2023. 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 disclosure most likely to be considered sensitive is Note 7 – Defined Benefit Pension Plan.

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 April 19, 2024.

*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, LLC*

REDPATH AND COMPANY, LLC.  
St. Paul, Minnesota

April 19, 2024



**QUAD CITIES CABLE  
COMMUNICATIONS COMMISSION**

**FINANCIAL STATEMENTS**

December 31, 2023



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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, 2023

---

**Commission Members:**

Representing:

Andover:

Jamie Barthel - Chair and Executive Committee  
Jim Dickinson

Anoka:

Erik Skogquist - Treasurer and Executive Committee  
Greg Lee

Champlin:

Bret Heitkamp - Vice Chair and Executive Committee  
Ryan Sabas

Ramsey:

Matt Woestehoff - Secretary and Executive Committee  
Dan Specht

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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, 2023, 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, 2023, 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 2022 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 May 2, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2022 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, LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 19, 2024

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**BASIC FINANCIAL STATEMENTS**

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**

STATEMENT OF NET POSITION

December 31, 2023

With Comparative Totals for December 31, 2022

**Statement 1**

	Governmental Activities	
	2023	2022
Assets:		
Cash and investments	\$3,850,871	\$3,635,582
Franchise and PEG fees receivable	361,803	399,026
Prepaid items	10,029	8,660
Capital assets - net:		
Nondepreciable	87,651	66,131
Depreciable	808,354	955,981
Total assets	<u>5,118,708</u>	<u>5,065,380</u>
Deferred outflows of resources related to pensions	<u>166,791</u>	<u>192,764</u>
Liabilities:		
Accounts payable	53,576	177,878
Compensated absences payable:		
Due within one year	33,182	59,559
Net pension liability:		
Due in more than one year	503,270	641,523
Total liabilities	<u>590,028</u>	<u>878,960</u>
Deferred inflows of resources related to pensions	<u>167,117</u>	<u>13,802</u>
Net position:		
Investments in capital assets	896,005	1,022,112
Unrestricted	3,632,349	3,343,270
Total net position	<u>\$4,528,354</u>	<u>\$4,365,382</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, 2023

With Comparative Totals for The Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities Totals	
					2023	2022
Governmental activities:						
General government	\$1,583,633	\$364	\$1,487,912	\$66,879	(\$28,478)	\$46,490
General revenues:						
Unrestricted investment earnings					188,290	47,593
Miscellaneous					3,160	37,551
Total general revenues					191,450	85,144
Change in net position					162,972	131,634
Net position - January 1					4,365,382	4,233,748
Net position - December 31					\$4,528,354	\$4,365,382

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



**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
 BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 December 31, 2023  
 With Comparative Totals For December 31, 2022

Statement 3

	General Fund	
	2023	2022
Assets:		
Cash and investments	\$3,850,871	\$3,635,582
Franchise and PEG fees receivable	361,803	399,026
Prepaid items	10,029	8,660
	\$4,222,703	\$4,043,268
Liabilities:		
Accounts payable	\$53,576	\$177,878
Fund balance:		
Nonspendable - prepaid items	10,029	8,660
Unassigned	4,159,098	3,856,730
Total fund balance	4,169,127	3,865,390
	\$4,222,703	\$4,043,268
Fund balance reported above	\$4,169,127	\$3,865,390
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	896,005	1,022,112
Deferred outflows of resources related to pensions are not current financial resources and, therefore, are not reported in the funds	166,791	192,764
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	(167,117)	(13,802)
Long-term liabilities, are not due and payable in the current period and, therefore, are not reported in the funds:		
Compensated absences payable	(33,182)	(59,559)
Net pension liability	(503,270)	(641,523)
Net position of governmental activities (Statement 1)	\$4,528,354	\$4,365,382

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  
 GOVERNMENTAL FUNDS

Statement 4

For The Year Ended December 31, 2023

With Comparative Totals For The Year Ended December 31, 2022

	General Fund	
	2023	2022
Revenues:		
Franchise fees	\$972,566	\$1,179,180
PEG fees	515,283	540,356
Equipment and support grants	66,879	61,856
Investment income	188,290	47,593
Miscellaneous	3,524	37,992
Total revenues	<u>1,746,542</u>	<u>1,866,977</u>
Expenditures:		
General government:		
Salaries, taxes and benefits	958,167	886,215
Professional and franchise application fees	76,131	79,528
Repairs and maintenance	34,106	45,437
Supplies	7,725	7,985
Travel/conferences/continuing education	20,932	22,003
Mileage	5,530	3,884
Dues, subscriptions and printing	51,003	26,229
Insurance	12,325	9,766
Commission per diem	4,640	2,782
Utilities	38,309	38,604
Advertising	7,709	8,958
Equipment purchases	102,173	638,303
City CIP payments	80,000	80,000
Technology services	30,355	35,627
Meals and lodging	2,180	1,728
Vehicle maintenance	5,028	6,116
Car allowance	3,000	3,000
Miscellaneous	3,492	2,096
Total expenditures	<u>1,442,805</u>	<u>1,898,261</u>
Revenues over (under) expenditures	303,737	(31,284)
Fund balance - January 1	<u>3,865,390</u>	<u>3,896,674</u>
Fund balance - December 31	<u>\$4,169,127</u>	<u>\$3,865,390</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**  
For The Year Ended December 31, 2023  
With Comparative Totals for The Year Ended December 31, 2022

**Statement 5**

	<u>2023</u>	<u>2022</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)	\$303,737	(\$31,284)
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	21,520	315,561
Depreciation expense	(147,627)	(114,710)
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	26,377	(857)
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>(41,035)</u>	<u>(37,076)</u>
Change in net position of governmental activities (Statement 2)	<u>\$162,972</u>	<u>\$131,634</u>

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

QUAD CITIES CABLE COMMUNICATIONS COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
December 31, 2023

---

**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 statements of net position and the statements 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 statements 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, 2023

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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.

**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 2023.

**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. 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.

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

#### H. COMPENSATED ABSENCES PAYABLE

It is the Commission's policy to permit employees to accumulate earned but unused PTO benefits. All PTO that is attributable to services already rendered, accumulates, and is more likely than not to be used for time off or otherwise paid 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.

#### I. 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.

#### J. 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.

#### K. 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, 2022, from which the summarized information was derived.

**L. 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.

**M. 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, 2023, 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.

**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.

QUAD CITIES CABLE COMMUNICATIONS COMMISSION  
 NOTES TO FINANCIAL STATEMENTS  
 December 31, 2023

As of December 31, 2023, the Commission had the following investments and maturities:

Investment Type	Rating	Fair Value	Investment Maturities
External investment pool - 4M Liquid Asset Fund	Not rated	\$3,037,591	1 day
External investment pool - 4M Plus Fund	Not rated	807,400	Maximum of 14 days
Total investments		3,844,991	
Deposits		5,000	
Cash on hand		880	
Total cash and investments		\$3,850,871	

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.

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.



**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2023

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, 2023, \$3,844,991 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, 2023.

**Note 4 CAPITAL ASSETS**

Capital asset activity for the year ended December 31, 2023 is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Capital assets, not being depreciated:				
Land	\$66,131	\$ -	\$ -	\$66,131
Construction in progress	-	21,520	-	21,520
Total capital assets, not being depreciated	<u>66,131</u>	<u>21,520</u>	<u>-</u>	<u>87,651</u>
Capital assets, being depreciated:				
Building	1,064,667	-	-	1,064,667
Equipment	1,481,570	-	-	1,481,570
Intangible-website	27,999	-	-	27,999
Total capital assets, being depreciated	<u>2,574,236</u>	<u>-</u>	<u>-</u>	<u>2,574,236</u>
Less accumulated depreciation for:				
Building	547,824	27,299	-	575,123
Equipment	1,042,432	120,328	-	1,162,760
Intangible-website	27,999	-	-	27,999
Total less accumulated depreciation	<u>1,618,255</u>	<u>147,627</u>	<u>-</u>	<u>1,765,882</u>
Total capital assets being depreciated - net	<u>955,981</u>	<u>(147,627)</u>	<u>-</u>	<u>808,354</u>
Governmental activities capital assets - net	<u>\$1,022,112</u>	<u>(\$126,107)</u>	<u>\$ -</u>	<u>\$896,005</u>

Depreciation expense in the amount of \$147,627 was charged to the general government function/program.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
 December 31, 2023

**Note 5 COMPENSATED ABSENCES PAYABLE**

Activity related to compensated absences payable for the year ended December 31, 2023 was as follows:

	<u>Beginning Balance</u>	<u>Net Change</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities:				
Compensated absences payable	<u>\$59,559</u>	<u>(\$26,377)</u>	<u>\$33,182</u>	<u>\$33,182</u>

**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, \$972,566 was recognized as earned franchise fees for the Commission. Franchise fees earned but not received as of December 31, 2023 were \$236,571.

**Note 7 DEFINED BENEFIT PENSION PLAN**

**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

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2023

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.

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. In 2023, legislation repealed the statute delaying increases for members retiring before full retirement age.

**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 2023 and the Commission was required to contribute 7.5% for Coordinated Plan members. The Commission contributions to the GERF for the year ended December 31, 2023 were \$52,240. The Commission's contributions were equal to the required contributions as set by state statute.

**D. PENSION COSTS**

At December 31, 2023, the Commission reported a liability of 503,270 for its proportionate share of GERF'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 \$13,951.

The net pension liability was measured as of June 30, 2023, 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, 2022 through June 30, 2023, relative to the total employer contributions received from all of PERA's participating employers. The Commission's proportionate share was .0090% at the end of the measurement period and .0081% for the beginning of the period.

Commission's proportionate share of the net pension liability	\$503,270
State of Minnesota's proportionate share of the net pension liability associated with the Commission	<u>13,951</u>
Total	<u><u>\$517,221</u></u>

For the year ended December 31, 2023, the Commission recognized pension expense of \$93,275 for its proportionate share of the GERF's pension expense. In addition, the Commission recognized an additional \$63 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of \$16 million to the GERF.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2023

At December 31, 2023, the Commission reported its proportionate share of the GERF's deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual economic experience	\$16,528	\$3,640
Changes in actuarial assumptions	85,383	137,942
Difference between projected and actual investment earnings	-	23,618
Changes in proportion	39,661	1,917
Contributions paid to PERA subsequent to the measurement date	25,219	-
Total	<u>\$166,791</u>	<u>\$167,117</u>

The \$25,219 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, 2024. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending December 31,</u>	<u>Pension Expense</u>
2024	\$26,695
2025	(64,175)
2026	22,853
2027	(10,918)
2028	-
Thereafter	-

The net pension liability will be liquidated by the general fund.

**E. ACTUARIAL ASSUMPTIONS**

The total pension liability in the June 30, 2023 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	7.00%

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 7.00% 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 GERF.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
December 31, 2023

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

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

Actuarial assumptions for GEF are reviewed every four years. The most recent four-year experience study was completed in 2022. The assumption changes were adopted by the Board and become effective with the July 1, 2023 actuarial valuation.

The following changes in actuarial assumptions and plan provisions occurred in 2023:

Changes in Actuarial Assumptions:

- The investment return assumption and single discount rate were changed from 6.50% to 7.00%.

Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$170.1 million was contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.50% minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

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:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic equity	33.5%	5.10%
International equity	16.5%	5.30%
Fixed income	25%	0.75%
Private markets	25%	5.90%
Total	100%	

**F. DISCOUNT RATE**

The discount rate used to measure the total pension liability in 2023 was 7.00%. 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 GEF 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.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
 December 31, 2023

**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 (6.00%) or one percentage point higher (8.00%) than the current discount rate:

	<u>1% Decrease in Discount Rate</u>	<u>Current Discount Rate</u>	<u>1% Increase in Discount Rate</u>
Proportionate share of the GERF net pension liability	\$890,325	\$503,270	\$184,902

**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](http://www.mnpera.org).

**Note 8 FUND BALANCE**

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. At December 31, 2023, unassigned fund balance of the General Fund was \$4,159,098.

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	50,000
Total	<u>\$1,000,000</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, 2023

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**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. 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.

**Statement No. 102** *Certain Risk Disclosures.* The provisions of this Statement are effective for fiscal years beginning after June 15, 2024.

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

## REQUIRED SUPPLEMENTARY INFORMATION



**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGETARY COMPARISON SCHEDULE - GENERAL FUND**  
For The Year Ended December 31, 2023  
With Comparative Totals For The Year Ended December 31, 2022

**Statement 6**

	2023			Variance with Final Budget - Positive (Negative)	2022 Actual Amounts
	Budgeted Amounts		Actual Amounts		
	Original	Final			
<b>Revenues:</b>					
Franchise fees	\$935,000	\$935,000	\$972,566	\$37,566	\$1,179,180
PEG fees	484,378	484,378	515,283	30,905	540,356
Equipment and support grants	64,875	64,875	66,879	2,004	61,856
Investment income	1,000	1,000	188,290	187,290	47,593
Miscellaneous	750	750	3,524	2,774	37,992
<b>Total revenues</b>	<b>1,486,003</b>	<b>1,486,003</b>	<b>1,746,542</b>	<b>260,539</b>	<b>1,866,977</b>
<b>Expenditures:</b>					
<b>General government:</b>					
Salaries, taxes and benefits	1,005,287	1,005,287	958,167	47,120	886,215
Professional and franchise application fees	135,000	135,000	76,131	58,869	79,528
Repairs and maintenance	42,500	42,500	34,106	8,394	45,437
Supplies	8,500	8,500	7,725	775	7,985
Travel/conferences/continuing education	25,000	25,000	20,932	4,068	22,003
Mileage	12,000	12,000	5,530	6,470	3,884
Dues, subscriptions and printing	33,750	33,750	51,003	(17,253)	26,229
Insurance	11,500	11,500	12,325	(825)	9,766
Commission per diem	2,500	2,500	4,640	(2,140)	2,782
Utilities	37,700	37,700	38,309	(609)	38,604
Advertising	11,000	11,000	7,709	3,291	8,958
Equipment purchases	40,000	747,000	102,173	644,827	638,303
City CIP payments	-	80,000	80,000	-	80,000
Web hosting	28,000	28,000	30,355	(2,355)	35,627
Meals and lodging	3,500	3,500	2,180	1,320	1,728
Vehicle maintenance	9,500	9,500	5,028	4,472	6,116
Car allowance	3,000	3,000	3,000	-	3,000
Miscellaneous	7,500	7,500	3,492	4,008	2,096
<b>Total expenditures</b>	<b>1,416,237</b>	<b>2,203,237</b>	<b>1,442,805</b>	<b>760,432</b>	<b>1,898,261</b>
<b>Revenues over (under) expenditures</b>	<b>\$69,766</b>	<b>(\$717,234)</b>	<b>303,737</b>	<b>\$1,020,971</b>	<b>(31,284)</b>
<b>Fund balance - January 1</b>			<b>3,865,390</b>		<b>3,896,674</b>
<b>Fund balance - December 31</b>			<b>\$4,169,127</b>		<b>\$3,865,390</b>

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%
2023	2023	0.0090%	503,270	13,951	517,221	716,942	72.1%	83.1%

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.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF PENSION CONTRIBUTIONS - GENERAL EMPLOYEES RETIREMENT FUND**  
For The Last Ten Years

**Statement 8**

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%
2023	52,240	52,240	-	696,537	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, 2023

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**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.

**Note B PENSION INFORMATION**

**PERA – General Employees Retirement Fund**

2023 Changes in Actuarial Assumptions:

- The investment return assumption and single discount rate were changed from 6.50% to 7.00%.

2023 Changes in Plan Provisions:

- An additional one-time direct state aid contribution of \$170.1 million was contributed to the Plan on October 1, 2023.
- The vesting period of those hired after June 30, 2010, was changed from five years of allowable service to three years of allowable service.
- The benefit increase delay for early retirements on or after January 1, 2024, was eliminated.
- A one-time, non-compounding benefit increase of 2.50% minus the actual 2024 adjustment will be payable in a lump sum for calendar year 2024 by March 31, 2024.

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.

**QUAD CITIES CABLE COMMUNICATIONS COMMISSION**  
REQUIRED SUPPLEMENTARY INFORMATION  
NOTES TO RSI  
December 31, 2023

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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.

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, 2023, 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, LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 19, 2024



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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, 2023, 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 April 19, 2024.

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, LLC*

REDPATH AND COMPANY, LLC  
St. Paul, Minnesota

April 19, 2024

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## QCCCC Agenda Item

### 5.2 2025 Member City CIP Grant

**May 3, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2025 Member City CIP Grant

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The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 - 2019 it was a capital grant of \$20,000 per member city per year. For 2020 it was a capital grant of \$40,00 per member city. The 2021 – 2024 the capital grant was \$20,000 per member city. In 2022 there was an additional \$15,000 CIP grant for customized remote meeting integration.

Following the 2023 audit, the Executive Committee met to review CIP payments to member cities and recommended city capital fund payments for 2025 be \$20,000 each to come from the capital plan reserves. The Executive Committee will meet following the 2024 audit to determine a recommended amount for 2026.

The Executive Committee affirmed past practice that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund.

#### **Action Requested:**

Approval of the 2025 member city capital grant of \$20,000 payable in January of 2025.

#### **Financial Records Disclosure**

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

5.3 Budget Amendment – Web Site

May 6, 2024

**To:** Karen George, Executive Director

**From:** Seamus Burke, Social Media/Communications Coordinator

**Subject:** Website Budget Amendment

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The Commission approved QCTV's website rebuild project in May of 2023 with a budget of \$40,000. During the course of the project, QCTV requested two change orders. These occurred in November 2023 (\$3,150.00) and February 2024 (\$2,275.00).

QCTV has also paid \$325.00/month since September 2023 to host the website with Iceberg Web Design as it was being built. Due to the changes in the scope of work and the cost of hosting, the total cost of the project will be \$41,782.05. QCTV is requesting a budget amendment to account for the difference between the approved budget and the actual cost.

**ACTION REQUESTED:** Approve ZCIP – Web Site budget increase of \$2,000.00.

March 8, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Capital Request – Executive Committee Authorizations

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**Background**

There are several capital projects in progress for implementation prior to the next scheduled commission meeting. Listed below are the projects and cost estimates. Staff will secure competitive quotes for each item. The capital budget amendment was approved by the commission in January 2024.



**QCTV Five Ye**

	2024
Building	\$ 177,000.00
Portable Field Equipment	\$ 68,000.00
City Equipment	\$ 110,000.00
Office	\$ 66,500.00
Studio	\$ 206,500.00
Mobile - Vehicles and Equipment	\$ 111,000.00
Master Control Equipment	\$ 247,000.00
Total	\$ 986,000.00

Staff is requesting the Commission authorize the Executive Committee to approve capital projects within the CIP budget between now and the next Commission meeting.

**Projects in 2024 CIP**

- A. **Portable Field Equipment** – The items in the request were included in the 5-Year Capital Plan for purchase in 2024 in the Portable Field Equipment ZCIP. The preliminary pricing is within the budgeted amount. Included are a

second cinema-style camera with accessories to match an existing one purchased in 2023, lenses, microphones and other accessories. Some items, like camera bags, will be purchased for the 2023 camera as well. In addition to the cinema-style camera, there are six small gimble cameras kits: four for the producers, one for truck productions and one for the associate producers. Total estimated cost – \$16,064.83

- B. **City Multiview Project** – The items in the request were included in the 5-Year Capital Plan for purchase in 2024 in the City Equipment ZCIP. The preliminary pricing is within the budgeted amount. This is for a device that will allow multiple images to be seen on a single monitor (multiview) to be integrated into each city control room. Also included are cables and other equipment needed. This will enhance the producer’s ability to monitor the signals coming in to and out of the control room. Total estimated cost – \$2,900.24
  
- C. **Recording Devices** – The items in the request were included in the 5-Year Capital Plan for purchase in 2024 in the Truck ZCIP. The preliminary pricing is within the budgeted amount. Items in this request are master and backup recording devices. Total estimated cost – \$3,676.05
  
- D. **Live Transmission** – The items in the request were included in the 5-Year Capital Plan for purchase in 2024 in the Truck, Portable Equipment and Master Control ZCIPs. The LiveU video transmission equipment is used for truck shoots, Lite shoots and city meetings. The equipment is past its projected lifespan and is no longer supported. This request is for the Portable and Truck transmitter units and a Master Control receive unit. Units from LiveU and a competing manufacturer have been priced. They have similar features but Haivision has some additional capabilities. Both systems come with yearly Service Level Agreements (SLAs) to keep the systems up to date. As they are required for the systems to operate, staff will program the SLA amount into the next 5-Year Capital Plan. Additionally, LiveU has some features which require a yearly license fee.
  - a. LiveU Equipment
    - i. Equipment list price - \$42,985.
    - ii. LiveU direct quoted price - \$34,388 (20% discount from list)
    - iii. Estimated SLA and license cost each year after first - \$5,158.20.
  - b. Haivision Equipment
    - i. Equipment list price - \$56,150
    - ii. Estimated QCTV price - \$44,920 (20% discount from list)
    - iii. Estimated SLA cost each year after first - \$7,215.00.

**Action Requested:**

Authorize the Executive Committee to approve capital projects within the 2024 ZCIP budget between now and the next Commission meeting.

### **Alternative Actions**

- Provide approval authority on specific projects.

### **Projects Not in 2024 CIP**

- E. **Roof Replacement** – The approved 5-Year plan for the roof replacement is in the 2025 Building ZCIP. The roof replacement has been deferred several times in lieu of smaller repairs. Staff recommends the roof be replaced this year. One preliminary quote, from a vendor who has previously worked on the roof, is \$106,680.00.

### **Action Requested:**

Amend the 2024 Building ZCIP budget to include \$120,000 to replace the roof and authorize the Executive Committee to approve the roof project between now and the next Commission meeting, in an amount not to exceed \$120,000.

### **Alternative Action**

- Direct staff to bring a more complete project to next commission meeting.
- Direct staff to pursue repairing the roof.

PJC/pjc