

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

November 21, 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 September 19, 2024, commission meeting.

4.2. Treasurer

4.2.1. July, August Financial Reports

4.3. Executive Director

5. General Business

5.1. 2025 Operating Budget and 5-Year Capital Plan

5.2. Web Site Settlement Agreement

5.3. CIP – LiveU Replacement

5.4. Other

6. Adjourn

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

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

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 19, 2024

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 11:03 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; Dave Berkowitz, Andover (arrived at 11:09 a.m.); and Jamie Barthel, Andover

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

Others present included Karen George, Executive Director; and Pat Cook, Technology Manager.

APPROVAL OF AGENDA – 3

Motion was made by Woestehoff and seconded by Specht to approve the agenda as presented.

5 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from May 16, 2024 and August 6, 2024

Motion was made by Skogquist and seconded by Woestehoff to approve the May 16, 2024 Commission meeting and worksession minutes and August 6, 2024 Executive Committee meeting as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. April, May, June Financial Reports

Commissioner Skogquist noted the interest the organization has earned, which far exceeds the amount anticipated within the budget.

Motion was made by Woestehoff and seconded by Lee to accept the April, May, and June Financial Reports.

5 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George provided a brief overview of the information within her report and the items that staff have been working on in recent months. She stated that the Executive Committee met to review capital projects, and those projects are underway or moving forward in the coming weeks. She stated that the organization has been busy with candidate forums which are available for viewing on demand on the website and on YouTube.

Commissioner Skogquist congratulated the QCTV team, recognizing the work that it takes to tape the candidate forums. He commented that the forums continue to be a great source of information for voters.

Commissioner Berkowitz arrived.

Chair Barthel stated that the Andover City Administrator Jim Dickinson left the City of Andover for a new position and commented on the value that he has provided to the Commission during the time he served. He stated that Interim City Administrator Berkowitz has joined the Commission to fill that vacancy.

GENERAL BUSINESS – 5

5.1 Cable Subscriber Survey Presentation – Morris Leatherman

Ms. George stated that the subscriber survey has been completed, noting that she worked with the company to develop updated questions that better fit the current environment.

Peter Leatherman, Morris Leatherman, agreed that this is a cutting-edge survey given the changes in how people consume television programming compared to eight years ago. He stated that QCTV is the first organization of this type to complete this type of in-depth survey following the pandemic. He provided details on the survey methodology, demographics of those completing the survey, and

longevity as a cable subscriber. He then reviewed the results of the different survey questions.

Commissioner Woestehoff referenced the social media usage and asked if the names of those platforms were provided or whether the respondent volunteered that information.

Mr. Leatherman stated that it is an open-ended question, with the platform provided by the respondent.

Commissioner Skogquist acknowledged that some of these were new questions but noted that he was not surprised by some of the changes. He asked if there is a difference in the number of news sources in urban areas versus suburban or rural areas.

Mr. Leatherman commented that across the country there are so many sources of information available, but the information desired by people is condensed and therefore does not provide as much depth. He used the example of cities that have switched from the paper newsletter to the electronic version and stated that is immediately noticeable in the next survey, as people seem to be unaware of where to find that information. He stated that most people will not go to a website to do research unless they have a specific issue.

Commissioner Woestehoff referenced the pie chart related to channel 15 and asked if there is a disparity of people watching the channel, but not aware that it is QCTV.

Mr. Leatherman commented that is a branding issue, as people are watching but not always aware they are watching QCTV.

Commissioner Lee commented that it is his impression that the use of QCTV is increasing, which would mean the organization is on a positive path.

Mr. Leatherman commented that the Comcast system has held on to dedicated subscribers in the new streaming world, and those viewers see the benefit provided by QCTV.

Chair Barthel asked if there is a way to summarize this information in a one-page format to be shared with the member city councils and staff.

Ms. George commented that this is the first look at the results and these results will help to inform the strategic visioning for the future. She stated that a lot of the efforts and movement of QCTV as shown in the survey are the results of the strategic planning and implementation that the Commission and staff have completed. She thanked the Commission for its assistance in guiding that vision.

She referenced the question related to whether subscribers would pay for services, which was included on the survey, and stated that is interesting information as they look towards the future. She referenced the city meetings and programming available on the QCTV website, noting that people have to come to the QCTV website to see the archived content. She stated that although they brand the city meetings, they also brand with QCTV. She stated that live viewership of city meetings was 32 percent, while archived viewership was 55 percent. She stated that the way people use their phones has changed over the past 15 years and the changes that QCTV has implemented to make their programming more accessible have been paying off.

Motion was made by Skogquist and seconded by Specht to accept Comcast subscriber survey report.

6 ayes – 0 nays. Motion carried.

Ms. George stated that QCTV was selected as the honored business for Anoka Halloween and invited the Commission to participate. She shared some positive comments that QCTV has received and also highlighted recent awards that QCTV has received.

Chair Barthel commented that in a recent visit to QCTV he noticed the number of awards the organization has, noting a large number of those were received in the last five years.

5.2 Liability Waiver

Ms. George stated that this is an annual decision not to waive the monetary limits on municipal tort liability.

Motion was made by Skogquist and seconded by Specht designating QCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

6 ayes – 0 nays. Motion carried.

5.3 2025 Operating Budget and 5-Year Capital Plan

Chair Barthel stated that Champlin is not represented at this meeting today. He stated that because there is a quorum, this could still be approved today but Champlin would not be represented. He stated that the other option would be to postpone this to November where Champlin could be represented.

Commissioner Skogquist acknowledged the work that Ms. George has done to complete this work early. He stated that because legal counsel has said the

decision could be delayed, he agrees to delay this to November when Champlin can be represented.

Commissioner Woestehoff stated that because this includes the capital grant information, he would support waiting to the November meeting.

Motion was made by Woestehoff and seconded by Specht to table consideration of the 2025 budget to the November meeting.

6 ayes – 0 nays. Motion carried.

5.4 Personnel Policy

Ms. George stated that this has been a project on the list for this year and they reviewed the document in detail with the HR consultant, legal counsel, and the Executive Committee. She stated that this is a tracked change version, which allows the Commission to see the information being added or deleted. She stated that the Executive Committee does recommend approval of the policy as presented. She noted that once adopted, she would review the policy with staff and staff would sign, acknowledging that they have reviewed the policy.

Motion was made by Lee and seconded by Woestehoff to approve the Personnel Policy.

6 ayes – 0 nays. Motion carried.

5.5 Website Update

Ms. George stated that the organization has been working with a consultant on a complete redesign of the website and was recently informed that the company cannot deliver on the API integration for the video components of the website. She stated that the consultant wishes to exit the contract, which is disappointing and she is working with legal counsel to negotiate a settlement agreement. She explained that because this is a capital project, it would need to come back to the Commission unless that authority is delegated to the Executive Committee.

Commissioner Woestehoff asked if the consultant did not appropriately understand the scope of the work. He asked if the other vendor has been involved to provide professional assistance as needed.

Ms. George stated that they did revisit the RFP and scope of services and API video integration was called out in both documents. She stated that the contacts for the other vendor were provided to the consultant and contact was encouraged.

Chair Barthel commented that the disappointing factor is that this will further delay the implementation of the new website.

Commissioner Woestehoff asked if the front-end work has been completed.

Ms. George confirmed that work has been done and the website looks great, cleaning up the navigational structure for the user. She stated that if the API worked consistently, they would be ready to launch, but the consultant cannot make the API stable.

Commissioner Woestehoff asked if they could work out hiring a third party to just do the integration piece and keep the work that has been done, with the consultant paying for the third party to complete the work. He stated that he would like to salvage the work that has already been done, even if there is another small capital expenditure to complete that work.

Ms. George stated that without getting too much into the negotiations they are looking at those options.

5.6 Other

No comments.

ADJOURN – 6

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

6 ayes – 0 nays. Motion carried.

Time of adjournment 11:58 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

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

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,995,564.73
- Google AdSense	147.28
- PayPay acct	150.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,752,460.37
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,753,572.38
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,753,572.38
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,211.47
Other Current Liabilities	0.06
Total Current Liabilities	\$ 12,211.53
Equity	3,741,360.85
TOTAL LIABILITIES AND EQUITY	\$ 3,753,572.38 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,253,572.38 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jul 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 20.00	\$ 20.83	\$ (0.83)	96.02%	\$ 202.96	\$ 250.00	\$ (47.04)	81.18%
Equipment Grant		5,833.33	(5,833.33)	0.00%	69,018.85	70,000.00	(981.15)	98.60%
Franchise Fees		77,916.67	(77,916.67)	0.00%	232,122.01	935,000.00	(702,877.99)	24.83%
Interest Income	12,719.22	3,333.33	9,385.89	381.58%	91,994.95	40,000.00	51,994.95	229.99%
Miscellaneous Income	51.92	41.67	10.25	124.60%	2,560.44	500.00	2,060.44	512.09%
PEG Fee		40,364.83	(40,364.83)	0.00%	122,780.24	484,378.00	(361,597.76)	25.35%
Total Income	12,791.14	127,510.66	(114,719.52)	10.03%	518,679.45	1,530,128.00	(1,011,448.55)	33.90%
Expenses								
A-PERA Expense	4,185.24	4,722.00	(536.76)	88.63%	31,932.94	56,664.00	(24,731.06)	56.35%
A-SS/Medicare Expense	4,237.29	4,816.50	(579.21)	87.97%	31,332.58	57,798.00	(26,465.42)	54.21%
A-Wages - Full-time	47,418.96	51,002.08	(3,583.12)	92.97%	342,879.99	612,025.00	(269,145.01)	56.02%
A-Wages - Part-time	8,584.54	11,958.33	(3,373.79)	71.79%	71,654.91	143,500.00	(71,845.09)	49.93%
Accounting / HR Services	1,498.78	1,375.00	123.78	109.00%	12,584.34	16,500.00	(3,915.66)	76.27%
Ads/Promos/Sponsorships	930.00	916.67	13.33	101.45%	8,599.48	11,000.00	(2,400.52)	78.18%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	560.00	1,333.33	(773.33)	42.00%	6,646.20	16,000.00	(9,353.80)	41.54%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	783.65	5,000.00	(4,216.35)	15.67%
Audit		1,583.33	(1,583.33)	0.00%	18,622.00	19,000.00	(378.00)	98.01%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	3,839.86	7,200.00	(3,360.14)	53.33%
Building - Insurance		569.42	(569.42)	0.00%	5,850.00	6,833.00	(983.00)	85.61%
Building - Maintenance	563.55	833.33	(269.78)	67.63%	13,966.03	10,000.00	3,966.03	139.66%
Building - Supplies	49.77	125.00	(75.23)	39.82%	669.99	1,500.00	(830.01)	44.67%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	3,500.00	6,600.00	(3,100.00)	53.03%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	594.30	5,000.00	(4,405.70)	11.89%
City Sewer & Water	338.50	250.00	88.50	135.40%	1,617.26	3,000.00	(1,382.74)	53.91%
Commission Expense		208.33	(208.33)	0.00%	917.99	2,500.00	(1,582.01)	36.72%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jul 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,247.00	5,833.33	(4,586.33)	21.38%	17,229.00	70,000.00	(52,771.00)	24.61%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	2,004.59	1,666.67	337.92	120.28%	9,725.53	20,000.00	(10,274.47)	48.63%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	284.34	1,666.67	(1,382.33)	17.06%	2,859.12	20,000.00	(17,140.88)	14.30%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,151.68	7,204.75	(1,053.07)	85.38%	53,786.52	86,457.00	(32,670.48)	62.21%
Insurance - Deductibles		41.67	(41.67)	0.00%	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	474.29	583.33	(109.04)	81.31%	2,129.61	7,000.00	(4,870.39)	30.42%
Legal Fees	299.00	1,250.00	(951.00)	23.92%	4,837.50	15,000.00	(10,162.50)	32.25%
Licenses and Permits		250.00	(250.00)	0.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals	214.00	83.33	130.67	256.81%	214.00	1,000.00	(786.00)	21.40%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	297.38	583.33	(285.95)	50.98%	3,748.17	7,000.00	(3,251.83)	53.55%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(342.57)	500.00	(842.57)	-68.51%
Natural Gas	47.37	291.67	(244.30)	16.24%	1,608.61	3,500.00	(1,891.39)	45.96%
Office Supplies / Equipment	164.19	500.00	(335.81)	32.84%	1,760.47	6,000.00	(4,239.53)	29.34%
Payroll Expenses (ADP/HSA)	297.00	250.00	47.00	118.80%	2,079.00	3,000.00	(921.00)	69.30%
Postage	23.04	41.67	(18.63)	55.29%	161.84	500.00	(338.16)	32.37%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	1,864.91	2,250.00	(385.09)	82.88%	10,364.19	27,000.00	(16,635.81)	38.39%
Publications		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%	742.98	5,000.00	(4,257.02)	14.86%
Reimbursements	0.00		0.00		145.45	0.00	145.45	
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services		166.67	(166.67)	0.00%	835.00	2,000.00	(1,165.00)	41.75%
Snow Plowing Service		541.67	(541.67)	0.00%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	3,790.22	7,500.00	(3,709.78)	50.54%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Jul 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	1,016.82	2,791.67	(1,774.85)	36.42%	23,908.18	33,500.00	(9,591.82)	71.37%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	148.43	1,250.00	(1,101.57)	11.87%	5,537.77	15,000.00	(9,462.23)	36.92%
Vehicle - Insurance		125.00	(125.00)	0.00%	928.00	1,500.00	(572.00)	61.87%
Vehicle - Maintenance / Gas	193.72	625.00	(431.28)	31.00%	2,414.07	7,500.00	(5,085.93)	32.19%
Waste Removal	90.10	200.00	(109.90)	45.05%	630.70	2,400.00	(1,769.30)	26.28%
Web / VOD / Int / CaTV / Phone	2,245.60	2,333.33	(87.73)	96.24%	14,155.07	28,000.00	(13,844.93)	50.55%
Work Comp Insurance		216.67	(216.67)	0.00%	283.00	2,600.00	(2,317.00)	10.88%
Total Expenses	87,489.54	116,681.42	(29,191.88)	74.98%	731,226.30	1,400,177.00	(668,950.70)	52.22%
Net Income	\$ (74,698.40)	\$ 10,829.24	\$ (85,527.64)	-689.78%	\$ (212,546.85)	\$ 129,951.00	\$ (342,497.85)	-163.56%

ZCIP - Andover			0.00		20,000.00	0.00	20,000.00	
ZCIP - Anoka			0.00		20,000.00	0.00	20,000.00	
ZCIP - Building		14,750.00	(14,750.00)	0.00%	4,900.00	177,000.00	(172,100.00)	2.77%
ZCIP - Cargo Van			0.00		6,911.89	0.00	6,911.89	
ZCIP - Champlin			0.00		20,000.00	0.00	20,000.00	
ZCIP - Master Control Equipment		20,583.33	(20,583.33)	0.00%	10,912.35	247,000.00	(236,087.65)	4.42%
ZCIP - Mobile Vehicles & Equipment		9,250.00	(9,250.00)	0.00%	45,892.56	111,000.00	(65,107.44)	41.34%
ZCIP - Office Equipment	1,627.97	5,708.33	(4,080.36)	28.52%	14,403.60	68,500.00	(54,096.40)	21.03%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey			0.00		20,000.00	0.00	20,000.00	
ZCIP - Studio		17,208.33	(17,208.33)	0.00%	52,375.97	206,500.00	(154,124.03)	25.36%
	\$ 1,627.97	\$ 73,166.66	\$ (71,538.69)		\$ 215,396.37	\$ 878,000.00	\$ (662,603.63)	

QCTV Bank Reconciliation

July 2024

Beginning Balance - 4M Statement	2,097,196.57
Less: Cleared Checks/Withdrawals	(100,942.92)
Plus: 4M Fund Interest	4,999.58
Plus: Bank Deposits/Credits	688.44
Bank Balance	\$2,001,941.67
Book Balance	2,001,941.67
Adjusted Book Balance	2,001,941.67
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

July 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/03/2024	15119	Alpha Video & Audio Inc.	-4,797.35
07/03/2024	15120	City of Champlin	-267.22
07/03/2024	15121	James R. Erickson	-160.00
07/03/2024	15122	Joe G. Ruhland	-160.00
07/03/2024	15123	Lucky Klover, Inc.	-465.00
07/03/2024	15124	Lynde Enterprises, Inc.	-449.29
07/03/2024	15125	Maza Technologies, LLC	-1,761.20
07/03/2024	15126	Peter James Hayes	-80.00
07/03/2024	15127	Strategic Hawks, Ilc	-160.00
07/03/2024	15128	T-Mobile	-124.60
07/12/2024	15129	HealthEquity Inc.	-509.43
07/12/2024	W D	Minnesota State Retirement System	-250.00
07/12/2024	W D	PERA	-4,022.02
07/22/2024	15130	ACE Solid Waste, Inc.	-90.10
07/22/2024	15131	Amazon Capital Services	-101.93
07/22/2024	15132	AT&T Mobility	-344.07
07/22/2024	15133	CenterPoint Energy	-47.37
07/22/2024	15134	City of Andover	-1,521.82
07/22/2024	15135	Comcast Cable	-883.45
07/22/2024	15136	HealthEquity Inc.	-27.65
07/22/2024	15137	HealthPartners Inc	-6,219.61
07/22/2024	15138	Iceberg Web Design	-1,627.97
07/22/2024	15139	Inky Elf	-930.00
07/22/2024	15140	LiveU Inc.	-1,094.00
07/22/2024	15141	The Lincoln National Life Ins. Co.	-1,082.92
07/22/2024	15142	U.S. Bank Corporate	-2,759.23
07/22/2024	15143	Xcel Energy	-1,578.29
07/26/2024	15144	B&H Photo-Video	-114.23
07/26/2024	15145	BizzyWeb, LLC	-225.00
07/26/2024	15146	Comcast 2	-508.04
07/26/2024	15147	Coordinated Business Systems, LTD	-10.87
07/26/2024	15148	HealthEquity Inc.	-509.43
07/26/2024	15149	Huebsch	-49.77
07/26/2024	15150	Monarch Pest Control	-120.00
07/26/2024	15151	Peter James Hayes	-80.00
07/26/2024	15152	Strategic Hawks, Ilc	-160.00
07/26/2024	15153	The Lincoln National Life Ins. Co.	-541.46
07/26/2024	15154	Verizon	-120.03
07/26/2024	W D	Minnesota State Retirement System	-250.00
07/26/2024	W D	PERA	-3,790.37
Total for Quad Cities Commission			\$ -37,993.72

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

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,228,218.36
- Google AdSense	89.43
- PayPay acct	186.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,769,416.95
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 4,003,160.83
Fixed Assets	0.00
TOTAL ASSETS	\$ 4,003,160.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	81,079.68
Other Current Liabilities	0.04
Total Current Liabilities	\$ 81,079.72
Equity	3,922,081.11
TOTAL LIABILITIES AND EQUITY	\$ 4,003,160.83 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,503,160.83 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Aug 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 36.09	\$ 20.83	\$ 15.26	173.26%	\$ 239.05	\$ 250.00	\$ (10.95)	95.62%
Equipment Grant		5,833.33	(5,833.33)	0.00%	69,018.85	70,000.00	(981.15)	98.60%
Franchise Fees	220,797.88	77,916.67	142,881.21	283.38%	452,919.89	935,000.00	(482,080.11)	48.44%
Interest Income	12,891.38	3,333.33	9,558.05	386.74%	104,886.33	40,000.00	64,886.33	262.22%
Miscellaneous Income	89.43	41.67	47.76	214.61%	2,649.87	500.00	2,149.87	529.97%
PEG Fee	116,863.00	40,364.83	76,498.17	289.52%	239,643.24	484,378.00	(244,734.76)	49.47%
Total Income	350,677.78	127,510.66	223,167.12	275.02%	869,357.23	1,530,128.00	(660,770.77)	56.82%
Expenses								
A-PERA Expense	8,613.47	4,722.00	3,891.47	182.41%	40,546.41	56,664.00	(16,117.59)	71.56%
A-SS/Medicare Expense	4,146.63	4,816.50	(669.87)	86.09%	35,479.21	57,798.00	(22,318.79)	61.38%
A-Wages - Full-time	47,418.96	51,002.08	(3,583.12)	92.97%	390,298.95	612,025.00	(221,726.05)	63.77%
A-Wages - Part-time	7,399.63	11,958.33	(4,558.70)	61.88%	79,054.54	143,500.00	(64,445.46)	55.09%
Accounting / HR Services	2,976.75	1,375.00	1,601.75	216.49%	15,561.09	16,500.00	(938.91)	94.31%
Ads/Promos/Sponsorships	(295.09)	916.67	(1,211.76)	-32.19%	8,304.39	11,000.00	(2,695.61)	75.49%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees		1,333.33	(1,333.33)	0.00%	6,646.20	16,000.00	(9,353.80)	41.54%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	895.60	5,000.00	(4,104.40)	17.91%
Audit		1,583.33	(1,583.33)	0.00%	18,622.00	19,000.00	(378.00)	98.01%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	170.00	2,500.00	(2,330.00)	6.80%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	4,304.86	7,200.00	(2,895.14)	59.79%
Building - Insurance	2,608.00	569.42	2,038.58	458.01%	8,458.00	6,833.00	1,625.00	123.78%
Building - Maintenance		833.33	(833.33)	0.00%	13,966.03	10,000.00	3,966.03	139.66%
Building - Supplies	163.43	125.00	38.43	130.74%	833.42	1,500.00	(666.58)	55.56%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	4,000.00	6,600.00	(2,600.00)	60.61%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	679.20	5,000.00	(4,320.80)	13.58%
City Sewer & Water	300.61	250.00	50.61	120.24%	1,917.87	3,000.00	(1,082.13)	63.93%
Commission Expense		208.33	(208.33)	0.00%	917.99	2,500.00	(1,582.01)	36.72%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Aug 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,247.00	5,833.33	(4,586.33)	21.38%	18,476.00	70,000.00	(51,524.00)	26.39%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,788.65	1,666.67	121.98	107.32%	11,514.18	20,000.00	(8,485.82)	57.57%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	815.48	1,666.67	(851.19)	48.93%	3,674.60	20,000.00	(16,325.40)	18.37%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,124.03	7,204.75	(1,080.72)	85.00%	59,910.55	86,457.00	(26,546.45)	69.30%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,508.00	416.67	1,091.33	361.92%	4,759.00	5,000.00	(241.00)	95.18%
Lawn Service	449.29	583.33	(134.04)	77.02%	2,578.90	7,000.00	(4,421.10)	36.84%
Legal Fees		1,250.00	(1,250.00)	0.00%	4,837.50	15,000.00	(10,162.50)	32.25%
Licenses and Permits		250.00	(250.00)	0.00%	900.00	3,000.00	(2,100.00)	30.00%
Meals		83.33	(83.33)	0.00%	214.00	1,000.00	(786.00)	21.40%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	3,500.00	10,000.00	(6,500.00)	35.00%
Mileage	199.85	583.33	(383.48)	34.26%	3,948.02	7,000.00	(3,051.98)	56.40%
Miscellaneous Expenses	(158.44)	41.67	(200.11)	-380.23%	(501.01)	500.00	(1,001.01)	-100.20%
Natural Gas	45.66	291.67	(246.01)	15.65%	1,654.27	3,500.00	(1,845.73)	47.26%
Office Supplies / Equipment	428.45	500.00	(71.55)	85.69%	2,188.92	6,000.00	(3,811.08)	36.48%
Payroll Expenses (ADP/HSA)	311.00	250.00	61.00	124.40%	2,390.00	3,000.00	(610.00)	79.67%
Postage	52.11	41.67	10.44	125.05%	213.95	500.00	(286.05)	42.79%
Printing / Copy Services		41.67	(41.67)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	52.02	2,250.00	(2,197.98)	2.31%	10,416.21	27,000.00	(16,583.79)	38.58%
Publications		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%	849.12	5,000.00	(4,150.88)	16.98%
Reimbursements	0.00		0.00		145.45	0.00	145.45	
Sales Tax		20.83	(20.83)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services	167.00	166.67	0.33	100.20%	1,002.00	2,000.00	(998.00)	50.10%
Snow Plowing Service		541.67	(541.67)	0.00%	2,296.91	6,500.00	(4,203.09)	35.34%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	4,331.68	7,500.00	(3,168.32)	57.76%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
 January - December 2024

	Aug 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	934.26	2,791.67	(1,857.41)	33.47%	24,842.44	33,500.00	(8,657.56)	74.16%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,467.68	1,250.00	217.68	117.41%	7,005.45	15,000.00	(7,994.55)	46.70%
Vehicle - Insurance	500.00	125.00	375.00	400.00%	1,428.00	1,500.00	(72.00)	95.20%
Vehicle - Maintenance / Gas	219.57	625.00	(405.43)	35.13%	2,633.64	7,500.00	(4,866.36)	35.12%
Waste Removal	90.10	200.00	(109.90)	45.05%	720.80	2,400.00	(1,679.20)	30.03%
Web / VOD / Int / CaTV / Phone	1,373.48	2,333.33	(959.85)	58.86%	15,528.55	28,000.00	(12,471.45)	55.46%
Work Comp Insurance	2,498.00	216.67	2,281.33	1152.91%	2,781.00	2,600.00	181.00	106.96%
Total Expenses	95,505.03	116,681.42	(21,176.39)	81.85%	826,731.33	1,400,177.00	(573,445.67)	59.04%
Net Income	\$ 255,172.75	\$ 10,829.24	\$ 244,343.51	2356.33%	\$ 42,625.90	\$ 129,951.00	\$ (87,325.10)	32.80%

ZCIP - Andover			\$0.00		\$20,000.00	\$0.00	\$20,000.00	
ZCIP - Anoka	11,039.45		11,039.45		31,039.45	0.00	31,039.45	
ZCIP - Building		14,750.00	(14,750.00)	0.00	4,900.00	177,000.00	(172,100.00)	2.77%
ZCIP - Cargo Van			0.00		6,911.89	0.00	6,911.89	
ZCIP - Champlin			0.00		20,000.00	0.00	20,000.00	
ZCIP - Master Control Equipment	1,517.56	20,583.33	(19,065.77)	0.07	12,429.91	247,000.00	(234,570.09)	5.03%
ZCIP - Mobile Vehicles & Equipment	3,951.37	9,250.00	(5,298.63)	0.43	49,843.93	111,000.00	(61,156.07)	44.90%
ZCIP - Office Equipment		5,708.33	(5,708.33)	0.00	14,403.60	68,500.00	(54,096.40)	21.03%
ZCIP - Portable Field Equipment	57,944.11	5,666.67	52,277.44	10.23	57,944.11	68,000.00	(10,055.89)	85.21%
ZCIP - Ramsey			0.00		20,000.00	0.00	20,000.00	
ZCIP - Studio		17,208.33	(17,208.33)	0.00	52,375.97	206,500.00	(154,124.03)	25.36%
	\$ 74,452.49	\$ 73,166.66	\$ 1,285.83	10.73	\$ 289,848.86	\$ 878,000.00	\$ (588,151.14)	1.84

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
January - December 2024

Aug 2024				YTD			
Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget

Thursday, Sep 26, 2024 09:34:36 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation
August 2024

Beginning Balance - 4M Statement	2,001,941.67
Less: Cleared Checks/Withdrawals	(89,195.87)
Plus: 4M Fund Interest	5,167.80
Plus: Bank Deposits/Credits	338,103.25
Bank Balance	\$2,256,016.85
Book Balance	2,256,016.85
Adjusted Book Balance	2,256,016.85
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

August 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/01/2024	15155	B&H Photo-Video	-96.75
08/01/2024	15156	Joe G. Ruhland	-320.00
08/01/2024	15157	Maza Technologies, LLC	-1,761.20
08/01/2024	15158	Securita Technology Corporation	-443.55
08/09/2024	15159	Amazon Capital Services	-600.83
08/09/2024	15160	B&H Photo-Video	-20.04
08/09/2024	15161	City of Andover	-1,437.55
08/09/2024	15162	City of Champlin	-338.50
08/09/2024	15163	HealthEquity Inc.	-509.43
08/09/2024	15164	Lucky Clover, Inc.	-465.00
08/09/2024	15165	Lynde Enterprises, Inc.	-474.29
08/09/2024	15166	Minnesota Association of Government Communicators	-85.00
08/09/2024	W D	Minnesota State Retirement System	-250.00
08/09/2024	W D	PERA	-3,869.68
08/15/2024	15168	ACE Solid Waste, Inc.	-90.10
08/15/2024	15169	Anoka County Union Herald	-78.60
08/15/2024	15170	AT&T Mobility	-649.91
08/15/2024	15171	B&H Photo-Video	-162.00
08/15/2024	15172	Barna, Guzy & Steffen, LTD	-299.00
08/15/2024	15173	CenterPoint Energy	-45.66
08/15/2024	15174	Comcast 2	-510.72
08/15/2024	15175	Comcast Cable	-883.46
08/15/2024	15176	HealthPartners Inc	-6,219.61
08/15/2024	15177	Huebsch	-163.43
08/15/2024	15179	League of MN Cities Insurance Trust	-2,498.00
08/15/2024	15180	T-Mobile	-124.60
08/15/2024	15181	The Lincoln National Life Ins. Co.	-541.46
08/15/2024	15182	Verizon	-120.03
08/15/2024	15183	Xcel Energy	-2,004.59
08/23/2024	15184	Bottom Line Accounting Services, LLC	-270.65
08/23/2024	15185	HealthEquity Inc.	-509.43
08/23/2024	W D	Minnesota State Retirement System	-250.00
08/23/2024	W D	PERA	-3,776.83
08/30/2024	15186	Alpha Video & Audio Inc.	-4,517.13
08/30/2024	15187	B&H Photo-Video	-1,517.56
08/30/2024	15188	BizzyWeb, LLC	-225.00
08/30/2024	15189	Coordinated Business Systems, LTD	-34.47
08/30/2024	15190	League of MN Cities Insurance Trust	-13,849.00
08/30/2024	15191	NAC Building Solutions	-3,161.34
08/30/2024	15192	Timesavers	-167.00
08/09/2024	15167	U.S. Bank Corporate	-2,525.54
Total for Quad Cities Commission			\$ -55,866.94
Not Specified			

4.3 Executive Director's Report

November 7, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

2025 Budget

The completed 2025 operating budget and updated 5-Year Capital Plan were tabled to the November meeting for commission action.

Subscriber Survey

The commission directed staff to create a one-page summary of the survey results for distribution to member cities. The summary is complete and presentations will be scheduled in January. A copy of the information is attached to this report.

Website Settlement Agreement

Staff worked with legal counsel on a settlement agreement with Iceberg Web Design. The proposed resolution of the matter is on the agenda for action at the November commission meeting.

Strategic Plan

Staff is on track with the Q4 initiatives. Staff will be meeting in December to review 2024 accomplishments and plan 2025. A report of year-end accomplishments will be provided to the commission in January.

2024 City Election – Commission Appointments

The municipal election cycle is complete. Election results may impact commission membership appointments in January. The January commission meeting agenda will have organization action items including election of officers and meeting scheduling.

Capital Projects

The executive committee approved capital projects at the August meeting.

- Production Equipment – Completed
- HVAC Machine Room – Installation completed.
- Roof Replacement – Completed

OCTV Honored Business for Anoka Halloween Parade

QCTV was selected as the honored business for the Anoka Halloween festival. Staff not only produced the parade, but also served as parade announcers, handed out candy and fans with the sponsor vehicle, and my grandniece joined me in the honored business car waving to parade watchers. It was a Grande Day parade!



Legislative effort

As MACTA Legislative Co-Chair, I have been working on legislative proposals for modernizing the funding structure for Community Television. MACTA has continued with Goff Public for efforts in 2025. I have participated in caucus leadership meet and greet hosted by Goff Public, met with League of Minnesota Cities representative, and provide updates to two national membership organizations: NATOA and ACM.

Insurance renewals

Healthcare open enrollment has been completed and the policy renewed.

The Post Reimagined

This project will be reviewed with the strategic planning process.

Community Calendar Continues

QCTV launched a new Community Calendar segment earlier this summer. Staff has made a number of improvements, implementing live on the green screen with graphics. This performs well as a social media posting.

Live and Local

Live and Local will wrap up for the year with the last taping in November.

Big Truck Events

QCTV participated in a Big Truck event hosted by the Anoka Area Chamber of Commerce. The focus was careers in the trades.

PSA Day

A second PSA day for local non-profits will be held in November.

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.

New episodes of *Live and Local* continue to air on the last Wednesday of the month, with Anoka and Champlin spotlighted in the last two episodes. Photos and videos from these programs consistently perform well, and city communications staff continue to be very helpful in promoting them.

On October 23, Seamus Burke participated in the 2024 Minnesota Association of Government Communicators (MAGC) Fall Conference. Pam Bowman of Anoka, Pat Johnson of Ramsey, and Ashley Wagner of Champlin were also in attendance allowing us to discuss roles and strategies for 2025 in an in-person group setting.

Additionally, Seamus Burke and Billy Austin were the announcers for the Anoka Halloween Grande Day Parade and provided photos for social media posting during the day's festivities.

Community Compliments

QCTV continues to receive positive feedback from community members and beyond:

- *“I should also add [KSTP Sports is] always impressed with the quality of the QCTV streams anytime we see them. You have a great crew putting the broadcasts together. The kids in your communities are incredibly lucky to have you all working on their behalf to chronicle their hard work and accomplishments. I wish we'd had anything remotely like QCTV working games back when I played high school sports!”* – Chris Long, KSTP-TV Sports
- *“On behalf of myself, Marygrace, and League of Women Voters - Anoka, Blaine, Coon Rapids Area I thank you and the other QCTV staff members for all your work making our [candidate] forums a success. Everyone did everything possible to be helpful. You are all very much appreciated.”* – Sandy O'Connor, League of Women Voters ABC, MN.
- *“I just watched your great work related to our Darkest Night 4K video clip you created. You are amazing, your talent helps tell our story in such a fun energized way. THANK YOU so much for coming beside us in my three years at HOPE 4 Youth. I hope we continue to work together in the coming years! You are truly a talent in storytelling. We appreciate you and QCTV!!!!!!”* – LaChelle Williams, HOPE 4 Youth Executive Director.

QCTV's award-winning programming was spotlighted in the Osseo/Dayton/Champlin Press. Additionally, QCTV was featured in the Anoka County Shopper as Anoka Halloween's 2024 Honored Business Partner. See below:

Quad Cities Television wins Telly, government programming awards

Quad Cities Community Television (QCTV) announced that it was named the winner of four Government Programming Awards and six Telly Awards.

The National Association of Telecommunications Officers and Advisors has guided Public, Education, and Government (PEG) television stations and local governments in education, communications, and public policy for over 40 years through government advocacy and professional development.

The Telly Awards highlight national television excellence.

Government Programming Awards (Presented by NATOA) received include Award of Honor: Overall Excellence P.E. or G. Access \$650,000 — 1,000,000, one Award of Excellence, and two Awards of Distinction

Telly Awards received are: one Gold Award (QCTV's first Gold Award), two Silver Awards, and three Bronze Awards.

"Awards season at QCTV is exciting as there is always a diverse selection of programming recognized," said QCTV Board Chair Jamie



(SUBMITTED PHOTO)

Quad Cities Community Television (QCTV) announced that it was named the winner of four Government Programming Awards and six Telly Awards.

Barthel. "I would like to extend my thanks to QCTV's staff for their hard work in providing quality programming for our communities."

QCTV has provided quality hyper-local programming to Andover, Anoka, Champlin, and Ramsey for over 40 years. Its mission is

to connect its communities through local programming valued by residents. People can watch QCTV on Comcast and online at www.QCTV.org and www.YouTube.com/QCTV.

A full list of programs awarded can be found at www.QCTV.org/Awards.

www.abcnnews.com

HALLOWEEN



Honored Business
QCTV

QCTV has provided quality hyper-local programming to Andover, Anoka, Champlin, and Ramsey for over forty years. Its mission is to connect its communities through local programming valued by residents. You can watch QCTV on Comcast channels HD859SD15 and online at www.QCTV.org and www.YouTube.com/QCTV. "Our team at QCTV is comprised of talented individuals passionate about telling the stories of our member cities," said QCTV Executive Director Karen George. "It is a privilege to bring award-winning programs to these great communities!"



Action Requested: Accept Executive Director's report.

November 14, 2024

To: Karen George, Executive Director
From: Patrick Cook, Technology Manager
Subject: Technology Report

General Items:

The Machine Room cooling issues have been resolved. As reported previously, two additional mini-split air conditioning units have been installed. We still had several warm days after they were activated, and they are keeping the room cool.

The roof replacement project is also complete. The installation took two weeks. Fortunately, we had dry weather for the entire time span. After the completion, we did discover a dozen or so studio lights with burnt-out bulbs. It is speculated that vibrations caused the filaments to fail. Replacement bulbs are being installed. This was an unanticipated problem, and the cost of replacing the bulbs was minimal, so no other action has been taken.

Equipment Issues:

QCTV Equipment

With the Machine Room being cooled to a constant temperature it was discovered that one of the UPS's we thought was failing due to the high temperatures, in fact, has a different issue. I'm working with the manufacturer on getting it repaired.

City Equipment

The "control" computer at Ramsey failed to boot prior to a recent meeting. We were able to swap-in the designated spare computer prior to the meeting. A faulty drive has been replaced under warranty. CJ has just completed reinstalling the software and it will be put back into service next week.

An issue with Zoom audio was reported at Andover. It did not affect that meeting. It is anticipated that it will be repaired prior to the next meeting.

The document camera at Anoka was found to be not working. It was replaced with an older one we had in storage. Functionally, it works the same. We are evaluating the problem with the broken one.

Comcast Equipment

The legacy analog I-Net connections continue to have issues. Comcast has been responsive in fixing problems as they are reported. We are tracking the issues with hopes to identify common failure modes to help improve reliability. As the I-Net feeds are used as backup and for monitoring, none of the failures have affected live meetings.

Action Requested: None.

QCCCC Mobile Production Report

November 11, 2024

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Mobile Production Report

General Items:

This report is a one year look back at my first year leading mobile productions at QCTV.

- 134 Live mobile production broadcasts
- 12 Live and Local shows
- 8 Graduations (our 3 high schools, ABE, Anoka Tech High School, Sandburg Regional, A-R Tech College, A-R Community College)
- 4 School Concerts
- 4 Parades
- 3 Big Truck days
- AACC Job Fair
- 9 Community Concerts
- 4 games covered at MSHSL State Tournaments
- Coverage of Anoka vs Andover Volleyball section Final
- Coverage of School Trophy games; Pumpkin Bowl, Battle for the Paddle, and The Golden Shoe
- Anoka July 3rd Castle Field Fireworks and Concert
- Coverage of High School Clubs, including Anoka African Dance team, Andover Robotic club, and a Bronze Telly for Champlin Park Tabletop Club

Action Requested: None.

Cable Subscriber Survey shows increased viewer awareness and engagement.



Top Viewed Programs

(Community Channel HD859/SD15)

- Parades/Festivals - 46%
- *The Post* - 40%
- Sports - 35%
- Election Coverage - 34%

Top Viewed Programs

(City Channels HD799/SD16)

- *The Post* - 45%
- City Meetings - 29%



Website Viewing Method

- Video-On-Demand (VOD) - 52%
- Live Streaming - 36%
- Both - 9%

Website Viewing Method

- Video-On-Demand (VOD) - 55%
- Live Streaming - 23%
- Both - 12%
- 75% of online viewers watched either "Frequently" or "Occasionally"



Awareness of QCTV

- Very Informed - 14% (9% in 2016)
- Somewhat Informed - 52% (44% in '16)
- Not Too Informed - 28% (47% in '16)

Importance of City Info by Video

- Very Important - 5% (3% in 2016)
- Somewhat Important - 33% (23% in '16)
- Not Too Important - 34% (26% in '16)
- Not Important at All - 21% (49% in '16)

QCCCC Agenda Item

5.1 2025 Budget and 5-year Capital Plan

September 9, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: 2025 Budget and 5-year Capital Plan

The 2025 Proposed Operating Budget is attached for your review and action. The proposed budget is the result of input from the executive committee.

The attachments detail:

- 2025 Proposed Revenue and Expense – includes 2024 budget comparison with comments
- 2020-2023 Revenue History
- 2020-2023 Expense History
- 5-Year Capital Equipment Spending Plan

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

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,00 per member city per year. The 2021 – 2024 the capital grant was \$20,000 per member city. 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, however, declining revenues were cited and notice provided to member cities that capital grants in the future may be less. The Executive Committee will meet following the 2024 audit to determine a recommended amount for 2026.

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

Adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency

fund, and unrestricted fund. Details may be found in the quarterly investment report.

Action Requested:

Approval of the 2025 Operating Budget, the member city capital grant of \$20,000 payable in January of 2025, and the 2025 planned capital investment.

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.

	2025 Budget	2024 YTD (Jan-Jul)	2024 Budget	Difference
Income				
Duplication Revenue	\$ 100.00	\$ 97.77	\$ 250.00	Decrease
Equipment Grant	\$ 70,300.00	\$ 69,018.85	\$ 70,000.00	Increase
Franchise Fees *	\$ 900,000.00	\$ 232,122.01	\$ 935,000.00	Decrease
Interest Income	\$ 100,000.00	\$ 66,486.70	\$ 40,000.00	Increase
Miscellaneous Income	\$ 3,000.00	\$ 950.66	\$ 500.00	Increase
PEG Fee	\$ 475,000.00	\$ 122,780.24	\$ 484,378.00	Decrease
Uncategorized Income				
Total Income	\$ 1,548,400.00	\$ 491,456.23	\$ 1,530,128.00	

Expenses				
A PERA	\$ 60,180.00	\$ 29,902.37	\$ 56,664.00	Increase
A SS/Medicare Expense	\$ 61,373.00	\$ 29,277.25	\$ 57,798.00	Increase
A Wages - Full-time	\$ 652,264.00	\$ 320,170.51	\$ 612,025.00	Increase
A Wages - Part-time	\$ 150,000.00	\$ 67,940.08	\$ 143,500.00	Increase
Accounting / HR Services	\$ 25,000.00	\$ 11,085.56	\$ 16,500.00	Increase
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 5,737.49	\$ 11,000.00	No change
Andover CIP	\$ 5,000.00	\$ -	\$ 5,000.00	No change
Announcers Fees	\$ 16,000.00	\$ 6,086.20	\$ 16,000.00	No change
Anoka CIP	\$ 5,000.00	\$ 671.70	\$ 5,000.00	No change
Audit	\$ 19,000.00	\$ 18,622.00	\$ 18,500.00	Increase
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No change
Brand Apparel	\$ 2,500.00	\$ 170.00	\$ 2,500.00	No change
Building - Cleaning	\$ 6,500.00	\$ 3,839.86	\$ 7,200.00	Decrease
Building - Insurance	\$ 7,000.00	\$ 5,850.00	\$ 6,833.00	Increase
Building - Maintenance	\$ 10,000.00	\$ 10,194.58	\$ 10,000.00	No change
Building - Supplies	\$ 1,500.00	\$ 620.22	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 1,250.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,900.00	\$ 2,500.00	\$ 6,600.00	Increase
Champlin CIP	\$ 5,000.00	\$ 509.40	\$ 5,000.00	No change
City Sewer & Water	\$ 3,000.00	\$ 1,278.76	\$ 3,000.00	No change
Commission Expense	\$ 2,500.00	\$ 917.99	\$ 2,500.00	No change
Consulting Services	\$ 50,000.00	\$ 15,982.00	\$ 70,000.00	Decrease
Contingency Fund	\$ -	\$ -	\$ -	
Duplication Expenses	\$ 250.00	\$ -	\$ 250.00	No change
Electric Service	\$ 20,000.00	\$ 6,142.65	\$ 20,000.00	No change
Emp / Comm Appreciation	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 15,000.00	\$ 2,574.78	\$ 20,000.00	Decrease
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No change
Health Insurance	\$ 98,095.00	\$ 47,730.42	\$ 86,457.00	Increase
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No change
Insurance - Liability / Bonds	\$ 6,992.00	\$ 3,251.00	\$ 5,000.00	Increase
Lawn Service	\$ 5,000.00	\$ 2,104.61	\$ 7,000.00	Decrease
Legal Fees	\$ 15,000.00	\$ 4,538.50	\$ 15,000.00	No change
Licenses and Permits	\$ 4,000.00	\$ 900.00	\$ 3,000.00	Increase
Meals	\$ 1,000.00	\$ -	\$ 1,000.00	No change
Memberships - NATOA / Others	\$ 15,000.00	\$ 3,500.00	\$ 10,000.00	Increase
Mileage	\$ 7,000.00	\$ 3,194.76	\$ 7,000.00	No change
Miscellaneous Expenses	\$ 500.00	\$ (121.51)	\$ 500.00	No change
Natural Gas	\$ 3,500.00	\$ 1,561.24	\$ 3,500.00	No change

Office Supplies / Equipment	\$ 6,000.00	\$ 1,596.28	\$ 6,000.00	No change
Parking Lot Maintenance	\$ -		\$ -	
Payroll Expenses	\$ -		\$ -	
Payroll Expenses (ADP/HSA)	\$ 3,000.00	\$ 1,485.00	\$ 3,000.00	No change
Postage	\$ 500.00	\$ 133.80	\$ 500.00	No change
Printing / Copy Services	\$ 500.00	\$ 58.44	\$ 500.00	No change
Professional Development	\$ 27,000.00	\$ 8,275.28	\$ 27,000.00	No change
Publications	\$ 500.00	\$ -	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 636.84	\$ 5,000.00	No change
Reimbursements	\$ -	\$ 908.86	\$ -	
Sales Tax	\$ 50.00	\$ 27.00	\$ 250.00	Decrease
Secretary Services	\$ 1,500.00	\$ 835.00	\$ 2,000.00	Decrease
Snow Plowing Service	\$ 6,500.00	\$ 2,296.91	\$ 6,500.00	No change
State Unemploy Exp	\$ 2,500.00	\$ -	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 6,700.00	\$ 2,165.84	\$ 7,500.00	Decrease
Studio Sets	\$3,500.00	\$ -	\$ 3,500.00	No change
Subscription Services	\$ 50,500.00	\$ 21,480.90	\$ 33,500.00	Increase
Temp Staff Services	\$ 1,500.00	\$ -	\$ 1,500.00	No change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 5,389.34	\$ 15,000.00	No change
Vehicle - Insurance	\$ 1,500.00	\$ 928.00	\$ 1,500.00	No change
Vehicle - Maintenance / Gas	\$ 7,500.00	\$ 2,098.63	\$ 7,500.00	No change
Waste Removal	\$ 1,500.00	\$ 540.60	\$ 2,400.00	Decrease
Web / VOD / Int / CaTV / Phone	\$ 28,500.00	\$ 11,302.84	\$ 28,000.00	Increase
Work Comp Insurance	\$ 2,500.00	\$ 283.00	\$ 2,600.00	Decrease
Total Expenses	\$ 1,469,904.00	\$ 829,817.41	\$ 1,399,677.00	
Net Operating Income	\$ 78,496.00	\$ (338,361.18)	\$ 130,451.00	

Expenses Account	2023		2022		2021		2020		2019	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
A-PERA	\$ 52,240.29	\$ 57,758.00	\$ 49,219.79	\$ 55,537.00	\$ 43,727.83	\$ 53,607.00	\$ 46,015.72	\$ 45,000.00	\$ 42,239.29	\$ 45,000.00
A-SS/Medicare Expense	\$ 57,513.75	\$ 60,655.00	\$ 52,891.51	\$ 58,322.00	\$ 47,811.19	\$ 56,295.00	\$ 47,606.91	\$ 49,925.00	\$ 46,654.58	\$ 49,925.00
A-Wages - Full-time	\$ 616,000.67	\$ 631,068.00	\$ 570,536.90	\$ 606,796.00	\$ 569,874.50	\$ 585,880.00	\$ 573,288.66	\$ 532,695.00	\$ 529,666.82	\$ 532,695.00
A-Wages - Part-time	\$ 146,613.88	\$ 135,000.00	\$ 130,146.28	\$ 120,000.00	\$ 74,432.05	\$ 120,000.00	\$ 64,069.75	\$ 119,922.00	\$ 92,460.11	\$ 119,922.00
Accounting / HR Services	\$ 14,952.93	\$ 16,500.00	\$ 12,239.73	\$ 16,000.00	\$ 12,834.40	\$ 16,000.00	\$ 12,223.05	\$ 15,300.00	\$ 16,093.48	\$ 15,300.00
Ads/Promos/Sponsorships	\$ 7,709.04	\$ 11,000.00	\$ 8,957.93	\$ 11,000.00	\$ 10,511.47	\$ 9,000.00	\$ 7,320.78	\$ 11,000.00	\$ 8,108.36	\$ 11,000.00
Andover Capital Equipment	\$ 483.17	\$ 5,000.00	\$ 82.50	\$ 5,000.00	\$ 822.98	\$ 5,000.00	\$ 325.00	\$ 5,000.00	\$ 1,017.27	\$ 5,000.00
Announcers Fees	\$ 19,881.75	\$ 16,000.00	\$ 15,623.84	\$ 16,000.00	\$ 10,607.42	\$ 12,000.00	\$ 8,852.16	\$ 13,000.00	\$ 9,549.04	\$ 13,000.00
Anoka Capital Equipment	\$ 2,749.67	\$ 5,000.00	\$ 1,579.30	\$ 5,000.00	\$ 4,222.25	\$ 5,000.00	\$ 2,889.93	\$ 5,000.00	\$ 2,853.96	\$ 5,000.00
Audit	\$ 16,100.00	\$ 16,500.00	\$ 15,721.93	\$ 16,500.00	\$ 15,200.00	\$ 16,500.00	\$ 14,881.00	\$ 16,500.00	\$ 14,582.00	\$ 16,500.00
Bank Fees / CC Fees	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ -	\$ 250.00
Brand Apparel	\$ 1,490.00	\$ 2,500.00	\$ 1,307.00	\$ 2,500.00	\$ 1,716.00	\$ 2,500.00	\$ 489.00	\$ 2,500.00	\$ 2,487.00	\$ 2,500.00
Building - Cleaning	\$ 7,361.25	\$ 6,000.00	\$ 7,146.85	\$ 6,000.00	\$ 4,905.40	\$ 6,000.00	\$ 6,077.69	\$ 7,000.00	\$ 7,331.95	\$ 7,000.00
Building - Insurance	\$ 7,481.00	\$ 5,200.00	\$ 5,062.00	\$ 4,200.00	\$ 4,150.00	\$ 3,800.00	\$ 3,709.00	\$ 3,000.00	\$ 2,952.00	\$ 3,000.00
Building - Maintenance	\$ 6,026.42	\$ 10,000.00	\$ 8,624.61	\$ 10,000.00	\$ 6,484.42	\$ 10,000.00	\$ 7,914.91	\$ 10,000.00	\$ 11,572.22	\$ 10,000.00
Building - Supplies	\$ 1,585.53	\$ 1,500.00	\$ 1,333.54	\$ 1,500.00	\$ 1,522.02	\$ 1,500.00	\$ 739.36	\$ 2,000.00	\$ 1,588.62	\$ 2,000.00
Car Allowance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Cell Phone - Allowance	\$ 5,600.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,120.00	\$ 6,300.00	\$ 6,150.00	\$ 7,500.00	\$ 7,475.00	\$ 7,500.00
Champlin Capital Equipment	\$ 1,501.97	\$ 5,000.00	\$ 1,332.26	\$ 5,000.00	\$ 3,684.61	\$ 5,000.00	\$ 1,018.80	\$ 5,000.00	\$ 1,912.32	\$ 5,000.00
City Sewer & Water	\$ 3,074.81	\$ 2,600.00	\$ 2,587.61	\$ 2,600.00	\$ 2,797.42	\$ 2,600.00	\$ 2,855.91	\$ 2,600.00	\$ 2,394.52	\$ 2,600.00
Commission Expense	\$ 4,640.48	\$ 2,500.00	\$ 2,781.57	\$ 2,500.00	\$ 2,508.40	\$ 2,500.00	\$ 1,315.90	\$ 5,000.00	\$ 4,681.63	\$ 5,000.00
Consulting Services	\$ 19,340.50	\$ 70,000.00	\$ 28,517.00	\$ 70,000.00	\$ 34,960.00	\$ 70,000.00	\$ 22,360.00	\$ 75,000.00	\$ 38,587.50	\$ 75,000.00
Contingency Fund	\$ -	\$ -	\$ -	\$ -	\$ (6.80)	\$ 10,000.00	\$ -	\$ 32,618.00	\$ -	\$ 32,618.00
Duplication Expenses	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ 517.75	\$ 250.00	\$ 125.36	\$ 500.00	\$ 303.06	\$ 500.00
Electric Service	\$ 18,324.94	\$ 15,000.00	\$ 17,525.58	\$ 15,000.00	\$ 13,287.72	\$ 16,000.00	\$ 12,228.78	\$ 18,000.00	\$ 14,242.48	\$ 18,000.00
Emp / Comm Appreciation	\$ 1,665.30	\$ 2,500.00	\$ 1,490.00	\$ 2,500.00	\$ 260.00	\$ 2,500.00	\$ 667.92	\$ 2,500.00	\$ 876.93	\$ 2,500.00
Equip/Repair/Supply/Software	\$ 12,914.20	\$ 20,000.00	\$ 23,500.29	\$ 20,000.00	\$ 16,978.57	\$ 30,000.00	\$ 13,553.12	\$ 40,000.00	\$ 10,008.47	\$ 40,000.00
Federal Unempl Expense	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -	\$ 850.00	\$ -	\$ 850.00
Health Insurance	\$ 75,492.01	\$ 107,556.00	\$ 73,766.99	\$ 92,000.00	\$ 78,424.20	\$ 103,386.00	\$ 79,803.89	\$ 94,480.00	\$ 87,684.78	\$ 94,480.00
Insurance - Deductibles	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00
Insurance - Liability / Bonds	\$ 4,844.00	\$ 5,800.00	\$ 4,704.00	\$ 4,800.00	\$ 4,808.00	\$ 5,300.00	\$ 4,986.00	\$ 5,000.00	\$ 4,900.00	\$ 5,000.00
Lawn Service	\$ 6,218.70	\$ 5,000.00	\$ 4,830.50	\$ 5,000.00	\$ 4,344.00	\$ 5,000.00	\$ 4,388.00	\$ 5,000.00	\$ 4,961.00	\$ 5,000.00
Legal Fees	\$ 2,304.00	\$ 15,000.00	\$ 4,530.00	\$ 18,000.00	\$ 6,498.75	\$ 25,000.00	\$ 8,567.25	\$ 25,000.00	\$ 5,239.84	\$ 25,000.00
Licenses and Permits	\$ 2,550.00	\$ 3,000.00	\$ 1,050.00	\$ 3,000.00	\$ 1,200.00	\$ 3,000.00	\$ 560.00	\$ 2,000.00	\$ 784.00	\$ 2,000.00
Meals	\$ 515.00	\$ 1,000.00	\$ 238.30	\$ 1,000.00	\$ 228.00	\$ 1,000.00	\$ 353.73	\$ 1,000.00	\$ 1,042.74	\$ 1,000.00
Memberships - NATOA / Others	\$ 10,235.00	\$ 10,000.00	\$ 5,325.00	\$ 10,000.00	\$ 11,125.00	\$ 10,000.00	\$ 7,230.00	\$ 10,000.00	\$ 5,470.00	\$ 10,000.00
Mileage	\$ 5,529.93	\$ 12,000.00	\$ 3,884.00	\$ 12,000.00	\$ 6,385.18	\$ 12,000.00	\$ 8,868.59	\$ 9,000.00	\$ 6,874.16	\$ 9,000.00
Miscellaneous Expenses	\$ -	\$ 500.00	\$ 57.07	\$ 500.00	\$ 7,203.51	\$ 500.00	\$ 2,146.95	\$ 1,000.00	\$ 2,112.05	\$ 1,000.00
Natural Gas	\$ 3,287.92	\$ 6,000.00	\$ 3,693.79	\$ 5,000.00	\$ 2,911.68	\$ 5,000.00	\$ 1,930.54	\$ 6,800.00	\$ 2,370.71	\$ 6,800.00
Office Supplies / Equipment	\$ 6,234.75	\$ 6,000.00	\$ 6,678.19	\$ 6,000.00	\$ 3,769.02	\$ 6,000.00	\$ 5,752.47	\$ 6,000.00	\$ 5,751.70	\$ 6,000.00
Parking Lot Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
Payroll Expenses	\$ -	\$ -	\$ 527.00	\$ 1,000.00	\$ 187.00	\$ -	\$ 252.50	\$ -	\$ -	\$ -
Payroll Expenses (ADP/HSA)	\$ 3,551.00	\$ 1,000.00	\$ 2,895.00	\$ -	\$ 968.39	\$ 1,200.00	\$ 1,247.50	\$ 2,400.00	\$ 1,530.00	\$ 2,400.00
Postage	\$ 365.16	\$ 500.00	\$ 373.69	\$ 500.00	\$ 276.70	\$ 500.00	\$ 340.74	\$ 1,000.00	\$ 1,064.16	\$ 1,000.00
Printing / Copy Services	\$ 172.35	\$ 500.00	\$ 120.12	\$ 500.00	\$ 275.85	\$ 500.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Professional Development	\$ 20,931.72	\$ 25,000.00	\$ 22,002.56	\$ 22,000.00	\$ 6,202.20	\$ 22,000.00	\$ 4,689.06	\$ 22,000.00	\$ 11,929.15	\$ 22,000.00
Publications	\$ 76.75	\$ 500.00	\$ -	\$ 500.00	\$ 116.90	\$ 500.00	\$ 159.00	\$ 500.00	\$ -	\$ 500.00
Ramsey Capital Equipment	\$ 2,127.83	\$ 5,000.00	\$ 1,464.93	\$ 5,000.00	\$ 2,870.68	\$ 5,000.00	\$ 1,584.24	\$ 5,000.00	\$ 2,303.51	\$ 5,000.00
Reimbursements	\$ 0.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax	\$ 25.00	\$ 250.00	\$ 99.00	\$ 250.00	\$ 144.00	\$ 250.00	\$ 63.00	\$ 500.00	\$ 73.00	\$ 500.00
Secretary Services	\$ 875.75	\$ 2,000.00	\$ 921.75	\$ 2,000.00	\$ 915.75	\$ 2,000.00	\$ 1,184.00	\$ 2,500.00	\$ 1,015.75	\$ 2,500.00
Snow Plowing Service	\$ 6,215.70	\$ 6,000.00	\$ 6,360.50	\$ 6,000.00	\$ 3,872.50	\$ 6,000.00	\$ 2,737.50	\$ 5,000.00	\$ 7,803.75	\$ 5,000.00
State Unemploy Exp	\$ 36.85	\$ 2,500.00	\$ 144.38	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 57.95	\$ 2,500.00
STD / LTD / Life Insurance	\$ 6,718.53	\$ 7,500.00	\$ 6,627.80	\$ 7,500.00	\$ 6,829.11	\$ 7,500.00	\$ 6,997.94	\$ 7,500.00	\$ 6,991.25	\$ 7,500.00
Studio Sets	\$ 1,443.94	\$ 5,000.00	\$ 1,449.30	\$ 5,000.00	\$ 125.99	\$ 5,000.00	\$ 125.99	\$ 10,000.00	\$ 673.71	\$ 10,000.00
Subscription Services/Electronic	\$ 40,153.63	\$ 22,000.00	\$ 20,409.96	\$ 22,000.00	\$ 19,298.98	\$ 22,000.00	\$ 18,178.43	\$ 22,000.00	\$ 22,003.77	\$ 22,000.00
Temp Staff Services	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 2,500.00	\$ 150.00	\$ 2,500.00
Vehicle - Equipment / Repair	\$ 5,244.97	\$ 15,000.00	\$ 15,991.83	\$ 15,000.00	\$ 5,031.86	\$ 15,000.00	\$ 13,870.26	\$ 15,000.00	\$ 11,460.98	\$ 15,000.00
Vehicle - Insurance	\$ 1,347.00	\$ 2,000.00	\$ 1,331.00	\$ 1,400.00	\$ 1,332.00	\$ 2,000.00	\$ 1,292.00	\$ 4,000.00	\$ 1,300.00	\$ 4,000.00
Vehicle - Maintenance / Gas	\$ 3,680.87	\$ 7,500.00	\$ 4,784.80	\$ 7,500.00	\$ 2,064.23	\$ 8,000.00	\$ 1,527.37	\$ 8,000.00	\$ 8,464.66	\$ 8,000.00
Waste Removal	\$ 1,804.57	\$ 1,800.00	\$ 2,134.59	\$ 1,600.00	\$ 1,574.26	\$ 1,500.00	\$ 1,552.64	\$ 2,000.00	\$ 1,366.96	\$ 2,000.00
Web / VOD / Int / CaTV / Phone	\$ 30,354.87	\$ 28,000.00	\$ 35,627.05	\$ 28,000.00	\$ 33,307.60	\$ 22,000.00	\$ 28,580.93	\$ 22,000.00	\$ 17,104.40	\$ 22,000.00
Work Comp Insurance	\$ 2,848.00	\$ 2,400.00	\$ 2,354.00	\$ 2,000.00	\$ 1,742.00	\$ 2,000.00	\$ 1,872.00	\$ 2,300.00	\$ 1,853.00	\$ 2,300.00
SUBTOTAL:	\$ 1,273,437.38	\$ -	\$ 1,201,885.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Andover	\$ -	\$ 20000	\$ -	\$ 135,192.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP -Anoka	\$ -	\$ 20000	\$ -	\$ 134,927.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Building	\$ -	\$ 50568	\$ -	\$ 218500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Champlin	\$ -	\$ 20000	\$ -	\$ 135,879.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Master Control Equipment	\$ -	\$ 160000	\$ -	\$ 59,877.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Mobile Vehicles & Equip	\$ -	\$ 15000	\$ -	\$ 14,561.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Office Equipment	\$ 38053.15	\$ 86500	\$ -	\$ 8,948.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Portable Field Equipment	\$ -	\$ 68000	\$ -	\$ 61,959.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Ramsey	\$ -	\$ 20000	\$ -	\$ 134,058.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ZCIP - Studio	\$ -	\$ 159000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Income	\$ 1,746,540.03	\$ 1,486,003.00	\$ 1,866,976.65	\$ 1,352,500.00	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,376,000.00	\$ 1,697,524.22	\$ 1,376,000.00
Total Expenses	\$ 1,442,058.53	\$ 1,416,237.00	\$ 1,898,288.57	\$ 1,352,155.00	\$ 1,106,962.94	\$ 1,356,968.00	\$ 1,070,395.24	\$ 1,337,340.00	\$ 1,096,975.59	\$ 1,337,340.00
Net Operating Income*	\$ 304,481.50	\$ 69,766.00	\$ (31,311.92)	\$ 345.00	\$ 605,984.89	\$ 1,532.00	\$ 581,823.63	\$ 38,660.00	\$ 600,548.63	\$ 38,660.00

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

	2023		2022		2021		2020		2019	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income										
Duplication Revenue	\$ 363.89	\$ 250.00	\$440.98	\$ 500.00	\$ 1,587.05	\$ 500.00	\$ 2,313.12	\$ 500.00	\$ 1,022.29	\$ 500.00
Equipment Grant	\$ 66,878.73	\$ 64,875.00	\$61,856.02	\$ 60,000.00	\$ 60,897.53	\$ 60,000.00	\$ 60,116.02	\$ 59,000.00	\$ 58,649.78	\$ 58,000.00
Franchise Fees	\$ 972,565.50	\$ 935,000.00	\$1,015,895.79	\$ 858,000.00	\$ 1,087,889.65	\$ 858,000.00	\$ 1,016,129.84	\$ 858,000.00	\$ 1,028,693.11	\$ 858,000.00
Interest Income	\$ 188,290.36	\$ 1,000.00	\$47,593.21	\$ 4,500.00	\$ 4,901.75	\$ 10,000.00	\$ 25,392.52	\$ 30,000.00	\$ 52,984.33	\$ 30,000.00
Miscellaneous Income	\$ 3,158.39	\$ 500.00	\$37,551.38	\$ 500.00	\$ 5,146.82	\$ 1,000.00	\$ 2,787.04	\$ 1,000.00	\$ 2,434.89	\$ 500.00
PEG Fee	\$ 515,283.16	\$ 484,378.00	\$540,355.65	\$ 429,000.00	\$ 552,525.03	\$ 429,000.00	\$ 545,480.33	\$ 429,000.00	\$ 553,739.82	\$ 429,000.00
Uncategorized Income			\$163,283.62							
Total Income	\$ 1,746,540.03	\$ 1,486,003.00	\$1,866,976.65	\$ 1,352,500.00	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,377,500.00	\$ 1,697,524.22	\$ 1,376,000.00



QCTV Five Year Capital Equipment Spending Plan

	2025	2026	2027	2028	2029	Extended
Building	\$ 105,000.00	\$ 280,000.00	\$ 135,000.00	\$ -		\$ 520,000.00
Portable Field Equipment	\$ 61,000.00	\$ 123,000.00	\$ 130,000.00	\$ 106,000.00	\$ 15,000.00	\$ 435,000.00
City Equipment	\$ 100,000.00	\$ 80,000.00	\$ 107,000.00	\$ 750,000.00	\$ -	\$ 1,037,000.00
Office	\$ 28,000.00	\$ 33,000.00	\$ 92,000.00	\$ 52,000.00	\$ 27,000.00	\$ 232,000.00
Studio	\$ 116,200.00	\$ 61,500.00	\$ 5,000.00	\$ 152,500.00	\$ 140,000.00	\$ 475,200.00
Mobile - Vehicles and Equipment	\$ 658,500.00	\$ 58,000.00	\$ 75,000.00	\$ 106,000.00	\$ 85,000.00	\$ 982,500.00
Master Control Equipment	\$ 128,500.00	\$ 181,000.00	\$ 188,000.00	\$ 60,000.00	\$ 270,000.00	\$ 827,500.00
Total	\$ 1,197,200.00	\$ 816,500.00	\$ 732,000.00	\$ 1,226,500.00	\$ 537,000.00	\$ 4,509,200.00

Category Building
Budget Code ZCIP - Building

Description QCTV Building Infrastructure

Item	2025	2026	2027	2028	2029	
Architectural Study	\$ 25,000.00					
Roof Replacement						
Building Furniture		\$ 35,000.00	\$ 25,000.00			
Carpet (office & studio)		\$ 30,000.00				
HVAC Replacement		\$ 45,000.00			\$ 12,345.00	
Generator		\$ 100,000.00				
Parking Lot						
Building Lighting (interior/exterior)	\$ 15,000.00		\$ 75,000.00			
Building Security/Card Access		\$ 60,000.00				
Network/Video Cabling	\$ 60,000.00	\$ 10,000.00	\$ 35,000.00			
Other	\$ 5,000.00					
Total	\$ 105,000.00	\$ 280,000.00	\$ 135,000.00	\$ -	\$ 12,345.00	\$ 532,345.00

Category Portable Field Equipment
Budget Code ZCIP - Portable Field Equipment
Description Field equipment used by staff

Item	2025	2026	2027	2028	2029	
Field ENG Cameras/Tripods		\$ 22,000.00				
Cinema Style Camera	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
Gimbals/DSLR		\$ 8,000.00		\$ 30,000.00		
Remote System (Switcher and Cameras)			\$ 12,000.00			
Portable HD Transmission Encoders				\$ 25,000.00		
AI Cameras/Community Programming Grant	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00	\$ 50,000.00		
POV cameras/Drones	\$ 1,000.00		\$ 3,000.00	\$ 1,000.00		
Microphones		\$ 3,000.00				
Other		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
Total	\$ 61,000.00	\$ 123,000.00	\$ 130,000.00	\$ 106,000.00	\$ 15,000.00	\$ 435,000.00

Category City Equipment

Budget Codes ZCIP - Andover ZCIP - Anoka ZCIP - Champlin ZCIP - Ramsey

Description Equipment infrastructure and maintenance improvements for city meeting coverage and distribution

Item	2025	2026	2027	2028	2029
Presentation System	\$ 10,000.00			\$ 600,000.00	
Audio System	\$ 10,000.00			\$ 40,000.00	
Lighting System					
HD video transmission				\$ 30,000.00	
Production Equipment (Switcher, Cameras)			\$ 12,000.00		
Conversion and Distribution			\$ 15,000.00		
Rack Cabinets or Desk					
Andover*					
Anoka*					
Champlin*					
Ramsey*					
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 100,000.00	\$ 80,000.00	\$ 107,000.00	\$ 750,000.00	\$ -
					\$ 1,037,000.00

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

Category Office
Budget Code ZCIP - Office Equipment
Description Planned replacement of office support equipment
Industry standard office resources to fulfill the mission of QCTV

Item	2025	2026	2027	2028	2029	
Laptop Computers	\$ 3,500.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Computer Workstations	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Non-Core Network Switches, Access Points	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
Network Printer / Scanner			\$ 5,000.00			
Servers			\$ 15,000.00	\$ 15,000.00		
Building Monitors/Displays		\$ 10,000.00		\$ 10,000.00		
Website Updates/Upgrades	\$ 5,000.00	\$ 5,000.00	\$ 45,000.00	\$ 5,000.00	\$ 5,000.00	
Other	\$ 5,000.00		\$ 5,000.00			
Total	\$ 28,000.00	\$ 33,000.00	\$ 92,000.00	\$ 52,000.00	\$ 27,000.00	\$ 232,000.00

Category Studio
Budget Code ZCIP - Studio

Description Equipment to support studio shoots; located in the studio, the studio control room or the machine room

Item	2025	2026	2027	2028	2029	
Studio Cameras				\$ 120,000.00		
PTZ Bump Cam and controller				\$ 7,500.00		
Video Playback				\$ 25,000.00		
Video Switcher		\$ 27,000.00				
Master and Back-up Recording Devices		\$ 4,500.00				
Graphics Computer		\$ 15,000.00				
Audio (Sound Board and Equipment)						
Intercom					\$ 20,000.00	
Monitors (Multiviewers)	\$ 5,000.00					
Waveform/Vectorscope	\$ 5,000.00					
Smaller Rackmount Monitors	\$ 1,200.00					
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels						
Set/Curtain/Furniture	\$ 50,000.00				\$ 120,000.00	
Studio Lights	\$ 50,000.00	\$ 10,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
Total	\$ 116,200.00	\$ 61,500.00	\$ 5,000.00	\$ 152,500.00	\$ 140,000.00	\$ 475,200.00

Category Mobile - Vehicles and Equipment

Budget Code ZCIP - Truck

Description Planned equipment upgrades and replacement

Keeping the production truck to current broadcasting standards and replaces equipment at the end of its life

Item	2025	2026	2027	2028	2029	
Video Playback Server		\$ 30,000.00				
Replay System	\$ 75,000.00			\$ 10,000.00		
Audio		\$ 7,500.00				
Intercom (new in 2025)	\$ 25,000.00					
Camera(s), CCU, RCP and Accesories	\$ 400,000.00			\$ 75,000.00	\$ 25,000.00	
Microphones		\$ 1,000.00		\$ 2,500.00		
Main Graphics Computer					\$ 60,000.00	
Tripod Replacements	\$ 25,000.00					
Fiber optic upgrades			\$ 20,000.00			
Scorebox Replacement/Updates		\$ 3,500.00		\$ 3,500.00		
LiveU Replacement				\$ 15,000.00		
POV Camera Replacements	\$ 3,500.00	\$ 3,500.00				
Video Switcher	\$ 35,000.00					
Truck Rewiring/ Conversion Cards/ Distributi	\$ 15,000.00	\$ 7,500.00				
Video Router	\$ 65,000.00					
Truck Graphics Wrap Replacement						
Monitor Display Replacement	\$ 10,000.00					
Master and Back-up Recording Devices			\$ 50,000.00			
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00			
Total	\$ 658,500.00	\$ 58,000.00	\$ 75,000.00	\$ 106,000.00	\$ 85,000.00	\$ 982,500.00

*Note: Production Truck may need to be replaced as soon as 2027 at an approximate cost of \$300,000.00

Category Master Control Equipment
Budget Code ZCIP - Master Control Equipment
Description Includes channel playback, transmission, and conversion equipment

Planned equipment replacement and upgrades to signal delivery necessary for HD programming

Item	2025	2026	2027	2028	2029	
HD File Playback Machine(s)			\$ 60,000.00			
Extend networking to Anoka county cities	\$ 60,000.00	\$ 60,000.00				
DAM, SAN, MAM Back-up Storage	\$ 20,000.00		\$ 30,000.00	\$ 12,000.00		
Network Switches		\$ 10,000.00	\$ 10,000.00		\$ 10,000.00	
Off-site Redundancy	\$ 12,000.00			\$ 12,000.00		
Video Patchbays and Wiring	\$ 9,500.00		\$ 3,000.00			
Video Router	\$ 10,000.00		\$ 10,000.00			
Conversion/Distribution Amps		\$ 6,000.00		\$ 6,000.00		
Live Channel Encoders			\$ 35,000.00			
Channel CG/ Bulletin Board			\$ 35,000.00			
Digital Waveform/Vectroscope w. eye pattern				\$ 5,000.00		
Multiviewer Replacement	\$ 12,000.00					
Live Transmission Decoder (LiveU)				\$ 20,000.00		
Closed Captioning					\$ 250,000.00	
Full Room UPS		\$ 100,000.00			\$ 10,000.00	
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
Total	\$ 128,500.00	\$ 181,000.00	\$ 188,000.00	\$ 60,000.00	\$ 270,000.00	\$ 827,500.00

5.2 Web Site Settlement Agreement

November 11, 2024

To: Commissioners

From: Karen George, Executive Director
Seamus Burke, Social Media/Communications Coordinator

Subject: Website Settlement Agreement

In March of 2023, QCTV sent a Request for Proposal (RFP) to thirteen website developers to identify a partner to rebuild QCTV's website. QCTV received proposals from Gemini Creative, One Wheel Marketing, Iceberg Web Design, BizzyWeb LLC, and SKOL Marketing. Proposals ranged from \$26,850.00 - \$101,200.00 in cost. After evaluating each of the proposals in detail, QCTV staff recommended proceeding with Iceberg Web Design and entered a contract with Iceberg in May of 2023. The cost outlined in the initial scope of work totaled \$26,525.00.

During the course of the project, QCTV approved two change orders with Iceberg. The first change order of \$4,550.00 occurred in November 2023 for wireframe design changes, bringing the total cost to \$31,075.00. The second change order for \$6,650.00 was approved in February of 2024 to cover the cost of bringing on an API specialist to assist in integrating Cablecast/Tightrope video into QCTV's website. This brought the total cost to \$37,725.00.

In late August, Iceberg Web Design informed QCTV staff that they would be unable to complete the website and needed to exit the contract citing difficulty with the video integration. Iceberg offered QCTV a 50% refund with ownership of the development web site; or, a 100% refund without ownership of the development web site. QCTV countered with a 75% refund to take the site contingent on a viability consultation from a 3rd party video integrator. Iceberg rejected this counter and reiterated the previous offer.

Settlement Options

- Implement Iceberg's 50% refund and claim ownership of the development site as-is with the intent of hiring a new developer to finish the project.
- Implement Iceberg's 100% refund and initiate an RFP process.
- Implement Iceberg's 100% refund and identify vendors with a track record of integrating Tightrope API, seek quotes to build a new website.

Action Requested:

Approve settlement agreement with Iceberg Web Design for 100% refund without ownership of the development web site.

Direct staff to seek web site development quotes from verified vendors with API integration success with Cablecast/Tightrope.

Alternative Actions:

Approve 50% refund and seek vendor to integrate API with CableCast/Tightrope.
Provide direction to staff for alternate negotiation points.

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release (“Agreement”) is entered into by and between Quad Cities Community Television. (“QCTV”) and Iceberg Web Design. (“Iceberg”). QCTV and Iceberg may be collectively referred to as “the Parties.”

WHEREAS, QCTV engaged and entered into a contract with Iceberg to perform web design services for QCTV’s update to its current webpage pursuant to a services agreement entered into on August 8, 2023 (hereinafter referred to as the “Web Design Agreement”), and

WHEREAS, Iceberg undertook to design and develop the website for QCTV, and

WHEREAS, due to unforeseen technical difficulties, Iceberg was not able to complete the design, creation, and implementation of the website for QCTV as contemplated under the Website Design Agreement; and,

WHEREAS, Iceberg has determined that it does not have the desire to complete the design of the QCTV website as set forth in the Website Design Agreement or invest any additional time or funds towards completing the project; and,

WHEREAS, Iceberg has communicated its desire to end its work on the QCTV project and discontinue providing any further services under the Website Design Agreement to QCTV at this time; and

WHEREAS, the Parties determined that it is desirable and beneficial for them to settle, compromise, and resolve the disputes between them in the manner and on the terms and conditions set forth in this Settlement Agreement.

NOW THEREFORE, in consideration of the foregoing and in exchange for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agreed as follows:

1. **Recitals Incorporated.** The recitals listed above are true and correct and hereby incorporated into the terms of this settlement and release agreement by reference herein.
2. **Terms of Payment.** The Parties mutually agree to the following terms of payment under this Settlement Agreement:

Iceberg shall refund to QCTV the entire amount of the Web Design Agreement contract price of thirty-five thousand, nine hundred twenty-three dollars and fourteen cents. (\$35,923.14) (herein after the “Full Payment”) of the contract price that has been paid to Iceberg.

3. **Mutual Release.** In consideration of the above, QCTV hereby releases and forever discharges Iceberg, along with its administrators, officers, directors, agents, board members, management, members, employees, successors, and assigns, from any and all manner of action or actions, claims, causes of action, charges, complaints, contests, defenses, suit, damages, judgment,

levies, executions, and/or demands of any kind whatsoever, in law or in equity that QCTV has made or could have made, or may have or claim to have, upon or by reason of any manner, act, or thing prior to the date of this Agreement, including, without limiting the generality of the foregoing, any and all claims arising or said to arise or derived from the circumstances regarding the services provided under the Web Design Agreement.

Iceberg hereby releases and forever discharges QCTV, along with its administrators, officers, directors, agents, board members, management, members, employees, successors, and assigns, from any and all manner of action or actions, claims, causes of action, charges, complaints, contests, defenses, suit, damages, judgment, levies, executions, and/or demands of any kind whatsoever, in law or in equity that Iceberg has made or could have made, or may have or claim to have, upon or by reason of any manner, act, or thing prior to the date of this Agreement, including, without limiting the generality of the foregoing, any and all claims arising or said to arise or derived from the circumstances regarding the services provided under the Web Design Agreement.

4. **Discontinuation of Services.** Upon execution of this Settlement Agreement, Iceberg shall discontinue any website hosting, website development, scoping, or other services to QCTV under the Website Design Agreement unless specifically requested by QCTV in writing.

5. **Costs and Expenses.** The Parties agree to bear their own costs and expenses incurred in this the formation, negotiation, and drafting of this Settlement and Release Agreement, including, without limitation, all attorney's fees and other expenses relating to the matter and the resolution thereof.

6. **Non-Admission.** Nothing in this Agreement shall be construed to be an admission of liability by any party.

7. **Entire Agreement.** This Agreement constitutes the agreement between the Parties. Any subsequent modification of this Agreement must be in writing and signed by all Parties to this Agreement to be effective.

8. **Governing Law.** This Agreement shall become valid when executed by the Parties. The Agreement is governed by and is to be construed in accordance with the laws of the State of Minnesota.

9. **Counsel.** The Parties acknowledge that they have consulted with legal counsel or have had the opportunity to consult with legal counsel of their choice regarding the terms and conditions of this Agreement. The Parties further acknowledge that they are entering into this Agreement of their own free will and that they understand and fully agree to each and every provision contained in this Agreement.

10. **Photocopies and Counterparts.** This Agreement may be executed simultaneously or in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same Agreement. Photocopies of the executed signatory page(s) shall be deemed originals for the purposes of this Agreement.

WHEREFORE, by setting forth their signatures below, the Parties agree to the foregoing.

QUAD CITIES COMMUNITY TELEVISION

Dated: _____

By: _____

Its: _____

ICEBERG WEB DESIGN

Dated: _____

By: _____

Its: _____

4471341.1

5.3 Capital Request – LiveU Encoders

November 12, 2024

To: Karen George, Executive Director
From: Patrick Cook, Technology Manager
Subject: Capital Request – LiveU Encoders

Background

QCTV uses LiveU equipment to send and receive remote signals, including those from the Andover, Anoka and Ramsey City Halls. Please note, Champlin City Hall is connected via direct fiber and does not utilize LiveU equipment. The current encoders are past their projected lifespan and are no longer supported. This request is for three new LiveU LU610s encoders, one for each of the three city halls. The corresponding decoder at the QCTV office was replaced earlier this year. These LiveU systems come with one year of support. Subsequent years require a Service Level Agreements (SLAs) to keep the systems current. Staff will program future SLA amounts into the annual budget. Multiple quotes were received for this purchase. The lowest quote was received from B&H Photo.

Recommendation:

Replace the LiveU encoders at Andover, Anoka and Ramsey City Halls.

Capital Budget:

The items in this request are included in the 5-Year Capital Plan for purchase in 2024 within the City Equipment ZCIP.

Action Requested:

Approve the purchase of the three LiveU encoders from B&H for \$17,400.00 plus 3% for freight and necessary accessory items for a project total not to exceed **\$17,922.00**.

Alternative Actions

- Direct staff to reevaluate technology used for signal transport and return with an alternative solution.

PJC/pjc