

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

March 20, 2025, 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 January 16, 2025, commission meeting.
 - 4.2. Treasurer
 - 4.2.1. December, January Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Resolution to support P.E.G. Cable Television
 - 5.2. CIP – Tripods
 - 5.3. Other
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF JANUARY 16, 2025

CALL TO ORDER – 1

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

Chair Barthel welcomed the new members that have recently been appointed to the Commission. He also recognized the previous members Ryan Sabas, Dave Berkowitz, and Matt Woestehoff for the service they provided.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Brian Hagen, Ramsey; Dan Specht, Ramsey; Sarah Cotton, Andover; and Jamie Barthel, Andover.

Commissioners absent: Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

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

APPROVAL OF AGENDA – 3

Motion was made by Skogquist and seconded by Cotton 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 November 21, 2024

Motion was made by Skogquist and seconded by Specht to approve the November 21, 2024 minutes as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. September, October, November Financial Reports

Commissioner Skogquist reported that the third quarter PEG and franchise fee payments were received on December 2nd and are therefore not included in these reports. He provided an overview of the reports noting the continued decline in PEG and franchise fees and investment CDs that will soon come due.

Motion was made by Specht and seconded by Cotton to accept the September, October and November Financial Reports.

5 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George welcomed the new members and looked forward to their new ideas as they embark on the next five-year strategic planning process. She provided an overview of her written report highlighting potential legislative requests and the upcoming audit which will be performed in May. She noted the social media report and referenced some positive feedback that the organization has received.

4.4 Commission Organization Items

Ms. George stated that the bylaws require an organizational meeting to be held in the first quarter following a municipal election. She stated that proposed meeting dates and times were included in the packet as well as information on the Commission and Committee per diems. She stated that new officers will need to be appointed at this time or another meeting within the first quarter.

Chair Barthel confirmed the consensus of the Commission to keep the meeting dates and times and per diem rates as presented.

Chair Barthel commented that he would like to return to have two elected officials and two City Administrators on the Executive Committee to ensure representation. He stated that he would like to remain as Chair, Bret Heitkamp remain as Vice Chair, Erik Skogquist remain as Treasurer, and recommended that Brian Hagen be appointed as Secretary. He explained that would provide a mix between the City Administrators and elected officials as well as ensuring each member city is represented.

Motion was made by Cotton and seconded by Specht to appoint Jamie Barthel as Chair, Bret Heitkamp as Vice Chair, Brian Hagen as Secretary, and Erik Skogquist as Treasurer.

5 ayes – 0 nays. Motion carried.

GENERAL BUSINESS – 5

5.1 Designate Depository

Ms. George stated that there are no changes proposed to the current depositories.

Motion was made by Specht and seconded by Hagen to designate US Bank as the official depository for 2025; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2025 for investment and cash management purposes only; and that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

5 ayes – 0 nays. Motion carried.

Ms. George commented that historically the organization has provided a capital improvement payment to member cities. She stated that a recommendation was made for 2025 following the audit and was also voted on by the Commission during 2024, noting that the 2025 payment will soon be issued to the member cities.

5.2 Strategic Plan 2024 Achievements and 2025 Objectives

Ms. George stated that the 2024 objectives have been completed and are detailed within the packet. She stated that the five-year plan was also included. She stated that the 2025 objectives have also been broken down by quarter to plan for the work to occur this year. She referenced the cable subscriber survey that was completed in 2024, with results then presented to the Board, noting that a one-page summary has been provided in the packet for the member cities.

5.3 CIP - Website

Ms. George provided background information and direction of the Commission at the last meeting. She stated that since that time staff have been diligently working on this matter.

Mr. Cook stated that staff looked at the list of providers that previously provided proposals and staff also found additional providers they could solicit through recommendations of other similar organizations. He stated that Gemini did submit a previous proposal and came highly recommended. He noted that a total of four providers were found and two chose to submit proposals.

Mr. Burke stated that a breakdown of the costs from both proposers was included in the packet. He noted that staff met with both companies and while they believe that both could do a great job there was a significant difference in cost and therefore staff recommend moving forward with Gemini.

Ms. George stated that this is a unique situation in which \$40,000 was included in the previous budget for this purpose and because a full refund was received for the previous process, those funds were deposited into the general fund. She explained that the Commission would be asked to direct staff to execute the contract and to amend the ZCIP as presented in the staff report.

Chair Barthel stated that the old vendor thought the cost would be \$40,000 and charged that amount, which was then refunded. He asked if this vendor believes that they can complete the process for \$28,000.

Ms. George stated that the original proposal from the previous vendor was around \$26,000. She stated that in a project of this size, there will most likely be change orders, which is why a larger amount had been budgeted and authorized by the Board. She stated that with the change orders from the previous vendor, the cost was about \$36,000.

Commissioner Specht asked if some of the design aspects from the previous vendor could be kept.

Ms. George stated that part of the negotiated agreement from that contract was that the design materials could not be kept. She stated that the organization has, however, retained the institutional knowledge as to how things were created and design elements that they liked.

Commissioner Hagen asked if there was any discussion with Gemini about potential change orders and whether previous change order items would be included in the contract.

Ms. George stated that staff feel confident that the provider can deliver the desired result with the API integration. She stated that they are really asking for a unique development integration.

Mr. Burke stated that Gemini was not only a responder in the first process but was also recommended by Cablecast.

Chair Barthel stated that he feels great moving forward with Gemini and was pleased to see the same budgeted amount.

Motion was made by Specht and seconded by Skogquist to direct staff to execute a contract with Gemini Creative to rebuild the QCTV website, not to

exceed the capital budget of \$40,000, and to amend the ZCIP Office Equipment budget line item to \$40,000.

5 ayes – 0 nays. Motion carried.

5.4 CIP - Server

Mr. Cook provided background information on the need for the project and requested equipment purchase. He noted that this would more than double the current capacity.

Commissioner Specht asked if there has been consideration of cloud-based solutions.

Mr. Cook replied that the video files get quite large, and they need direct access. He noted that cloud storage could be a good fit for archives. He noted that cloud services often have a cost or delay in retrieving files.

Chair Barthel stated that this item was included in the 2025 capital plan and is less than the budgeted amount.

Motion was made by Specht and seconded by Cotton to approve the purchase of Server expansion chassis for the lowest quoted price of \$18,554.48 plus 5% for freight and necessary accessory items for a project total not to exceed \$19,482.20.

5 ayes – 0 nays. Motion carried.

5.5 Other

None.

ADJOURN – 6

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

5 ayes – 0 nays. Motion carried.

Time of adjournment 11:32 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

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

PRE-AUDIT

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,961,083.36
- Google AdSense	89.41
- PayPay acct	214.07
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,797,640.91
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,764,277.75
 Fixed Assets	 0.00
 TOTAL ASSETS	 \$ 3,764,277.75
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,450.07
Other Current Liabilities	0.12
Total Current Liabilities	\$ 23,450.19
 Equity	 3,740,827.56
TOTAL LIABILITIES AND EQUITY	\$ 3,764,277.75 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,264,277.75 (\$4.5M 5-Year Cap Plan)

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

PRE-AUDIT

	Dec 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 20.87	\$ (20.87)	0.00%	\$ 267.03	\$ 250.00	\$ 17.03	106.81%
Equipment Grant		5,833.37	(5,833.37)	0.00%	69,018.85	70,000.00	(981.15)	98.60%
Franchise Fees	200,367.76	77,916.63	122,451.13	257.16%	653,287.65	935,000.00	(281,712.35)	69.87%
Interest Income	10,854.84	3,333.37	7,521.47	325.64%	149,696.51	40,000.00	109,696.51	374.24%
Miscellaneous Income	89.41	41.63	47.78	214.77%	3,210.48	500.00	2,710.48	642.10%
PEG Fee	106,403.63	40,364.87	66,038.76	263.60%	346,046.87	484,378.00	(138,331.13)	71.44%
Total Income	317,715.64	127,510.74	190,204.90	249.17%	1,221,527.39	1,530,128.00	(308,600.61)	79.83%
Expenses								
A-PERA Expense	4,543.82	4,722.00	(178.18)	96.23%	60,649.48	56,664.00	3,985.48	107.03%
A-SS/Medicare Expense	4,636.87	4,816.50	(179.63)	96.27%	55,879.28	57,798.00	(1,918.72)	96.68%
A-Wages - Full-time	49,063.34	51,002.12	(1,938.78)	96.20%	607,047.29	612,025.00	(4,977.71)	99.19%
A-Wages - Part-time	11,893.00	11,958.37	(65.37)	99.45%	131,670.27	143,500.00	(11,829.73)	91.76%
Accounting / HR Services	2,065.41	1,375.00	690.41	150.21%	23,001.45	16,500.00	6,501.45	139.40%
Ads/Promos/Sponsorships		916.63	(916.63)	0.00%	12,909.12	11,000.00	1,909.12	117.36%
Andover Capital Equipment		416.63	(416.63)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	2,050.25	1,333.37	716.88	153.76%	15,419.76	16,000.00	(580.24)	96.37%
Anoka Capital Equipment	111.95	416.63	(304.68)	26.87%	1,343.40	5,000.00	(3,656.60)	26.87%
Audit		1,583.37	(1,583.37)	0.00%	18,622.00	19,000.00	(378.00)	98.01%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	935.00	208.37	726.63	448.72%	1,214.00	2,500.00	(1,286.00)	48.56%
Building - Cleaning	465.00	600.00	(135.00)	77.50%	6,164.86	7,200.00	(1,035.14)	85.62%
Building - Insurance		569.38	(569.38)	0.00%	8,458.00	6,833.00	1,625.00	123.78%
Building - Maintenance		833.37	(833.37)	0.00%	15,931.48	10,000.00	5,931.48	159.31%
Building - Supplies	99.88	125.00	(25.12)	79.90%	1,082.95	1,500.00	(417.05)	72.20%
Car Allowance	446.05	250.00	196.05	178.42%	2,946.05	3,000.00	(53.95)	98.20%
Cell Phone - Allowance	500.00	550.00	(50.00)	90.91%	6,000.00	6,600.00	(600.00)	90.91%
Champlin Capital Equipment	84.90	416.63	(331.73)	20.38%	1,018.80	5,000.00	(3,981.20)	20.38%
City Sewer & Water	323.76	250.00	73.76	129.50%	2,862.66	3,000.00	(137.34)	95.42%
Commission Expense	5,165.10	208.37	4,956.73	2478.81%	6,091.59	2,500.00	3,591.59	243.66%
Consulting Services		5,833.37	(5,833.37)	0.00%	30,717.00	70,000.00	(39,283.00)	43.88%

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

PRE-AUDIT

	Dec 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,297.24	1,666.63	(369.39)	77.84%	17,497.28	20,000.00	(2,502.72)	87.49%
Emp / Comm Appreciation	328.65	208.37	120.28	157.72%	328.65	2,500.00	(2,171.35)	13.15%
Equip/Repair/Supply/Software	3,859.39	1,666.63	2,192.76	231.57%	10,588.08	20,000.00	(9,411.92)	52.94%
Federal Unempl Expense		70.87	(70.87)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	(81.82)	7,204.75	(7,286.57)	-1.14%	79,099.31	86,457.00	(7,357.69)	91.49%
Insurance - Deductibles		41.63	(41.63)	0.00%	27.65	500.00	(472.35)	5.53%
Insurance - Liability / Bonds		416.63	(416.63)	0.00%	4,759.00	5,000.00	(241.00)	95.18%
Lawn Service		583.37	(583.37)	0.00%	3,527.48	7,000.00	(3,472.52)	50.39%
Legal Fees		1,250.00	(1,250.00)	0.00%	7,783.50	15,000.00	(7,216.50)	51.89%
Licenses and Permits		250.00	(250.00)	0.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Meals		83.37	(83.37)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.37	(833.37)	0.00%	9,030.00	10,000.00	(970.00)	90.30%
Mileage	219.29	583.37	(364.08)	37.59%	4,934.08	7,000.00	(2,065.92)	70.49%
Miscellaneous Expenses		41.63	(41.63)	0.00%	(626.19)	500.00	(1,126.19)	-125.24%
Natural Gas	795.54	291.63	503.91	272.79%	2,619.09	3,500.00	(880.91)	74.83%
Office Supplies / Equipment	272.73	500.00	(227.27)	54.55%	2,796.01	6,000.00	(3,203.99)	46.60%
Total Payroll Expenses	93.42	0.00	93.42		93.42	0.00	93.42	
Payroll Expenses (ADP/HSA)	293.00	250.00	43.00	117.20%	3,598.00	3,000.00	598.00	119.93%
Postage	21.39	41.63	(20.24)	51.38%	311.93	500.00	(188.07)	62.39%
Printing / Copy Services		41.63	(41.63)	0.00%	58.44	500.00	(441.56)	11.69%
Professional Development	1,700.00	2,250.00	(550.00)	75.56%	14,084.22	27,000.00	(12,915.78)	52.16%
Publications		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	106.14	416.63	(310.49)	25.48%	1,273.68	5,000.00	(3,726.32)	25.47%
Reimbursements	0.00		0.00		490.91	0.00	490.91	
Sales Tax		20.87	(20.87)	0.00%	27.00	250.00	(223.00)	10.80%
Secretary Services		166.63	(166.63)	0.00%	1,336.00	2,000.00	(664.00)	66.80%
Snow Plowing Service	405.56	541.63	(136.07)	74.88%	2,702.47	6,500.00	(3,797.53)	41.58%
State Unemploy Exp		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance		625.00	(625.00)	0.00%	5,956.06	7,500.00	(1,543.94)	79.41%
Studio Sets		291.63	(291.63)	0.00%	0.00	3,500.00	(3,500.00)	0.00%

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

PRE-AUDIT

	Dec 2024				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services	600.46	2,791.63	(2,191.17)	21.51%	29,236.40	33,500.00	(4,263.60)	87.27%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	21.27	1,250.00	(1,228.73)	1.70%	12,144.00	15,000.00	(2,856.00)	80.96%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,428.00	1,500.00	(72.00)	95.20%
Vehicle - Maintenance / Gas	63.80	625.00	(561.20)	10.21%	3,148.86	7,500.00	(4,351.14)	41.98%
Waste Removal	98.84	200.00	(101.16)	49.42%	1,089.94	2,400.00	(1,310.06)	45.41%
Web / VOD / Int / CaTV / Phone	1,264.69	2,333.37	(1,068.68)	54.20%	28,568.28	28,000.00	568.28	102.03%
Work Comp Insurance	187.00	216.63	(29.63)	86.32%	2,968.00	2,600.00	368.00	114.15%
Total Expenses	93,930.92	116,681.38	(22,750.46)	80.50%	1,261,908.99	1,400,177.00	(138,268.01)	90.12%
Net Income	\$ 223,784.72	\$ 10,829.36	\$ 212,955.36	2066.46%	\$ (40,381.60)	\$ 129,951.00	\$ (170,332.60)	-31.07%

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%	138,524.81	177,000.00	(38,475.19)	78.26%
ZCIP - Champlin			0.00		20,000.00	0.00	20,000.00	
ZCIP - Master Control Equipment		20,583.37	(20,583.37)	0.00%	12,732.91	247,000.00	(234,267.09)	5.16%
ZCIP - Mobile Vehicles & Equipment		9,250.00	(9,250.00)	0.00%	68,036.65	111,000.00	(42,963.35)	61.29%
ZCIP - Office Equipment	(35,923.14)	5,708.37	(41,631.51)	-629.31%	(21,519.54)	68,500.00	(90,019.54)	-31.42%
ZCIP - Portable Field Equipment		5,666.63	(5,666.63)	0.00%	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		17,208.37	(17,208.37)	0.00%	52,375.97	206,500.00	(154,124.03)	25.36%
	\$ (35,923.14)	\$ 73,166.74	\$ (109,089.88)	-6.29	\$ 388,094.91	\$ 878,000.00	\$ (489,905.09)	2.24

QCTV Bank Reconciliation
December 2024

Beginning Balance - 4M Statement	\$1,716,769.74
Less: Cleared Checks/Withdrawals	(98,772.43)
Plus: 4M Fund Interest	4,036.43
Plus: Bank Deposits/Credits	342,870.30
Bank Balance	\$1,964,904.04
Book Balance	1,964,904.04
Adjusted Book Balance	1,964,904.04
Difference:	\$0.00

Completed by: AH

Quad Cities Communications Commission

Bill Payment List

December 2024

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/12/2024	15307	ACE Solid Waste, Inc.	-\$98.84
12/12/2024	15308	AT&T Mobility	-\$305.84
12/12/2024	15309	B&H Photo-Video	-\$1,276.03
12/12/2024	15310	BizzyWeb, LLC	-\$1,350.00
12/12/2024	15311	Bret Heitkamp	-\$360.00
12/12/2024	15312	CenterPoint Energy	-\$233.41
12/12/2024	15313	City of Champlin	-\$163.23
12/12/2024	15314	Comcast Cable	-\$883.46
12/12/2024	15315	Coordinated Business Systems, LTD	-\$16.61
12/12/2024	15316	Creative Forms & Concepts	-\$75.88
12/12/2024	15317	Daniel E. Specht	-\$180.00
12/12/2024	15318	David Berkowitz	-\$60.00
12/12/2024	15319	Erik A Skogquist	-\$420.00
12/12/2024	15320	HealthEquity Inc.	-\$23.70
12/12/2024	15321	Huebsch	-\$49.94
12/12/2024	15322	James Dickinson	-\$60.00
12/12/2024	15323	James R. Erickson	-\$160.00
12/12/2024	15324	Jamie A. Barthel	-\$420.00
12/12/2024	15325	League of MN Cities Insurance Trust	-\$187.00
12/12/2024	15326	Lucky Clover, Inc.	-\$465.00
12/12/2024	15327	Matthew Woestehoff	-\$360.00
12/12/2024	15328	NAC Building Solutions	-\$683.00
12/12/2024	15330	Pete C. Andersen	-\$240.00
12/12/2024	15331	Peter James Hayes	-\$400.00
12/12/2024	15332	Ryan Sabas	-\$120.00
12/12/2024	15333	Strategic Hawks, Ilc	-\$320.00
12/12/2024	15334	T-Mobile	-\$124.60
12/12/2024	15335	Timesavers	-\$167.00
12/12/2024	15336	Timothy Anderson	-\$320.00
12/12/2024	15337	U.S. Bank Corporate	-\$1,790.21
12/12/2024	15338	Xcel Energy	-\$1,299.45
12/13/2024	15339	HealthEquity Inc.	-\$480.68
12/13/2024	W D	Minnesota State Retirement System	-\$250.00
12/13/2024	W D	PERA	-\$4,116.42
12/27/2024	15340	HealthEquity Inc.	-\$351.00
12/27/2024	W D	Minnesota State Retirement System	-\$250.00
12/27/2024	W D	PERA	-\$4,365.35
Total for Quad Cities Commission			-\$22,426.65
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12/12/2024	15329	NATOA	\$0.00
Total for --			\$0.00
			<hr/> -\$22,426.65 <hr/>

Quad Cities Communications Commission
Balance Sheet Summary
As of January 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,156,948.02
- Google AdSense	163.44
- PayPay acct	214.07
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,804,282.95
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,966,858.48
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,966,858.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	32,514.40
Other Current Liabilities	0.11
Total Current Liabilities	\$ 32,514.51
Equity	3,934,343.97
TOTAL LIABILITIES AND EQUITY	\$ 3,966,858.48 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,466,858.48 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
 January - December 2025

	Jan 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ -	\$ 8.33	\$ (8.33)	0.00%	\$ -	\$ 100.00	\$ (100.00)	0.00%
Equipment Grant		5,858.33	(5,858.33)	0.00%	-	70,300.00	(70,300.00)	0.00%
Franchise Fees	212,078.59	75,000.00	137,078.59	282.77%	212,078.59	900,000.00	(687,921.41)	23.56%
Interest Income	35,950.61	8,333.33	27,617.28	431.41%	35,950.61	100,000.00	(64,049.39)	35.95%
Miscellaneous Income	74.03	250.00	(175.97)	29.61%	74.03	3,000.00	(2,925.97)	2.47%
PEG Fee	112,061.09	39,583.33	72,477.76	283.10%	112,061.09	475,000.00	(362,938.91)	23.59%
Total Income	360,164.32	129,033.32	231,131.00	279.13%	360,164.32	1,548,400.00	(1,188,235.68)	23.26%
Expenses								
A-PERA Expense	4,584.75	5,015.00	(430.25)	91.42%	4,584.75	60,180.00	(55,595.25)	7.62%
A-SS/Medicare Expense	4,678.28	5,114.42	(436.14)	91.47%	4,678.28	61,373.00	(56,694.72)	7.62%
A-Wages - Full-time	49,792.78	54,355.33	(4,562.55)	91.61%	49,792.78	652,264.00	(602,471.22)	7.63%
A-Wages - Part-time	11,650.62	12,500.00	(849.38)	93.20%	11,650.62	150,000.00	(138,349.38)	7.77%
Accounting / HR Services	2,752.35	2,083.33	669.02	132.11%	2,752.35	25,000.00	(22,247.65)	11.01%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	-	11,000.00	(11,000.00)	0.00%
Andover Capital Equipment	52.91	416.67	(363.76)	12.70%	52.91	5,000.00	(4,947.09)	1.06%
Announcers Fees	2,160.00	1,333.33	826.67	162.00%	2,160.00	16,000.00	(13,840.00)	13.50%
Anoka Capital Equipment	164.86	416.67	(251.81)	39.57%	164.86	5,000.00	(4,835.14)	3.30%
Audit		1,583.33	(1,583.33)	0.00%	-	19,000.00	(19,000.00)	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%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	465.00	541.67	(76.67)	85.85%	465.00	6,500.00	(6,035.00)	7.15%
Building - Insurance		583.33	(583.33)	0.00%	-	7,000.00	(7,000.00)	0.00%
Building - Maintenance	465.72	833.33	(367.61)	55.89%	465.72	10,000.00	(9,534.28)	4.66%
Building - Supplies	49.94	125.00	(75.06)	39.95%	49.94	1,500.00	(1,450.06)	3.33%
Car Allowance	250.00	250.00	-	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	500.00	575.00	(75.00)	86.96%	500.00	6,900.00	(6,400.00)	7.25%
Champlin Capital Equipment	137.81	416.67	(278.86)	33.07%	137.81	5,000.00	(4,862.19)	2.76%
City Sewer & Water	199.10	250.00	(50.90)	79.64%	199.10	3,000.00	(2,800.90)	6.64%
Commission Expense	(83.00)	208.33	(291.33)	-39.84%	(83.00)	2,500.00	(2,583.00)	-3.32%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jan 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	2,494.00	4,166.67	(1,672.67)	59.86%	2,494.00	50,000.00	(47,506.00)	4.99%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,565.05	1,666.67	(101.62)	93.90%	1,565.05	20,000.00	(18,434.95)	7.83%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	486.82	1,250.00	(763.18)	38.95%	486.82	15,000.00	(14,513.18)	3.25%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	16,051.37	8,174.58	7,876.79	196.36%	16,051.37	98,095.00	(82,043.63)	16.36%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		582.67	(582.67)	0.00%	-	6,992.00	(6,992.00)	0.00%
Lawn Service		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Legal Fees		1,250.00	(1,250.00)	0.00%	-	15,000.00	(15,000.00)	0.00%
Licenses and Permits		333.33	(333.33)	0.00%	-	4,000.00	(4,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	8,000.00	1,250.00	6,750.00	640.00%	8,000.00	15,000.00	(7,000.00)	53.33%
Mileage	272.12	583.33	(311.21)	46.65%	272.12	7,000.00	(6,727.88)	3.89%
Miscellaneous Expenses		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Natural Gas	775.05	291.67	483.38	265.73%	775.05	3,500.00	(2,724.95)	22.14%
Office Supplies / Equipment	77.82	500.00	(422.18)	15.56%	77.82	6,000.00	(5,922.18)	1.30%
Total Payroll Expenses	288.63	-	288.63		288.63	-	288.63	
Payroll Expenses (ADP/HSA)	299.00	250.00	49.00	119.60%	299.00	3,000.00	(2,701.00)	9.97%
Postage	61.80	41.67	20.13	148.31%	61.80	500.00	(438.20)	12.36%
Printing / Copy Services		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
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	159.04	416.67	(257.63)	38.17%	159.04	5,000.00	(4,840.96)	3.18%
Sales Tax		4.17	(4.17)	0.00%	-	50.00	(50.00)	0.00%
Secretary Services	172.00	125.00	47.00	137.60%	172.00	1,500.00	(1,328.00)	11.47%
Snow Plowing Service	175.00	541.67	(366.67)	32.31%	175.00	6,500.00	(6,325.00)	2.69%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	1,082.92	558.33	524.59	193.96%	1,082.92	6,700.00	(5,617.08)	16.16%
Studio Sets		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jan 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services	18,827.15	4,208.33	14,618.82	447.38%	18,827.15	50,500.00	(31,672.85)	37.28%
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	-	15,000.00	(15,000.00)	0.00%
Vehicle - Insurance		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Maintenance / Gas	142.00	625.00	(483.00)	22.72%	142.00	7,500.00	(7,358.00)	1.89%
Waste Removal	98.84	125.00	(26.16)	79.07%	98.84	1,500.00	(1,401.16)	6.59%
Web / VOD / Int / CaTV / Phone	1,652.50	2,375.00	(722.50)	69.58%	1,652.50	28,500.00	(26,847.50)	5.80%
Work Comp Insurance		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Total Expenses	130,502.23	122,492.00	8,010.23	106.54%	130,502.23	1,469,904.00	(1,339,401.77)	8.88%
Net Income	\$ 229,662.09	\$ 6,541.32	\$ 223,120.77	3510.94%	\$ 229,662.09	\$ 78,496.00	\$ 151,166.09	292.58%
ZCIP - Andover	\$ 5,800.00	\$ 2,083.33	\$ 3,716.67	278.40%	\$ 5,800.00	\$ 25,000.00	\$ (19,200.00)	23.20%
ZCIP - Anoka	5,800.00	2,083.33	3,716.67	278.40%	5,800.00	25,000.00	(19,200.00)	23.20%
ZCIP - Building		8,750.00	(8,750.00)	0.00%	-	105,000.00	(105,000.00)	0.00%
ZCIP - Champlin		2,083.33	(2,083.33)	0.00%	-	25,000.00	(25,000.00)	0.00%
ZCIP - Master Control Equipment	18,554.58	10,708.33	7,846.25	173.27%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment		54,875.00	(54,875.00)	0.00%	-	658,500.00	(658,500.00)	0.00%
ZCIP - Office Equipment		2,333.33	(2,333.33)	0.00%	-	28,000.00	(28,000.00)	0.00%
ZCIP - Portable Field Equipment		5,083.33	(5,083.33)	0.00%	-	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey	5,800.00	2,083.33	3,716.67	278.40%	5,800.00	25,000.00	(19,200.00)	23.20%
ZCIP - Studio		9,683.33	(9,683.33)	0.00%	-	116,200.00	(116,200.00)	0.00%
	\$ 35,954.58	\$ 99,766.64	\$ (63,812.06)		\$ 35,954.58	\$ 1,197,200.00	\$ (1,161,245.42)	

QCTV Bank Reconciliation

January 2025

Beginning Balance - 4M Statement	1,964,904.04
Less: Cleared Checks/Withdrawals	(142,518.56)
Plus: 4M Fund Interest	29,308.57
Plus: Bank Deposits/Credits	324,139.68
Bank Balance	\$2,175,833.73
Book Balance	2,175,833.73
Adjusted Book Balance	2,175,833.73
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

January 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/03/2025	15341	Aurora Consulting	-3,000.00
01/03/2025	15342	B&H Photo-Video	-694.17
01/03/2025	15343	Barna, Guzy & Steffen, LTD	-390.00
01/03/2025	15344	City of Andover	-1,821.31
01/03/2025	15345	Comcast 2	-511.92
01/03/2025	15346	Coordinated Business Systems, LTD	-27.72
01/03/2025	15347	Gerald S. Thomson	-240.00
01/03/2025	15348	Grady's Ace Hardware	-55.56
01/03/2025	15349	HealthPartners Inc	-7,027.00
01/03/2025	15350	James R. Erickson	-240.00
01/03/2025	15351	Joe G. Ruhland	-480.00
01/03/2025	15352	Lynde Enterprises, Inc.	-350.00
01/03/2025	15353	Maza Technologies, LLC	-1,761.20
01/03/2025	15354	Municipal Captioning Inc.	-17,085.75
01/03/2025	15355	National Assoc. of Telecommunications Officers	-3,230.00
01/03/2025	15356	Pete C. Andersen	-160.00
01/03/2025	15357	Peter James Hayes	-210.25
01/03/2025	15358	T-Mobile	-124.60
01/03/2025	15359	The Lincoln National Life Ins. Co.	-541.46
01/03/2025	15360	Timothy Anderson	-160.00
01/03/2025	15361	Verizon	-120.03
01/10/2025	15362	HealthEquity Inc.	-486.58
01/10/2025	W D	Minnesota State Retirement System	-250.00
01/10/2025	W D	PERA	-3,960.73
01/24/2025	15363	ACE Solid Waste, Inc.	-98.84
01/24/2025	15364	Alliance for Community Media	-2,000.00
01/24/2025	15365	Amazon Capital Services	-101.18
01/24/2025	15366	AT&T Mobility	-400.96
01/24/2025	15367	B&H Photo-Video	-19,557.96
01/24/2025	15368	CenterPoint Energy	-562.13
01/24/2025	15369	City of Andover	-2,086.80
01/24/2025	15370	City of Champlin	-160.53
01/24/2025	15371	Comcast 2	-519.26
01/24/2025	15372	Comcast Cable	-890.63
01/24/2025	15373	HealthEquity Inc.	-43.70
01/24/2025	15374	HealthPartners Inc	-7,027.00
01/24/2025	15375	Huebsch	-49.94
01/24/2025	15376	Ideal Advertising	-935.00
01/24/2025	15377	Lucky Klover, Inc.	-465.00
01/24/2025	15378	Maza Technologies, LLC	-1,757.20
01/24/2025	15379	Strategic Hawks, Ilc	-320.00
01/24/2025	15380	The Lincoln National Life Ins. Co.	-541.46
01/24/2025	15381	U.S. Bank Corporate	-1,877.27
01/24/2025	15382	Xcel Energy	-1,297.24

Quad Cities Communications Commission

Bill Payment List

January 2025

DATE	NUM	VENDOR	AMOUNT
01/24/2025	15383	HealthEquity Inc.	-486.58
01/24/2025	W D	Minnesota State Retirement System	-250.00
01/24/2025	W D	PERA	-4,597.49
01/30/2025	15384	Barna, Guzy & Steffen, LTD	-39.00
01/30/2025	15385	Coordinated Business Systems, LTD	-16.09
01/30/2025	15386	Lynde Enterprises, Inc.	-175.00
01/30/2025	15387	Minnesota Assoc. of Community Telecommunications	-6,000.00
01/30/2025	15388	ODP Business Solutions, LLC	-61.73
01/30/2025	15389	Sterling Trophy	-17.00
01/30/2025	15390	Strategic Hawks, Ilc	-320.00
01/30/2025	15391	Verizon	-120.03
Total for Quad Cities Commission			\$ -95,703.30

INVESTMENT SCHEDULE

2/28/2025

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account						
4M Fund			\$ 1,398,644.29		4.305%	
4M Plus			296,884.68		4.322%	
			<u>1,695,528.97</u>			
CD - Financial Federal Bank, TN	1358132-1	227,600.00	227,600.00	249,843.69	4.900%	1/16/2026
CD - First National Bank, AR	1358133-1	221,950.00	221,950.00	249,867.08	4.189%	1/19/2027
			<u>449,550.00</u>			
			<u>\$ 2,145,078.97</u>			
Investments - Cash Flow Reserves						
4M Fund			\$ 176.53		4.305%	
4M Plus			558,816.34		4.322%	
no investments			-			
			<u>558,992.87</u>			
Investments - Building						
4M Fund			409,719.00		4.305%	
no investments			-			
			<u>409,719.00</u>			
Investments - Capital						
4M Fund			832,273.47		4.305%	
no investments			-			
			<u>832,273.47</u>			
			<u>\$ 1,800,985.34</u>			

4.3 Executive Director's Report

March 14, 2025

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Legislative Action

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. Our effort in 2025 will focus on a state funding allocation for PEG cable tv stations. Bill text:

A bill for an act relating to arts and cultural heritage; appropriating money for community cable television programming.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

Section 1. APPROPRIATION; COMMUNITY CABLE TELEVISION.

\$...... in fiscal year 2026 is appropriated from the arts and cultural heritage fund to the commissioner of administration for a grant to the Minnesota Association of Community Telecommunications Administrators for distribution to Minnesota public, educational, or governmental cable television channels to provide programming that supports community and civic engagement.

The bill has been introduced in both the Senate and the House. Hearings will be scheduled in the coming weeks.

Resolution of PEG Funding Support

A resolution in support of this legislative work has been drafted and will be on the commission meeting agenda in March.

Audit

The audit has been scheduled for the week of May 19. This is a later timeline than in previous years. Moving the audit out of the busy season will result in a \$3,000 cost savings. The impact is the audit acceptance by the commission will be delayed. No impact from a legal perspective. The audit report can be filed with the Secretary of State by the June 30 deadline without commission action prior.

City Presentations

Each year QCTV staff present a year-end report and new year outlook to each member city. All city council presentations have been completed. All city councils were positive and supportive with comments and questions.

Franchise Fee Decline

The franchise fees now have a declining trend line. QCTV service area was at a manageable decline until 2024 Q3 and Q4. 2025 Q1 payments will arrive April 30. Total decline since 2017 is now at 22.16% in franchise fees and 21.84% in PEG fees. QCTV has been managing with single digit decreases until Q3 2024. From Q1 to Q4 in 2024, the overall decline was 8.67% (note the Q3 decline was a greater decline due to live sports coverage cancellation with a slight rebound of revenues in Q4).

Investments

Two CDs of \$250,000 each matured in January. Consulted with commission treasurer, broker, and fiscal staff member about reinvestment with declining revenues and cash flow need for capital purchases. Reinvested one CD with the remaining redeposited into reserves.

5-Year Strategic Visioning

It's time to begin the next five-year visioning for QCTV. This process is undertaken every five years and consists of commission and staff retreat with a consultant to craft the overarching strategic visioning of the organization which directs annual strategic objectives. Tentative timeline is early summer.

The Post Reimagined

Staff have been testing new elements to The Post program for critique and refinement. These new show elements will be considered for implementation in 2025.

Award Submissions

Staff has completed entry into the ACM Hometown Media awards and the TELLY's. NATOA and Emmy awards entries will occur later. Results will be available this summer.

Website Project

The new vendor, Gemini Creative, has the wireframes completed, two sample layout designs, and the API integration with Tightrope working! We are hopeful for a summer launch following graduation season.

Capital Projects

The server upgrades approved in January were ordered. Installation is complete at QCTV headend with city hall installation still underway.

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.

Stories from *The Post* shared to social media continue to perform well. Some stories that performed exceptionally well include a recap of Champlin Park High School Boys Hockey's

2024-2025 season, “Ginny Bites King Cake Cinnamon Rolls”, a preview of Bunce Performing Arts’ production of *Anastasia*, and a recap of the Andover Huskies Boys Hockey playoff game against Denfeld High School.

Live and Local

Live and Local programs are scheduled for the year. The February show completed: State of the Cities event hosted by the Anoka Area Chamber of Commerce.

Community Compliments

QCTV continues to receive positive feedback from community members:

“Special thanks to [QCTV] for providing coverage and media expertise! You do an amazing job interviewing the authors and capturing the spirit of the event, and we are so grateful. [...] THANK YOU for your continuing support.” - Cortni O’Brain, Anoka County Library.

“Thank you and GREAT JOB BY YOU AND THE CREW YESTERDAY [State of the Cities Luncheon], THANK YOU!!!!!!!!!!!!!!!!!!!!!!!!!!!!” Pete Turok, Anoka Area Chamber of Commerce President.

“I like that [QCTV] does all our sporting events. We watch the concert series on [QCTV], it's great if you can't go if you're kids are sick. I really like that service.” – Roxanne Tierstig, Ramsey Resident.

“These [PSAs] look great! Thank you so much for all the hard work you and your team put into these videos!” – Annette Wainio, Chores and More Program Coordinator.

Action Requested: Accept Executive Director’s report.

QCCCC Technology Report

March 14, 2025

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

Projects:

I have been working with Production Manager, Ryan Musch, on staging 2025 capital purchases. Major truck updates are planned for 2025. I was actually part of the cooperative purchase of the truck cameras and switchers when, in 2015, QCTV and (then) CTV combined our purchasing power to achieve better pricing. Truck cameras are some of the most expensive items QCTV will purchase. Other items will update the production equipment in the truck and in the building. As part of this effort, we are both reviewing technologies and replacement equipment. I'm also working on a documenting past and current equipment with an eye towards guiding us in future planning and purchases.

The Website project as begun again. I've been meeting with the new developer and other QCTV staff on this. I believe the new start to this project is yielding promising results already.

I have been providing assistance to the Executive Director on preparing data and documents for the legislative effort.

I have been collecting and formatting data from 2024 to be included in reports to City Councils and the Commission.

General Items:

- I worked with CDW to get QCTV on the state contract for our Adobe licenses. This achieved a savings of almost \$1,500 over last year.
- I repaired the flush handle on the unisex toilet.
- Installation of the data storage expansion unit approved at the last Commission meeting is complete at the QCTV office. Installation of the backup unit at Champlin City Hall will happen within the next week
- The Remote Production Fly-Pack system has been semi-permanently installed in the Machine Room. This allows for the equipment to be utilized as additional production equipment within the building, while still allowing for it to be pulled out if need for a remote production. As some of the equipment is also designated as backups for the cities, it allows us to ensure that the equipment is working and available when needed.
- Earlier this month we had an opportunity to test our contingency plan for when a city meeting producer is unable to make it to an assigned meeting. Once we realized the producer was unavailable to make the meeting, CJ Luck headed to City Hall to cover the meeting while I took over some MCO duties remotely. We had both a live sporting event and the meeting that evening. Everything worked as planned. The meeting and game were both covered without any issues.

Equipment Issues:

QCTV Equipment

A tripod head for one of the producer cameras was damaged and needed to be replaced. The repair part was about 80% the cost of a new head so the whole head was replaced.

We have had a couple of issues with the new LiveU encoders. CJ has been working with LiveU and we have swapped a couple of the units out.

City Equipment

The Projector System travel case was replaced under warranty. CJ has reinstalled all the equipment and it is now ready for the 2025 movie season

Comcast Equipment

No issues to report.

Action Requested: None.

5.X QCCCC Studio and Mobile Production Report

March 11, 2025

To: Karen George, Executive Director
From: Ryan Musch, Production Manager
Subject: Studio and Mobile Production Report

Studio Production General Items:

QCTV produced 9 episodes of Post resulting in 36 unique produced stories on our member cities and events. Stories include the remembering Anoka K9 Bravo video and the recap video of the “Play for Max” event dedicated to the memory of Champlin Park hockey player Max Ackerson.

We have incorporated a new segment into The Post called “Community Calendar” which gives residents and viewers weekly updates on specific upcoming events in our member cities.

- 42 City Meetings
- 2 Chamber Reports
- 2 League of Women’s Voters
- 4 That Sports Show episodes

Mobile Production General Items:

The Mobile Production team produced 30 High School regular season games, 13 section games, and the Anoka Area Chamber “State of the Cities” Luncheon. Also produced were 7 video packages covering various sports including swimming, cheerleading, wrestling, and the 2024 QCTV Sports year in review

Section 5 and 7 Exclusivity Agreement:

On 2/4/25 I was informed by Section 7AA admin secretary Tom Lenarz that 7AA signed an exclusive coverage agreement with for-profit MNhockey.TV. This agreement initially excluded QCTV from covering boys and girls hockey for Anoka and Andover in section 7AA. Section 5AA signed a similar agreement in 2024 affecting Champlin Park hockey coverage.

On 2/5/25 I participated in the quarterly metro Sports Producer meeting, which included MSHSL Dir. Of Communication Tim Leighton. After the producer meeting Tim Leighton called Tom Lenarz to talk about the exclusive streaming contract. As of 2/6/25 Peter Waggoner from MNhockey.TV agreed to a compromise on allowing QCTV to record the games, and after a 24-hour tape delay be allowed to be played back on QCTV channels.

This agreement only effects our Hockey coverage for now, we will continue to look for solutions working with the Sections and MNhockey.tv to bring coverage to our communities. The board Chair was updated on the agreement and provided essential feedback.

Booster Club Contributions:

For the 2025 Boys and Girls Basketball section tournaments, QCTV partnered with Andover and Anoka basketball to cover the fee for Live Broadcast. In total all the basketball booster clubs combined for \$1050 to help cover the Section 7 fees.

All Female led Production:

On 1/30/25, QCTV productions were led by an all-female crew, including Trinity Thompson Directing/Producing, Katie McCoy on Replay, Hannah Vrkljan on Graphics, and Laney Olson on audio. In the sports broadcast world this was a rare event, and something QCTV and the talented ladies on the team are looking to normalize in the future.



Administrative General Items:

I have been working closely with Patrick Cook planning ahead for purchases for the 5-Year Capital Plan. I will be going to the National Association of Broadcasters conference in April to attend the new Sports Summit program and visit vendors on the show floor to get hands on with future equipment.

Equipment Issues:

QCTV Mobile Production Equipment:

The most immediate concern is camera tripods. Our current tripod systems are 7 years old and have outlived the predicted life cycle. Recommended action would be to upgrade to new tripods compatible with current cameras and future cameras.

QCTV Studio Equipment: Nothing major to report

Action Requested: None

QCCCC Agenda Item

5.1 Resolution supporting legislation

March 14, 2025

To: Commissioners

From: Karen George, Executive Director

Subject: Resolution supporting legislation

MACTA Legislative Initiative

MACTA engaged Goff Public to assist with bringing a 2025 legislative proposal to modernize the funding structure supporting community television. This is a statewide effort and supports QCTV's goals of sustainability. The 2025 legislative proposals that MACTA will be involved in are: a Legacy fund appropriation as a stop-gap measure for funding; a Broadband franchise bill that more broadly supports local control of public ROW.

Attached to this staff report is a resolution that expresses support for these efforts. Once adopted by the commission, the resolution will be included in legislative efforts and member city communication.

Action Requested: Adopt the resolution.



RESOLUTION 03-20-2025

RESOLUTION OF SUPPORT OF PEG CABLE TELEVISION STATIONS.

WHEREAS, the Quad Cities Cable Communications Commission (dba QCTV) is authorized by its four member cities (Andover, Anoka, Champlin, Ramsey) to negotiate and manage the cable franchise agreements for the four cities, and to provide local community (PEG) public, educational, and governmental programming;

WHEREAS, QCTV provides essential local coverage of community events and issues, nonprofits and charities, high school, community, and regional sports, academic programs, graduation ceremonies, businesses, chambers of commerce and tourism, school boards, city, county and state government meetings, candidate forums and election information, transportation and public infrastructure, local history, public health and education, religious services, music, arts, festivals, and other uniquely local programs that broadcast stations typically do not cover;

WHEREAS, QCTV is funded through franchise fee and PEG fee support authorized by the federal Cable Act and negotiated in the cable franchise agreements with local cable providers, which are limited to only the revenues on traditional cable tv and not on the revenue of digital video service providers (via streaming on the internet);

WHEREAS, consumer preference for streaming digital video has changed the marketplace, resulting in a steady decline of traditional cable tv subscribers and the franchise/PEG fees that support QCTV and other PEG community cable tv stations across the state;

WHEREAS, QCTV distributes essential local community information on multiple platforms including cable tv, online streaming, social and digital media, to provide access to all residents regardless of their socio/economic/technology resources; and

WHEREAS, the Minnesota Association of Community Telecommunications Administrators (MACTA) and the League of Minnesota Cities (LMC) support legislation to Modernize the Funding Structure for Local Community PEG Programming.

NOW, THEREFORE BE IT RESOLVED that the Quad Cities Cable Communications Commission calls on the Minnesota Legislature to pass legislation in the 2025 legislative session to Modernize the Funding Structure for Local Community PEG cable tv stations. HF1740/SF2289 would appropriate money from the arts and cultural heritage fund for PEG cable tv stations. HF974/SF2045 would provide local authority to close the loophole by franchising broadband industry use of the public right of way.

BE IT FURTHER RESOLVED that the Quad Cities Cable Commission requests its representatives for Districts 31A, 31B, 34A, 34B, 35A, 35B, and senators for Districts 31, 34, 35, to cosponsor and support the passage of such legislation.

Passed and adopted this ___ day of _____, 2025.

Quad Cities Cable Communications Commission

ATTEST:

Jamie Barthel, Chair

Karen A. George, Executive Director

HF1740 authors: Representatives Nadeau, Norris, Carroll, Rehrauer, Pursell, Dippel, Momanyi-Hiltsley. HF974 Authors: Freiberg, Lee, F., Carroll, Koegel, Clardy, Feist, Momanyi-Hiltsley. SF2289 authors: Senators Hoffman, Eichorn, Frentz, Limmer, Abeler. SF 2045 authors: Rest, Klein, Dibble, Xiong.

QCCCC Agenda Item

5.2 Capital Request – Camera Tripods

March 11, 2025

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Capital Request – Camera Tripods

Background

Current production camera tripods systems are 7 years old and have received extensive use over that time. Tripods have outlasted the 4-year replacement plan.

The tripods recommended for purchase will work with our current cameras and with the planned purchase of cameras in 2025.

Multiple quotes were received for this equipment.

Recommendation:

Purchase of 5 new Camgear Elite 18 tripod systems.

Capital Budget:

The items included in this request are in the 5-Year Capital Plan for purchase in 2025 under the Mobile-Vehicles and Equipment.

Quotes Received:

B&H - \$16,406.25

Hot Rod Cameras - \$26,255 (official reseller)

RedOne - \$22,268.48 (official reseller)

Action Requested:

Approve the purchase of tripod systems for the lowest quoted price of \$16,406.25 plus 5% for freight and necessary accessory items for a project total not to exceed **\$17,226.20**.

Alternative Actions

- Direct staff to evaluate alternate systems to serve this need.
- Rent Tripod systems from local vendor
- Delay for future consideration.