

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

August 20, 2015, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of the July 16, 2015, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. June Financial Reports
 - 4.3. Executive Director
- 5. General Business**
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF JULY 16, 2015

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:04 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Eric Johnson, Champlin.

Others present included Karen George, Executive Director.

APPROVAL OF AGENDA – 3

Motion was made by Ulrich and seconded by LeTourneau to approve the agenda as presented.

7 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from June 18, 2015 Work Session

Motion was made by Trude and seconded by Cruikshank to approve the June 18, 2015 work session minutes as presented.

7 ayes – 0 nays. Motion carried.

4.1.2. Approval of meeting minutes from June 18, 2015 regular meeting

Motion was made by LeTourneau and seconded by Trude to approve the June 18, 2015 regular meeting minutes as presented.

7 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. May Financial Reports

Commissioner Dickinson stated that things are going well and the cash balances are prepared for some of the planned summer expenses.

Motion was made by LeTourneau and seconded by Anderson to accept the May Financial Reports.

7 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George stated that the Audit Report will be presented to the Commission in September and advised that the bid opening for the cameras to be purchased will occur the following day.

GENERAL BUSINESS – 5

5.1 Designated Depository

Ms. George stated that the auditor did give some recommendations during the audit process, one of which being designation of a depository. She stated that a recommended motion was included in the Commission packet.

Commissioner Dickinson stated that this has not been done historically but in order to meet all compliance issues this action should be completed.

Motion was made by Dickinson and seconded by Ulrich to designate US Bank as the official depository for 2015; that the PMA Financial Network, Inc. be designated as additional depository for 2015 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.

7 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:09 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 June 30, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,310,270.05
- PayPay acct	3,764.26
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,319,284.31
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,319,284.31
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	7,811.36
Other Current Liabilities	2,720.96
Total Current Liabilities	\$ 10,532.32
Equity	1,308,751.99
TOTAL LIABILITIES AND EQUITY	\$ 1,319,284.31

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - June, 2015

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	708.89	208.00	500.89	340.81%	1,493.16	1,248.00	245.16	119.64%
Equipment Grant		4,583.00	(4,583.00)	0.00%	-	27,498.00	(27,498.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	274,447.00	437,124.00	(162,677.00)	62.78%
Interest Income	17.92	8.00	9.92	224.00%	99.21	48.00	51.21	206.69%
Miscellaneous Income	25,000.00	416.00	24,584.00	6009.62%	56,397.12	2,496.00	53,901.12	2259.50%
PEG Fee		36,427.00	(36,427.00)	0.00%	138,897.80	218,562.00	(79,664.20)	63.55%
Total Income	25,726.81	114,496.00	(88,769.19)	22.47%	471,334.29	686,976.00	(215,641.71)	68.61%
Gross Profit	25,726.81	114,496.00	(88,769.19)	22.47%	471,334.29	686,976.00	(215,641.71)	68.61%
Expenses								
Accounting / HR Services	899.16	1,500.00	(600.84)	59.94%	6,453.26	9,000.00	(2,546.74)	71.70%
Ads/Promos/Sponsorships	25.00	570.00	(545.00)	4.39%	4,374.00	3,420.00	954.00	127.89%
Andover Capital Equipment		416.00	(416.00)	0.00%	559.38	2,496.00	(1,936.62)	22.41%
Announcers Fees		833.00	(833.00)	0.00%	2,510.00	4,998.00	(2,488.00)	50.22%
Anoka Capital Equipment	153.79	416.00	(262.21)	36.97%	1,037.27	2,496.00	(1,458.73)	41.56%
Audit	12,750.00	1,083.00	11,667.00	1177.29%	12,750.00	6,498.00	6,252.00	196.21%
AV Equip / Repair / Supply / Software	1,633.46	2,000.00	(366.54)	81.67%	3,576.57	12,000.00	(8,423.43)	29.80%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	-	996.00	(996.00)	0.00%
Building - Cleaning	407.65	500.00	(92.35)	81.53%	2,445.90	3,000.00	(554.10)	81.53%
Building - Insurance		241.00	(241.00)	0.00%	1,394.00	1,446.00	(52.00)	96.40%
Building - Maintenance	272.00	583.00	(311.00)	46.66%	2,047.92	3,498.00	(1,450.08)	58.55%
Building - Supplies		250.00	(250.00)	0.00%	636.70	1,500.00	(863.30)	42.45%
Car Allowance	250.00	250.00	-	100.00%	1,500.00	1,500.00	-	100.00%
Cell Phone - Allowance	435.00	555.00	(120.00)	78.38%	2,610.00	3,330.00	(720.00)	78.38%
Champlin Capital Equipment		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
City Sewer & Water	194.83	291.00	(96.17)	66.95%	622.97	1,746.00	(1,123.03)	35.68%
Commission Expense	39.56	291.00	(251.44)	13.59%	2,051.58	1,746.00	305.58	117.50%
Computer Equip / Repair / Supply / Software	2,698.59	3,111.00	(412.41)	86.74%	15,620.82	18,666.00	(3,045.18)	83.69%
Consulting Services	5,529.66	4,166.00	1,363.66	132.73%	27,367.18	24,996.00	2,371.18	109.49%
Contingency Fund		2,166.00	(2,166.00)	0.00%	-	12,996.00	(12,996.00)	0.00%
Duplication Expenses		208.00	(208.00)	0.00%	82.48	1,248.00	(1,165.52)	6.61%
Electric Service	1,304.60	1,500.00	(195.40)	86.97%	5,960.32	9,000.00	(3,039.68)	66.23%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - June, 2015

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	77.14	1,248.00	(1,170.86)	6.18%
Federal Unempl Expense	22.13	125.00	(102.87)	17.70%	538.14	750.00	(211.86)	71.75%
Health Insurance	4,878.36	5,634.00	(755.64)	86.59%	33,511.43	33,804.00	(292.57)	99.13%
Insurance - Deductibles		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	3,964.00	3,480.00	484.00	113.91%
Lawn Service	455.92	416.00	39.92	109.60%	1,743.76	2,496.00	(752.24)	69.86%
Legal Fees		2,500.00	(2,500.00)	0.00%	12,909.52	15,000.00	(2,090.48)	86.06%
Legislative Lobbying		138.00	(138.00)	0.00%	-	828.00	(828.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	-	498.00	(498.00)	0.00%
Meals		83.00	(83.00)	0.00%	248.50	498.00	(249.50)	49.90%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	1,319.00	2,736.00	(1,417.00)	48.21%
Mileage	297.86	500.00	(202.14)	59.57%	2,646.07	3,000.00	(353.93)	88.20%
Miscellaneous Expenses	(76.41)	83.00	(159.41)	-92.06%	(76.41)	498.00	(574.41)	-15.34%
Natural Gas	78.57	291.00	(212.43)	27.00%	2,026.14	1,746.00	280.14	116.04%
Office Supplies / Equipment	785.99	833.00	(47.01)	94.36%	2,907.99	4,998.00	(2,090.01)	58.18%
Parking Lot Maintenance		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
Payroll Expenses (ADP)	349.45	433.00	(83.55)	80.70%	2,694.65	2,598.00	96.65	103.72%
PERA	5,048.01	3,609.00	1,439.01	139.87%	18,273.52	21,654.00	(3,380.48)	84.39%
Postage	227.08	83.00	144.08	273.59%	771.02	498.00	273.02	154.82%
Printing / Copy Services	32.14	166.00	(133.86)	19.36%	84.63	996.00	(911.37)	8.50%
Professional Development	1,295.37	1,425.00	(129.63)	90.90%	5,397.09	8,550.00	(3,152.91)	63.12%
Publications		41.00	(41.00)	0.00%	-	246.00	(246.00)	0.00%
Ramsey Capital Equipment	20.31	416.00	(395.69)	4.88%	141.36	2,496.00	(2,354.64)	5.66%
Sales Tax		166.00	(166.00)	0.00%	262.00	996.00	(734.00)	26.31%
Secretary Services	265.00	150.00	115.00	176.67%	1,200.40	900.00	300.40	133.38%
Snow Plowing Service		416.00	(416.00)	0.00%	1,497.50	2,496.00	(998.50)	60.00%
SS/Medicare Expense	2,795.17	4,087.00	(1,291.83)	68.39%	16,683.34	24,522.00	(7,838.66)	68.03%
State Unemploy Exp		416.00	(416.00)	0.00%	227.32	2,496.00	(2,268.68)	9.11%
STD / LTD / Life Insurance	366.99	504.00	(137.01)	72.82%	3,213.79	3,024.00	189.79	106.28%
Studio Sets		166.00	(166.00)	0.00%	-	996.00	(996.00)	0.00%
Subscription Services	55.00	-	55.00		275.00	-	275.00	
Temp Staff Services		416.00	(416.00)	0.00%	-	2,496.00	(2,496.00)	0.00%
Vehicle - Equipment / Repair	2,495.23	1,416.00	1,079.23	176.22%	6,161.53	8,496.00	(2,334.47)	72.52%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2015 - FY15 P&L
 January - June, 2015

Jun 2015

YTD

	Jun 2015				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		250.00	(250.00)	0.00%	1,887.00	1,500.00	387.00	125.80%
Vehicle - Maintenance / Gas	553.66	666.00	(112.34)	83.13%	1,241.24	3,996.00	(2,754.76)	31.06%
Wages - Full-time	32,964.81	45,853.00	(12,888.19)	71.89%	199,469.29	275,118.00	(75,648.71)	72.50%
Wages - Part-time	3,735.68	7,581.00	(3,845.32)	49.28%	18,858.43	45,486.00	(26,627.57)	41.46%
Waste Removal	83.06	166.00	(82.94)	50.04%	498.36	996.00	(497.64)	50.04%
Web / VOD / Int / CaTV / Phone	1,109.31	1,333.00	(223.69)	83.22%	6,759.46	7,998.00	(1,238.54)	84.51%
Work Comp Insurance		208.00	(208.00)	0.00%	1,281.00	1,248.00	33.00	102.64%
Total Expenses	84,431.99	103,907.00	(19,475.01)	81.26%	442,293.56	623,442.00	(181,148.44)	70.94%
Net Operating Income	(58,705.18)	10,589.00	(69,294.18)	-554.40%	29,040.73	63,534.00	(34,493.27)	45.71%
Net Income	(58,705.18)	10,589.00	(69,294.18)	-554.40%	29,040.73	63,534.00	(34,493.27)	45.71%
ZCIP - Network Servers					100,186.70			
ZCIP - Studio					48.34			
ZCIP - Truck					114,234.24			
					214,469.28			
					656,762.84			
	<u>84,431.99</u>				<u>656,762.84</u>			

Tuesday, Jul 21, 2015 10:39:40 AM PDT GMT-5 - Accrual Basis

QCTV Bank Reconciliation

June 2015

Beginning Balance - 4M Statement	1,376,729.95
Less: Cleared Checks/Withdrawals	(85,974.67)
Plus: 4M Fund Interest	17.92
Plus: Bank Deposits/Credits	25,692.57
Bank Balance	\$1,316,465.77
Book Balance	1,316,465.77
Adjusted Book Balance	1,316,465.77
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending **06/30/2015**

Reconciled on: 07/21/2015 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,376,729.95
Checks and Payments cleared	-85,974.67
Deposits and Other Credits cleared	+25,710.49
Statement Ending Balance	1,316,465.77
Uncleared transactions as of 06/30/2015	-6,195.72
Register Balance as of 06/30/2015	1,310,270.05
Uncleared transactions after 06/30/2015	-18,674.60
Register Balance as of 07/21/2015	1,291,595.45

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/22/2015	Bill Payment	10859	GraVue Co., LTD	-50.00
05/22/2015	Bill Payment	10862	Monarch Pest Control	-112.64
05/29/2015	Bill Payment	W/D	Voya Financial	-300.00
05/29/2015	Bill Payment	10865	Alpha Video & Audio Inc.	-1,731.96
05/29/2015	Bill Payment	10866	CBG Communications, Inc.	-3,252.63
05/29/2015	Bill Payment	10867	City of Andover	-1,418.70
05/29/2015	Bill Payment	10868	Preferred One Insurance Co.	-5,032.38
05/29/2015	Journal	05C - 2015MK		-171.05
06/05/2015	Bill Payment	10869	Comcast Cable	-194.41
06/05/2015	Bill Payment	10870	David S. Washburn	-75.00
06/05/2015	Bill Payment	10871	ECM Publisher	-475.56
06/05/2015	Bill Payment	10872	Holiday Station	-59.77
06/05/2015	Bill Payment	10873	Joe G. Ruhland	-115.00
06/05/2015	Bill Payment	10874	Kennedy & Graven, Chartered	-1,091.25
06/05/2015	Bill Payment	10875	Market Place Plus, LLC	-404.95
06/05/2015	Bill Payment	10876	Pete C. Andersen	-115.00
06/05/2015	Bill Payment	10877	Timesavers	-171.40
06/05/2015	Bill Payment	10878	U.S. Bank Corporate	-1,096.95
06/05/2015	Bill Payment	10879	Xcel Energy	-900.18
06/11/2015	Bill Payment	10880	A+ Cleaning Service, Inc.	-407.65
06/11/2015	Bill Payment	10881	ACE Solid Waste, Inc.	-83.06
06/11/2015	Bill Payment	10882	Alpha Video & Audio Inc.	-995.00
06/11/2015	Bill Payment	10883	CenterPoint Energy	-78.57
06/11/2015	Bill Payment	10884	City of Champlin	-194.83
06/11/2015	Bill Payment	10885	Comcast 2	-452.34
06/11/2015	Bill Payment	10886	Comcast Cable	-160.56
06/11/2015	Bill Payment	10887	Huebsch	-33.07
06/11/2015	Bill Payment	10888	Image Lawncare Services, Inc.	-831.92
06/12/2015	Bill Payment	W/D	PERA	-2,483.06
06/12/2015	Bill Payment	W/D	Voya Financial	-300.00
06/12/2015	Journal	06A - 2015MK		-14,033.45
06/12/2015	Journal	06A - 2015MK		-175.95
06/12/2015	Journal	06A - 2015MK		-5,083.94
06/24/2015	Bill Payment	10889	Amazon	-3,037.43
06/24/2015	Bill Payment	10891	City of Andover	-916.80
06/24/2015	Bill Payment	10893	Inky Elf	-476.71
06/24/2015	Bill Payment	10895	Preferred One Insurance Co.	-5,032.38

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
06/24/2015	Bill Payment	10896	Redpath and Company	-12,750.00
06/24/2015	Bill Payment	10897	The Lincoln National Life Ins. Co.	-593.85
06/26/2015	Bill Payment	W/D	PERA	-2,420.89
06/26/2015	Bill Payment	W/D	Voya Financial	-300.00
06/26/2015	Journal	06B - 2015MK		-13,385.56
06/26/2015	Journal	06B - 2015MK		-4,978.82
Total				-85,974.67

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/12/2015	Bill Payment	10853	Ryan Farrell	0.00
06/03/2015	Deposit		Michelle Costa	15.00
06/03/2015	Deposit		Misc - Cash	0.71
06/03/2015	Deposit		Century Link	25,000.00
06/12/2015	Deposit		Viola Look	15.00
06/12/2015	Deposit		Jacqueline Madich	15.00
06/12/2015	Deposit		Eric Johnson	345.00
06/12/2015	Deposit		William Bombardo	15.00
06/25/2015	Deposit		Terry Lovaas	226.86
06/25/2015	Deposit		Carmen Kyro	30.00
06/25/2015	Deposit		Shannon Jarmusic	30.00
06/30/2015	Journal	06C - 2015MK		17.92
Total				25,710.49

Additional Information

Uncleared Checks and Payments as of 06/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
05/08/2015	Bill Payment	10845	Minnesota Association of Government Communicators	-140.00
06/24/2015	Bill Payment	10890	CBG Communications, Inc.	-5,529.66
06/24/2015	Bill Payment	10892	G & B Environmental, Inc	-116.49
06/24/2015	Bill Payment	10894	Markertek Video Supply	-39.92
06/24/2015	Bill Payment	10898	Verizon Wireless	-71.15
06/26/2015	Journal	06B - 2015MK		-173.50
Total				-6,195.72

Uncleared Checks and Payments after 06/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/13/2015	Bill Payment	10899	A+ Cleaning Service, Inc.	-407.65
07/13/2015	Bill Payment	10900	ACE Solid Waste, Inc.	-83.06
07/13/2015	Bill Payment	10901	AVI Systems, Inc.	-9,549.62
07/13/2015	Bill Payment	10902	CDW Direct	-657.53
07/13/2015	Bill Payment	10903	Comcast 2	-452.34
07/13/2015	Bill Payment	10904	Comcast Cable	-354.97
07/13/2015	Bill Payment	10905	David S. Washburn	-40.00
07/13/2015	Bill Payment	10906	Holiday Station	-227.03
07/13/2015	Bill Payment	10907	Huebsch	-33.07
07/13/2015	Bill Payment	10908	Image Lawncare Services, Inc.	-455.92
07/13/2015	Bill Payment	10909	Joe G. Ruhland	-75.00
07/13/2015	Bill Payment	10910	Market Place Plus, LLC	-404.95
07/13/2015	Bill Payment	10911	Timesavers	-265.00
07/13/2015	Bill Payment	10912	U.S. Bank Corporate	-4,423.86
07/13/2015	Bill Payment	10913	Xcel Energy	-1,304.60
07/13/2015	Bill Payment	10914	Yang Thao	-17.50

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Total				-18,752.10

Uncleared Deposits and Other Credits after 06/30/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/07/2015	Deposit		Brenda Schmitzer	17.50
07/13/2015	Deposit		Jody Niskanen	15.00
07/13/2015	Deposit		Dana Olson	15.00
07/13/2015	Deposit		Sharon Mantey	15.00
07/13/2015	Deposit		Rachel Woods	15.00
Total				77.50

QCCCC Agenda Item

4.3 Executive Director's Report

August 4, 2015

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Truck Equipment Bid Award

A sealed bid request for mobile production equipment was submitted on July 2, 2015 to various local and regional vendors as well as posted in the Champlin-Dayton press and Anoka County Union newspapers. This request was made in conjunction with North Suburban Access Corporation of Roseville who was interested in purchasing the same equipment as QCTV. At the bid deadline on July 17th at 10:00am, five bids were reviewed by the staff of both organizations. After analyzing the bids, it was found that by purchasing the mobile production equipment in bulk for both organizations, this would yield a cost savings of \$55,863.04 for QCTV. Heartland Video Systems Inc. and Alpha Video have been awarded the bid for the purchase of the equipment requested.

Digital assets management system installed

QCTV has installed a digital assets management server. This server will host digital assets (video clips) of value to QCTV and our programming partners. We are testing the system with select member city staff to access video that can be distributed through other channels by city staff (i.e. Facebook).

Liability Coverage Waiver

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

Technical review of Comcast system

CBG has completed the technical audit of the Comcast system serving the Quad Cities and a final report will be presented at the September meeting.

CenturyLink franchise negotiation

Legal counsel and staff have had an initial negotiation conversations and continue to make progress on a franchise agreement.

Monthly reports

Attached to this agenda item are the operations and technology updates and the May statistical report.

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

July 22, 2015

To: Karen George, Executive Director

From: Taylor Johnson, Mobile Production Coordinator/Producer

Subject: Mobile Production Truck Equipment Purchases

A sealed bid request for mobile production equipment was submitted on July 2, 2015 to various local and regional vendors as well as posted in the Champlin-Dayton Press and Anoka County Union newspapers. The deadline for bids to be submitted was July 17th at 10:00am. Five bids were received and reviewed by the staff of the Quad Cities Cable Communications Commission as well as the North Suburban Access Corporation.

QCTV has awarded Alpha Video with the bid for the following equipment:

Description	Make	Model	Bid Price	Qty	Extended
Sony HSC-100R Digital Triax Broadcast Camera	Sony	HSC-100R	\$15,531.39	4	\$62,125.56
Sony Compact Camera Control Unit for HSC-300R and HSC-100R	Sony	HSCU-300R	\$8,311.11	4	\$33,244.44
Sony RCP-1500 Standard Remote Control Panel	Sony	RCP1500	\$4,413.33	4	\$17,653.32
Sony HDVF-CL750 7" HD Color Viewfinder	Sony	HDVF-L750	\$4,200.00	5	\$21,000.00
Sony HD Viewfinder for all Sony HD Cameras/Camcorders	Sony	HDVF200	\$3,086.22	2	\$6,172.44
Sony - VCT-14 Quick-Release Tripod Adapter	Sony	VCT14	\$277.49	5	\$1,387.45
Sony Microphone Holder for DXC and BVP Series Cameras	Sony	CAC12	\$171.67	2	\$343.34
Viewfinder Hood	Sony	VFH760	\$1,316.67	4	\$5,266.68

QCTV has awarded Heartland Video Systems Inc. with the bid for the following equipment:

Description	Make	Model	Bid Price	Qty	Extended
HD Servo Zoom Lens, 22x with 2x Extender	Canon	KJ22ex7.6B IRSE	\$16,345.44	2	\$32,690.88
HD Servo Zoom Lens, 17x with 2x Extender	Canon	KJ17ex7.7B IRSE	\$9,204.77	2	\$18,409.54
Zoom/Focus Controls	Canon	MS-210D	\$2,100.53	4	\$8,402.12



LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

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

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

LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting _____

Signature _____

Position _____

QCCCC Agenda Item

4.3.1 Operations Report

August 11, 2015

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV took advantage of the nice weather in July and were out and about in our four communities almost every day! We produced live coverage of several baseball games- both Legion and Metro Minny baseball games. We produced live coverage of the Fun Fest Parade in Andover and covered Fun Fest itself. One of our co-hosts was a young woman who volunteered and did a very nice job.

City meetings were covered in four cities as well as the District 11 School Board meeting and Cable Commission meeting.

We produced a nice feature show called "Thank you Berry Much: The story of the Bauer Berry Farm". It is an inside look at a local berry farm and features Nancy and Bill Bauer who have owned this business for many years.

We produced our regular monthly programs: "News and Views" and "The Chamber Report". "It's Your History", and "The Sheriffs Show" were completed as well. "The Public Safety Show" and "District Court" will be produced next month.

We produced two PSA's for The League of Women Voters so they can recruit new members. These PSA's will be used by the local ABC chapter as well as by the state organization. The PSA's featured local people talking about the benefits of getting involved in the League of Women Voters.

A new QCTV promo was produced featuring a "super fan" who watches QCTV on her computer in Boston when away from home. We had a spokesperson from the DNR in a new PSA on Emerald Ash Borer, which is a non-native beetle that has invaded Anoka County and kills trees.

We started a new series of promos called "Shout Out!" where we go to an event and ask people to say their name, where they are from, and do a shout-out to whomever they like. We went to the Anoka County Fair to do our first one and talked to several enthusiastic 4-H kids. We will continue to produce these at local community events.

We produced a show called "Let's go to the Library" in conjunction with the Anoka County Library. Two librarians came to the studio and talked about the services and programs of the Anoka County Library. We are hopeful this kind of "facilitated access" will catch on and they will be back to do more shows.

We also produced several more "Slow TV's" that feature scenic sites from around our four member cities. We also did a nice time lapse promo on a lake that promotes QCTV.

Work was done in the studio to expand and improve the "green screen" so we can use virtual sets with two cameras. This is a much needed improvement and will give our sets a modern, new look.

Through a collaboration with the Anoka-Hennepin School District, The Minnesota Association of School Administrators used our studio for three days to produce school employee training videos.

Action: None

4.3.2 Technology Report

August 3, 2015

To: Karen George, Executive Director

From: Steve Ulrich

Subject: July 2015 Technology Report

Equipment Issues:

QCTV Equipment

- Server3 will not boot. Replaced motherboard and reconfigured.
- Blackmagic MultiView intermittent operation. Installed firmware update to resolve.

Comcast Issues:

- 7/29/2015 – No Internet at Ramsey City Hall. Comcast reconfigured to restore operation.
- 7/28/2015 – No Internet at Studio. Comcast reconfigured to restore operation.
- 7/8/2015 – i-Net between the School District and Studio down. Comcast restored operation by 9 AM the next day.
- 6/30/2015 i-Net down between Castle Field and Studio which prevented live broadcast of game that day. Comcast resolved on 7/9/2015

Web Site:

- Requested additional information regarding the exact format of the channel feeds they need. Waiting to test.
- Provided CableCast information to developer. Scheduling now working.

July Projects:

- Installed RAID array on Server5. Configured for Razuna Digital Asset Management.
- Completed SDI switching project. Reconfigured video hub and CableCast.
- Continue documentation for new Truck equipment.
- Installed lobby monitor and ran HDMI cable into Playback room.
- Test video record functions with new SDI switch.
- Recycled old equipment.

August Planned Projects:

- New web site development. Test video feeds.
- Rework equipment checkout system.
- Database maintenance.
- Install streaming servers.

Ongoing Projects:

- NAS file maintenance.
- Equipment documentation.

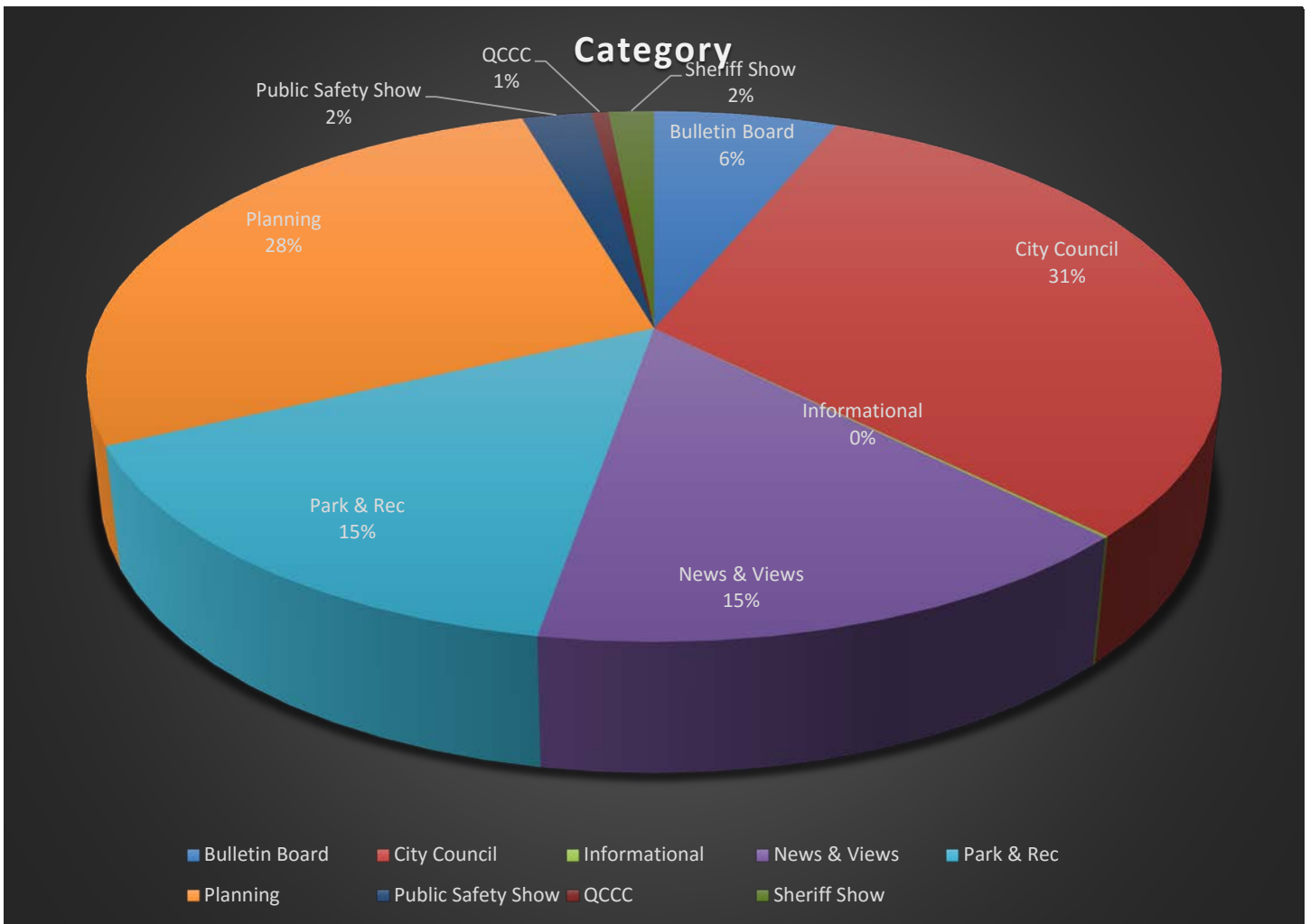
Action: None.

Andover Channel & Web Statistics

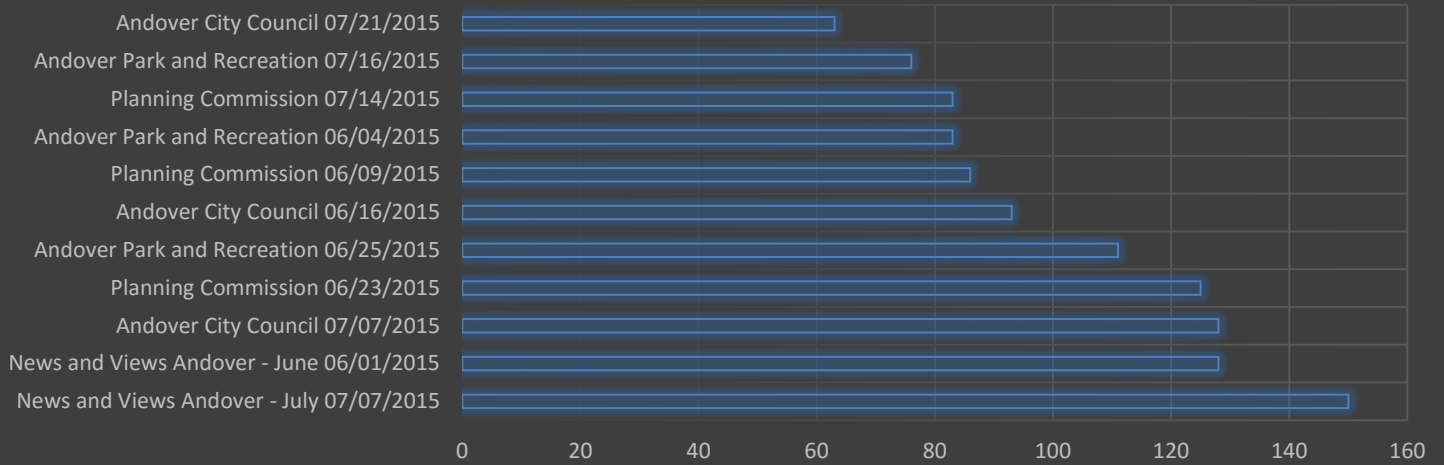
July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 838	New Shows: 7	Total Hours: 46.37	Total Hits: 1126
Total Time: 697.63	New Time: 5.7	Saturation: 6.3%	
Saturation: 93.7%	All Shows: 16	New Andover: 82	
	All Time: 12.75	New All Cities: 483	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1
6/9/2015	News and Views June	1
6/5/2015	Public Safety Talk 6-5	0.5
6/18/2015	QCCC 6-18	1.238056
7/16/2015	QCCC 7-16	0.092222
5/5/2015	The Sheriff Show May and June	0.5



Web Hits



Detail

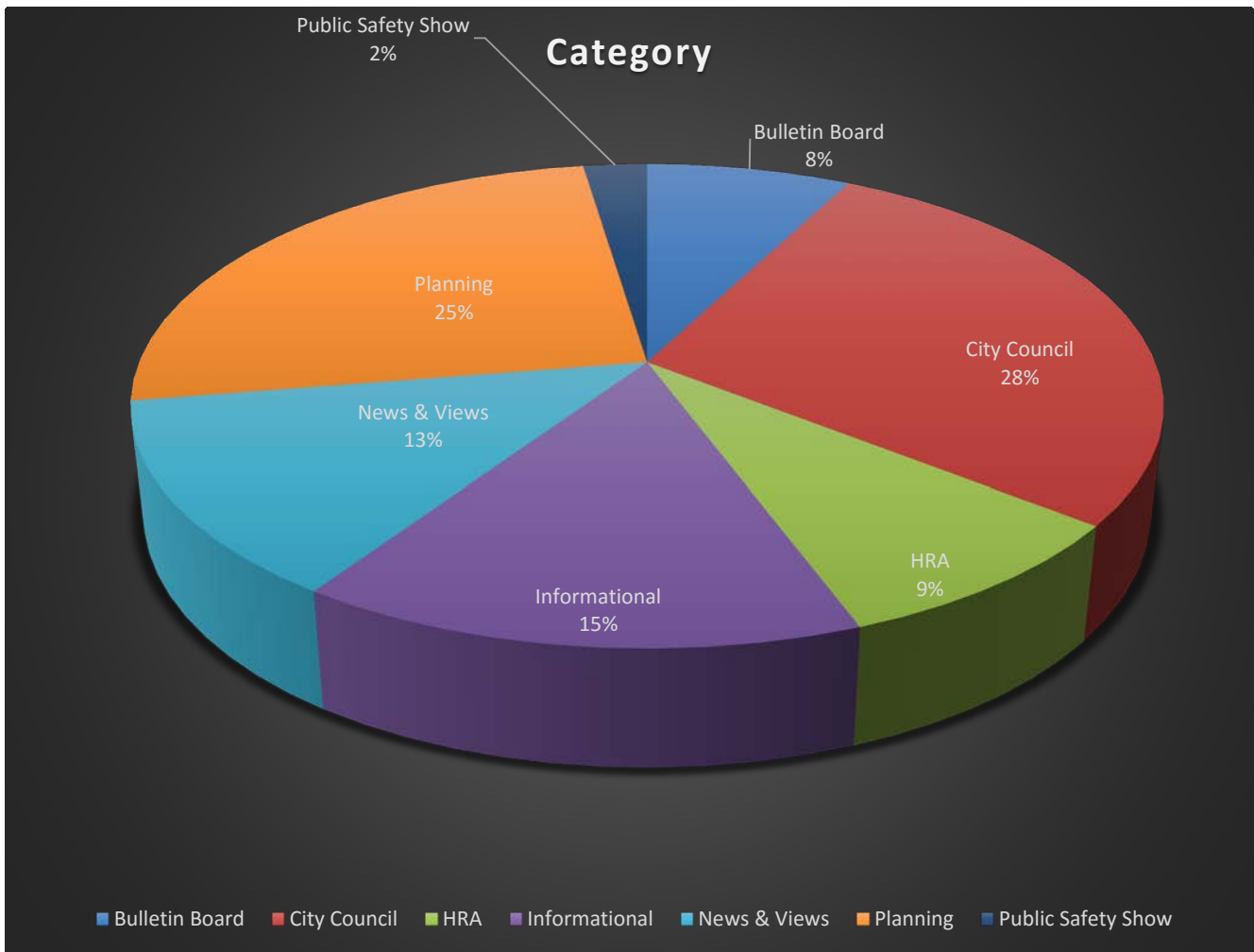
Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Update 7-10	7/10/2014	Informational	0.25833333	3	0.775
City Council Andover 7-21	7/21/2015	City Council	1.32472222	80	105.977778
City Council Meeting Andover 6-16	6/16/2015	City Council	0.70055556	26	18.2144444
City Council Meeting Andover 7-7	7/8/2015	City Council	1.35361111	80	108.288889
News And Views - Andover July	7/6/2015	News & Views	0.25472222	168	42.7933333
News and Views - Andover Segment June	6/9/2015	News & Views	0.26222222	23	6.03111111
News And Views - July **	7/6/2015	News & Views	1	58	58
News and Views June **	6/9/2015	News & Views	1	6	6
Park and Recreation Andover 7 -16	7/16/2015	Park & Rec	0.4725	111	52.4475
Parks and Recreation Meeting Andover 6-25	6/25/2015	Park & Rec	1.07583333	57	61.3225
Planning Commission Andover 6-23	6/23/2015	Planning	1.54138889	49	75.5280556
Planning Commission Andover 7-14	7/15/2015	Planning	1.1825	109	128.8925
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	35	17.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	3	3.71416667
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	7	0.64555556
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	23	11.5
** Shared With Multiple Cities			12.7566667	838	697.630833

Total Programming Hours:	697.6308
Total Bulletin Board Hours:	46.3692
Total Runs:	838
July Total Time:	744
Web Hits:	1126

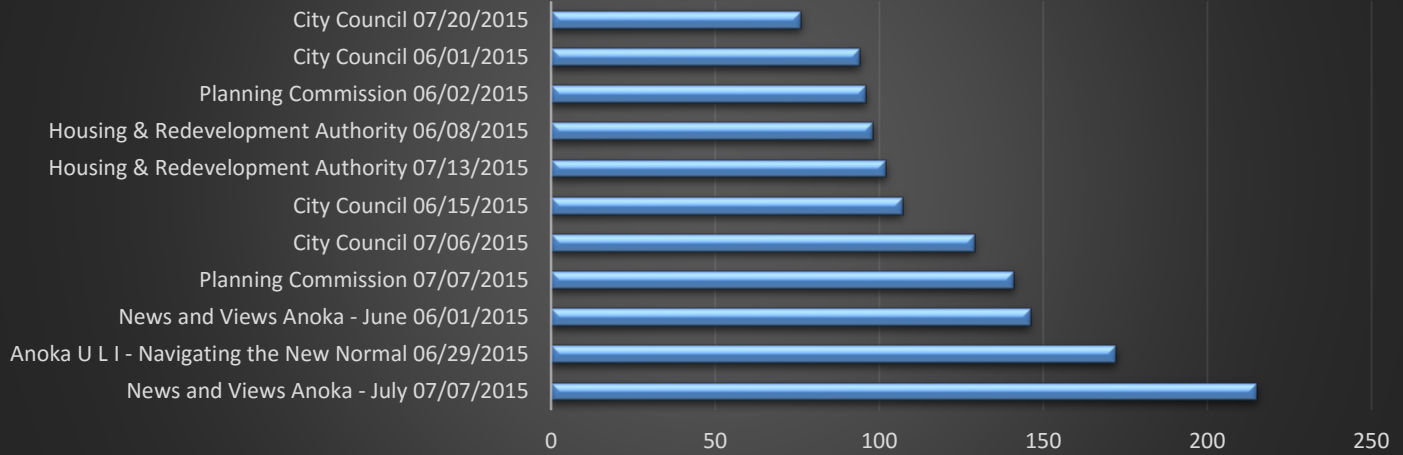
Anoka Channel & Web Statistics July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 712	New Shows: 7	Total Hours: 56	Total Hits: 1376
Total Time: 687.9	New Time: 6.01	Saturation: 7.6%	
Saturation: 92.4%	All Shows: 17	New Anoka: 93	
	All Time: 14.3	New All Cities: 483	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views June	1.00
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



Web Hits



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka PSA Day	3/10/2015	PSA	0.09861111	3	0.29583333
Anoka Urban Land Institute - Navigating the New Normal	6/29/2015	Informational	1.94555556	57	110.896667
City Council Anoka 7-20	7/20/2015	City Council	1.61444444	59	95.2522222
City Council Meeting Anoka 6-15	6/15/2015	City Council	1.7275	24	41.46
City Council Meeting Anoka 7-6	7/6/2015	City Council	0.90555556	77	69.7277778
Housing and Redevelopment Authority 7-13	7/13/2015	HRA	0.41555556	110	45.7111111
HRA Commission Anoka 6-8	6/8/2015	HRA	0.49361111	37	18.2636111
News And Views - Anoka July	7/6/2015	News & Views	0.27861111	76	21.1744444
News and Views - Anoka June	6/9/2015	News & Views	0.21611111	13	2.80944444
News And Views - July **	7/6/2015	News & Views	1	66	66
News and Views June **	6/9/2015	News & Views	1	6	6
Planning Commission 6-2	6/2/2015	Planning	0.57833333	28	16.1933333
Planning Commission Anoka 7-7	7/7/2015	Planning	1.70805556	99	169.0975
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	35	17.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	2	2.47611111
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	12	1.10666667
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	8	4
** Shared With Multiple Cities			14.3122222	712	687.964722

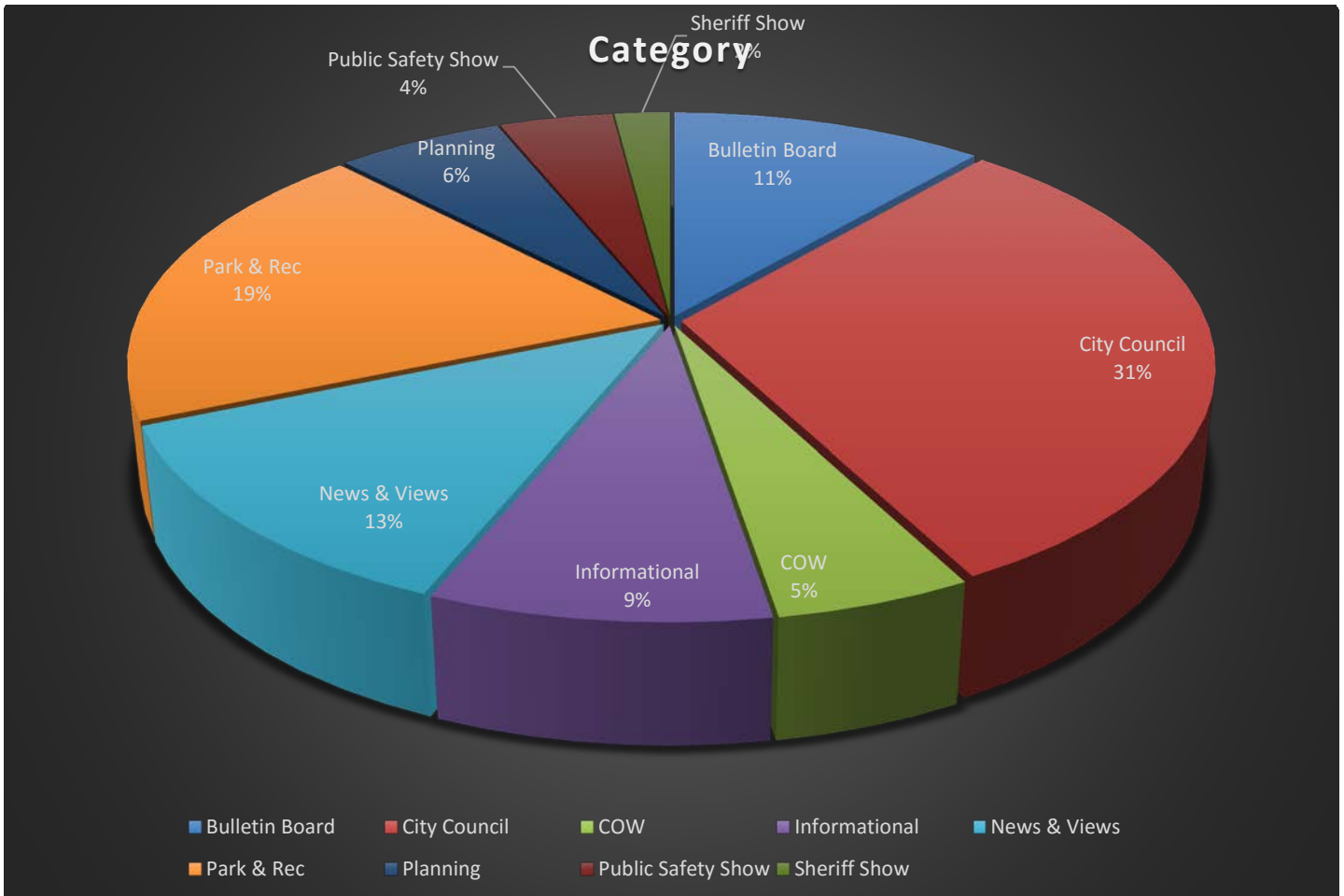
Total Programming Hours:	687.9647
Total Bulletin Board Hours:	56.0353
Total Runs:	712
Total July Hours:	744
Web Hits:	1376

Champlin Channel & Web Statistics

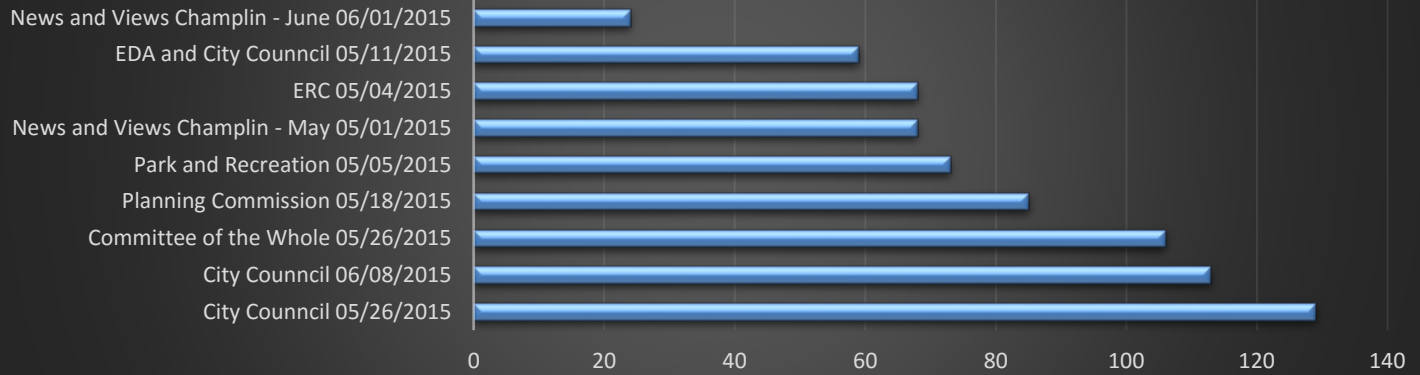
July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1257	New Shows: 9	Total Hours: 83.8	Total Hits: 725
Total Time: 660.15	New Time: 4.14	Saturation: 11.3%	
Saturation: 88.7%	All Shows: 21	New Champlin: 64	
	All Time: 11.58	New All Cities: 483	

Shared With Multiple Cities		
4/8/2015	Anoka-Champlin Fire Board 4-8	0.87
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views - June	1.00
1/13/2015	Public Safety Talk 2-13	0.50
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



Web Hits



Detail

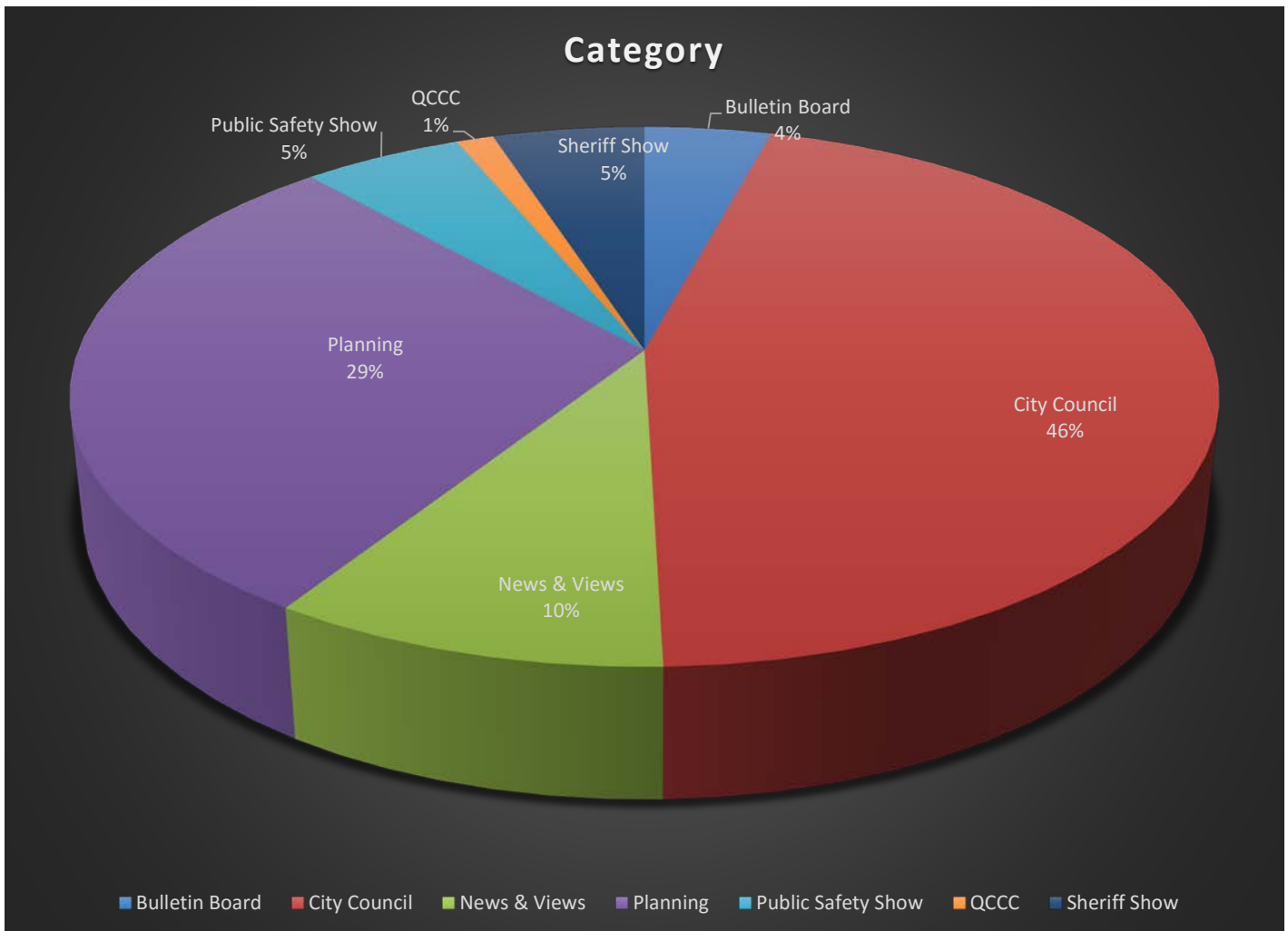
Title	Event Date	Category	Length-d	Runs	Total-d
Anoka-Champlin Fire Board 4-8 **	4/8/2015	Informational	0.868055556	7	6.076388889
Champlin City Council 07-27-2015	7/28/2015	City Council	0.651388889	21	13.67916667
Committee of the Whole 07-27-2015	7/28/2015	COW	0.566111111	21	11.88833333
Champlin Department Update	11/13/2014	Informational	0.416666667	140	58.33333333
Champlin Parks Virtual Tour	8/26/2013	Informational	0.097777778	2	0.195555556
City Council Champlin 6-22	6/22/2015	City Council	1.582222222	85	134.4888889
City Council Meeting Champlin 7-13	7/13/2015	City Council	0.415555556	198	82.28
Committee Of The Whole 7-13	7/13/2015	COW	0.343333333	75	25.75
Mill Pond Update	1/22/2014	Informational	0.076666667	6	0.46
News And Views - Champlin July	7/6/2015	News & Views	0.256388889	77	19.74194444
News and Views - Champlin June	6/9/2015	News & Views	0.316388889	18	5.695
News And Views - July **	7/6/2015	News & Views	1	61	61
News and Views June **	6/9/2015	News & Views	1	6	6
Park and Recreation 6-2	6/2/2015	Park & Rec	0.338055556	44	14.87444444
Park and Recreation Champlin 7-7	7/7/2015	Park & Rec	0.471944444	271	127.8969444
Planning Commission Champlin 7-20	7/20/2015	Planning	0.346388889	129	44.68416667
Public Safety Talk 2-13 **	1/13/2015	Public Safety Show	0.5	22	11
Public Safety Talk 6-5 **	6/5/2015	Public Safety Show	0.5	39	19.5
QCCC 6-18 **	6/18/2015	QCCC	1.238055556	1	1.238055556
QCCC 7-16 **	7/16/2015	QCCC	0.092222222	4	0.368888889
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	30	15
** Shared With Multiple Cities			11.57722222	1257	660.1511111

Total Programming Hours:	660.1511
Total Bulletin Board Hours:	83.8489
Total Runs:	1257
June Total Time:	744
Web Hits:	725

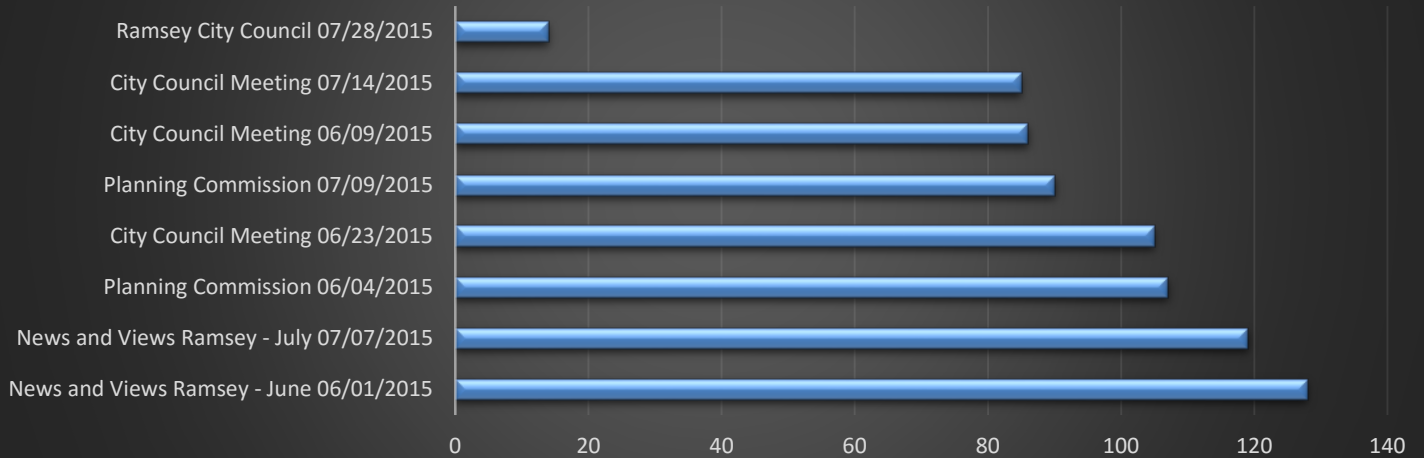
Ramsey Channel & Web Statistics July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 678	New Shows: 7	Total Hours: 31.34	Total Hits: 734
Total Time: 712.66	New Time: 9.5	Saturation: 4.3%	
Saturation: 95.7%	All Shows: 13	New Ramsey: 92	
	All Time: 13.8	New All Cities: 483	

Shared With Multiple Cities		
7/6/2015	News And Views - July	1.00
6/9/2015	News and Views - June	1.00
6/5/2015	Public Safety Talk 6-5	0.50
6/18/2015	QCCC 6-18	1.24
7/16/2015	QCCC 7-16	0.09
5/5/2015	The Sheriff Show May and June	0.50



Web Hits



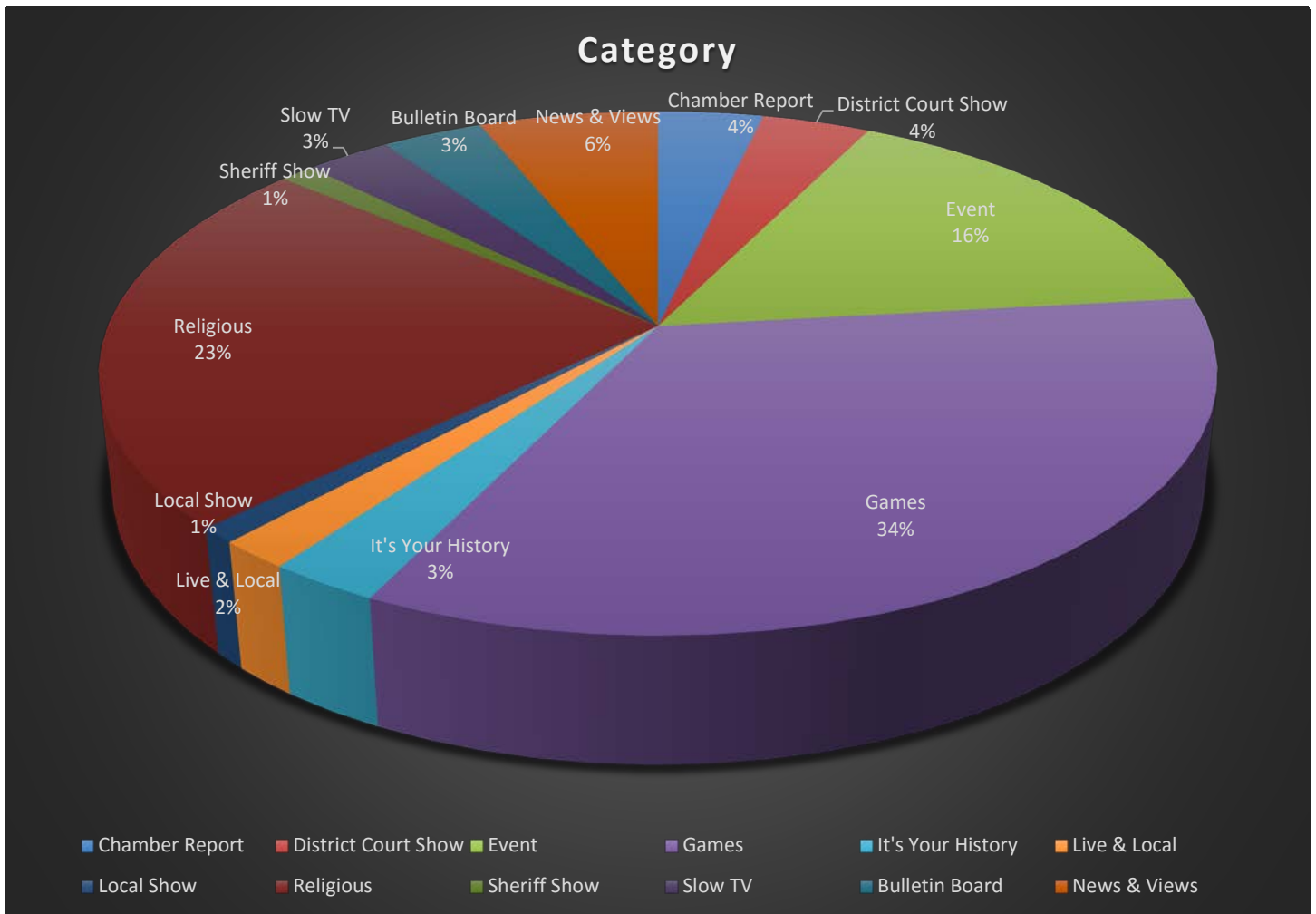
Detail

Title	Event Date	Category	Length-d	Runs	Total-d
City Council Meeting Ramsey 6-23	6/23/2015	City Council	1.44722222	87	125.908333
City Council Meeting Ramsey 7-14	7/14/2015	City Council	1.99833333	97	193.838333
City Council Ramsey 07-28-2015	7/29/2015	City Council	0.98055556	18	17.65
News And Views - July **	7/6/2015	News & Views	1	63	63
News And Views - Ramsey July	7/6/2015	News & Views	0.25666667	12	3.08
News and Views June **	6/9/2015	News & Views	1	5	5
Planning Commission Ramsey 6-4	6/5/2015	Planning	2.41583333	29	70.0591667
Planning Commission Ramsey 7-9	7/9/2015	Planning	0.78694444	188	147.945556
Public Saftey Talk 6-5 **	6/5/2015	Public Safety Show	0.5	79	39.5
QCCC 6-18 **	6/18/2015	QCCC	1.23805556	6	7.42833333
QCCC 7-16 **	7/16/2015	QCCC	0.09222222	19	1.75222222
The Sheriff Show May and June **	5/5/2015	Sheriff Show	0.5	75	37.5
** Shared With Multiple Cities			12.2158333	678	712.661944

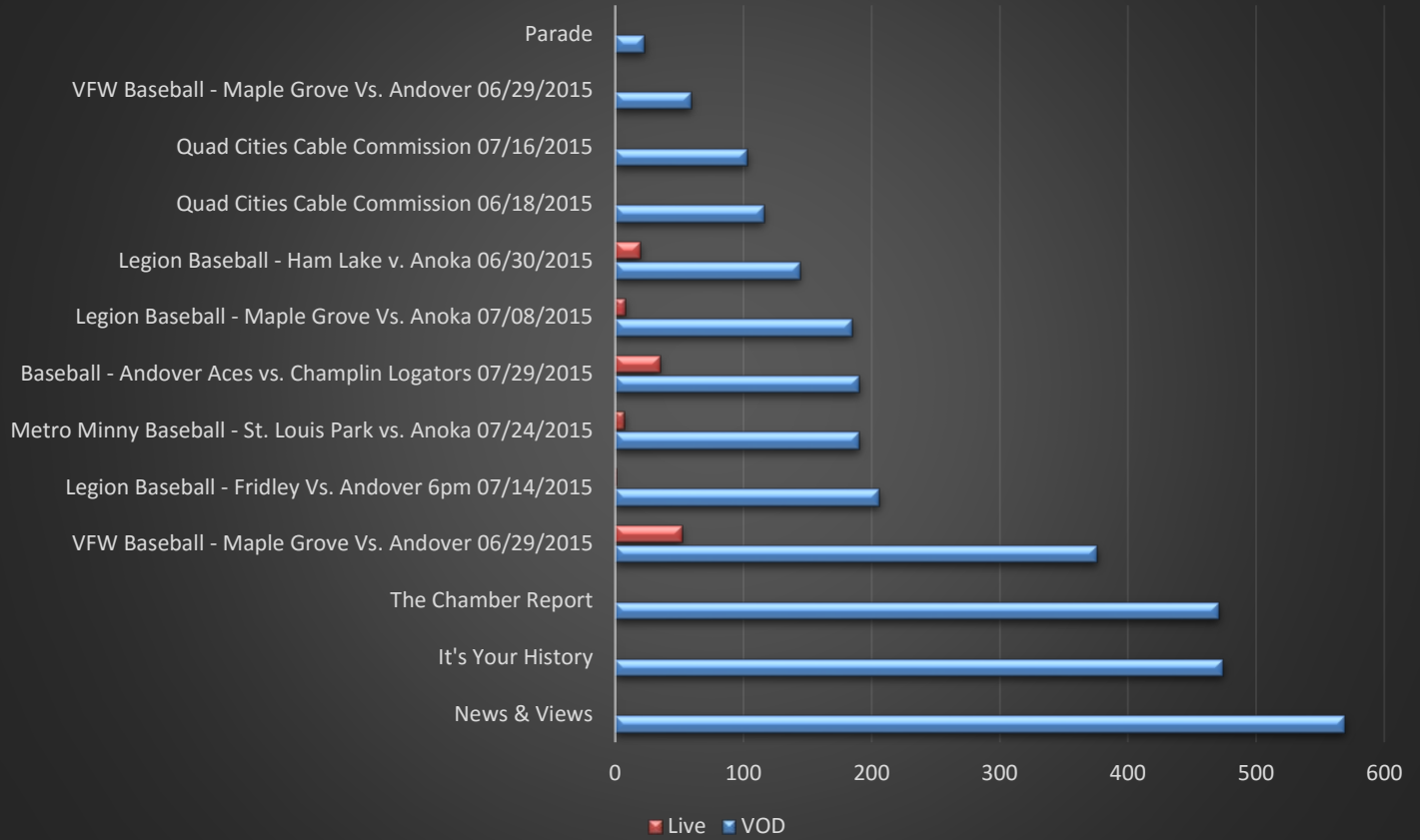
Total Programming Hours:	712.6619
Total Bulletin Board Hours:	31.3381
Total Runs:	678
July Total Time:	744
Web Hits:	734

Community Channel July 2015

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 887	New Shows: 55	Total Hours: 16.34	Total VOD Hits: 3106
Total Time: 727.66	New Time: 53.63	Saturation: 2.2%	Total Live Hits: 123
Saturation: 97.8%	All Shows: 176	New Bulletins: 76	
	All Time: 144.69	All Bulletins: 483	



Web Hits



- Detail available upon request

July 2015 YouTube Statistics

Total Views: 1001
Minutes Watched: 6329

Detail

Video	Views	Minutes Watched	Avg Min Watched
Anoka County Sheriff Show – August & September 2015	124 (12%)	1,120 (18%)	9:01
Champlin Park Cluster Band Concert	103 (10%)	637 (10%)	6:10
It's Your History - Fridley Tornado	93 (9.3%)	712 (11%)	7:39
Antique Appraisal with Mark F Moran	73 (7.3%)	1,110 (18%)	15:12
It's Your History - Anoka State Hospital	70 (7.0%)	522 (8.3%)	7:27
EAB PSA SD 7 22 2015	58 (5.8%)	70 (1.1%)	1:12
Beyond the Book	52 (5.2%)	342 (5.4%)	6:34
It's Your History - The 1st Minnesota Infantry of the Civil War	37 (3.7%)	280 (4.4%)	7:34
News and Views July	33 (3.3%)	90 (1.4%)	2:43
Rebel Classic Marching Bands 2014	29 (2.9%)	118 (1.9%)	4:03
Live and Local: In Bloom!	25 (2.5%)	323 (5.1%)	12:56
Anoka County Sheriff Show - May and June 2015	24 (2.4%)	52 (0.8%)	2:09
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	17 (1.7%)	55 (0.9%)	3:15
The Local Show Show PILOT HD Leslie 4 6 2015	15 (1.5%)	37 (0.6%)	2:26
District Court Show HD 6 3 2015 Leslie 6 4 2015	15 (1.5%)	85 (1.3%)	5:40
EAB PSA HD 7 22 2015	14 (1.4%)	13 (0.2%)	0:55
Road Rage	14 (1.4%)	33 (0.5%)	2:21
Overall Excellence Submission	13 (1.3%)	25 (0.4%)	1:57
Live and Local Hometown Holiday	12 (1.2%)	28 (0.4%)	2:22
It's Your History - Sustainable Farming HD	12 (1.2%)	185 (2.9%)	15:24
Anoka County Sheriff Show – March & April 2015	10 (1.0%)	63 (1.0%)	6:16
Regan Moves	9 (0.9%)	7 (0.1%)	0:47
Professional Karate Studios	9 (0.9%)	11 (0.2%)	1:14
Sheriff Show Dec 2014/Jan 2015	9 (0.9%)	58 (0.9%)	6:24
Regan Moves	9 (0.9%)	7 (0.1%)	0:47
Professional Karate Studios	9 (0.9%)	5 (0.1%)	0:36
News & Views April	6 (0.6%)	6 (0.1%)	0:59
Twin Cities Comcast subscribers, has your cable quit working?	6 (0.6%)	4 (0.1%)	0:37
News and Views June	5 (0.5%)	2 (0.0%)	0:19
Anoka County Sheriff's Award Ceremony 02-17-20 15	5 (0.5%)	4 (0.1%)	0:51
In the Game	5 (0.5%)	15 (0.2%)	2:55
Chamber Report - May	4 (0.4%)	6 (0.1%)	1:26
Anoka Urban Land Institute - Navigating the New Normal	4 (0.4%)	19 (0.3%)	4:43
Turn off the Device PSA	4 (0.4%)	4 (0.1%)	0:54
Chamber Report July	4 (0.4%)	50 (0.8%)	12:29
Fresh and Local - Champlin Farmers Market	3 (0.3%)	5 (0.1%)	1:36

Courage: A Tale of Two Women	3 (0.3%)	6 (0.1%)	1:53
Anoka County Reserve Graduation 2015	3 (0.3%)	24 (0.4%)	7:51
Sex Trafficking PSA	3 (0.3%)	2 (0.0%)	0:42
News and Views HD October 2014	3 (0.3%)	29 (0.5%)	9:38
The Serakos Story	2 (0.2%)	4 (0.1%)	2:01
Live and Local: Lets Get Fit!	2 (0.2%)	3 (0.0%)	1:34
News and Views October 2014	2 (0.2%)	1 (0.0%)	0:37
In the Game - Winter Episode	2 (0.2%)	4 (0.1%)	1:53
NATOA Overall Excellence	2 (0.2%)	1 (0.0%)	0:22
Whats new at the Q - April	2 (0.2%)	1 (0.0%)	0:28
Anoka County 4-H Showcase	2 (0.2%)	7 (0.1%)	3:25
2015 Anoka County Memorial Service	2 (0.2%)	13 (0.2%)	6:17
Whats new at the Q - April	2 (0.2%)	1 (0.0%)	0:28
It's Your History - Remembering Scott LaDoux	1 (0.1%)	0 (0.0%)	0:14
Get Off The Couch Zach PSA	1 (0.1%)	1 (0.0%)	1:05
12 04 2014 Chamber Report 12 14	1 (0.1%)	0 (0.0%)	0:06
Ramsey City Council Ward 1, Ward 3, and At Large Candidates	1 (0.1%)	1 (0.0%)	0:36
Chamber Report June	1 (0.1%)	1 (0.0%)	1:04
Tiger Scouts	1 (0.1%)	0 (0.0%)	0:15
News and Views December HD	1 (0.1%)	0 (0.0%)	0:00
The District Court Show - May	1 (0.1%)	0 (0.0%)	0:03
News and Views - May	1 (0.1%)	3 (0.0%)	2:58
Its Your History October 2014	1 (0.1%)	1 (0.0%)	0:32
LWV ABC Pollinator Advocacy Project HD	1 (0.1%)	33 (0.5%)	33:23:00
Fire of the Heart ... an Andover Couples Journey	1 (0.1%)	5 (0.1%)	5:02