

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

February 18, 2016, 11:00 AM

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Administrative Reports**
 - 4.1. Secretary
 - 4.1.1. Approval of the January 21, 2016, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. December Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Cargo Van Replacement
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF JANUARY 21, 2016

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 11:03 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Greg Lee, Anoka; John LeTourneau, Ramsey; Jim Dickinson, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Carl Anderson, Anoka; Kurt Ulrich, Ramsey; and Julie Trude, Andover.

Others present included Karen George, Executive Director; and Bob Vose, Commission Attorney.

APPROVAL OF AGENDA – 3

Motion was made by Dickinson and seconded by LeTourneau 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 December 17, 2015 work session

Commissioner Dickinson referenced page three, the sixth paragraph, where it states, "...bonded and unbonded..." He asked Ms. George to verify whether that should state "...grounded and ungrounded..." instead.

Motion was made by Dickinson and seconded by LeTourneau to approve the December 17, 2015 work session minutes as presented, with one possible change.

5 ayes – 0 nays. Motion carried.

4.1.2. Approval of meeting minutes from December 17, 2015 regular meeting

Motion was made by Dickinson and seconded by LeTourneau to approve the December 17, 2015 regular meeting minutes as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. November Financial Reports

Commissioner Dickinson provided a brief overview of the November financial reports.

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

5 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George introduced existing employees that were recently promoted with the new organizational staffing changes. She stated that the subscriber survey was in the field and expected to present the results to the Commission in February. She stated that new policies have been implemented and staff is in the process of signing off on the updated Personnel Policy. She stated that staff is still researching the replacement of the cargo van. She stated that QCTV provided coverage of the special elections and also implemented a new show focused on millennials, titled The Grid. She stated that the I-Net failed again between the studio and the city of Anoka and noted that communications continue between the organization and Comcast regarding that system and the technical audit.

4.4 Commission Organization

Ms. George stated that this is an off organizational year, as the bylaws call for these appointments on an election year, and therefore this information was

provided for informational purposes. She noted that the Commission could choose to make changes if desired.

It was the consensus of the Commission to leave the appointments as presented in the packet.

GENERAL BUSINESS – 5

5.1 Designate Depository

Ms. George stated that this will be done on an annual basis to designate the depository.

Commissioner Dickinson referenced the acceptance of collateral and noted that typically that is done by a position on the staff rather than the Board because of the timeline needed and therefore suggested using the Executive Director.

Chair Heitkamp suggested including the Treasurer as well.

Motion was made by Heitkamp and seconded by Dickinson to designate US Bank as the official depository for 2016; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2016 for investment and cash management purposes only; and, that the Executive Director and/or Treasurer 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.

5.2 Technical Audit Follow-Up

Ms. George stated that the previous month the technical audit was reviewed with Comcast at a work session meeting, with the direction from the Commission being to send a letter to Comcast with specific requests. She stated that she did receive a response from Comcast the previous day and an acknowledgement that Comcast representatives were unable to attend the meeting.

Mr. Vose stated that the letter is reflective that Comcast is willing to work with the organization on the subscriber issues and less willing to mention the I-Net issues. He stated that a couple of proposed solutions were provided in the letter regarding the I-Net. He noted that solutions were in line with what they anticipated and believed that those options could work. He referenced the substance of the I-Net verbiage used in the letter, “as a product of the organization going digital”, that seems to suggest a problem. He noted that it

was Comcast that went completely digital and the organization is simply following suit. He suggested that the Commission table this item to allow additional time for review as the letter was just received the previous day.

Chair Heitkamp stated that the organization and Comcast have a long history of working together and stated that the letter acknowledges that.

Motion was made by Dickinson and seconded by LeTourneau to authorize staff to continue to work with Comcast on the technical audit review, outlining more specifics and timelines for the I-Net.

5 ayes – 0 nays. Motion carried.

5.3 Other

Ms. George played a short video that highlights some of the new programs.

ADJOURN – 6

Time of adjournment 11:26 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, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,380,318.23
- PayPay acct	689.16
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	6,846.00
Total Current Assets	\$ 1,393,103.39
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,393,103.39
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	14,240.47
Other Current Liabilities	0.00
Total Current Liabilities	\$ 14,240.47
Equity	1,378,862.92
TOTAL LIABILITIES AND EQUITY	\$ 1,393,103.39

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

	Dec 2015				Total			
	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget
Income								
Duplication Revenue	17.50	212.00	(194.50)	8.25%	2,784.70	2,500.00	284.70	111.39%
Equipment Grant		4,587.00	(4,587.00)	0.00%	0.00	55,000.00	(55,000.00)	0.00%
Franchise Fees		72,854.00	(72,854.00)	0.00%	782,874.09	874,248.00	(91,373.91)	89.55%
Interest Income	33.35	12.00	21.35	277.92%	222.85	100.00	122.85	222.85%
Miscellaneous Income	4,419.00	424.00	3,995.00	1042.22%	61,077.23	5,000.00	56,077.23	1221.54%
PEG Fee		36,428.00	(36,428.00)	0.00%	393,111.61	437,125.00	(44,013.39)	89.93%
Total Income	4,469.85	114,517.00	(110,047.15)	3.90%	1,240,070.48	1,373,973.00	(133,902.52)	90.25%
Expenses								
Accounting / HR Services	783.20	1,500.00	(716.80)	52.21%	11,748.39	18,000.00	(6,251.61)	65.27%
Ads/Promos/Sponsorships	295.00	580.00	(285.00)	50.86%	6,252.76	6,850.00	(597.24)	91.28%
Andover Capital Equipment	83.97	424.00	(340.03)	19.80%	3,957.05	5,000.00	(1,042.95)	79.14%
Announcers Fees	345.00	837.00	(492.00)	41.22%	5,750.00	10,000.00	(4,250.00)	57.50%
Anoka Capital Equipment	155.94	424.00	(268.06)	36.78%	5,124.66	5,000.00	124.66	102.49%
Audit		1,087.00	(1,087.00)	0.00%	12,750.00	13,000.00	(250.00)	98.08%
AV Equip / Repair / Supply / Software	5.42	2,000.00	(1,994.58)	0.27%	18,187.50	24,000.00	(5,812.50)	75.78%
Bank Fees / CC Fees		49.00	(49.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		174.00	(174.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	439.29	500.00	(60.71)	87.86%	5,310.63	6,000.00	(689.37)	88.51%
Building - Insurance		249.00	(249.00)	0.00%	2,098.00	2,900.00	(802.00)	72.34%
Building - Maintenance	3,793.51	587.00	3,206.51	646.25%	10,683.81	7,000.00	3,683.81	152.63%
Building - Supplies	175.27	250.00	(74.73)	70.11%	1,532.37	3,000.00	(1,467.63)	51.08%
Car Allowance	250.00	250.00	0.00	100.00%	3,000.00	3,000.00	0.00	100.00%
Cell Phone - Allowance	395.00	555.00	(160.00)	71.17%	5,100.00	6,660.00	(1,560.00)	76.58%
Champlin Capital Equipment	84.90	424.00	(339.10)	20.02%	3,303.65	5,000.00	(1,696.35)	66.07%
City Sewer & Water	86.79	299.00	(212.21)	29.03%	2,342.34	3,500.00	(1,157.66)	66.92%
Commission Expense	760.00	299.00	461.00	254.18%	4,238.90	3,500.00	738.90	121.11%
Computer Equip / Repair / Supply / Software	2,795.85	3,119.00	(323.15)	89.64%	30,561.51	37,340.00	(6,778.49)	81.85%
Consulting Services	7,250.00	4,174.00	3,076.00	173.69%	41,435.32	50,000.00	(8,564.68)	82.87%
Contingency Fund		2,174.00	(2,174.00)	0.00%	0.00	26,000.00	(26,000.00)	0.00%
Duplication Expenses		212.00	(212.00)	0.00%	360.09	2,500.00	(2,139.91)	14.40%
Electric Service	1,033.21	1,500.00	(466.79)	68.88%	13,758.18	18,000.00	(4,241.82)	76.43%
Emp / Comm Appreciation		212.00	(212.00)	0.00%	77.14	2,500.00	(2,422.86)	3.09%
Federal Unempl Expense	14.72	125.00	(110.28)	11.78%	686.35	1,500.00	(813.65)	45.76%
Health Insurance	5,087.37	5,635.00	(547.63)	90.28%	63,172.25	67,609.00	(4,436.75)	93.44%
Insurance - Deductibles		49.00	(49.00)	0.00%	0.00	500.00	(500.00)	0.00%

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

	Dec 2015				Total			
	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget
Insurance - Liability / Bonds		584.00	(584.00)	0.00%	5,929.00	6,964.00	(1,035.00)	85.14%
Lawn Service		424.00	(424.00)	0.00%	4,516.73	5,000.00	(483.27)	90.33%
Legal Fees	680.00	2,500.00	(1,820.00)	27.20%	20,885.95	30,000.00	(9,114.05)	69.62%
Legislative Lobbying		142.00	(142.00)	0.00%	0.00	1,660.00	(1,660.00)	0.00%
Licenses and Permits		87.00	(87.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals	10.00	87.00	(77.00)	11.49%	673.50	1,000.00	(326.50)	67.35%
Memberships - NATOA / Others		464.00	(464.00)	0.00%	1,358.00	5,480.00	(4,122.00)	24.78%
Mileage	1,029.58	500.00	529.58	205.92%	6,572.43	6,000.00	572.43	109.54%
Miscellaneous Expenses		87.00	(87.00)	0.00%	(76.41)	1,000.00	(1,076.41)	-7.64%
Natural Gas	191.40	299.00	(107.60)	64.01%	2,466.46	3,500.00	(1,033.54)	70.47%
Office Supplies / Equipment	91.65	837.00	(745.35)	10.95%	5,930.14	10,000.00	(4,069.86)	59.30%
Parking Lot Maintenance		424.00	(424.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Payroll Expenses (ADP)	352.60	437.00	(84.40)	80.69%	4,970.30	5,200.00	(229.70)	95.58%
PERA	2,092.77	3,618.00	(1,525.23)	57.84%	32,140.80	43,317.00	(11,176.20)	74.20%
Postage	13.59	87.00	(73.41)	15.62%	1,179.25	1,000.00	179.25	117.93%
Printing / Copy Services		174.00	(174.00)	0.00%	172.38	2,000.00	(1,827.62)	8.62%
Professional Development	860.00	1,425.00	(565.00)	60.35%	9,220.12	17,100.00	(7,879.88)	53.92%
Publications		49.00	(49.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	163.77	424.00	(260.23)	38.63%	3,585.48	5,000.00	(1,414.52)	71.71%
Sales Tax		174.00	(174.00)	0.00%	262.00	2,000.00	(1,738.00)	13.10%
Secretary Services	256.15	150.00	106.15	170.77%	2,054.55	1,800.00	254.55	114.14%
Snow Plowing Service	658.75	424.00	234.75	155.37%	2,156.25	5,000.00	(2,843.75)	43.13%
SS/Medicare Expense	2,831.72	4,098.00	(1,266.28)	69.10%	35,078.05	49,055.00	(13,976.95)	71.51%
State Unemploy Exp		424.00	(424.00)	0.00%	227.32	5,000.00	(4,772.68)	4.55%
STD / LTD / Life Insurance	313.64	510.00	(196.36)	61.50%	5,995.44	6,054.00	(58.56)	99.03%
Studio Sets		174.00	(174.00)	0.00%	4,467.55	2,000.00	2,467.55	223.38%
Subscription Services		0.00	0.00		495.00	0.00	495.00	
Temp Staff Services		424.00	(424.00)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Vehicle - Equipment / Repair	758.18	1,424.00	(665.82)	53.24%	10,142.52	17,000.00	(6,857.48)	59.66%
Vehicle - Insurance		250.00	(250.00)	0.00%	2,767.00	3,000.00	(233.00)	92.23%
Vehicle - Maintenance / Gas	68.17	674.00	(605.83)	10.11%	2,367.56	8,000.00	(5,632.44)	29.59%
Wages - Full-time	30,904.55	45,863.00	(14,958.45)	67.38%	412,439.77	550,246.00	(137,806.23)	74.96%
Wages - Part-time	5,061.68	7,588.00	(2,526.32)	66.71%	47,055.46	90,979.00	(43,923.54)	51.72%
Waste Removal	85.97	174.00	(88.03)	49.41%	999.63	2,000.00	(1,000.37)	49.98%
Web / VOD / Int / CaTV / Phone	1,157.77	1,337.00	(179.23)	86.59%	13,143.98	16,000.00	(2,856.02)	82.15%
Work Comp Insurance		212.00	(212.00)	0.00%	3,251.00	2,500.00	751.00	130.04%
Total Expenses	71,416.38	104,237.00	(32,820.62)	68.51%	893,858.11	1,247,214.00	(353,355.89)	71.67%

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

	Dec 2015				Total			
	Actual	Budget	over Budget	Budget	Actual	Budget	over Budget	Budget
Revenues over Expenditures	(66,946.53)	10,280.00			346,212.37	126,759.00		

ZCIP - Network Servers		100,186.70
ZCIP - Studio		48.34
ZCIP - Truck		361,294.95
	0.00	461,529.99

Friday, Jan 15, 2016 02:06:50 PM PST GMT-6 - Accrual Basis

QCTV Bank Reconciliation

December 2015

Beginning Balance - 4M Statement	1,465,404.79
Less: Cleared Checks/Withdrawals	(80,544.57)
Re-Clear Citistreet Ck from Jan 2015	300.00
Plus: 4M Fund Interest	33.35
Plus: Bank Deposits/Credits	4,859.00
Bank Balance	\$1,390,052.57
Book Balance	1,390,052.57
Adjusted Book Balance	1,390,052.57
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 12/31/2015

Reconciled on: 01/15/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,465,704.79
Checks and Payments cleared	-80,544.57
Deposits and Other Credits cleared	+4,892.35
Statement Ending Balance	1,390,052.57
Uncleared transactions as of 12/31/2015	-9,734.34
Register Balance as of 12/31/2015	1,380,318.23
Uncleared transactions after 12/31/2015	38,104.50
Register Balance as of 01/15/2016	1,418,422.73

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/23/2015	Bill Payment	W/D	Citistreet	-300.00
10/28/2015	Bill Payment	11045	James Childs	-200.00
11/10/2015	Bill Payment	11052	Anoka Area Chamber of Commerce	-20.00
11/10/2015	Bill Payment	11054	Bert Nijssen	-240.00
11/10/2015	Bill Payment	11056	Cielo Cleaning Company	-439.29
11/23/2015	Bill Payment	11072	Amazon	-7,662.93
11/23/2015	Bill Payment	11073	B&H Photo-Video	-624.00
11/23/2015	Bill Payment	11076	Joe G. Ruhland	-75.00
11/23/2015	Bill Payment	11077	Kennedy & Graven, Chartered	-680.00
11/23/2015	Bill Payment	11079	The Lincoln National Life Ins. Co.	-602.61
11/27/2015	Journal	11B - 2015MK		-177.55
11/30/2015	Bill Payment	11080	Jon L. Murphy	-1,174.78
11/30/2015	Bill Payment	11081	BizzyWeb, LLC	-5,000.00
12/04/2015	Bill Payment	11082	Alpha Video & Audio Inc.	-295.00
12/04/2015	Bill Payment	11083	B&H Photo-Video	-1,415.30
12/04/2015	Bill Payment	11084	Comcast Cable	-224.12
12/04/2015	Bill Payment	11085	Holiday Station	-165.78
12/04/2015	Bill Payment	11086	Huebsch	-33.07
12/04/2015	Bill Payment	11087	Joe G. Ruhland	-190.00
12/04/2015	Bill Payment	11088	Markertek Video Supply	-627.75
12/04/2015	Bill Payment	11090	Timesavers	-133.00
12/04/2015	Bill Payment	11091	Verizon Wireless	-70.08
12/04/2015	Bill Payment	11092	Xcel Energy	-989.96
12/11/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
12/11/2015	Bill Payment	W/D	PERA	-2,368.00
12/11/2015	Bill Payment	11093	ACE Solid Waste, Inc.	-85.97
12/11/2015	Bill Payment	11095	Creative Forms & Concepts	-72.76
12/11/2015	Bill Payment	11096	David S. Washburn	-115.00
12/11/2015	Bill Payment	11097	Greenery Enterprises, Inc	-257.50
12/11/2015	Bill Payment	11098	Joe G. Ruhland	-75.00
12/11/2015	Bill Payment	11099	Preferred One Insurance Co.	-5,533.57
12/11/2015	Bill Payment	11100	U.S. Bank Corporate	-1,254.23
12/11/2015	Journal	12A - 2015MK		-13,855.28
12/11/2015	Journal	12A - 2015MK		-5,469.22
12/11/2015	Journal	12A - 2015MK		-177.55
12/22/2015	Bill Payment	11101	Alliance for Community Media	-350.00
12/22/2015	Bill Payment	11102	Amazon	-3,101.49

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/22/2015	Bill Payment	11103	Barna, Guzy & Steffen, LTD	-1,456.00
12/22/2015	Bill Payment	11104	CenterPoint Energy	-191.40
12/22/2015	Bill Payment	11105	City of Andover	-796.79
12/22/2015	Bill Payment	11106	City of Champlin	-86.79
12/22/2015	Bill Payment	11107	Comcast 2	-452.30
12/22/2015	Bill Payment	11108	Comcast Cable	-160.56
12/22/2015	Bill Payment	11110	Greenery Enterprises, Inc	-455.92
12/22/2015	Bill Payment	11111	Kennedy & Graven, Chartered	-1,125.00
12/22/2015	Bill Payment	11114	Sectional Hockey Tournaments	-280.00
12/22/2015	Bill Payment	11116	Alpha Video & Audio Inc.	-328.00
12/24/2015	Bill Payment	W/D	Minnesota State Retirement System	-300.00
12/24/2015	Bill Payment	W/D	PERA	-2,327.18
12/24/2015	Journal	12B - 2015MK		-13,339.00
12/24/2015	Journal	12B - 2015MK		-4,889.84
Total				-80,544.57

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/09/2015	Deposit		Terrell Yeager	17.50
12/15/2015	Deposit		League of MN Cities	4,419.00
12/29/2015	Deposit		State of Minnesota	422.50
12/31/2015	Journal	12C - 2015MK		33.35
Total				4,892.35

Additional Information

Uncleared Checks and Payments as of 12/31/2015

<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
09/29/2015	Bill Payment	11008	Kurtis G. Ulrich	-80.00
12/04/2015	Bill Payment	11089	Pete C. Andersen	-75.00
12/11/2015	Bill Payment	11094	Cielo Cleaning Company	-439.29
12/22/2015	Bill Payment	11109	Englewoodworks	-1,000.00
12/22/2015	Bill Payment	11112	MACTA	-510.00
12/22/2015	Bill Payment	11113	Pete C. Andersen	-80.00
12/22/2015	Bill Payment	11115	The Morris Leatherman Company	-7,250.00
12/24/2015	Journal	12B - 2015MK		-175.05
Total				-9,734.34

Uncleared Deposits and Other Credits as of 12/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/21/2015	Bill Payment	10962	Anoka Area Chamber of Commerce	0.00
Total				0.00

Uncleared Checks and Payments after 12/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/07/2016	Bill Payment	11141	Xcel Energy	-1,033.21
01/07/2016	Bill Payment	11140	Verizon Wireless	-685.16
01/07/2016	Bill Payment	11139	Trans Alarm	-2,757.24
01/07/2016	Bill Payment	11138	Timesavers	-256.15
01/07/2016	Bill Payment	11137	The Lincoln National Life Ins. Co.	-313.64
01/07/2016	Bill Payment	11136	Preferred One Insurance Co.	-5,251.37
01/07/2016	Bill Payment	11135	Pierce	-887.27
01/07/2016	Bill Payment	11134	Kurtis G. Ulrich	-120.00
01/07/2016	Bill Payment	11133	Kennedy & Graven, Chartered	-680.00

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/07/2016	Bill Payment	11132	Julie Trude	-120.00
01/07/2016	Bill Payment	11131	John Letourneau	-80.00
01/07/2016	Bill Payment	11130	James Dickinson	-120.00
01/07/2016	Bill Payment	11129	Huebsch	-33.07
01/07/2016	Bill Payment	11128	Holiday Station	-68.17
01/07/2016	Bill Payment	11127	Greenery Enterprises, Inc	-401.25
01/07/2016	Bill Payment	11126	Garage Doors & More	-149.00
01/07/2016	Bill Payment	11125	G & B Environmental, Inc	-142.20
01/07/2016	Bill Payment	11124	Eric Johnson	-80.00
01/07/2016	Bill Payment	11123	David S. Washburn	-150.00
01/07/2016	Bill Payment	11122	Comcast Cable	-424.92
01/07/2016	Bill Payment	11120	Bret Heitkamp	-120.00
01/07/2016	Bill Payment	11119	B&H Photo-Video	-232.82
01/07/2016	Bill Payment	11118	Anoka Area Chamber of Commerce	-15.00
01/07/2016	Bill Payment	11117	ACE Solid Waste, Inc.	-85.97
01/07/2016	Bill Payment	11121	Carl E. Anderson	-120.00
01/08/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
01/08/2016	Bill Payment	W/D	PERA	-2,366.77
01/14/2016	Bill Payment	11143	Englewoodworks	-1,000.00

Total -17,993.21

Uncleared Deposits and Other Credits after 12/31/2015

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
01/05/2016	Deposit		Terry Lovaas	226.86
01/15/2016	Deposit		Comcast	55,870.85

Total 56,097.71

QCCCC Agenda Item

4.3 Executive Director's Report

February 8, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Staff updates

Upon approval of the commission at the December meeting, there was an internal posting for three part-time associate producer positions. The following employees were promoted from part-time production assistant and they started on February 1:

- Winter Kucharski
- Alex Nolley
- Nick Quinn

Please join me in congratulating them on their new roles here at QCTV.

2016 Kick-Off staff meeting

The QCTV staff meeting for review of 2015 and strategic planning for 2016 was held on January 6. Each staff member made a presentation about the favorite story they worked on in 2015 and why, one thing they learned this past year, and what project they are most looking forward to in 2016. Policy updates were presented for the Personnel Policy and the Public Purpose Policy. Staff changes were reviewed including: organizational chart, job changes, update on associate producer; and, overview of job duties with Lisa Monserud and Jim Reynolds. The management team provided an overview of the strategic plan and a look ahead for production and technology. Strategic planning staff input on the following areas: HD launch, EPG launch, Web site integration, Social media content, Razuna content, Customer service surveys, Marketing.

Subscriber survey update

The subscriber survey results have been tabulated and will be presented to the commission in a work session to be scheduled in March. Peter Leatherman of the Morris Leatherman Company will make the presentation and answer questions.

Replacement of cargo van

Staff has secured the paperwork for participating in the state contract. Estimated completion is April 1, 2016. The agenda includes a staff report requesting capital funds for the custom safety improvements and graphics wrap.

Technical audit update

Staff and legal counsel have met with Comcast staff to outline solutions for I-Net. Comcast is researching alternative signal transmission solutions and associated costs. This item continues to be worked on at the staff level and will return to the commission in March for further review.

HD channel transition begins

Channel 15 is slated to be the first QCTV channel to be transmitted in High Definition. Staff has initiated the HD channel request. Comcast has been responsive in providing information to prepare for the implementation. Staff is determining the timeline for implementation and launch.

QCTV signal transmission to Comcast head-end

Comcast has also been responsive to QCTV requests for signal transmission quality improvement unrelated to the Technical Audit and HD Channel Transition. Comcast technicians have indicated that the company will install equipment required to send/receive an SSI signal. This will dramatically improve the picture quality of programming seen by Comcast subscribers.

Web site implementation issues

The web site basic features are functioning. Staff presented a punch list to the vendor of outstanding items to be resolved. The priorities of the punch list affect our core services to cities. The number one priority is that the vendor has not delivered on backend coding to populate the video lists from our CableCast Pro playback system to the video lists on the web site. This specific problem affected our News & Views city segments and resulted in the December city segments being unavailable online and therefore not linked to city web sites for resident viewing. Staff continues to work with the vendor for resolution.

CenturyLink negotiations

CenturyLink representative have submitted a draft response to an earlier proposal. Negotiations continuing in late February.

Healthcare HSA Vendor change

The vendor managing the employee HSA accounts, Bancorp, has transfer management to a new company, HealthEquity for account services. Worked with new vendor and City of Andover to set up contributions and reports.

Monthly reports

Attached to this agenda item are the operations and technology updates. The January statistical reports are attached. Please note that the web site vendor

activated Google Analytics on January 6 so the date presented is from that date forward.

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

February 5, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

A considerable amount of time was spent planning QCTV's programming for 2016. I held individual meetings with all production staff to ensure goals and objectives are spelled out and will be met. Assignments were discussed and we planned our year of local programming. We had a meeting with the Anoka Historical Society Executive Director to plan out our shows for the year. I met with representatives from The League of Women Voters (Anoka, Blaine, and Coon Rapids) to plan our election coverage for the year. We decided to do two studio shows. "Caucus: Power Up Your Vote" will be produced at QCTV On February 10th hosted by Minnesota's League of Women Voters Executive Director Susan Sheridan Tucker and DFL spokesperson Vicki Wright and Republican spokesperson Kathy Tinglestadt. The purpose of the show will be to explain the caucus process and get people to go to caucuses. We will produce a second show in June called "Election Day Preparation". We will also produce the candidate forums for the various local races this fall.

I was a guest speaker at the Anoka-Hennepin STEP program's media class. In talking about a project with the students and QCTV, Instructor Steven Yeager and I came up with a program where the students could do their final project in our studio creating a show for QCTV. This would be a nice collaboration and would go towards our goal of producing more youth oriented programming. I also gave a talk on community programming to Cub Scout Pack 609 and they toured our production truck and did a QCTV promo that we played back at half time of an Andover hockey game.

In working with the LWC-ABC we produced a program on Campaign Finance Reform with guests Gary Goldsmith, Jerry Newton, and Kathy Tinglestadt.

The Anoka County Master Gardeners partnership continues and we produced a show called "In the Garden: Start from Seeds".

January programming resulted in several mobile van productions including several high school sports games. Champlin resident Steve Thomson from WCCO radio has been added to our roster of play-by-play and color commentators and he does a nice job. Cabinets were added to the mobile production van for storage of viewfinders and miscellaneous items. (Photos are enclosed.)

We also produced a new episode of "In the Game" which features interviews with coaches and athletes. We also produced a half time show that features clips of all of our QCTV programs called "What's New at the Q."

QCTV also produced city meetings in our four cities as well as District 11 School Board meeting and the cable commission meeting.

Regular monthly shows included new episodes of "News and Views", "The Chamber Report", and "The District Court Show". We worked on "It's Your History", "The Local Show", "The Sheriff's Show" and "The Grid" for completion next month.

New promos for all shows have been assigned and so far "The Sheriff's Show" and local sports promos, and "News and Views" promos have been produced. We also shot and edited a "Shout Out" at a local hockey game.

Action: None



QCCCC Agenda Item

4.3.2 Technology Report

February 1, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: January 2016 Technology Report

Equipment Issues:

QCTV Equipment

- Continued LiveU testing using an SD signal. To date very successful. Excellent signal quality.
- Update Network to accommodate new users.
- Update backup routines on all workstations.
- Balance file shares among NAS devices.
- Set up dedicated encoder.
- Move three offices & associated equipment.

City Issues

- Resolve audio issue at Champlin. One microphone not working correctly.

Web Site:

- Worked with Bizzyweb on an ongoing video on demand issue. The site is having issues updating file information in a timely fashion which results in meetings not being parsed & posted in a timely fashion.

January Projects:

- Implement channel scheduling changes. Work with Lisa on CableCast programming.
- File maintenance. Balance space usage among NAS devices.
- Year end channel reports.

February Planned Projects:

- Update Active Directory server.
- Internal web site maintenance.
- City equipment documentation.
- Run wires for new Comcast equipment.

Ongoing Projects:

- NAS file maintenance.
- Equipment documentation.
- Database maintenance

Action: None.

Web Statistics – New Format

The new statistics report is taken from Google Analytics. The terms used are defined below.

Please note: The new format does show how many visitors went directly to the various city pages, but does not show the number of hits when the visitor started on a different page – i.e. the home page. Therefore the number of recorded visits is lower than was indicated on the old report. Google Analytics is much more accurate in reporting actual web traffic than what we were using previously.

Page: The pages visited, listed by URI. The URI is the portion of a page's URL following the domain name; for example, the URI portion of www.example.com/contact.html is /contact.html.

Pageviews is the total number of pages viewed. Repeated views of a single page are counted.

Unique Pageviews is the number of sessions during which the specified page was viewed at least once. A unique pageview is counted for each page URL + page Title combination.

The average amount of time users spent viewing a specified page or screen, or set of pages or screens

Entrances is the number of times visitors entered your site through a specified page or set of pages.

Bounce Rate is the percentage of single-page visits (i.e. visits in which the person left your site from the entrance page without interacting with the page)

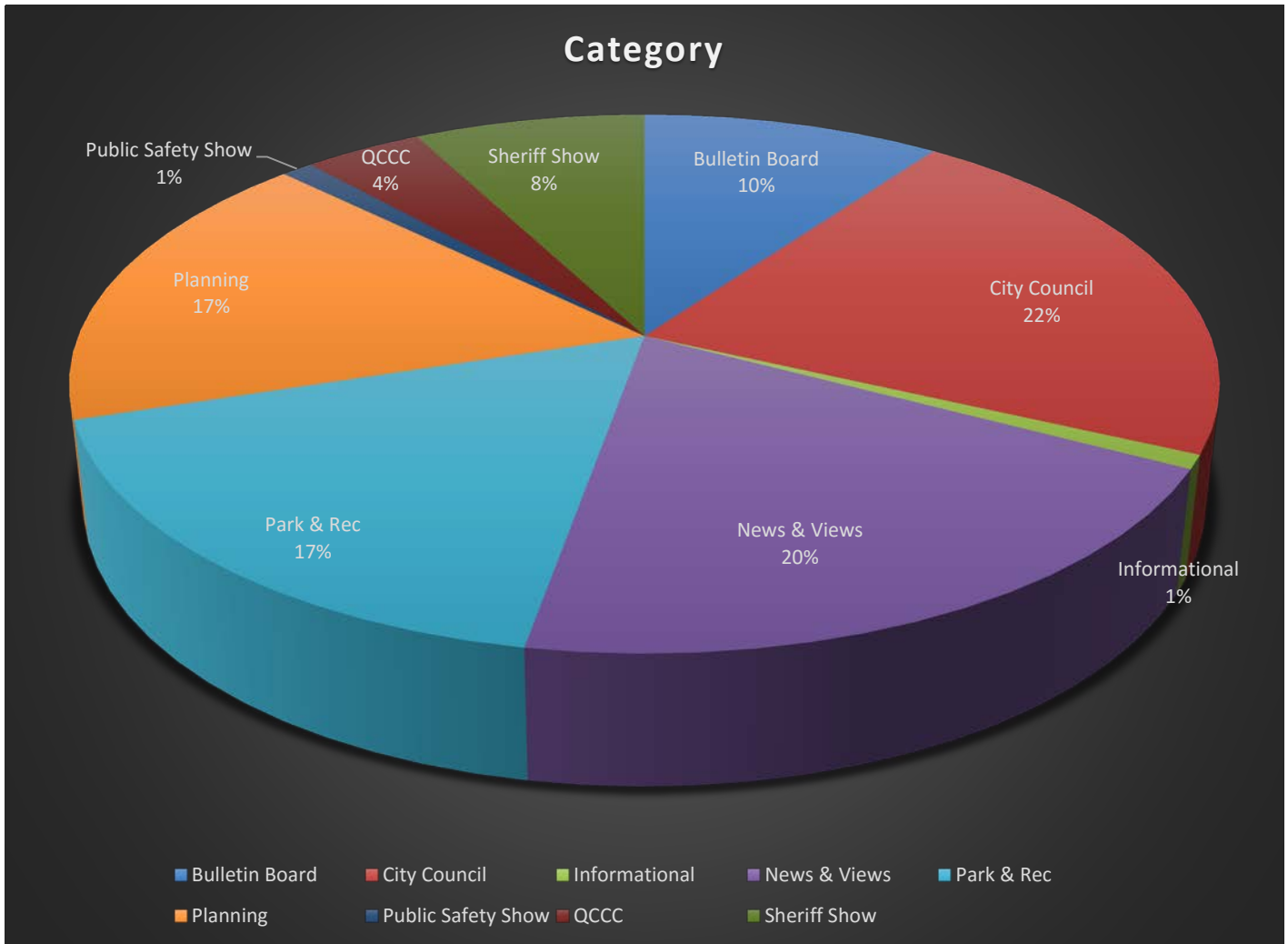
%Exit is (number of exits) / (number of pageviews) for the page or set of pages. It indicates how often users exit from that page or set of pages when they view the page(s)

Andover Channel & Web Statistics

January 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 976	New Shows: 7	Total Hours: 73.94	Page Hits: 112
Total Time: 670.06	New Time: 4.72	Saturation: 10%	See separate report for full details
Saturation: 90%	All Shows: 24	New Andover: 48	
	All Time: 13.49	New All Cities: 221	

Shared With Multiple Cities		
10/2/2015	Public Safety Talk Oct	0.5
1/15/2016	Public Safety Talk - Jan 2016	0.9678
12/17/2015	QCCC 12-17-2015	0.5961
1/21/2016	QCCC - 01/21/2016	0.3961
12/18/2015	The Sheriff Show Jan - Feb 2016	0.4986



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Andover City Council 1-5-2016	1/5/2016	City Council	0.8844	74	65.4489
Andover City Council 01-19-2016	1/19/2016	City Council	0.9339	65	60.7028
Andover City Council 12-15-2015	12/16/2015	City Council	1.9683	19	37.3983
A Greener Read - Recycling 01-07-2015	1/7/2016	Informational	0.0519	109	5.6619
Meet Dave Berkowitz	7/17/2014	Informational	0.0222	1	0.0222
Meet Kevin Starr	7/17/2014	Informational	0.0328	7	0.2294
Meet Dave Carlberg	7/17/2014	Informational	0.0256	1	0.0256
Meet Brett Angell	7/17/2014	Informational	0.0281	1	0.0281
Meet Kameron Kytönen	7/17/2014	Informational	0.0272	2	0.0544
Meet Brian Kraabel	7/17/2014	Informational	0.0189	4	0.0756
Meet Todd Haas	7/17/2014	Informational	0.0622	1	0.0622
Andover News & Views January 2016	12/31/2015	News & Views	0.2397	133	31.8831
News & Views - January **	12/31/2015	News & Views	1.0000	98	98.0000
Andover News & Views December 2015	12/2/2015	News & Views	0.2431	30	7.2917
News and Views - December 2015 **	12/1/2015	News & Views	1.0000	12	12.0000
Andover Park and Rec 12-17-2015	12/17/2015	Park & Rec	0.9511	78	74.1867
Andover Park and Recreation 01-21-2016	1/21/2016	Park & Rec	0.9886	55	54.3736
Andover Planning 12-8-2015	12/8/2015	Planning	1.5561	73	113.5961
Andover Planning 01-13-2016	1/25/2016	Planning	0.5000	29	14.5000
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	4	2.0000
Public Safety Talk - January 2016 **	1/15/2016	Public Safety Show	0.9678	6	5.8067
Quad Cities Cable Commission 12-17-2015 **	12/17/2015	QCCC	0.5961	30	17.8833
Quad Cities Cable Commission - 01/21/2016 **	1/21/2016	QCCC	0.3961	29	11.4872
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	115	57.3403
** Shared With Multiple Cities			13.4928	976	670.0581

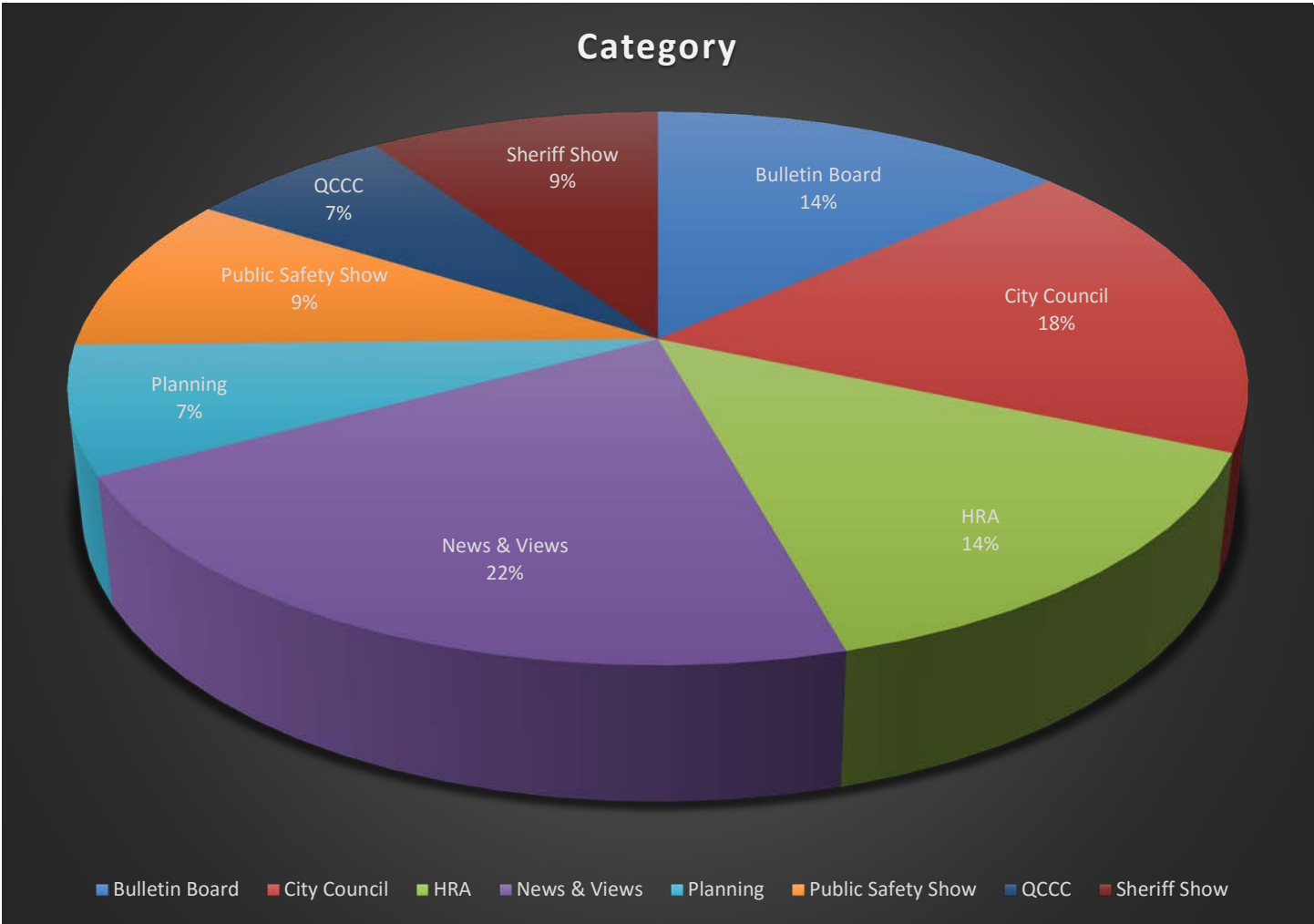
Total Programming Hours:	670.0581
Total Bulletin Board Hours:	73.9419
Total Runs:	976
January Total Time:	744

Anoka Channel & Web Statistics

January 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	967	New Shows	5	Total Hours	100.81	Page Hits:	144
Total Time:	643.19	New Time:	3.95	Saturation:	13.5%	See separate report for full details	
Saturation:	86.5%	All Shows:	15	New Anoka:	43		
		All Time:	12.98	New All Cities:	221		

Shared With Multiple Cities		
12/31/2015	News & Views - Jan 2016	1
12/1/2015	News and Views - Dec 2015	1
10/2/2015	Public Safety Talk Oct 2015	0.5
1/15/2016	Public Safety Talk - Jan 2016	0.9678
12/17/2015	QCCC 12-17-2015	0.5961
12/18/2015	The Sheriff Show Jan - Feb 2016	0.4986



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka Planning Commission 12-1-2015	12/1/2015	Planning	2.2439	16	35.9022
Anoka HRA Meeting 1-11-2016	1/11/2016	HRA	0.7831	81	63.4275
Anoka City Council Meeting 1-4-2016	1/4/2016	City Council	1.1106	70	77.7389
Anoka HRA 12-14-2015	12/15/2015	HRA	0.7975	53	42.2675
Anoka City Council Meeting 01-19-2016	1/19/2016	City Council	0.8358	51	42.6275
Anoka New & Views December 2015	12/2/2015	News & Views	0.2594	8	2.0756
Anoka News & Views January 2016	12/31/2015	News & Views	0.2883	191	55.0717
News & Views - Jan 2016 **	12/31/2015	News & Views	1.0000	91	91.0000
News and Views - Dec 2015 **	12/1/2015	News & Views	1.0000	12	12.0000
Anoka City Council 12-21-2015	12/21/2015	City Council	1.8500	7	12.9500
Public Safety Talk Oct 2015 **	10/2/2015	Public Safety Show	0.5000	27	13.5000
Public Safety Talk - Jan 2016 **	1/15/2016	Public Safety Show	0.9678	57	55.1633
Anoka Planning Commission 1-5-2016	1/5/2016	Planning	0.2492	79	19.6842
QCCC 12-17-2015 **	12/17/2015	QCCC	0.5961	83	49.4772
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	141	70.3042
			12.9803	967	643.1897

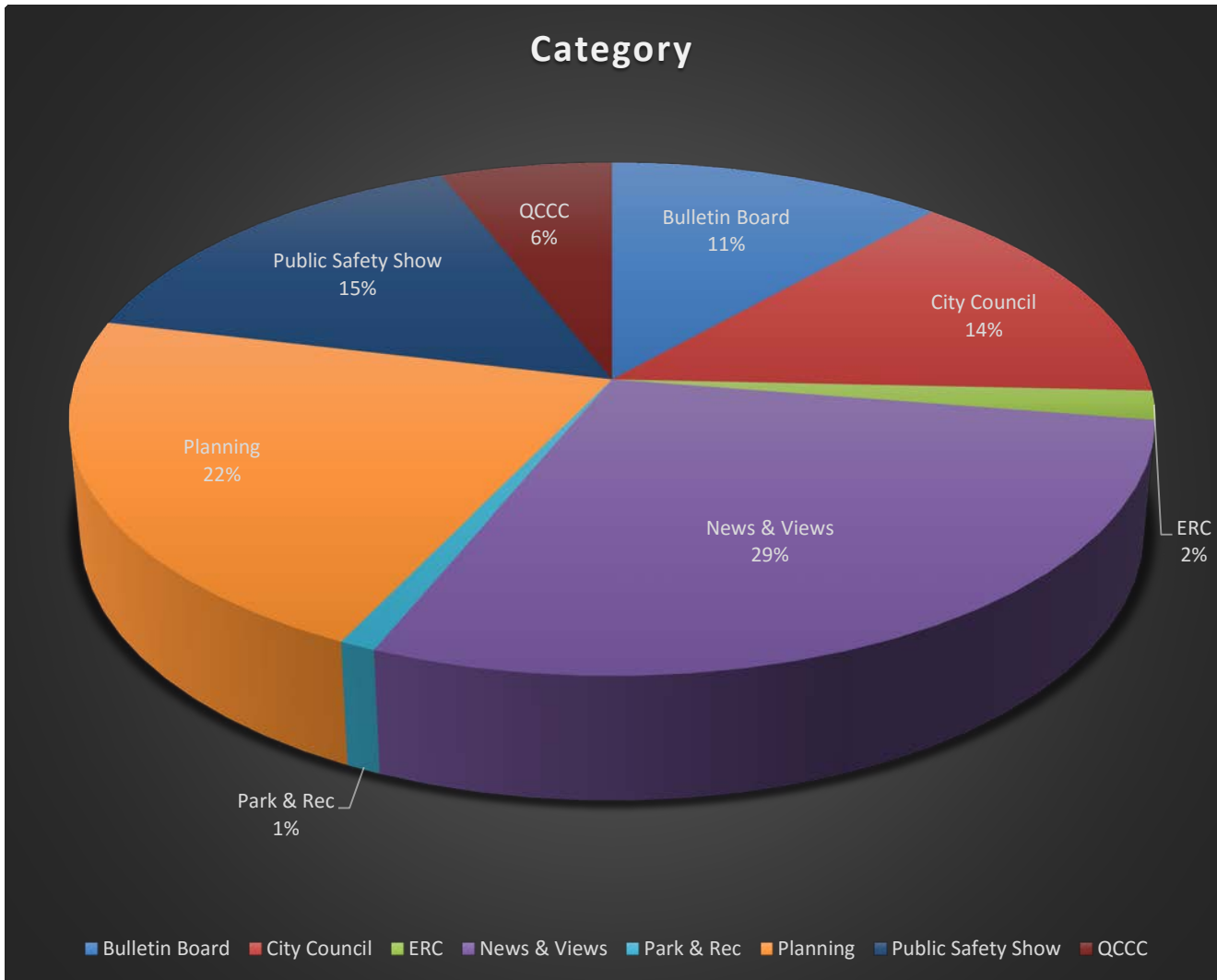
Total Programming Hours:	643.1897
Total Bulletin Board Hours:	100.8103
Total Runs:	967
January Total Hours:	744

Champlin Channel & Web Statistics

January 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1153	New Shows:	4	Total Hours:	86.16	Page Hits:	120
Total Time:	657.84	New Time:	2.09	Saturation:	11.6%	See separate report for full details	
Saturation:	88.4%	All Shows:	15	New Champlin:	31		
		All Time:	9.27	New All Cities:	221		

Shared With Multiple Cities		
12/1/2015	News and Views Dec 2015	1
10/6/2015	News and Views Oct 2015	1
12/31/2015	News & Views - Jan 2016	1
1/15/2016	Public Safety Talk - Jan 2016	0.9678
10/2/2015	Public Safety Talk Oct 2015	0.5
1/21/2016	QCCC - 01/21/2016	0.3961
12/17/2015	QCCC 12-17-2015	0.5961



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Champlin City Council Meeting 1-11-2016	1/11/2016	City Council	0.2369	104	24.6422
Champlin City Council Meeting 1-25-2016	1/25/2016	City Council	0.4911	31	15.2244
Champlin City Council 12-14-2015	12/15/2015	City Council	0.8464	77	65.1719
Champlin ERC Meeting 12-7-2015	12/7/2015	ERC	0.7156	19	13.5956
Champlin News & Views December 2015	12/2/2015	News & Views	0.2283	40	9.1333
News and Views Dec 2015 **	12/1/2015	News & Views	1.0000	2	2.0000
News and Views Oct 2015 **	10/6/2015	News & Views	1.0000	3	3.0000
Champlin News & Views January 2016	12/31/2015	News & Views	0.2600	228	59.2800
News & Views - Jan2016 **	12/31/2015	News & Views	1.0000	140	140.0000
Champlin Park and Rec 12-1-2015	12/1/2015	Park & Rec	0.2019	35	7.0681
Champlin Planning 12-21-2015	12/21/2015	Planning	0.8286	194	160.7506
Public Safety Talk - Jan 2016 **	1/15/2016	Public Safety Show	0.9678	34	32.9044
Public Safety Talk Oct 2015 **	10/2/2015	Public Safety Show	0.5000	162	81.0000
QCCC - 01/21/2016 **	1/21/2016	QCCC	0.3961	30	11.8833
QCCC 12-17-2015 **	12/17/2015	QCCC	0.5961	54	32.1900
** Shared With Multiple Cities			9.2689	1153	657.8439

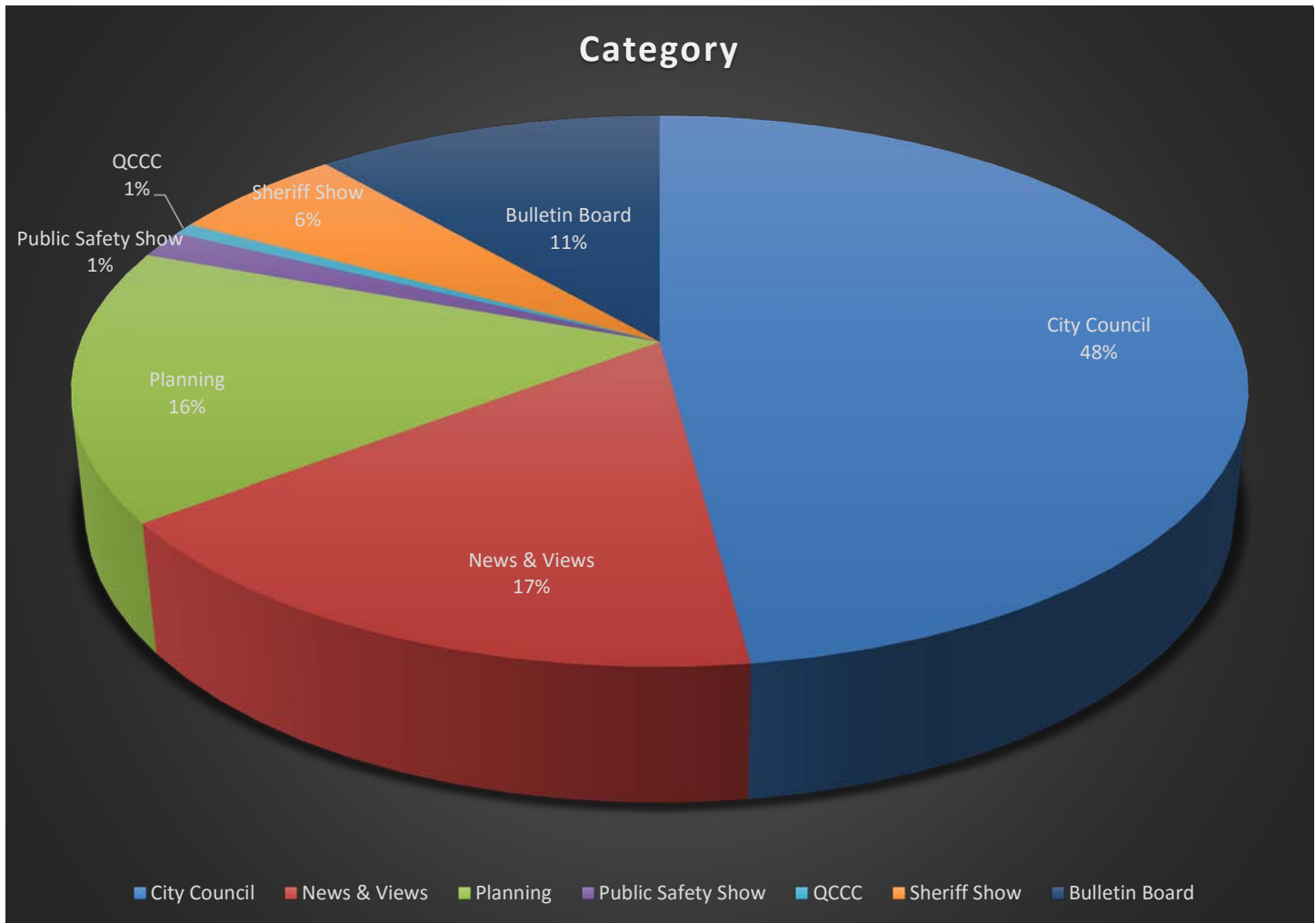
Total Programming Hours: 657.8439
 Total Bulletin Board Hours: 86.1561
 Total Runs: 1153
 January Total Time: 744

Ramsey Channel & Web Statistics

January 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 736	New Shows: 6	Total Hours: 85.17	Total Hits: 159
Total Time: 658.83	New Time: 7.34	Saturation: 11.5%	See separate report for full details.
Saturation: 88.5%	All Shows: 15	New Ramsey: 57	
	All Time: 13.36	New All Cities: 221	

Shared With Multiple Cities		
12/1/2015	News and Views - Dec 2015	1
12/31/2015	News & Views - Jan 2016	1
10/2/2015	Public Safety Talk Oct 2015	0.5
1/15/2016	Public Safety Talk - Jan 2016	0.9678
12/17/2015	QCCC 12-17-2015	0.5961
1/21/2016	QCCC 01/21/2016	0.3961
12/18/2015	The Sheriff Show Jan - Feb 2016	0.4986



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Ramsey City Council 11-24-2015	11/24/2015	City Council	1.1567	59	68.2433
Ramsey City Council 12-8-2015	12/8/2015	City Council	1.5339	188	288.3711
News and Views December 2015 **	12/1/2015	News & Views	1.0000	64	64.0000
Ramsey News & Views December 2015	12/2/2015	News & Views	0.2367	207	48.9900
Ramsey News & Views November 2015	11/4/2015	News & Views	0.2533	45	11.4000
Ramsey Planning 12-3-2015	12/3/2015	Planning	0.3881	245	95.0736
Ramsey Planning Commission 11-12-2015	11/12/2015	Planning	1.8217	13	23.6817
Public Safety Talk Oct **	10/2/2015	Public Safety Show	0.5000	24	12.0000
QCCC 11-19-2015 **	11/19/2015	QCCC	0.7325	7	5.1275
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	10	4.9861
The Sheriff Show Oct - Nov **	10/9/2015	Sheriff Show	0.4958	76	37.6833
** Shared With Multiple Cities			8.6172	938	659.5567

Total Programming Hours: 659.5567

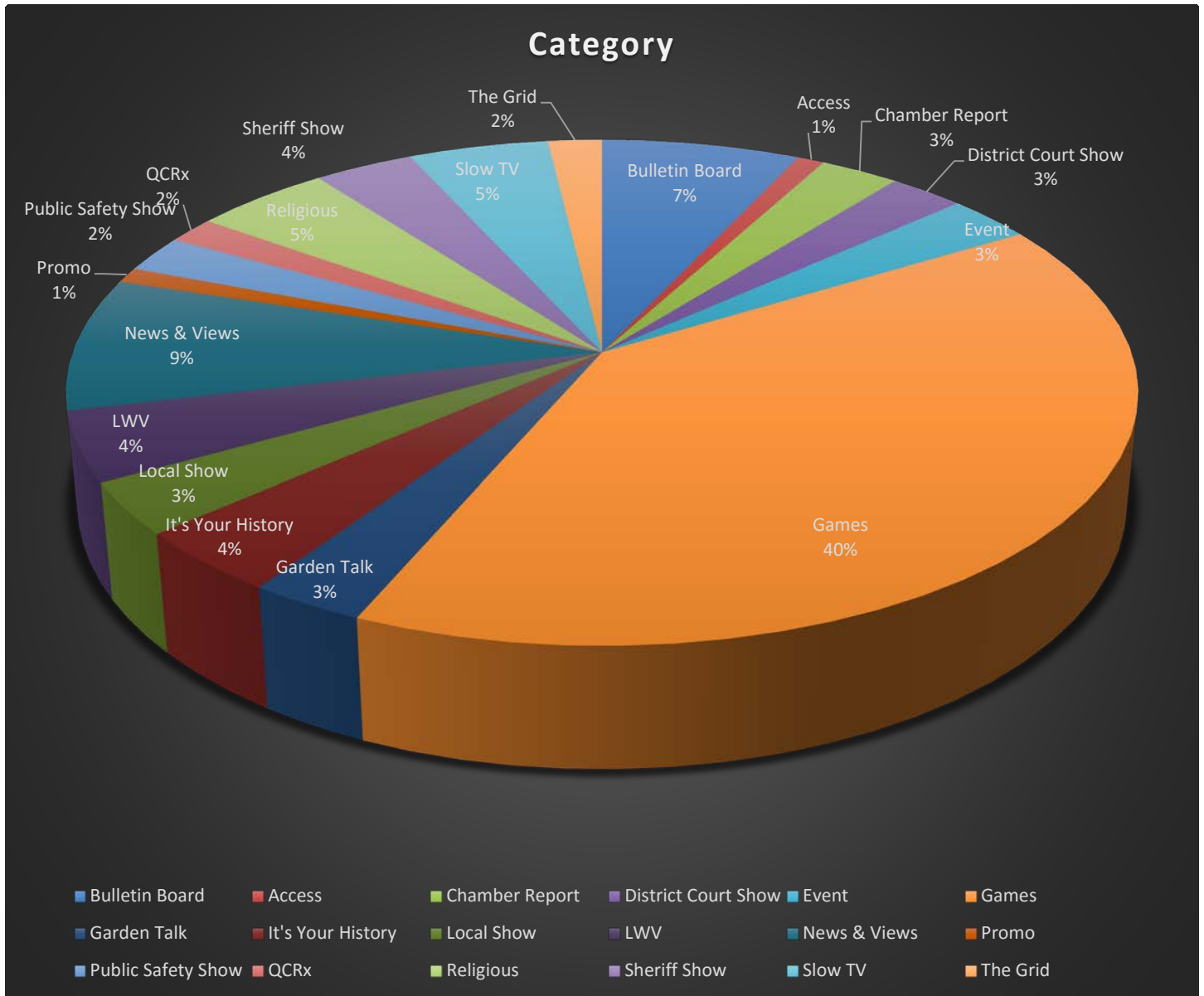
Total Bulletin Board Hours: 84.4433

Total Runs: 938

January Total Time: 744

Community Channel January 2016

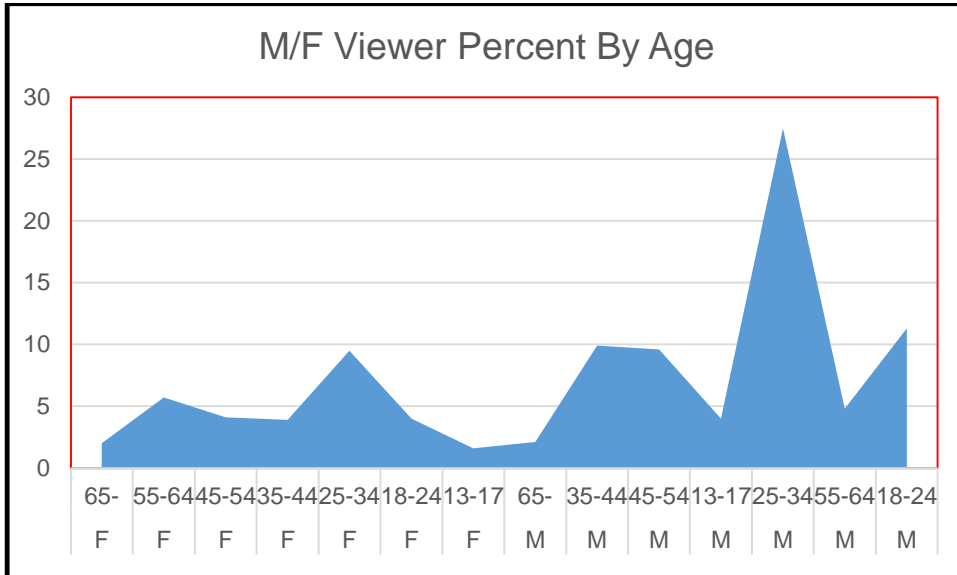
Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1065	New Shows	44	Total Hours	51.63	Sessions:	1660
Total Time:	692.37	New Time:	36.59	Saturation:	7%	See separate report for full details	
Saturation:	93%	All Shows:	101	New Bulletins	21		
		All Time:	74.42	All Bulletins	221		



- Detail available upon request

January 2016 YouTube Statistics

Total Views: 2676
Minutes Watched: 16077



Playback Location Type	Watch time (minutes)	Views	Average View (minutes)	Avg Percentage Viewed
WATCH	13141	2249	5.84	15.3
EMBEDDED	2852	390	7.31	29.1
CHANNEL	85	37	2.29	3.98

Detail

Video	Watch time (minutes)	Views	Avg View (minutes)
It's Your History - Laws BBQ	2733	301	9.08
Antique Appraisal with Mark F Moran	2189	177	12.37
It's Your History - Anoka State Hospital	1964	211	9.31
The Grid	1231	308	4
Anoka County Sheriff Show: January - February 2016	1219	208	5.86
Girls Basketball: Irondale @ Andover 1-19-2016	846	65	13.01
It's Your History - The 1st Minnesota Infantry of the Civil War	575	86	6.69
It's Your History - Fridley Tornado	459	58	7.91
Boys Hockey: Elk River at Andover 1-22-2016	279	35	7.97
Girl's Basketball: Blaine vs. Andover 01-13-2016	271	41	6.62
Champlin Park Boys Basketball - #25 Mckinley Wright Dunk 1/5/16	259	301	0.86

Local show HD 12 22 2015	253	56	4.51
In the Garden Start from Seeds	236	20	11.78
Rebel Classic Marching Bands 2014	189	59	3.2
News and Views December	165	52	3.17
League of Women Voters - Upper Mississippi River	138	22	6.29
Girls Hockey: Champlin Park @ Anoka	131	27	4.84
Champlin Park Cluster Band Concert	99	41	2.41
Regan Moves	89	24	3.69
It's Your History - Archeology in Anoka County	88	12	7.3
Anoka County Sheriff Show – August & September 2015	85	27	3.14
League of Women Voters Candidate Forum - MN Dist. 35 Special Election	85	19	4.46
It's Your History - Sustainable Farming	65	8	8.16
League of Women Voters - Campaign Finance Reform 01 14 2016	64	11	5.8
In The Garden Seedings in Plastic Jugs	56	5	11.13
Sheriff Show Dec 2014/Jan 2015	46	12	3.85
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	46	18	2.54
Anoka County Sheriff Show – March & April 2015	44	17	2.61
The Local Show Show April 2015	38	5	7.63
Anoka County Reserve Graduation 2015	35	3	11.72
In the Garden - Putting Your Garden To Bed	32	8	3.94
Anoka County Sheriff's Award Ceremony 02-17-20 15	28	5	5.69
Public Safety Talk January 2016	27	9	3.02
The Chamber Report December	26	5	5.16
Anoka County Sheriff Show - May and June 2015	24	9	2.69
The Local Show # 2 HD	21	8	2.56
Road Rage	20	15	1.31
Buzzer Beater: Centennial @ Andover, Girls Basketball – Feb 5th, 2015	20	32	0.61
Andover - A Greener Read Recycling	19	9	2.15
Anoka County 4-H Showcase	18	12	1.51
Live and Local: Lets Get Fit!	16	1	16.26
January News and Views	15	13	1.19
Live and Local Hometown Holiday	15	5	2.96
2015 Anoka County Memorial Service	13	2	6.71
QCTV Creating New Fans Every Day	12	15	0.81
Andover @ Anoka, Football - End of Game Highlight	12	8	1.44
News & Views April	11	2	5.35
Professional Karate Studios	10	9	1.15
News & Views - August	9	2	4.49
Fire of the Heart ... an Andover Couples Journey	8	1	8.17
Professional Karate Studios	6	6	1.05
LWV ABC Water Resources Water Supply and Environmental Integrity	6	8	0.69
News & Views	4	2	2.14
News and Views June	4	7	0.59
News and Views July	3	2	1.65
Overall Excellence Submission	3	2	1.62
News and Views September	3	1	3.23
Sheriff Show - August 2014	3	1	3.14
In the Game	3	2	1.56
The District Court Show December	3	5	0.62
Anoka County Sheriff Show - Oct & Nov 2015	3	4	0.68
District Court Show - January 2016	3	5	0.5

Let's Go To The Library!	2	2	1.13
Youth First - Mayor's Prayer Breakfast 2015	2	2	1.03
09-22-2014 Anoka County Candidate Forum	2	1	1.96
News and Views - May	2	2	0.93
News and Views November	2	2	0.93
Thank You Berry Much The Story of the Bauer Farm	2	12	0.15
CarWash Water PSA	1	1	1.46
The District Court Show November	1	4	0.35
Tiger Scouts	1	8	0.16
Public Safety Talk February 2015	1	2	0.58
The Chamber Report February 2016	1	3	0.35
LWV School Counselor Legislation	1	1	0.92
Emerald Ash Borer PSA	1	1	0.71
Chamber Report - May	1	1	0.69
Twin Cities Comcast subscribers, has your cable quit working?	1	1	0.68
District Court Show	1	5	0.14
League of Women Voters - Secretary of State Steve Simon	1	2	0.29
District Court Show	1	2	0.28
Turn off the Device PSA	1	4	0.14
QCTV 10-Minute Half Time Show	1	2	0.26
Ramsey Happy Days Parade 2015	0	2	0.24
Happy Days Shout Out 2015	0	1	0.47
Champlin Solar Energy Project	0	1	0.34
Beyond the Yellow Ribbon - City of Champlin	0	2	0.16
NATOA Overall Excellence	0	1	0.31
Library on the Go	0	1	0.3
Garden Talk	0	1	0.26
In the Game - Winter Episode	0	1	0.26
News and Views HD October 2014	0	1	0.25
Cub Scouts Sports ID	0	1	0.2
News & Views November 2014	0	1	0.16
Allina Groundbreaking Ceremony Champlin	0	1	0.1
The District Court - October	0	1	0.07
Anoka Co-op	0	1	0.06
News and Views October	0	1	0.06
Whats New At The Q	0	1	0.04
News & Views - September 2014	0	1	0.03
Sheriff Show October/November 2014	0	1	0

Web Statistics January 2016

Overview	
Sessions	1660
Users	1004
Page views	5994
Pages per Session	3.61
Average Session	3:08
Bounce Rate	36.75%
Percent New Sessions	60.48%

Sessions by Mobile		
iOS	315	70.79%
Android	109	24.49%
Windows	18	4%
Windows Phone	3	0.67%
Total	445	

Session by Browser	
Chrome	819
Safari	378
Internet Explorer	233
Firefox	161
Edge	35
Android Browser	11
Total	1637

Page Hits	Page Views	Unique Page Views	Avg. Time on Page	Entrances	Bounce Rate
/Home Page	1619	1038	69.31	952	25.74%
/sports/	518	371	174.34	132	40.88%
/program-guide/	436	291	21.14	19	26.32%
/program-guide/qctv-community-channel/	264	171	88.71	14	57.14%
/ramsey/	159	94	72.94	48	12.50%
/anoka/	144	101	45.62	34	20.59%
/live-and-local/	135	88	83.97	7	0.00%
/qctv-programs/	129	86	25.54	6	50.00%
/champlin/	120	85	55.00	23	56.52%
/program-guide/qctv-community-channel/?date=2016-01-29	120	62	75.99	45	30.43%
/andover/	112	88	20.90	31	16.13%
/shop/	109	73	57.35	7	33.33%
/show-details/?ShowID=5384	99	44	45.54	2	100.00%

/jobs/	61	50	187.23	11	90.91%
/meeting_category/ramsey/ramsey-city-council-meetings/	59	41	12.84	1	0.00%
/meeting_category/anoka/anoka-city-council-meetings/	55	44	6.63	1	0.00%
/?from=http://free-traffic.xyz/	53	53	0.00	53	100.00%
/meet-the-staff/	53	46	96.85	3	100.00%
/?from=http://social-widjet.xyz/	51	51	0.00	51	100.00%
/News-Views/	47	37	92.38	1	100.00%
/your-story/	45	39	61.31	2	50.00%
/districtcourtshow/	44	40	1018.14	32	47.06%
/meeting_category/cable-commission/	44	17	25.55	2	100.00%
/program-guide/champlin-city-channel/	42	37	71.59	2	50.00%
/events/	41	33	25.86	1	100.00%
/meeting_category/andover/andover-city-council-meetings/	41	33	8.22	2	0.00%
/program-guide/andover-city-channel/	41	34	24.23	1	0.00%
/agendas/	39	23	150.09	2	100.00%
/league-of-women-voters/	34	26	160.05	4	100.00%
/meeting_category/champlin/champlin-city-council-meetings/	33	26	19.88	1	0.00%
/qctv-community-programs/	33	23	27.68	5	100.00%
/anoka-master-gardener/	32	22	315.88	9	50.00%
/search/?search_title=	32	12	10.88	2	0.00%
/meeting_category/ramsey/ramsey-planning-commission-meetings/	29	22	22.21	0	0.00%
/?from=http://free-social-buttons.xyz/	28	28	0.00	28	100.00%
/city_meeting/anoka-city-council-1-4-2016/	28	21	142.91	4	50.00%
/program-guide/anoka-city-channel/	28	18	32.42	0	0.00%
/meeting_category/ramsey/ramsey-news-views/	23	17	35.53	0	0.00%
/who-we-are/	22	21	90.33	2	50.00%
/city_meeting/andover-city-council-meeting-1-5-2016/	20	20	916.50	2	100.00%
/meeting_category/anoka/anoka-news-views/	20	14	23.69	1	100.00%
/program-guide/ramsey-city-channel/	19	15	29.20	2	0.00%
/chambershow/	18	16	441.00	9	55.56%
/city_meeting/ramsey-city-council-1-11-2016/	18	16	625.75	2	50.00%
/meeting_category/andover/andover-planning-commission-meetings/	18	14	84.50	5	80.00%
/program-guide/qctv-bulletin-board-info-channel/	17	11	16.47	0	0.00%
/itsyourhistory/	16	11	265.42	1	100.00%
/city_meeting/anoka-city-council-01-19-2016/	15	13	389.60	0	0.00%
/meeting_category/anoka/anoka-planning-commission-meetings/	15	11	3.71	1	0.00%
/city_meeting/andover-city-council-01-19-2016/	13	10	256.50	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-20	13	12	30.50	8	75.00%
/program-guide/qctv-community-channel/?date=2016-01-26	13	8	39.44	1	100.00%
/Ramsey/	13	2	185.92	2	0.00%
/the-sheriff-show/	13	11	146.43	1	100.00%
/members/	12	12	32.00	0	0.00%

/city_meeting/anoka-news-views-december-2015/	11	11	31.50	10	80.00%
/city_meeting/anoka-planning-commission-1-5-2016/	11	10	133.00	0	0.00%
/local-show/	11	11	28.56	0	0.00%
/meeting_category/ramsey/ramsey-park-and-recreation-meeting/	11	4	9.82	0	0.00%
/product/boys-hockey-champlin-park-vs-andover/	10	7	117.78	1	0.00%
/program-guide/qctv-community-channel/?date=2016-01-08	10	8	13.86	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-13	10	7	15.13	1	0.00%
/city_meeting/ramsey-city-council-1-29-2016/	9	7	369.00	3	66.67%
/city_meeting/ramsey-planning-meeting-1-7-2016/	9	7	23.67	1	100.00%
/program-guide/qctv-community-channel/?date=2016-01-12	9	5	54.67	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-30	9	6	109.00	0	0.00%
/search/?search_title=live boys hockey Marshall vs champlin park	9	2	18.89	0	0.00%
/awards/	8	8	39.71	0	0.00%
/community/playerid1676	8	4	35.50	4	0.00%
/event/marshall-school-duluth-v-champlin-park-boys-hockey/	7	3	73.50	0	0.00%
/meeting_category/andover/andover-park-and-recreation-meetings/	7	5	22.67	1	100.00%
/meeting_category/anoka/anoka-housing-redevelopment-authority/	7	5	6.17	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-07	7	6	37.25	1	0.00%
/program-guide/qctv-community-channel/?date=2016-01-10	7	5	51.00	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-11	7	5	17.40	1	100.00%
/program-guide/qctv-community-channel/?date=2016-01-28	7	6	18.20	0	0.00%
/search/?search_title=hockey	7	2	302.00	0	0.00%
/show-details/?ShowID=5334	7	6	19.67	0	0.00%
/cart/	6	2	22.17	0	0.00%
/city_meeting/champlin-city-council-1-25-2016/	6	4	122.33	0	0.00%
/city_meeting/ramsey-city-council-12-8-2015/	6	6	69.00	0	0.00%
/customer-feedback/	6	6	132.50	2	50.00%
/event/champlin-park-v-anoka-girls-hockey/	6	5	24.33	0	0.00%
/map-and-directions/	6	6	10.00	0	0.00%
/meeting_category/champlin/champlin-park-and-recreation-meetings/	6	6	10.75	0	0.00%
/meeting_category/champlin/champlin-planning-commission-meetings/	6	5	4.80	1	0.00%
/program-guide/qctv-community-channel/?date=2016-01-19	6	4	169.60	0	0.00%
/qcccc/	6	6	11.00	6	66.67%
/search/?search_title=in the game	6	1	8.00	0	0.00%
/search/?search_title=mount olive	6	1	9.67	0	0.00%
/show-details/?ShowID=5386	6	5	36.40	0	0.00%
/city_meeting/champlin-city-council-1-11-2016/	5	5	852.67	0	0.00%
/city_meeting/ramsey-news-views-december-2015a/	5	5	326.25	1	0.00%
/production-serviceshire-us/	5	5	11.40	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-09	5	4	22.00	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-27	5	4	17.00	0	0.00%
/show-details/?ShowID=5319	5	4	21.00	1	100.00%

/show-details/?ShowID=5347	5	4	259.67	1	100.00%
/show-details/?ShowID=5362	5	3	32.00	0	0.00%
/the-public-safety-talk/	5	5	122.00	0	0.00%
/checkout/	4	3	32.00	0	0.00%
/city_meeting/anoka-city-council-11-16-2015/	4	4	15.00	0	0.00%
/city_meeting/anoka-city-council-12-21-2015/	4	4	493.00	0	0.00%
/city_meeting/anoka-hra-1-11-2016/	4	4	103.50	0	0.00%
/city_meeting/quad-cities-cable-commission-12-17-2015/	4	4	244.33	0	0.00%
/city_meeting/ramsey-park-and-recreation-01-14-2016/	4	3	7.00	0	0.00%
/concerts/	4	4	947.75	1	0.00%
/meeting_category/andover/andover-news-views/	4	3	9.50	0	0.00%
/meeting_category/champlin/champlin-news-views/	4	4	2.00	2	100.00%
/product/girls-basketball-blaine-vs-andover/	4	4	15.25	0	0.00%
/program-guide/anoka-city-channel/?date=2016-01-08	4	1	18.75	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-06	4	2	64.33	1	0.00%
/program-guide/qctv-community-channel/?date=2016-01-15	4	3	394.75	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-16	4	2	18.25	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-18	4	2	21.00	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-23	4	3	24.67	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-25	4	3	19.50	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-31	4	3	18.67	0	0.00%
/shop/?sf_paged=2	4	4	108.75	0	0.00%
/show-details/?ShowID=3825	4	2	12.50	0	0.00%
/show-details/?ShowID=5356	4	4	32.50	0	0.00%
/sports/playerid1779	4	2	14.50	2	50.00%
/the-grid/	4	2	452.00	1	0.00%
/city_meeting/andover-planning-commission-1-13-2016/	3	2	21.00	1	0.00%
/city_meeting/anoka-city-council-meeting-12-7-2015/	3	2	613.67	0	0.00%
/city_meeting/champlin-planning-commission-12-21-2015/	3	2	297.00	1	0.00%
/event/andover-v-anoka-girls-hockey/	3	3	31.33	0	0.00%
/grad	3	3	10.00	3	66.67%
/itsyourhistory/index3.php	3	2	12.00	2	50.00%
/meeting_category/champlin/champlin-economic-development-authority/	3	3	2.50	0	0.00%
/product/2015-champlin-park-high-school-graduation/	3	2	319.00	1	0.00%
/product/blaine-vs-champlin-park-football/	3	1	13.00	0	0.00%
/product/boys-basketball-anoka-vs-andover/	3	3	86.67	0	0.00%
/product/girls-hockey-andover-vs-champlin-park/	3	2	68.50	0	0.00%
/product/osseo-vs-andover-boys-hockey-2/	3	3	53.50	0	0.00%
/program-guide/andover-city-channel/?date=2016-01-29	3	2	9.00	0	0.00%
/program-guide/qctv-bulletin-board-info-channel/?date=2016-01-13	3	2	12.33	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-14	3	3	13.00	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-17	3	1	20.33	0	0.00%

/program-guide/qctv-community-channel/?date=2016-01-21	3	1	21.67	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-22	3	2	19.00	0	0.00%
/program-guide/qctv-community-channel/?date=2016-02-02	3	3	15.00	0	0.00%
/search/?search_title=mini bowl	3	1	5.00	0	0.00%
/show-details/?ShowID=5332	3	3	187.33	0	0.00%
/sports/playerid1681	3	2	28.00	2	50.00%
/videoplayer/stream.php?id=2570	3	2	17.00	2	0.00%
/city_meeting/andover-city-council-meeting-9152015/	2	2	8.00	0	0.00%
/city_meeting/andover-park-and-recreation-meeting-12-17-2015/	2	1	502.50	0	0.00%
/city_meeting/andover-planning-12-8-2015/	2	2	89.00	0	0.00%
/city_meeting/champlin-city-council-12-14-2015/	2	2	0.00	0	0.00%
/city_meeting/champlin-park-rec-12-01-2015/	2	2	0.00	0	0.00%
/community/playerid1529	2	2	0.00	1	100.00%
/event/centennial-v-andover-girls-basketball/	2	1	2.50	0	0.00%
/event/roseville-v-anoka-girls-basketball/	2	1	5.00	0	0.00%
/files/qccc/Packets/qcccc_packet_august_2015.pdf	2	1	23.50	0	0.00%
/informational/	2	2	184.00	0	0.00%
/product/09-03-2015-totino-grace-v-andover-football-2/	2	2	408.00	0	0.00%
/product/anoka-vs-andover-girls-basketball-2/	2	2	8.50	0	0.00%
/product/anoka-vs-centennial-football-2/	2	1	7.50	0	0.00%
/product/boys-basketball-armstrong-vs-anoka/	2	1	21.00	0	0.00%
/product/boys-basketball-centennial-vs-champlin-park/	2	1	67.50	0	0.00%
/product/boys-hockey-andover-vs-anoka/	2	2	12.00	0	0.00%
/program-guide/andover-city-channel/?date=2016-01-10	2	1	20.00	0	0.00%
/program-guide/andover-city-channel/?date=2016-01-19	2	2	6.00	0	0.00%
/program-guide/andover-city-channel/?date=2016-01-21	2	2	16.50	0	0.00%
/program-guide/anoka-city-channel/?date=2016-01-09	2	1	18.00	0	0.00%
/program-guide/anoka-city-channel/?date=2016-01-11	2	1	12.50	0	0.00%
/program-guide/anoka-city-channel/?date=2016-01-16	2	1	34.50	0	0.00%
/program-guide/qctv-bulletin-board-info-channel/?date=2016-01-15	2	1	7.50	0	0.00%
/program-guide/qctv-community-channel/?date:2016-01-29=	2	1	71.00	1	0.00%
/program-guide/qctv-community-channel/?date=2016-01-02	2	1	10.50	0	0.00%
/program-guide/qctv-community-channel/?date=2016-01-24	2	1	19.50	0	0.00%
/program-guide/ramsey-city-channel/?date=2016-01-09	2	2	6.00	0	0.00%
/search/?search_title=61	2	1	7.00	0	0.00%
/search/?search_title=bingo	2	1	7.00	0	0.00%
/search/?search_title=champlin park vs marshall hockey	2	1	20.00	0	0.00%
/search/?search_title=Girls hockey	2	1	67.00	0	0.00%
/search/?search_title=Lwv	2	1	29.50	0	0.00%
/search/?search_title=marshall	2	1	5.00	0	0.00%
/search/?search_title=Marshall vs champlin	2	1	3.50	0	0.00%
/search/?search_title=Marshall Vs. Champlin Park 01-29-2016	2	2	15.00	0	0.00%

/show-details/?ShowID=3807	2	1	131.00	0	0.00%
/show-details/?ShowID=3824	2	1	9.00	0	0.00%
/show-details/?ShowID=4572	2	1	6.50	0	0.00%
/show-details/?ShowID=515	2	1	13.50	0	0.00%
/show-details/?ShowID=5322	2	2	10.50	0	0.00%
/show-details/?ShowID=5357	2	1	22.50	0	0.00%
/show-details/?ShowID=5368	2	2	0.00	0	0.00%
/show-details/?ShowID=5400	2	2	11.00	0	0.00%
/show-details/?ShowID=777	2	1	3.00	0	0.00%
/show-details/?ShowID=935	2	1	5.50	0	0.00%
/sports/playerid1701	2	1	13.50	1	0.00%
/sports/playerid1755	2	1	15.50	0	0.00%
/sports/playerid177	2	1	44.00	1	0.00%
/videoplayer/stream.php?id=2485	2	2	0.00	2	100.00%
?s=andover+and+grandrapids	1	1	6.00	0	0.00%
?s=champlin+park+high+school	1	1	0.00	0	0.00%
?s=metro+minny+baseball	1	1	0.00	0	0.00%
?s=peewee+hockey	1	1	3.00	0	0.00%
?s=staff	1	1	0.00	0	0.00%
/andover/live.php?golive=true	1	1	0.00	1	100.00%
/award-videos/	1	1	10.00	0	0.00%
/chamber-events/	1	1	18.00	0	0.00%
/champlin/live.php	1	1	5.00	1	0.00%
/city_meeting/andover-city-council-11022015/	1	1	64.00	0	0.00%
/city_meeting/andover-city-council-12-01-2015/	1	1	739.00	0	0.00%
/city_meeting/andover-news-views-january-2016/	1	1	512.00	0	0.00%
/city_meeting/andover-park-and-recreation-meeting-11-19-2015/	1	1	0.00	0	0.00%
/city_meeting/andover-park-recreation-meeting-01-21-2016/	1	1	25.00	0	0.00%
/city_meeting/anoka-heritage-committee-11-10-2015/	1	1	1372.00	0	0.00%
/city_meeting/anoka-hra-12-14-2015/	1	1	280.00	0	0.00%
/city_meeting/champlin-city-council-11-09-2015/	1	1	0.00	0	0.00%
/city_meeting/champlin-eda-11-09-2015/	1	1	334.00	0	0.00%
/community/playerid1603	1	1	0.00	1	100.00%
/event/andover-v-champlin-park-boys-basketball/	1	1	12.00	0	0.00%
/event/anoka-v-champlin-park-boys-basketball/	1	1	28.00	0	0.00%
/event/blaine-v-andover-boys-hockey/	1	1	12.00	0	0.00%
/event/elk-river-v-andover-boys-hockey/	1	1	44.00	0	0.00%
/events/list/	1	1	38.00	0	0.00%
/files/qccc/Packets/qcccc_agenda_august_2015.pdf	1	1	12.00	1	0.00%
/grad/	1	1	14.00	1	0.00%
/inthegame	1	1	59.00	0	0.00%
/meeting_category/anoka/heritage-committee/	1	1	4.00	0	0.00%

/meeting_category/champlin/environmental-resources-commission/	1	1	1.00	0	0.00%
/news	1	1	5.00	1	0.00%
/news and views	1	1	8.00	1	0.00%
/product/08-28-2015-osseo-v-andover-football/	1	1	1.00	0	0.00%
/product/andover-vs-anoka-boys-hockey/	1	1	17.00	0	0.00%
/product/anoka-vs-andover-boys-hockey/	1	1	24.00	0	0.00%
/product/anoka-vs-centennial-football/	1	1	78.00	0	0.00%
/product/blaine-vs-andover-boys-hockey/	1	1	25.00	0	0.00%
/product/boys-hockey-buffalo-vs-champlin-park/	1	1	42.00	0	0.00%
/product/centennial-vs-anoka-boys-bball/	1	1	10.00	0	0.00%
/product/champlin-park-vs-andover-boys-hockey-2/	1	1	52.00	0	0.00%
/product/champlin-park-vs-andover-boys-soccer-2/	1	1	0.00	0	0.00%
/product/champlin-park-vs-andover-football/	1	1	14.00	0	0.00%
/product/champlin-park-vs-blaine-football/	1	1	7.00	0	0.00%
/product/champlin-vs-anoka-girls-hockey/	1	1	0.00	0	0.00%
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	5994	4183	71.64	1653	36.75%

QCCCC Agenda Item

5.1 Cargo Van Replacement

February 9, 2016

To: Karen George, Executive Director

From: Taylor Johnson, Mobile Production Coordinator/Producer

Subject: Cargo Van Replacement

On November 19th, 2015, the Cable Commission approved the purchase of a replacement cargo van utilizing the “Cooperative Purchasing Venture” with a not to exceed amount of \$30,000.00 before taxes. QCTV was approved to join the “Cooperative Purchasing Venture” by the State of Minnesota and was directed to work with Nelson Auto Center in Fergus Falls. Staff selected the Ford Transit, as this vehicle provided the necessary cargo space needed to transport scaffolding and other production gear. The final cost for this vehicle is \$23,165.61 before taxes and licensing fees. Delivery of the vehicle is included. The trade-in value for the old cargo van is not reflected in the pricing. Please see the attached quote from Nelson Auto Center for more details on the Ford Transit’s pricing. Staff will proceed with finalizing this purchase.

Safety Add-on’s:

After the van is delivered, the current cargo van’s rooftop platform should be retrofitted with safety improvements for use on the new van. Included in the retrofitting would be the addition of collapsible safety railings and a new custom safety ladder in order to gain access to the roof of the van. This platform is used extensively during the spring and summer months for our baseball and softball seasons in order for our cameras to see over the tall outfield and baseline fences. These safety add-ons would create a safer working environment for staff during these games. The price for the improvements are quoted for \$5,808.00 before tax.

Graphics Wrap:

Staff would like to include a graphics wrap onto the new cargo van, much like we currently have on our production truck and current cargo van. There are two choices for the addition of a graphics wrap:

Complete Wrap (wrapping the entire body of the vehicle): \$3,050.00 before tax (Estimated)



Partial Wrap (logo placement on only the sides of the vehicle, hood, and back door): \$900.00 before tax (Estimated)



Action Options:

Safety Add-on Options:

- Install as presented for an estimated cost of \$5,808.00 before tax +/- 5%
- No safety add-ons

Graphics Wrap Options:

- Full: \$3,050.00 before tax +/- 5%
- Partial: \$900.00 before tax +/- 5%
- None

2015 Capital Budgeted Amount – Mobile Production Van: \$469,214.00

2015 Expenditures: \$361,294.95

Remaining: \$107,919.05



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
 218-998-8865 • 800-477-3013 • melissa.fleet@ymail.com • www.nelsonfergusfalls.co

VEHICLE QUOTE NUMBER QCTV E2C

Sold To: QCTV Date: 02/02/2016
 Attn: Taylor Johnson Phone: 763-276-9862
 Address: 12254 Ensign Ave N FAX:
 Champlin, MN 55316 Salesperson: Melissa Larson
 320-260-3640 Cell Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
QCTV E2C	2016	Ford Transit	T-150 C Med Rf 148" Sliding Dr Color: WhiteNinyl	New	0

Price of Vehicle \$22,471.61

Options & Extras \$684.00

17A Fixed Rear Glass \$68.00
 60C Cruise Control \$293.00

438 Back up Alarm \$113.00

Subtotal \$23,165.61

Trade - In

Total Cash Price \$23,165.61

Your Purchase Order #

Project # Go210-2000003593

Thanks for your business!

ip To / Lessee / End User: QCTV
 Taylor Johnson
 12254 Ensign Ave N
 Champlin, MN 55316

Phone: 763-276-9862
 FAX:

Signed _____ and initialed _____

Printed Name _____ and Date _____

QCTV E2C.123



Crystal Welding, Inc.

17601 113th Ave N
 Maple Grove, MN 55369
 Phone: (763) 428-8281
 Fax: (763) 428-8231

Quotation

Quote QCTV Community Television
 To: 12254 Ensign Ave. N
 Champlin, MN 55316
 United States

Quote Number:	61943	Contact:	Taylor Johnson
Quote Date:	11/03/15	Expires:	12/03/15
Customer:	QCTV	Inquiry:	Due On Receipt
Salesman:	House Account	Terms:	(763) 427-1411
Ship Via:	Customer Pickup	Phone:	
FOB:	Plant - Maple Grove, MN	Fax:	

Includes material, labor and installation.

Line item 1:

Aluminum angle frame(4x4x1/4)
 1-1/4 sch 80 aluminum pipe post
 1-1/4'sch40 aluminum pipe rails(top/mid)
 Hinged gate @ ladder corner
 Assembly mounts on top of existing platform w/ hinged rail to fold down for transport.
 *Remove existing platform, modify mounts and install on new van

Line item 2:

Complete Stainless steel ladder installed.

Taxes NOT included

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	QCTV15000 Guardrailing, Van Platform		1	\$4,635.0000 /EA
2	QCTV15001 Rear door ladder		1	\$1,173.0000 /EA
			Total:	\$5,808.00

By Philip Schroer
 Crystal Welding, Inc.

Advanced Graphix, Inc.

Quote

3600 Labore Rd. Ste.3
 Vadnais Heights, MN 55110
 888-388-3221
www.advancedgraphix.com



QUOTE NUMBER: 160000020502
 DATE: February 5, 2016
 COMPANY: QCTV Community Television
 ATTN TO: Taylor Johnson
 ADDRESS: 12254 Ensign Ave North
 STATE/ PROVINCE: Champlin MN
 ZIP/ POSTAL CODE: 55313
 PHONE: 763-276-9862
 FAX:
 EMAIL: taylor.johnson@QCTV.org

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	AMOUNT
	2016 Ford Transit Medium Van		
1	Vinyl Graphic KitCustom_Logos_Lettering on Sides_Rear_Hood Non Reflective	\$750.00	\$750.00
1	Application	\$150.00	\$150.00
	Any Art Work will be billed at \$95.00 per hour.		
Comments: Sales Tax will be added when invoiced.		SUBTOTAL	\$900.00
		TAX	
		SHIPPING	
Your AGI Sales Rep. : <u>Sally Knoche</u> Email: sally@advancedgraphix.com			\$900.00
		GRAND TOTAL	

*To accept this Quote, please sign below and fax back to 651-490-3193 or Email Sally

Advanced Graphix, Inc.

Quote

3600 Labore Rd. Ste.3
 Vadnais Heights, MN 55110
 888-388-3221
www.advancedgraphix.com



QUOTE NUMBER: 160000020501
 DATE: February 5, 2016
 COMPANY: QCTV Community Television
 ATTN TO: Taylor Johnson
 ADDRESS: 12254 Ensign Ave North
 STATE/ PROVINCE: Champlin MN
 ZIP/ POSTAL CODE: 55313
 PHONE: 763-276-9862
 FAX:
 EMAIL: taylor.johnson@QCTV.org

QUANTITY	ITEM / DESCRIPTION	UNIT PRICE	AMOUNT
	2016 Ford Transit Medium Van		
1	Complete Wrap except the roof non reflective	\$2,550.00	\$2,550.00
1	Application	\$500.00	\$500.00
	Any Art Work will be billed at \$95.00 per hour.		
Comments: Sales Tax will be added when invoiced.		SUBTOTAL	\$3,050.00
		TAX	
		SHIPPING	
			\$3,050.00
		GRAND TOTAL	

Your AGI Sales Rep. : **Sally Knoche** Email: sally@advancedgraphix.com

*To accept this Quote, please sign below and fax back to **651-490-3193** or Email Sally

Signature: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!