

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

March 17, 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 February 18, 2016, commission minutes.
 - 4.2. Treasurer
 - 4.2.1. January Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Live U Equipment Purchase
 - 5.2. Server Firewall Purchase
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF FEBRUARY 18, 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; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Julie Trude, Andover; Eric Johnson, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Carl Anderson, Anoka; and John LeTourneau, Ramsey.

Others present included Karen George, Executive Director.

APPROVAL OF AGENDA – 3

Motion was made by Johnson and seconded by Trude to approve the agenda as presented.

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from January 21, 2016

Motion was made by Dickinson and seconded by Johnson to approve the January 21, 2016 minutes as presented.

4 ayes – 0 nays – 1 abstain (Ulrich) – 1 present (Trude). Motion carried.

4.2 Treasurer

4.2.1. December Financial Reports

Commissioner provided a brief overview of the December financial reports.

Motion was made by Trude and seconded by Ulrich to accept the December Financial Reports as presented.

6 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George introduced staff members who were present and have been promoted, or newly hired. She stated that the 2016 kickoff meeting occurred on January 6th and noted that staff is off and running for the new year. She reported that the results of the survey are complete and will be reviewed in a work session meeting on March 3rd. She referenced the website implementation and advised that there have been continued issues, noting that staff continues to work with the consultant to get those items resolved. She briefly reviewed the remaining information included in her report including the installation of the custom cabinetry in the mobile van.

Commissioner Trude asked if a copy of the survey results would be made available to the Commission prior to the work session, noting that it would be helpful to have the information prior to the meeting to prepare for discussion.

Ms. George stated that she would follow up and attempt to provide that information one week prior to the meeting.

Commissioner Trude asked when the meeting is scheduled to occur.

Ms. George stated that at this time the meeting is tentatively scheduled for March 3rd from 9:30 to 11:00 a.m. in Ramsey.

GENERAL BUSINESS – 5

5.1 Cargo Van Replacement

Ms. George noted that an update is provided in the report on the process for purchasing the new cargo van. She stated that once delivered there would be add-on elements, such as the platform, ladder for accessing the platform and safety railings for the platform. She noted that wrapping of the van is also requested, noting that two options were provided in the packet. She stated that staff recommends the safety add-on features for the van as the van is heavily used and staff believes that the van could be ready for spring sports season. She stated that there is no preference from staff on the wrapping.

Commissioner Trude stated that she would support the full safety add-on elements and would support the partial wrap. She stated that the partial wrap would remain within the budget and did not know that much value would be added with the full wrap.

Commissioner Ulrich agreed that the logo option does look nice against the white van.

Motion was made by Trude and seconded by Ulrich to authorize the safety add-ons and the partial wrap for the cargo van.

6 ayes – 0 nays. Motion carried.

Ms. George shared a Champlin customer compliment that was provided to QCTV.

ADJOURN – 6

Time of adjournment 11:17 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 January 31, 2016

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,759,631.58
- PayPay acct	743.46
- US Bank Reserve	5,000.00
- Petty Cash	250.00
Accounts Receivable	0.00
Other current assets	6,846.00
Total Current Assets	\$ 1,772,471.04
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,772,471.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	29,152.55
Other Current Liabilities	128.01
Total Current Liabilities	\$ 29,280.56
Equity	1,743,190.48
TOTAL LIABILITIES AND EQUITY	\$ 1,772,471.04

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Jan 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	72.30	208.00	(135.70)	34.76%	72.30	2,500.00	(2,427.70)	2.89%
Equipment Grant	55,870.85	0.00	55,870.85		55,870.85	0.00	55,870.85	
Franchise Fees	0.00	72,854.00	(72,854.00)	0.00%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	84.10	8.00	76.10	1051.25%	84.10	100.00	(15.90)	84.10%
PEG Fee	0.00	36,427.00	(36,427.00)	0.00%	0.00	437,125.00	(437,125.00)	0.00%
Total Income	56,027.25	109,497.00	(53,469.75)	51.17%	56,027.25	1,313,973.00	(1,257,945.75)	4.26%
Expenses								
Accounting / HR Services	39.95	1,166.00	(1,126.05)	3.43%	39.95	14,000.00	(13,960.05)	0.29%
Ads/Promos/Sponsorships	35.00	570.00	(535.00)	6.14%	35.00	6,850.00	(6,815.00)	0.51%
Andover Capital Equipment		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Announcers Fees	995.00	833.00	162.00	119.45%	995.00	10,000.00	(9,005.00)	9.95%
Anoka Capital Equipment	155.94	500.00	(344.06)	31.19%	155.94	6,000.00	(5,844.06)	2.60%
Audit		1,125.00	(1,125.00)	0.00%	0.00	13,500.00	(13,500.00)	0.00%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Building - Cleaning	577.67	525.00	52.67	110.03%	577.67	6,300.00	(5,722.33)	9.17%
Building - Insurance		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Maintenance		583.00	(583.00)	0.00%	0.00	7,000.00	(7,000.00)	0.00%
Building - Supplies	145.53	166.00	(20.47)	87.67%	145.53	2,000.00	(1,854.47)	7.28%
Car Allowance	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	395.00	555.00	(160.00)	71.17%	395.00	6,660.00	(6,265.00)	5.93%
Champlin Capital Equipment	84.90	500.00	(415.10)	16.98%	84.90	6,000.00	(5,915.10)	1.42%
City Sewer & Water	94.79	216.00	(121.21)	43.88%	94.79	2,600.00	(2,505.21)	3.65%
Commission Expense		600.00	(600.00)	0.00%	0.00	7,200.00	(7,200.00)	0.00%
Computer Equip / Repair / Supply / Software	1,055.60		1,055.60		1,055.60	0.00	1,055.60	
Consulting Services		3,166.00	(3,166.00)	0.00%	0.00	38,000.00	(38,000.00)	0.00%
Contingency Fund		2,057.00	(2,057.00)	0.00%	0.00	24,690.00	(24,690.00)	0.00%
Duplication Expenses	41.98	83.00	(41.02)	50.58%	41.98	1,000.00	(958.02)	4.20%
Electric Service	809.81	1,596.00	(786.19)	50.74%	809.81	19,152.00	(18,342.19)	4.23%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Jan 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Emp / Comm Appreciation		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	9,048.14	3,817.00	5,231.14	237.05%	9,048.14	45,812.00	(36,763.86)	19.75%
Federal Unempl Expense	214.44	62.00	152.44	345.87%	214.44	750.00	(535.56)	28.59%
Health Insurance	5,104.61	5,814.00	(709.39)	87.80%	5,104.61	69,768.00	(64,663.39)	7.32%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Lawn Service		375.00	(375.00)	0.00%	0.00	4,500.00	(4,500.00)	0.00%
Legal Fees		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Legislative Lobbying	1,940.00	161.00	1,779.00	1204.97%	1,940.00	1,940.00	0.00	100.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Meals		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	4,770.00	460.00	4,310.00	1036.96%	4,770.00	5,520.00	(750.00)	86.41%
Mileage	220.40	600.00	(379.60)	36.73%	220.40	7,200.00	(6,979.60)	3.06%
Miscellaneous Expenses		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	296.61	316.00	(19.39)	93.86%	296.61	3,800.00	(3,503.39)	7.81%
Office Supplies / Equipment	337.30	416.00	(78.70)	81.08%	337.30	5,000.00	(4,662.70)	6.75%
Parking Lot Maintenance		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	349.05	491.00	(141.95)	71.09%	349.05	5,900.00	(5,550.95)	5.92%
PERA	2,564.24	3,248.00	(683.76)	78.95%	2,564.24	38,982.00	(36,417.76)	6.58%
Postage		108.00	(108.00)	0.00%	0.00	1,300.00	(1,300.00)	0.00%
Printing / Copy Services		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	752.62	1,416.00	(663.38)	53.15%	752.62	17,000.00	(16,247.38)	4.43%
Publications		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	129.08	500.00	(370.92)	25.82%	129.08	6,000.00	(5,870.92)	2.15%
Sales Tax		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Secretary Services	136.00	249.00	(113.00)	54.62%	136.00	2,992.00	(2,856.00)	4.55%
Snow Plowing Service	345.00	375.00	(30.00)	92.00%	345.00	4,500.00	(4,155.00)	7.67%
SS/Medicare Expense	2,734.08	3,728.00	(993.92)	73.34%	2,734.08	44,747.00	(42,012.92)	6.11%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	245.87	626.00	(380.13)	39.28%	245.87	7,520.00	(7,274.13)	3.27%
Studio Sets		583.00	(583.00)	0.00%	0.00	7,000.00	(7,000.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: Budget 2016 - FY16 P&L
 January - December 2016

	Jan 2016				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services		1,334.00	(1,334.00)	0.00%	0.00	16,017.00	(16,017.00)	0.00%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair		833.00	(833.00)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Vehicle - Insurance		291.00	(291.00)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Vehicle - Maintenance / Gas	235.96	666.00	(430.04)	35.43%	235.96	8,000.00	(7,764.04)	2.95%
Wages - Full-time	31,194.42	38,748.00	(7,553.58)	80.51%	31,194.42	464,977.00	(433,782.58)	6.71%
Wages - Part-time	4,794.21	9,993.00	(5,198.79)	47.98%	4,794.21	119,922.00	(115,127.79)	4.00%
Waste Removal	85.97	100.00	(14.03)	85.97%	85.97	1,200.00	(1,114.03)	7.16%
Web / VOD / Int / CaTV / Phone	819.83	1,652.00	(832.17)	49.63%	819.83	19,830.00	(19,010.17)	4.13%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	70,999.00	96,904.00	(25,905.00)	73.27%	70,999.00	1,163,129.00	(1,092,130.00)	6.10%
Revenues over Expenditures	(14,971.75)	12,593.00	(27,564.75)	-118.89%	(14,971.75)	150,844.00	(165,815.75)	-9.93%
ZCIP - Studio	1,000.00				1,000.00			

QCTV Bank Reconciliation

January 2016

Beginning Balance - 4M Statement	1,390,052.57
Less: Cleared Checks/Withdrawals	(70,833.91)
Plus: 4M Fund Interest	84.10
Plus: Bank Deposits/Credits	442,866.60
Bank Balance	\$1,762,169.36
Book Balance	1,762,169.36
Adjusted Book Balance	1,762,169.36
Difference:	\$0.00

Completed by: MK

Reconcile Session Report

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending 01/31/2016

Reconciled on: 02/16/2016 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	1,390,052.57
Checks and Payments cleared	-70,833.91
Deposits and Other Credits cleared	+442,950.70
Statement Ending Balance	1,762,169.36
Uncleared transactions as of 01/31/2016	-2,537.78
Register Balance as of 01/31/2016	1,759,631.58
Uncleared transactions after 01/31/2016	-36,043.15
Register Balance as of 02/16/2016	1,723,588.43

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
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
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
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
01/07/2016	Bill Payment	11121	Minnesota State Retirement System	-300.00
01/08/2016	Bill Payment	W/D	PERA	-2,366.77
01/08/2016	Bill Payment	W/D		
01/08/2016	Journal	01B - 2016MK		-13,094.33
01/08/2016	Journal	01B - 2016MK		-5,002.39
01/08/2016	Journal			-172.55

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
		01B - 2016MK		
01/14/2016	Bill Payment	11143	Englewoodworks	-1,000.00
01/21/2016	Bill Payment	11153	U.S. Bank Corporate	-1,550.47
01/21/2016	Bill Payment	11152	Markertek Video Supply	-532.91
01/21/2016	Bill Payment	11151	Joe G. Ruhland	-115.00
01/21/2016	Bill Payment	11150	David Steinberg	-120.00
01/21/2016	Bill Payment	11149	David S. Washburn	-75.00
01/21/2016	Bill Payment	11148	Comcast Cable	-170.06
01/21/2016	Bill Payment	11146	City of Champlin	-94.79
01/21/2016	Bill Payment	11145	Cielo Cleaning Company	-439.29
01/21/2016	Bill Payment	11144	CenterPoint Energy	-296.61
01/22/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
01/22/2016	Bill Payment	W/D	PERA	-2,419.80
01/22/2016	Journal	01C - 2016MK		-13,466.73
01/22/2016	Journal	01C - 2016MK		-5,208.88
01/22/2016	Journal	01C - 2016MK		-172.55
Total				-70,833.91

Deposits and Other Credits cleared

<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
01/22/2016	Deposit		Kari Berggren	18.00
01/27/2016	Deposit		Comcast	81,156.91
01/27/2016	Deposit		Comcast	46,189.00
01/27/2016	Deposit		Comcast	68,969.23
01/27/2016	Deposit		Comcast	61,433.31
01/27/2016	Deposit		Comcast	40,578.50
01/27/2016	Deposit		Comcast	23,094.53
01/27/2016	Deposit		Comcast	34,484.72
01/27/2016	Deposit		Comcast	30,716.69
01/31/2016	Journal	01D - 2016MK		84.10
01/31/2016	Journal	01E - 2016MK		128.00
Total				442,950.70

Additional Information

Uncleared Checks and Payments as of 01/31/2016

<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
01/21/2016	Bill Payment	11147	Comcast 2	-452.78
01/28/2016	Bill Payment	11154	NATOA	-1,960.00
Total				-2,537.78

Uncleared Deposits and Other Credits as of 01/31/2016

<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 01/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/03/2016	Bill Payment	11177	Verizon Wireless	-169.44
02/03/2016	Bill Payment	11176	U.S. Bank Corporate	-1,632.30

Reconcile Session Report

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/03/2016	Bill Payment	11175	Timesavers	-136.00
02/03/2016	Bill Payment	11174	The Lincoln National Life Ins. Co.	-472.73
02/03/2016	Bill Payment	11173	Preferred One Insurance Co.	-5,392.47
02/03/2016	Bill Payment	11172	Pete C. Andersen	-270.00
02/03/2016	Bill Payment	11171	Minnesota Assoc. of Community Telecommunications	-1,750.00
02/03/2016	Bill Payment	11170	Kennedy & Graven, Chartered	-2,293.42
02/03/2016	Bill Payment	11169	Joe G. Ruhland	-230.00
02/03/2016	Bill Payment	11168	Huebsch	-33.07
02/03/2016	Bill Payment	11167	Holiday Station	-72.04
02/03/2016	Bill Payment	11166	HealthEquity Inc.	-3.95
02/03/2016	Bill Payment	11165	Greenery Enterprises, Inc	-345.00
02/03/2016	Bill Payment	11164	Gerald Scott Thomson	-80.00
02/03/2016	Bill Payment	11163	DVS Renewal	-107.00
02/03/2016	Bill Payment	11162	David S. Washburn	-75.00
02/03/2016	Bill Payment	11161	Comcast Cable	-390.23
02/03/2016	Bill Payment	11160	City of Andover	-890.72
02/03/2016	Bill Payment	11159	CDW Direct	-7,913.35
02/03/2016	Bill Payment	11158	Barna, Guzy & Steffen, LTD	-91.00
02/03/2016	Bill Payment	11157	Amazon	-1,500.62
02/03/2016	Bill Payment	11156	Alliance for Community Media	-3,000.00
02/03/2016	Bill Payment	11155	ACE Solid Waste, Inc.	-85.97
02/05/2016	Bill Payment	W/D	Minnesota State Retirement System	-300.00
02/05/2016	Bill Payment	W/D	PERA	-2,495.40
02/12/2016	Bill Payment	11195	Xcel Energy	-809.81
02/12/2016	Bill Payment	11194	Trans Alarm	-376.83
02/12/2016	Bill Payment	11193	Pete C. Andersen	-265.00
02/12/2016	Bill Payment	11192	League of MN Cities Insurance Trust	-400.00
02/12/2016	Bill Payment	11191	Kurtis G. Ulrich	-40.00
02/12/2016	Bill Payment	11190	Julie Trude	-40.00
02/12/2016	Bill Payment	11189	Joe G. Ruhland	-265.00
02/12/2016	Bill Payment	11188	Greenery Enterprises, Inc	-376.25
02/12/2016	Bill Payment	11188	Gerald Scott Thomson	-40.00
02/12/2016	Bill Payment	11187	Gerald Scott Thomson	-160.56
02/12/2016	Bill Payment	11186	Comcast Cable	-452.78
02/12/2016	Bill Payment	11185	Comcast 2	-1,041.20
02/12/2016	Bill Payment	11184	City of Andover	-354.81
02/12/2016	Bill Payment	11183	Cielo Cleaning Company	-425.36
02/12/2016	Bill Payment	11182	CenterPoint Energy	-615.84
02/12/2016	Bill Payment	11181	CDW Direct	-40.00
02/12/2016	Bill Payment	11180	Carl E. Anderson	-40.00
02/12/2016	Bill Payment	11179	Bret Heitkamp	-40.00
02/12/2016	Bill Payment	11178	Anoka Area Chamber of Commerce	-600.00
				-36,073.15
Total				

Uncleared Deposits and Other Credits after 01/31/2016

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/09/2016	Deposit		Dave Johnson	30.00
Total				30.00

QCCCC Agenda Item

4.3 Executive Director's Report

March 8, 2016

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Century Link negotiations

Commission legal counsel and staff have participated in numerous meetings with Century Link representatives and we have completed big picture negotiations. Each party is now working on open items to be reviewed at a future meeting in April.

Subscriber survey update

The subscriber survey results were reviewed at a March 3 commission work session. Morris and Leatherman Company will complete the executive summary and the make a final presentation at a future regular meeting of the commission. Upon presentation of the final results, staff will distribute a press release for local media and city newsletters.

Replacement of cargo van

The vehicle has been ordered and estimated delivery is April 1, 2016. Custom safety improvements and graphics wrap will be completed after delivery of the vehicle. The old cargo van fetched \$500 in trade-in allowance.

MACTA workshop on storytelling with Boyd Huppert

MACTA hosted a well attended all-day workshop on storytelling by video journalist Boyd Huppert. Five staff members attended and reported it was an excellent presentation with many tips and tactics to implement here at QCTV. I serve on the MACTA board and worked with the PEG Committee to plan/execute this event.

St. Croix Valley Cable Commission presentation

Presented strategic planning and change process management information to the St. Croix Valley Cable Commission. The commission is looking to sustainability planning for the future with the retirement of the part-time administrator.

HD channel launch expected in April

The QCTV Community Channel (Comcast Channel 15) will be the first to transmit programming in High Definition. The HD channel is expected to launch in late April. Staff continues to work on activating the electronic program guide (EPG) with ROVI, the third-party provider of the service for Comcast.

QCTV signal transmission to Comcast head-end

Comcast technicians have completed equipment installation in the QCTV Control Room. This will now deliver to Comcast head-end a standard definition SDI signal for all 7 channels. That means we will no longer down-convert the signal to analog. This will dramatically improve the picture quality of programming seen by Comcast subscribers.

Technical audit update

This item continues to be worked on at the staff level and will return to the commission at a future meeting for further review.

Web site implementation – punch-list resolution

The web site basic features are functioning. Staff continues to work with the vendor for resolution of outstanding items on the punch list.

Monthly reports

Attached to this agenda item are the operations and technology updates. The February statistical reports are attached.

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

March 4, 2016

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

It was a busy month for local sports coverage as teams were in playoffs with section and quarter finals. Local teams do well in all the sports we cover so we were at The Roseville Ice Arena for a double header section quarter final. We also covered an Andover game in Duluth that was very exciting. We covered a wrestling match that went well. We worked with our sister station Metro North on a co-production of a quarter final hockey game.

We produced a show with the League of Women Voters called "Caucus: Power Up Your Vote". Executive Director of the State League of Women Voters Susan Sheridan Tucker hosted our show and our guests were Democratic representative Vicki Wright and Republican Kathy Tinglestad were our guests and they explained the caucus process and how the two parties conduct their caucuses. We distributed the program statewide and received good feedback on it.

We covered several community events including The Anoka County Sheriff's Award ceremony and The Chamber of Commerce State-of-the- City Address.

We have been working on promos for all of our shows and completed "The District Court Show", "The Local Show", as well as an "In The Game" promo. We produced two "Shout-Outs" at various events that turned out well. We produced two more "Slow TV's" that feature scenic shots around the local area. We produced a new "What's New at the Q" that highlights our recent programs. We are producing a new set of PSA's and completed "Creating New Fans Every Day" and "Don't Litter"- both are funny and original.

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”. Also completed this month: “It’s Your History”, “The Local Show”, and “The Grid”.

Several staff members attended the MACTA conference which was a one day workshop called “It’s Just Video...Until a Storyteller Creates an Experience” featuring KARE-11’s Boyd Huppert. He shared his expertise in dissecting stories and gave us tips on finding focus, creating characters, and writing well. Everyone who attended found it useful.

Action: None

QCCCC Agenda Item

4.3.2 Technology Report

March 1, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: February 2016 Technology Report

Equipment Issues:

QCTV Equipment

- Expand storage of main encoder and reconfigure.
- Install SDI distribution amplifiers for the 7 channels. Remove analog distribution amplifiers and rewire as need for Comcast. Comcast is now taking a digital feed for all 7 channels.
- Repair and reconfigure QCTV-11.
- NAS firmware maintenance.

City Issues

- Update Vdesk software/firmware at all city locations.
- No left channel audio at Ramsey. Replaced defective distribution amplifier.

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.

February Projects:

- Implement channel scheduling changes. Work with Lisa on CableCast programming.
- Remove analog distribution equipment and rewire rack as necessary.
- 2015 channel reports.

March Planned Projects:

- Increase storage on AD server
- Increase storage on Server 3/File backup.
- Internal web site maintenance.
- City equipment documentation.

Ongoing Projects:

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

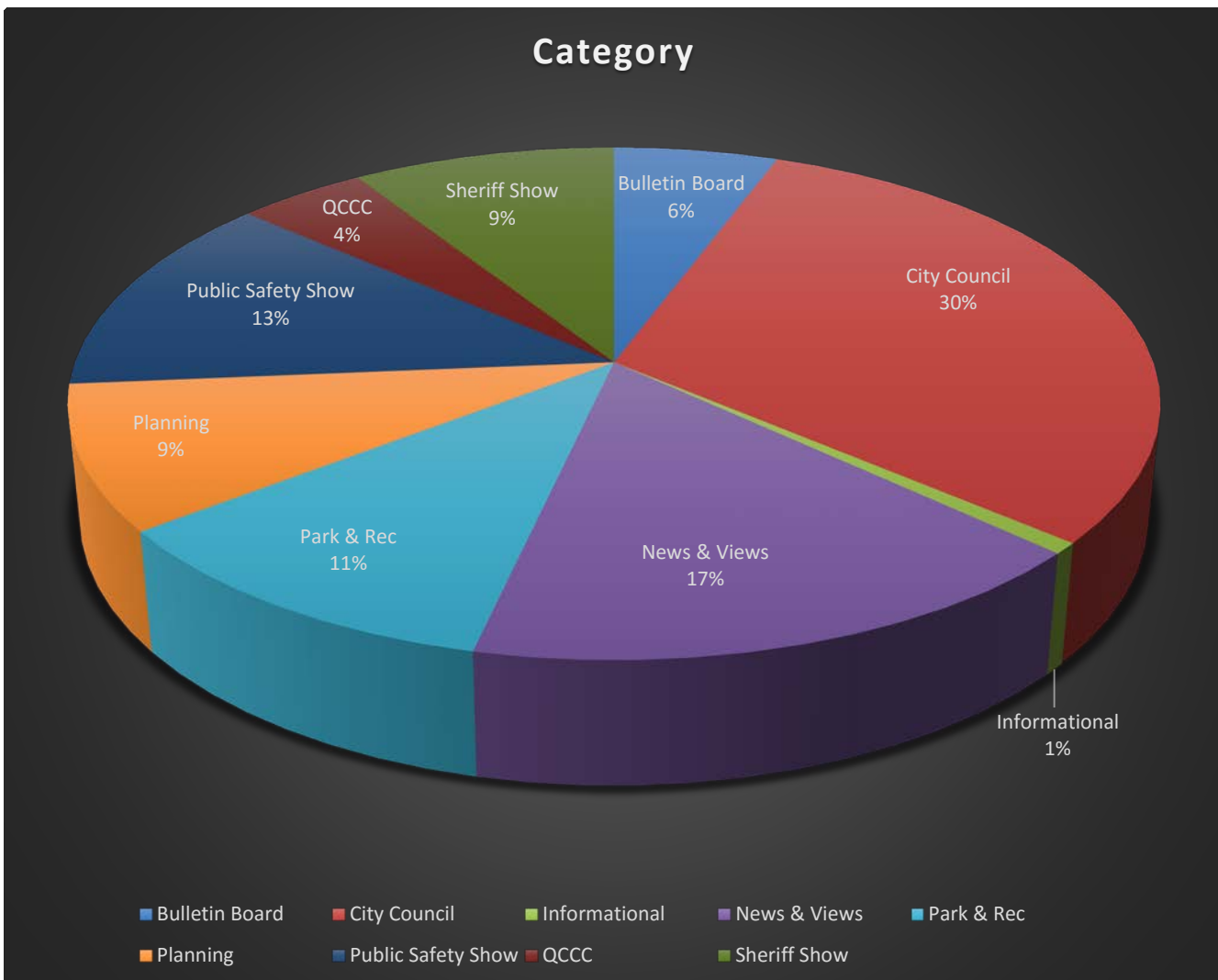
Action: None.

Andover Channel & Web Statistics

February 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 954	New Shows: 5	Total Hours: 39.45	Page Hits: 148
Total Time: 656.54	New Time: 5.48	Saturation: 5.7 %	See separate report for full details
Saturation: 94.3 %	All Shows: 14	New Andover: 73	
	All Time: 11.06	New All Cities: 373	

Shared With Multiple Cities		
12/31/2015	News & Views - January	1.0000
2/5/2016	News & Views - February 2016	1.0000
2/22/2016	QCCC 2-18-2016	0.2353
1/15/2016	Public Safety Talk - January 2016	0.9678
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 News & Views January 2016	12/31/2015	News & Views	0.2397	13	3.1164
News & Views - January **	12/31/2015	News & Views	1.0000	5	5.0000
Andover News & Views - February 2016	2/5/2016	News & Views	0.2522	97	24.4656
News & Views - February 2016 **	2/5/2016	News & Views	1.0000	83	83.0000
Andover City Council 2-16-2016	2/16/2016	City Council	3.4411	42	144.5267
Andover City Council 01-19-2016	1/19/2016	City Council	0.9339	73	68.1739
Andover Planning 01-13-2016	1/25/2016	Planning	0.5000	127	63.5000
A Greener Read - Recycling 01-07-2015	1/7/2016	Informational	0.0519	94	4.8828
Andover Park and Recreation 01-21-2016	1/21/2016	Park & Rec	0.9886	22	21.7494
Andover Park and Recreation 02-04-2016	2/4/2016	Park & Rec	0.5528	99	54.7250
QCCC 2-18-2016 **	2/22/2016	QCCC	0.2353	4	0.9411
Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	92	89.0356
QCCC - 01/21/2016 **	1/21/2016	QCCC	0.3961	76	30.1044
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	127	63.3236
** Shared with multiple cities			11.0581	954	656.5444

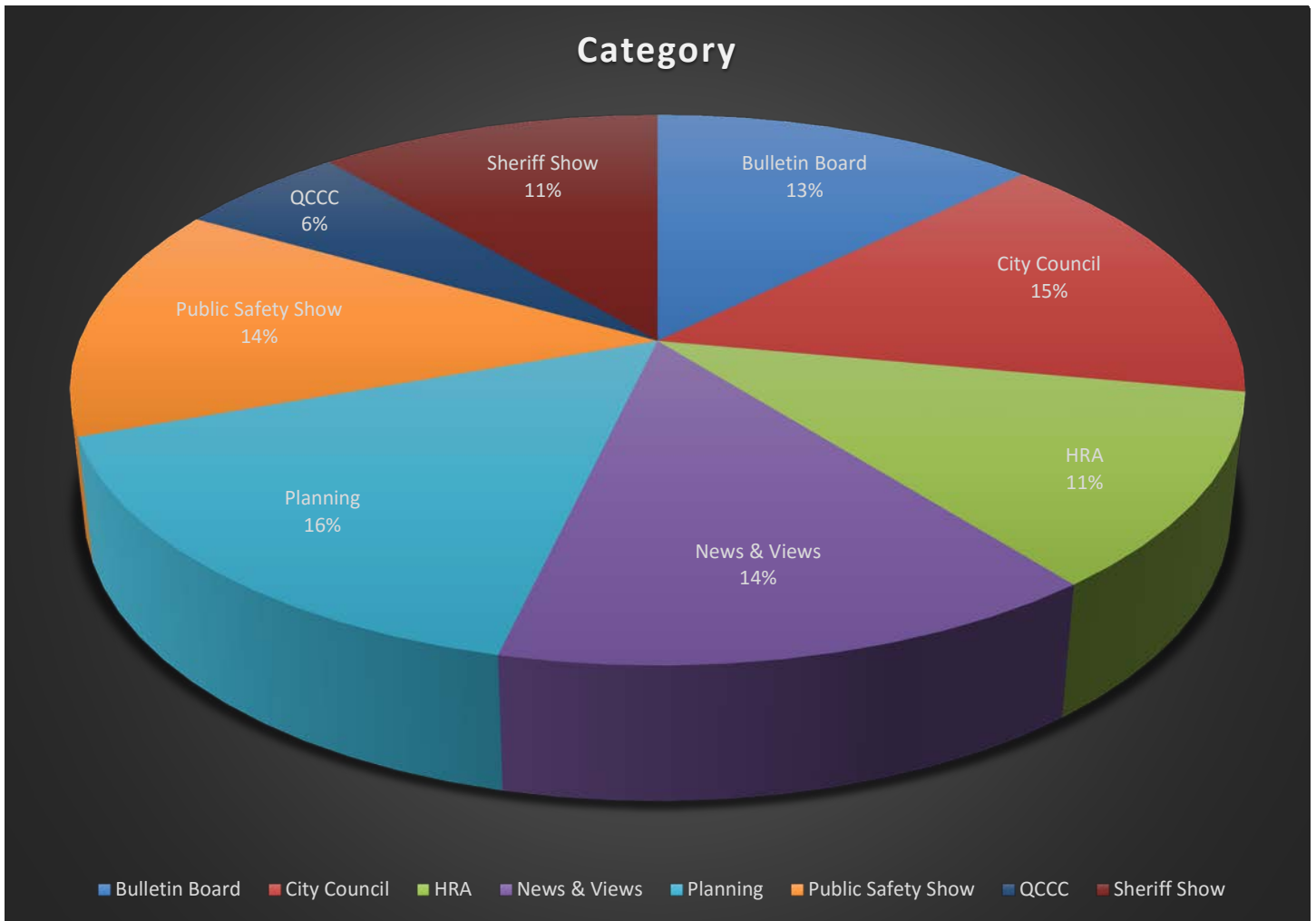
Total Programming Hours:	656.5444
Total Bulletin Board Hours:	39.4556
Total Runs:	954
February Total Time:	696

Anoka Channel & Web Statistics

February 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs	953	New Shows	7	Total Hours	87.53	Page Hits:	173
Total Time:	608.47	New Time:	4.02	Saturation:	12.6 %	See separate report for full details	
Saturation:	87.4 %	All Shows:	15	New Anoka:	60		
		All Time:	9.04	New All Cities:	373		

Shared With Multiple Cities		
2/5/2016	News & Views - February 2016	1.00
12/31/2015	News & Views - January	1.00
1/15/2016	Public Safety Talk - January 2016	0.97
1/21/2016	QCCC- 01-21-2016	0.40
2/22/2016	QCCC 2-18-2016	0.24
12/18/2015	The Sheriff Show Jan - Feb 2016	0.50



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Anoka City Council 2-16-2016	2/16/2016	City Council	0.7950	58	46.1100
Anoka City Council Meeting 01-19-2016	1/19/2016	City Council	0.8358	3	2.5075
Anoka City Council Meeting 02-01-2016	2/1/2016	City Council	0.4564	128	58.4178
Anoka HRA Meeting 1-11-2016	1/11/2016	HRA	0.7831	33	25.8408
Anoka HRA Meeting 2-8-2016	2/8/2016	HRA	0.4756	113	53.7378
Anoka News & Views - February 2016	2/5/2016	News & Views	0.2725	20	5.4500
Anoka News & Views January 2016	12/31/2015	News & Views	0.2883	3	0.8650
Anoka Planning Commission 1-5-2016	1/5/2016	Planning	0.2492	10	2.4917
Anoka Planning Commission Meeting 02-02-2016	2/2/2016	Planning	0.7869	137	107.8114
News & Views - February 2016 **	2/5/2016	News & Views	1.0000	76	76.0000
News & Views - January **	12/31/2015	News & Views	1.0000	17	17.0000
Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	99	95.8100
QCCC- 01-21-2016 **	1/21/2016	QCCC	0.3961	94	37.2344
QCCC 2-18-2016 **	2/22/2016	QCCC	0.2353	6	1.4117
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	156	77.7833
** Shared With Multiple Cities			9.0406	953	608.4714

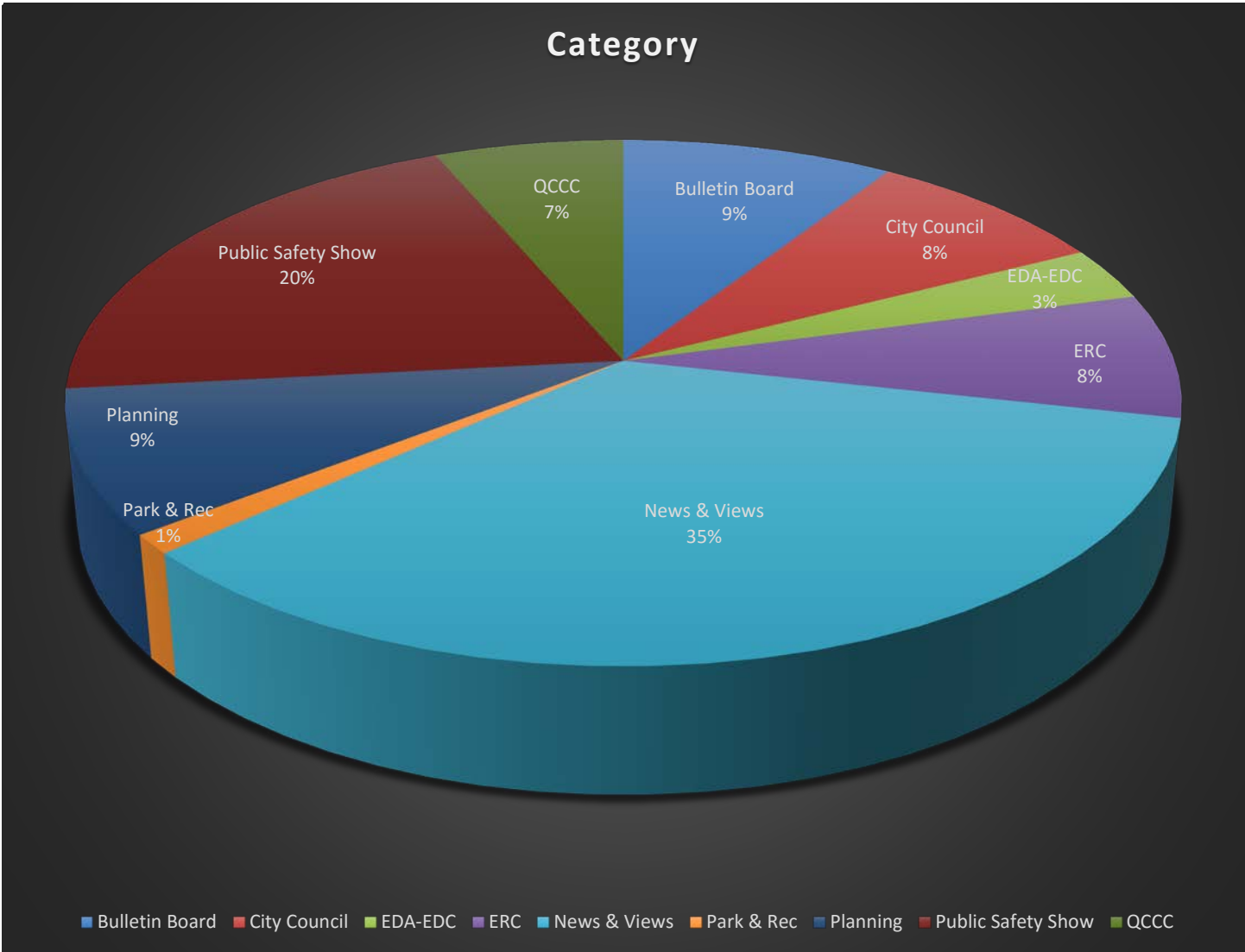
Total Programming Hours:	608.4714
Total Bulletin Board Hours:	87.5286
Total Runs:	953
February Total Hours:	696

Champlin Channel & Web Statistics

February 2016

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1237	New Shows:	9	Total Hours:	63.93	Page Hits:	239
Total Time:	632.07	New Time:	4.2	Saturation:	9.2 %	See separate report for full details	
Saturation:	90.8 %	All Shows:	15	New Champlin:	82		
		All Time:	8.14	New All Cities:	373		

Shared With Multiple Cities		
2/5/2016	News & Views - February 2016	1.0000
12/31/2015	News & Views - January	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
1/21/2016	QCCC - 01/21/2016	0.3961
2/22/2016	QCCC 2-18-2016	0.2353



Detail

Title	Event Date	Category	Length-d	Runs	Total-d
Champlin City Council 2-22-2016	2/22/2016	City Council	0.8917	25	22.2917
Champlin City Council Meeting 1-25-2016	1/25/2016	City Council	0.4911	37	18.1711
Champlin City Council Meeting 2-8-2016	2/8/2016	City Council	0.2200	79	17.3800
Champlin EDA Meeting 2-8-2016	2/8/2016	EDA-EDC	0.2011	114	22.9267
Champlin ERC Meeting 02-01-2016	2/1/2016	ERC	0.7128	75	53.4583
Champlin News & Views - February 2016	2/5/2016	News & Views	0.2675	345	92.2875
Champlin News & Views January 2016	12/31/2015	News & Views	0.2600	1	0.2600
Champlin Park and Recreation 2-16-2016	2/16/2016	Park & Rec	0.1656	50	8.2778
Champlin Planning 12-21-2015	12/21/2015	Planning	0.8286	44	36.4589
Champlin Planning Commission 2-16-2016	2/16/2016	Planning	0.5061	49	24.7994
News & Views - February 2016 **	2/5/2016	News & Views	1.0000	127	127.0000
News & Views - January **	12/31/2015	News & Views	1.0000	23	23.0000
Public Safety Talk - January 2016 **	1/15/2016	Public Safety Show	0.9678	146	141.2956
QCCC - 01/21/2016 **	1/21/2016	QCCC	0.3961	98	38.8189
QCCC 2-18-2016 **	2/22/2016	QCCC	0.2353	24	5.6467
** Shared With Multiple Cities			8.1436	1237	632.0725

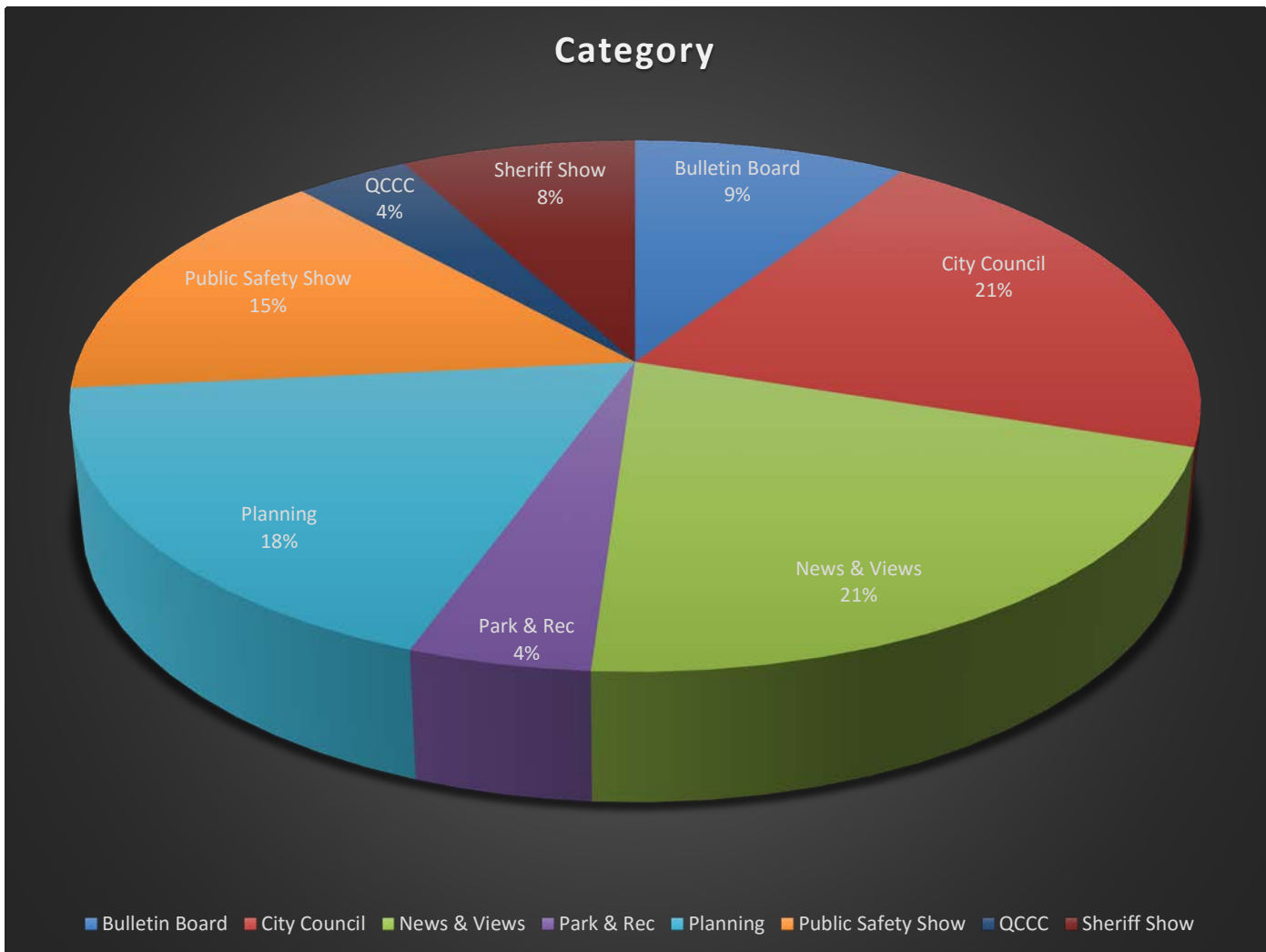
Total Programming Hours:	632.07
Total Bulletin Board Hours:	63.93
Total Runs:	1237
February Total Time:	696

Ramsey Channel & Web Statistics

February 2016

Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 927	New Shows: 7	Total Hours: 63.57	Total Hits: 68
Total Time: 632.43	New Time: 5.0	Saturation: 9.2 %	See separate report for full details.
Saturation: 90.8 %	All Shows: 15	New Ramsey: 68	
	All Time: 12.29	New All Cities: 373	

Shared With Multiple Cities		
2/5/2016	News & Views - February 2016	1.0000
12/31/2015	News & Views - January 2016	1.0000
1/15/2016	Public Safety Talk - January 2016	0.9678
1/21/2016	QCCC - 01/21/2016	0.3961
2/22/2016	QCCC 2-18-2016	0.2353
12/18/2015	The Sheriff Show Jan - Feb 2016	0.4986



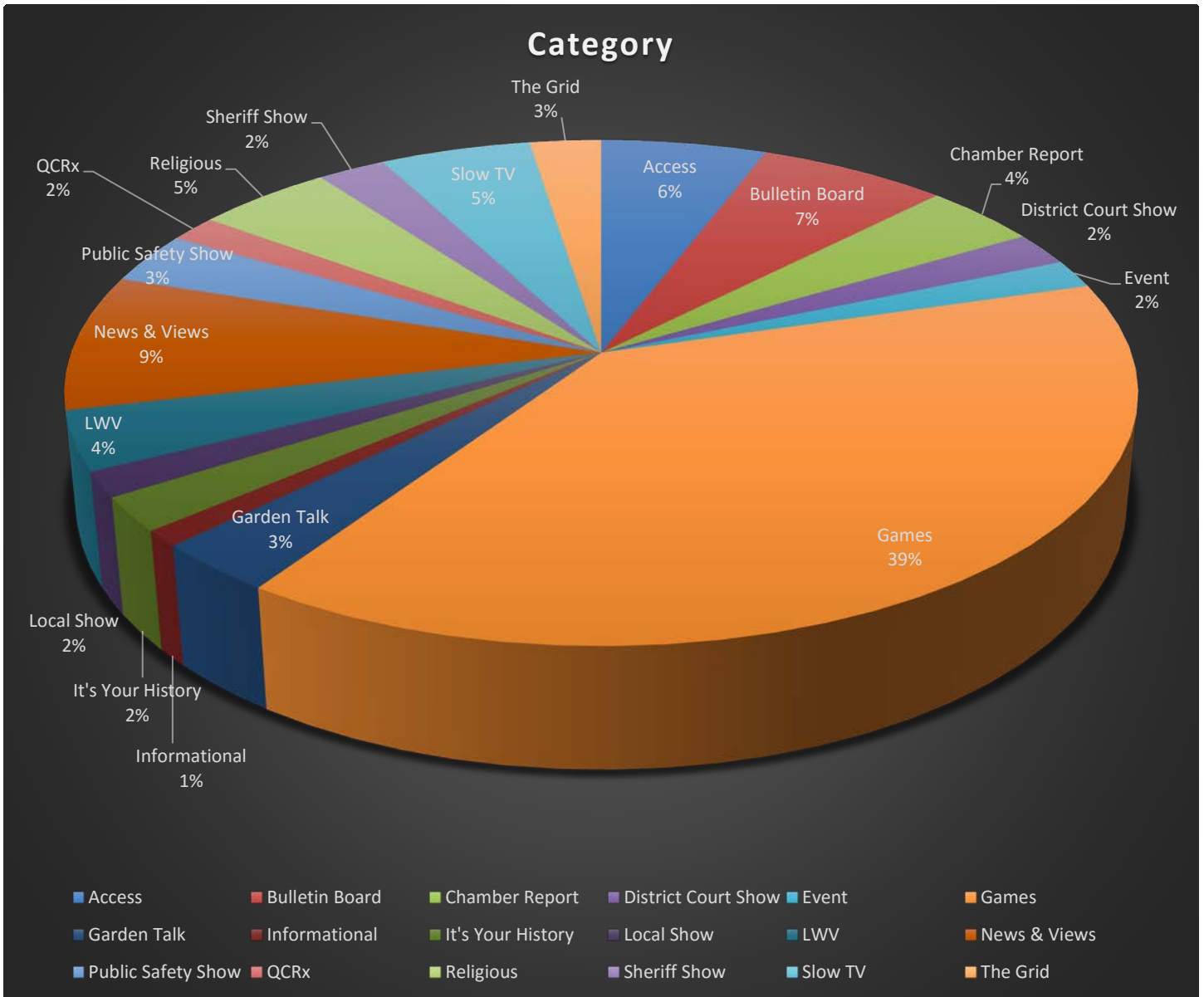
Detail

Title	Event Date	Category	Length-d	Runs	Total-d
News & Views - February 2016 **	2/5/2016	News & Views	1.0000	86	86.0000
News & Views - January 2016 **	12/31/2015	News & Views	1.0000	10	10.0000
Public Safety Talk - January 2016 **	1/15/2016	Public Safety	0.9678	107	103.5522
QCCC - 01/21/2016 **	1/21/2016	QCCC	0.3961	54	21.3900
QCCC 2-18-2016 **	2/22/2016	QCCC	0.2353	22	5.1761
Ramsey City Council 1-26-2016	1/26/2016	City Council	2.0406	36	73.4600
Ramsey City Council 2-23-2016	2/23/2016	City Council	1.3600	20	27.2000
Ramsey City Council Meeting 2-8-2016	2/8/2016	City Council	0.7517	60	45.1000
Ramsey News & Views - February 2016	2/5/2016	News & Views	0.2428	194	47.0989
Ramsey News & Views January 2016	12/31/2015	News & Views	0.2653	11	2.9181
Ramsey Park and Recreation 01-14-2016	1/14/2016	Park & Rec	0.2706	34	9.1989
Ramsey Park and Recreation 2-11-2016	2/11/2016	Park & Rec	0.2786	79	22.0103
Ramsey Planning Commission 01-07-2016	1/8/2016	Planning	1.8419	9	16.5775
Ramsey Planning Commission 02-04-2016	2/4/2016	Planning	1.1358	95	107.9042
The Sheriff Show Jan - Feb 2016 **	12/18/2015	Sheriff Show	0.4986	110	54.8472
** Shared With Multiple Cities			12.2850	927	632.4333

Total Programming Hours:	632.4333
Total Bulletin Board Hours:	63.5667
Total Runs:	927
February Total Time:	696

Community Channel February 2016

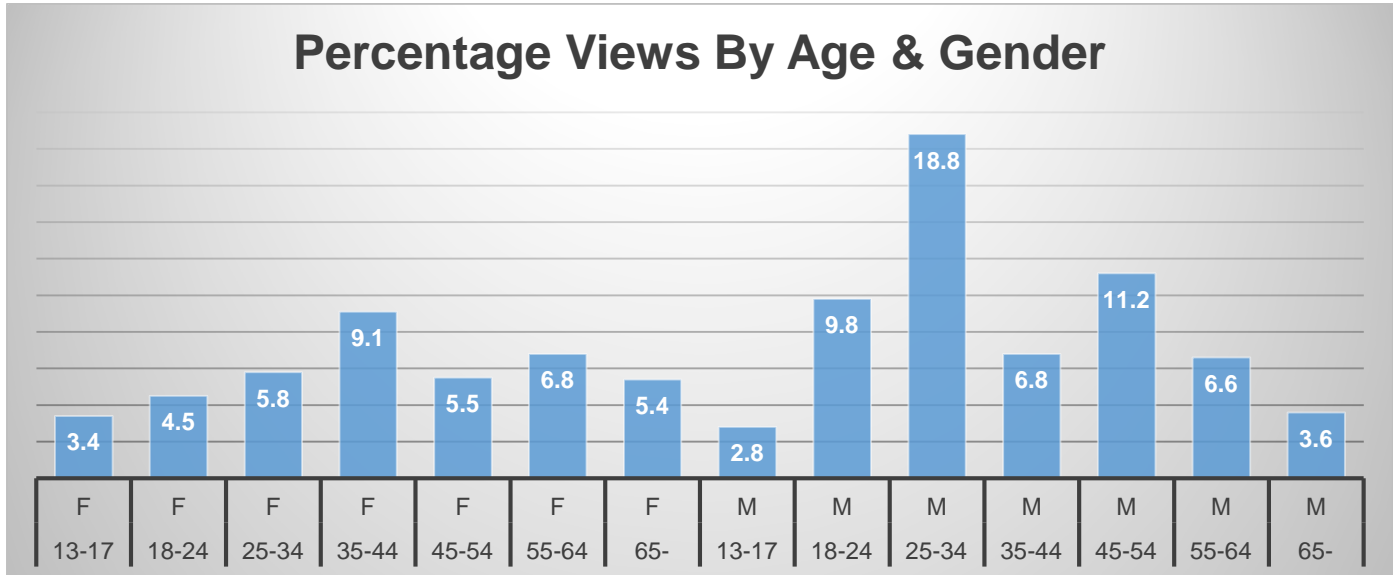
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 922	New Shows 41	Total Hours 45.02	Sessions: 1895
Total Time: 650.98	New Time: 41.19	Saturation: 6.5%	See separate report for full details
Saturation: 93.5%	All Shows: 102	New Bulletins 42	
	All Time: 83.97	All Bulletins 373	



- Detail available upon request

February 2016 YouTube Statistics

Total Views: 2708
Minutes Watched: 18973



Playback Location Type	Watch time (minutes)	Views	Average View (minutes)	Avg Percentage Viewed
WATCH	17895	2521	7:05	13%
EMBEDDED	1029	139	7:24	20%
CHANNEL	48	48	1:00	1.6%

Detail – Top 50

Video	Watch Time (minutes)	Views	Avg View (minutes)
League of Women Voters - Caucus: Power Up Your Vote 02-10-2016	4184	574	7.29
Antique Appraisal with Mark F Moran	1795	135	13.3
It's Your History - Anoka State Hospital	1445	194	7.45
It's Your History - The 1st Minnesota Infantry of the Civil War	1311	123	10.66
Girls Hockey: Champlin Park @ Centennial - Section 5AA QF	1177	112	10.51
Boys Hockey - Andover at Duluth East - Section 7AA QF - 2/16/16	1012	113	8.96
Boys Hockey: Anoka v Champlin Park - Section 5AA QF - 2/18/16	655	50	13.1
Boys Hockey: Marshall School Duluth @ Champlin Park	627	44	14.26
Wrestling: Champlin Park @ Anoka (2/6/16)	614	129	4.76
It's Your History - Fridley Tornado	569	86	6.61
Anoka County Sheriff Show: January - February 2016	546	102	5.35

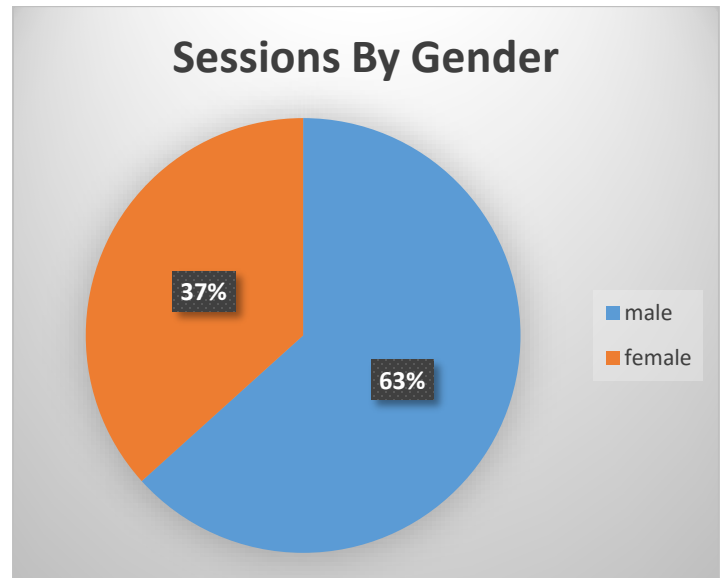
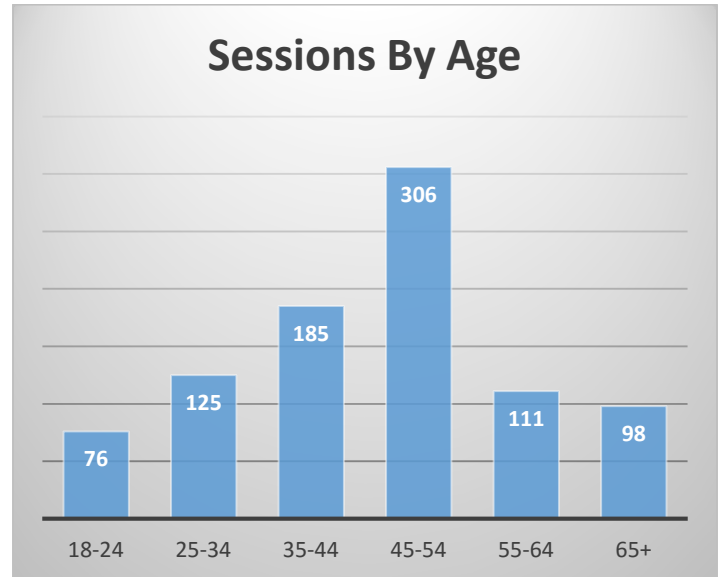
Boys Hockey: Champlin Park @ Anoka - 02-11-2016	541	29	18.67
In the Garden Start from Seeds	482	50	9.65
Champlin Park Cluster Band Concert	453	39	11.62
Local Show Edition #4	439	80	5.49
Girls Basketball: Irondale @ Andover 1-19-2016	439	74	5.93
It's Your History - Laws BBQ	307	44	6.98
Girl's Basketball: Blaine vs. Andover 01-13-2016	222	15	14.79
Boys Hockey: Elk River at Andover 1-22-2016	205	44	4.65
Girls Hockey: Anoka vs. Spring Lake Park - Section 5AA QF	195	30	6.51
Section 7AA Girls Hockey QF - Cloquet-Esko-Carlton @ Andover (2/4/2016)	176	46	3.83
Rebel Classic Marching Bands 2014	159	37	4.29
The Grid	140	51	2.75
Anoka County Sheriff, James Stuart - Law Enforcement Memorial Speech	135	25	5.4
League of Women Voters Candidate Forum - MN Dist. 35 Special Election	104	18	5.79
News and Views - February 2016	79	23	3.42
Anoka County Sheriff Show - Oct & Nov 2015	77	12	6.46
News and Views December	70	52	1.36
JjpTHKjSnOE	63	36	1.74
Girls Hockey: Champlin Park @ Anoka	54	15	3.57
Gardening: Theres an App for That!	52	12	4.36
Anoka County Sheriff Show – August & September 2015	50	21	2.4
Regan Moves	39	7	5.5
Road Rage	37	31	1.2
It's Your History - Sustainable Farming	35	9	3.84
Public Safety Talk January 2016	32	4	7.89
In the Game - Winter Episode	31	3	10.46
League of Women Voters - Campaign Finance Reform 01 14 2016	27	6	4.52
Champlin Park Boys Basketball - #25 Mckinley Wright Dunk 1/5/16	27	27	0.99
The Local Show # 2 HD	24	9	2.67
Anoka County Sheriff's Award Ceremony 02-17-20 15	23	4	5.81
League of Women Voters - Upper Mississippi River	23	4	5.77
It's Your History - Archeology in Anoka County	19	10	1.87
It's Your History December Civil War	18	1	18.18
Overall Excellence Submission	17	5	3.42
Andover @ Anoka, Football - End of Game Highlight	16	14	1.12
Anoka County Sheriff Show – March & April 2015	15	6	2.53
District Court Show	15	6	2.49
The Chamber Report December	13	3	4.5
QCTV Creating New Fans Every Day	12	9	1.38

Web Statistics February 2016

Overview	
Sessions	1895
Users	1066
Page views	6643
Pages per Session	3.51
Average Session	3:02
Bounce Rate	34.93%
Percent New Sessions	47.65%

Sessions by Browser		
Chrome	803	42.37%
Safari	570	30.08%
Internet Explorer	263	13.88%
Firefox	154	8.13%
Edge	54	2.85%
Safari (in-app)	21	1.11%
Mozilla Compatible Agent	11	0.58%
Android Browser	9	0.47%
Opera	3	0.16%
UC Browser	3	0.16%

Sessions by Mobile		
iOS	492	72.14%
Android	179	26.25%
Windows	11	1.61
Total	445	



Page path level 1	Page Views	Unique Views	Avg. Time	Bounce Rate
/home	1765	1174	68.72	24.79%
/program-guide/	1317	954	33.43	18.67%
/sports/	832	564	145.33	44.40%
/meeting_category/	389	282	33.01	37.50%
/city_meeting/	331	282	249.22	77.78%
/champlin/	239	165	53.83	66.67%
/anoka/	173	128	50.30	28.95%
/andover/	148	107	35.26	16.13%
/show-details/	139	113	69.36	20.00%
/qctv-programs/	129	98	43.86	36.36%
/shop/	114	88	35.12	83.33%
/live-and-local/	95	71	37.77	33.33%
/meet-the-staff/	86	78	225.33	81.82%
/search/	77	65	26.06	100.00%
/districtcourtshow/	70	54	483.18	58.14%
/ramsey/	68	55	42.60	8.33%
/your-story/	67	53	262.48	58.33%
/agendas/	62	42	195.41	50.00%
/jobs/	50	42	211.22	100.00%
/News-Views/	48	43	106.50	50.00%
/events/	46	43	53.70	100.00%
/event/	41	25	85.26	11.11%
/product/	39	26	65.59	0.00%
/qctv-community-programs/	36	28	49.58	40.00%
/chambershow/	25	21	321.80	40.00%

QCCCC Agenda Item

5.1 Live U Equipment Purchase

February 19, 2016

To: Karen George, Executive Director

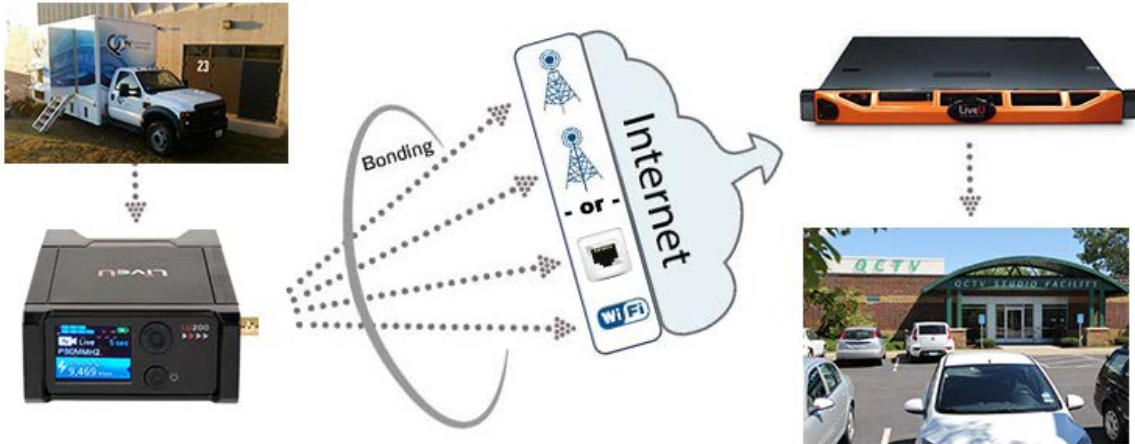
From: Taylor Johnson, Mobile Production Coordinator/Producer

Subject: HD Live Broadcasting for Mobile Productions

The mobile production truck requires a new method to deliver HD content from our mobile productions back to the studio and ultimately out to our channel and the web. The current INET solution does not allow for HD transmission and does not allow us to produce live content from all of the locations we broadcast from. Once our community channel transitions to HD, live broadcasting to Channel 15 and qctv.org will no longer be possible until a mobile HD broadcasting solution is utilized.

Mobile Live Broadcasting Solution:

A cellular live streaming device allows for the encoding of an HD-SDI signal which then sends that signal through either an existing network at the remote broadcast location or through the bonding of several cellular data networks(AT&T, Verizon, etc.) back to a head-end location(e.g. QCTV's studio). When using the cellular network, the device splits up the data load onto multiple cellular network cards in order to get all of the necessary data back to the stations head-end. It then goes through a receiver and gets converted to the necessary format needed by the playback system for use on the channel and website. With this technology, we could broadcast live from any location with a reliable cellular data network and not be limited to the locations available today with the current INET system.



Staff Recommendation:

Our recommendation is to purchase LiveU’s live broadcasting hardware for a subtotal of \$8,220. A monthly charge of \$500 will be required for the necessary data usage through a discounted combined rate from several cellular data providers provided by LiveU. These data plans would be categorized as a monthly operational expense. Data usage will vary and will be determined by the number of locations we can locate a reliable Ethernet network or Wi-Fi signal to reduce our cellular data needs. We are also working on a data solution with Comcast that could be used in a few of our shooting locations to minimize our cellular data needs. Although this method will be limited to only the locations with a Comcast customer coax drop. As we determine how much data we use per month, the cellular data plans can be decreased to fit our needs.

Through our research, LiveU is the only seller of their product, so the purchase would be made directly through LiveU. Their quote is attached. Comrex was another product that fit our needs as a cellular live streaming device. However, the pricing for the hardware and the data plans were significantly more than LiveU. The Comrex quote is also attached.

Staff has been testing a demo LiveU unit for the last couple months and the product has given us very little problems and channel down time. While running the LiveU in an SD mode, we have noticed a significant increase in broadcasting quality in comparison to the current SD INET broadcasting solution. Staff has been very happy with the LiveU product and would recommend its purchase.

Action Options:

- Purchase as presented for a subtotal of \$8,220.00 before tax.
- Delay pending further review

2015 capital budgeted amount (mobile production van): \$469,214

2015 capital expenditures: \$357,939.13

Encumbered for cargo van purchase: \$32,048.41

Amount remaining: \$79,226.46



QUOTATION

Portable Uplink Solutions

LiveU Inc.

2 University Plaza Drive, Suite 505
Hackensack, NJ 07601
Tel : (201) 742-5228
Fax: (201) 742-5230
Offered by: Kurt Caruthers
Kurt@LiveU.tv

Date: 2/17/2016
Type Of Quote: Purchase
Quote # : 4388987
Customer ID:
Revision: 0

Bill to:

Quad Cities Community Television
12254 Ensign Avenue North,
Champlin, MN 55316
United States
Attention: Taylor Johnson
(763) 276-9862
taylor.johnson@qctv.org

Ship to:

Quad Cities Community Television
12254 Ensign Avenue North,
Champlin, MN 55316
United States
Attention: Taylor Johnson
(763) 276-9862
taylor.johnson@qctv.org

Part Description	Model	Qty	Period	Period Description	Unit Price	Extended Amount	Unit Price After Discount	Discount	Net Amount
LU200 Digital Video Bridge	LU200-DVB	1			\$6,900.00	\$6,900.00	\$5,520.00	(\$1,380.00)	\$5,520.00
LU2000- 1U Rack Mount MMH Server - One SDI Output	LU10-SV-1UL01	1			\$3,000.00	\$3,000.00	\$2,700.00	(\$300.00)	\$2,700.00

TOTAL Due: \$8,220.00

REMARKS

TERMS AND CONDITIONS

1. Payment terms: 15 Days
2. Delivery terms: FOB Hackensack, NJ
3. Delivery: 30 days ARO
4. Quotation is valid for 30 days.
5. Price does not include SIM cards or data transmission package



7690 Golden Triangle Drive, Eden Prairie, MN 55344
 Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
10/01/15	AAAQ32701	

We are an equal opportunity employer

Prepared For:	Sales Representative:
Taylor Johnson Quad Cities TV 12254 Engsign Ave Champlin, MN USA Phone: (763)276-9862 Fax: Terms: NET 30 Ship via: Best Way	Mike Pouh Sales Executive 952-841-3365 mike.pouh@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
1	9500-0500	Comrex LiveShot Portable Video IP Codec w/Goldmount	1	\$7,355.00	\$7,355.00
2	9500-0900	Comrex LiveShot Studio 1U Rack Video IP Codec	1	\$6,435.00	\$6,435.00
3	9500-1000	Comrex LiveShot Pair Configuration Factory pre-configuration of the CrossLocktm VPN feature between a LiveShot Portable and LiveShot Studio Rackmount. Makes initial configuration and connection much easier. Service is Free of Charge	1	\$0.00	\$0.00
4	9501-0340	Comrex LiveShot Portable Pouch Designed for Comrex by Porta Brace to keep your LiveShot Portable secure while on the move. Velcroed cover protects attached Gold Mount style battery. Comes with padded shoulder strap and adjustable waist belt. Client to provide mobile 4G/LTE USB data modems.	1	\$165.00	\$165.00

Shipping charges are not included and will be billed at actual cost.
 Sales tax is not included and will be billed at actual.
 A 3% convenience will be added for credit card payments.

Sub Total	\$13,955.00
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$13,955.00

Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
 MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

QCCCC Agenda Item

5.2 Server Firewall Purchase

March 7, 2016

To: Karen George, Executive Director

From: Steve Ulrich

Subject: Capital Expenditure Request

Request for Capital Expenditure

Project: Firewall & Ethernet Switch Replacement

Reason for Request: The current network firewall and Ethernet switch are now (6) years old and past their life expectancy. Scheduled replacement is in order to ensure a reliable network and connectivity to the Internet.

Scope of Project: Replace old WatchGuard XTM505 firewall and HP switch with new models. Reconfigure wiring and setup as needed.

2016 Budgeted Amount: \$5940.00

Estimated Project Cost: \$5926.00

Expected Life Span: 4 years

Estimated Completion: 04/01/2016

Comment:

Because of the setup required by a new firewall it is desirable to stay with the WatchGuard brand. A significant amount of time has been invested in learning the system and setting up the associated monitoring server and controller. The WatchGuard brand is competitively priced when compared to their competition.

Action Considerations:

- Approve as presented:
- Delay pending further review.