

**Quad Cities Cable Communications Commission**  
Anoka City Hall – Council Chambers

November 16, 2017, 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 September 21, 2017, commission meeting and work session minutes.
  - 4.2. Treasurer
    - 4.2.1. August and September Financial Reports
  - 4.3. Executive Director
- 5. General Business**
  - 5.1. Comcast Presentation
  - 5.2. Comcast Late Fee
  - 5.3. Consideration of Amendments to Bylaws
  - 5.4. Proposed 2018 Operating budget and 5-year Capital Plan
- 6. Adjourn**

## **MINUTES OF THE WORK SESSION OF SEPTEMBER 21, 2017**

### **CALL TO ORDER – 1**

Chair Heitkamp called the meeting to order at 9:30 a.m. at the Anoka City Hall.

### **ROLL CALL– 2**

Commissioners present were: Carl Anderson, Anoka (arrived at 10:00 a.m.); Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jim Goodrich, Andover; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: John LeTourneau, Ramsey; and Greg Lee, Anoka.

Others present included Karen George, Executive Director; Bob Vose, Commission Attorney; John Sommer, Technology Manager; and Taylor Johnson, Producer/Mobile Production Coordinator.

### **AGENDA – 3**

#### **3.1 Approval of Agenda**

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

**5 ayes – 0 nays. Motion carried.**

### **ANNUAL TECHNOLOGY UPDATE – 4**

Commissioner Anderson arrived.

Mr. Sommer provided information on the City Hall updates and future technology elements. He stated that staff will investigate the options for transmitting data.

Mr. Vose stated that the current contract with Comcast runs through 2020 and provides an obligation for Comcast to provide an I-Net, which is a free network that Comcast owns and QCTV can use. He provided additional information and noted that staff has begun to look for alternative options for that service, noting

that it has become a more common practice in the industry for similar organizations to look outside of their franchise contract for providers of that I-Net service.

Commissioner Goodrich asked if it would be better in this changing time of technology to go with shorter contract times.

Mr. Vose stated that contract lengths have traditionally been 15 years, which has recently changed. He noted that a number of states have moved to state franchising rather than cable companies franchising directly with individual cities. He stated that because that has happened in many states, cable companies have moved to shorter term contracts and cities have generally been acceptable of shorter terms. He stated that the current contract would run through 2024, but because Comcast has given notice to renew, the length would then only run through 2020.

Mr. Sommer reviewed possible fiber interconnect options which would include connecting to existing fiber connections in place at Anoka City Hall and that the Anoka Hennepin School District already has in place near the QCTV offices.

Mr. Johnson stated that QCTV has asked Comcast to switch the I-Net to the subscriber network for mobile instances which allows staff to use the network. He stated that the School District is interested in helping QCTV install some of the wiring pedestals into the mobile locations for sports coverage.

Ms. George credited staff with being creative in finding solutions for the future and building on the strong partnerships the organization has.

Mr. Sommer reviewed information for technology visioning which includes the use of social media, closed captioning, and right-of-way management.

Mr. Vose provided additional input on the right-of-way management, noting that the organization currently defers that activity to the member cities. He stated that the member cities currently have their own ordinances to address right-of-way activity but there may be a roll for the organization in the future with the push for digital technology and use of the right-of-way.

Commissioner Tesdall asked if the organization uses Facebook live for distribution.

Mr. Johnson stated that there was not a lot of interest in the Facebook live and therefore it was not sufficient use of time in return for the one or two viewers that they would receive.

Commissioner Tesdall asked if the technology would be there at the member city halls, should a city decide that they would like to broadcast a city meeting on Facebook live.

Mr. Sommer replied that he believes that could be done but that would depend upon the city's policy for Facebook usage and commenting.

Ms. George stated that as they move into the arena of Facebook and live feed videos, the return is not there as viewers often only watch the video for an average of 20 seconds. She suggested that perhaps that type of activity be used for shorter news type activities. She stated that QCTV shares videos with member cities for city staff to use and push out on their desired social media channels.

Mr. Sommer provided input on technology visioning for drones.

Mr. Vose stated that Comcast has given notice that they would like to begin negotiating a new contract and provided background on the previous negotiation process with Comcast as well as the negotiation process. He provided additional input on the issue of right-of-way and the process currently underway through the FCC.

Mr. Sommer stated that staff has been working to create a capital investments plan that would budget for the next five years and provided a brief overview.

Ms. George stated that QCTV has made strategic decisions following the reorganization, noting that the organization continues to make contributions to the existing reserve funds each year. She stated that the Board has provided direction to make capital improvements using the reserve funds rather than bonding. She stated that this draft five-year plan will move forward to the budgeting committee for further review and examination.

Chair Heitkamp noted that the plan appears to be very front-end loaded and perhaps that can be spread out.

Mr. Sommer played a video clip taken by QCTV staff that received a lot of playback attention and was also played back on local television stations.

Commissioner Ulrich asked if there is a method for QCTV to monetize on viral videos.

Ms. George stated that staff has decided that it would be difficult to monetize viral content and instead has required that in order for the content to be used, attribution to QCTV is required.

**OTHER - 5**

No additional comments.

**ADJOURN – 6**

Time of adjournment 10:55 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2017**

### **CALL TO ORDER – 1**

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

### **ROLL CALL– 2**

Commissioners present were: Carl Anderson, Anoka; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jim Goodrich, Andover; Jessica Tesdall, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: John LeTourneau, Ramsey; and Greg Lee, Anoka.

Others present included Karen George, Executive Director.

### **APPROVAL OF AGENDA – 3**

Ms. George noted that Comcast was unable to attend and therefore that presentation will be removed from the agenda.

Motion was made by Ulrich and seconded by Tesdall to approve the agenda as amended.

**6 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from August 17, 2017**

Motion was made by Dickinson and seconded by Ulrich to approve the August 17, 2017 minutes as presented.

**6 ayes – 0 nays. Motion carried.**

## **4.2 Treasurer**

### **4.2.1. July Financial Reports – Quarterly Investments**

Commissioner Dickinson provided a brief review of the July report, noting that the investments were included. He provided an overview of the investment schedule, noting that the organization works with the 4M Fund to determine the best investment options.

Motion was made by Ulrich and seconded by Goodrich to accept the July Financial Reports and Quarterly Investments.

**6 ayes – 0 nays. Motion carried**

## **4.3 Executive Director**

Ms. George showcased some QCTV employees and the awards that they have recently received. She highlighted some upcoming presentations that she will be giving to QCTV partners including the Anoka Hennepin School District. She introduced a new staff member that will be working on member city local government meetings. She stated that last month she celebrated five years with QCTV and thanked the Board for the opportunity to continue to work for QCTV and the amazing staff at QCTV.

## **GENERAL BUSINESS – 5**

### **5.1 Audit Engagement Contract**

Ms. George stated that three years ago the organization went out to RFP for audit services and noted that the organization has just finished the three-year contract with Redpath and Company. She stated that based upon the positive experience and recommendation of the Treasurer, staff is recommending the Commission approve another three-year contract for services with Redpath and Company.

Motion was made by Dickinson and seconded by Ulrich to approve Redpath and Company contract for audit services for 2017, 2018, and 2019.

**6 ayes – 0 nays. Motion carried.**

### **5.3 Other**

Ms. George reported that earlier this week she received a notice from Comcast that they would like to begin negotiations on their contract with QCTV.

**ADJOURN – 6**

Motion was made by Goodrich and seconded by Tesdall to adjourn the meeting.

**6 ayes – 0 nays. Motion carried.**

Time of adjournment 11:13 a.m.

Respectfully submitted,

Reviewed for approval,

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Amanda Staple  
Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

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Karen George  
Executive Director



# Quad Cities Communications Commission Balance Sheet Summary

As of August 31, 2017

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,296,291.70
- PayPay acct	826.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,246,666.08
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,549,033.88</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 2,549,033.88</b>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	9,841.57
Other Current Liabilities	-14,549.92
<b>Total Current Liabilities</b>	<b>-\$ 4,708.35</b>
<b>Equity</b>	2,553,742.23
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,549,033.88</b>

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Aug 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	309.70	125.00	184.70	247.76%	1,752.95	1,500.00	252.95	116.86%
Equipment Grant		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
Franchise Fees	278,115.95	72,854.00	205,261.95	381.74%	550,339.01	874,248.00	(323,908.99)	62.95%
Interest Income	4,730.48	8.00	4,722.48	59131.00%	10,026.91	100.00	9,926.91	10026.91%
Miscellaneous Income	300.00		300.00		2,709.49	0.00	2,709.49	
PEG Fee	149,370.00	36,427.00	112,943.00	410.05%	325,772.82	437,125.00	(111,352.18)	74.53%
<b>Total Income</b>	<b>432,826.13</b>	<b>114,162.00</b>	<b>318,664.13</b>	<b>379.13%</b>	<b>947,029.93</b>	<b>1,369,953.00</b>	<b>(422,923.07)</b>	<b>69.13%</b>
<b>Expenses</b>								
A-PERA Expense	2,905.88	3,443.00	(537.12)	84.40%	24,504.29	41,320.00	(16,815.71)	59.30%
A-SS/Medicare Expense	2,965.58	3,952.00	(986.42)	75.04%	25,090.85	47,432.00	(22,341.15)	52.90%
A-Wages - Full-time	37,157.00	41,075.00	(3,918.00)	90.46%	295,776.79	492,900.00	(197,123.21)	60.01%
A-Wages - Part-time	2,551.68	9,993.00	(7,441.32)	25.53%	38,909.86	119,922.00	(81,012.14)	32.45%
Accounting / HR Services	871.28	1,275.00	(403.72)	68.34%	9,622.06	15,300.00	(5,677.94)	62.89%
Ads/Promos/Sponsorships	250.00	916.00	(666.00)	27.29%	5,578.36	11,000.00	(5,421.64)	50.71%
Andover Capital Equipment	536.50	416.00	120.50	128.97%	693.53	5,000.00	(4,306.47)	13.87%
Announcers Fees	360.00	1,250.00	(890.00)	28.80%	6,146.77	15,000.00	(8,853.23)	40.98%
Anoka Capital Equipment	692.44	416.00	276.44	166.45%	1,904.42	5,000.00	(3,095.58)	38.09%
Audit		1,166.00	(1,166.00)	0.00%	14,150.00	14,000.00	150.00	101.07%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel	400.00	208.00	192.00	192.31%	1,849.00	2,500.00	(651.00)	73.96%
Building - Cleaning	500.00	583.00	(83.00)	85.76%	4,035.63	7,000.00	(2,964.37)	57.65%
Building - Insurance		208.00	(208.00)	0.00%	1,488.00	2,500.00	(1,012.00)	59.52%
Building - Maintenance	427.35	833.00	(405.65)	51.30%	8,677.32	10,000.00	(1,322.68)	86.77%
Building - Supplies	102.86	208.00	(105.14)	49.45%	697.92	2,500.00	(1,802.08)	27.92%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Cell Phone - Allowance		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
Champlin Capital Equipment	621.40	416.00	205.40	149.38%	1,300.60	5,000.00	(3,699.40)	26.01%
City Sewer & Water		216.00	(216.00)	0.00%	1,143.17	2,600.00	(1,456.83)	43.97%
Commission Expense	80.00	600.00	(520.00)	13.33%	1,160.63	7,200.00	(6,039.37)	16.12%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Aug 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Consulting Services</b>	1,080.00	6,250.00	(5,170.00)	17.28%	10,160.00	75,000.00	(64,840.00)	13.55%
<b>Contingency Fund</b>		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%
<b>Duplication Expenses</b>		83.00	(83.00)	0.00%	29.27	1,000.00	(970.73)	2.93%
<b>Electric Service</b>	1,248.76	1,596.00	(347.24)	78.24%	9,471.43	19,152.00	(9,680.57)	49.45%
<b>Emp / Comm Appreciation</b>		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>Equip/Repair/Supply/Software</b>	125.90	3,817.00	(3,691.10)	3.30%	20,823.34	45,812.00	(24,988.66)	45.45%
<b>Federal Unempl Expense</b>		70.00	(70.00)	0.00%	0.00	850.00	(850.00)	0.00%
<b>Health Insurance</b>	5,578.40	6,221.00	(642.60)	89.67%	44,627.20	74,652.00	(30,024.80)	59.78%
<b>Insurance - Deductibles</b>		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
<b>Insurance - Liability / Bonds</b>		541.00	(541.00)	0.00%	3,727.00	6,500.00	(2,773.00)	57.34%
<b>Lawn Service</b>	475.00	458.00	17.00	103.71%	2,975.00	5,500.00	(2,525.00)	54.09%
<b>Legal Fees</b>	264.00	1,250.00	(986.00)	21.12%	5,417.25	15,000.00	(9,582.75)	36.12%
<b>Licenses and Permits</b>		83.00	(83.00)	0.00%	625.00	1,000.00	(375.00)	62.50%
<b>Meals</b>	61.85	83.00	(21.15)	74.52%	353.85	1,000.00	(646.15)	35.39%
<b>Memberships - NATOA / Others</b>		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
<b>Mileage</b>	509.17	600.00	(90.83)	84.86%	5,583.55	7,200.00	(1,616.45)	77.55%
<b>Miscellaneous Expenses</b>		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
<b>Natural Gas</b>	130.33	333.00	(202.67)	39.14%	2,753.99	4,000.00	(1,246.01)	68.85%
<b>Office Supplies / Equipment</b>	32.87	500.00	(467.13)	6.57%	3,019.94	6,000.00	(2,980.06)	50.33%
<b>Parking Lot Maintenance</b>		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
<b>Payroll Expenses (ADP/HSA)</b>		491.00	(491.00)	0.00%	1,076.70	5,900.00	(4,823.30)	18.25%
<b>Postage</b>	14.26	83.00	(68.74)	17.18%	778.39	1,000.00	(221.61)	77.84%
<b>Printing / Copy Services</b>		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
<b>Professional Development</b>	50.00	1,500.00	(1,450.00)	3.33%	9,109.03	18,000.00	(8,890.97)	50.61%
<b>Publications</b>		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
<b>Ramsey Capital Equipment</b>	667.81	416.00	251.81	160.53%	1,692.12	5,000.00	(3,307.88)	33.84%
<b>Sales Tax</b>		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%
<b>Secretary Services</b>	139.00	249.00	(110.00)	55.82%	763.00	2,992.00	(2,229.00)	25.50%
<b>Snow Plowing Service</b>		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
<b>State Unemploy Exp</b>		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>STD / LTD / Life Insurance</b>	544.38	666.00	(121.62)	81.74%	4,379.94	8,000.00	(3,620.06)	54.75%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Aug 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	2,400.00	1,666.00	734.00	144.06%	14,420.31	20,000.00	(5,579.69)	72.10%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	2,036.56	1,041.00	995.56	195.63%	7,113.19	12,500.00	(5,386.81)	56.91%
Vehicle - Insurance		333.00	(333.00)	0.00%	2,536.00	4,000.00	(1,464.00)	63.40%
Vehicle - Maintenance / Gas	326.05	500.00	(173.95)	65.21%	2,954.90	6,000.00	(3,045.10)	49.25%
Waste Removal	91.12	100.00	(8.88)	91.12%	989.12	1,200.00	(210.88)	82.43%
Web / VOD / Int / CaTV / Phone	3,892.43	1,833.00	2,059.43	212.35%	13,078.07	22,000.00	(8,921.93)	59.45%
Work Comp Insurance		191.00	(191.00)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
<b>Total Expenses</b>	<b>70,339.86</b>	<b>104,601.00</b>	<b>(34,261.14)</b>	<b>67.25%</b>	<b>622,075.54</b>	<b>1,255,494.00</b>	<b>(633,418.46)</b>	<b>49.55%</b>
<b>Net Income</b>	<b>362,486.27</b>	<b>9,561.00</b>	<b>352,925.27</b>	<b>3791.30%</b>	<b>324,954.39</b>	<b>114,459.00</b>	<b>210,495.39</b>	<b>283.90%</b>
ZCIP - Andover					41,327.44			
ZCIP - Anoka					41,327.44			
ZCIP - Champlin					41,327.44			
ZCIP - Network Servers					6,231.72			
ZCIP - Ramsey					41,327.44			
					<u>171,541.48</u>			

# QCTV Bank Reconciliation

## August 2017

Beginning Balance - 4M Statement	969,227.59
Less: Cleared Checks/Withdrawals	(94,727.94)
Plus: 4M Fund Interest	1,331.07
Plus: Bank Deposits/Credits	427,823.85
<b>Bank Balance</b>	<b>\$1,303,654.57</b>
Book Balance	1,303,654.57
<b>Adjusted Book Balance</b>	<b>1,303,654.57</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission

## BILL PAYMENT LIST

August 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/04/2017	11856	Associated Bank N.A.	-50.00
08/04/2017	11857	HealthEquity Inc.	-255.00
08/04/2017	11858	Jessica Tesdall	-80.00
08/04/2017	W/D	Minnesota State Retirement System	-629.09
08/04/2017	W/D	PERA	-2,756.59
08/03/2017	11859	ACE Solid Waste, Inc.	-91.12
08/03/2017	11860	CEL Public Relations, Inc.	-800.00
08/03/2017	11861	Greenery Enterprises, Inc.	-475.00
08/03/2017	11862	Huebsch	-31.08
08/03/2017	11863	Kennedy & Graven, Chartered	-2,460.75
08/03/2017	11864	LiveU Inc.	-500.00
08/03/2017	11865	Rushworks	-3,041.00
08/03/2017	11866	Timesavers	-139.00
08/03/2017	11867	Xcel Energy	-1,468.53
08/10/2017	11868	Comcast 2	-463.66
08/10/2017	11869	Comcast Cable	-666.12
08/10/2017	11870	HealthEquity Inc.	-15.80
08/10/2017	11871	Holiday Station	-224.79
08/10/2017	11872	Joe G. Ruhland	-180.00
08/10/2017	11873	TransAlarm, Inc	-396.27
08/10/2017	11874	U.S. Bank Corporate	-1,433.41
08/16/2017	11875	Barna, Guzy & Steffen, LTD	-936.00
08/16/2017	11876	CenterPoint Energy	-37.71
08/16/2017	11877	City of Champlin	-375.35
08/16/2017	11878	Economically Correct, Inc.	-220.00
08/16/2017	11879	Kevin Reid	-60.00
08/18/2017	W/D	Minnesota State Retirement System	-629.20
08/18/2017	W/D	PERA	-2,667.72
08/18/2017	11880	Associated Bank N.A.	-50.00
08/18/2017	11881	City of Andover	-885.54
08/18/2017	11882	Clark Wire & Cable	-592.56
08/18/2017	11883	HealthEquity Inc.	-255.00
08/18/2017	11884	James Childs	-180.00
08/28/2017	11885	Alliance for Community Media	-50.00
08/28/2017	11886	Allina Heart Safe Communities	-1,450.00
08/28/2017	11887	Amazon	-810.28
08/28/2017	11888	HealthEquity Inc.	-7.90
08/28/2017	11889	Kennedy & Graven, Chartered	-264.00
08/28/2017	11890	Preferred One Insurance Co.	-5,903.42
08/28/2017	11891	Rushworks	-4,062.00
08/28/2017	11892	RV World	-326.05
08/28/2017	11893	The Lincoln National Life Ins. Co.	-544.38
08/28/2017	11894	Verizon Wireless	-70.08

DATE	NUM	VENDOR	AMOUNT
<b>Total for Quad Cities Commission</b>			<b>\$ -36,534.40</b>

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of September 30, 2017

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,203,717.39
- PayPay acct	826.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,247,238.76
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,457,032.25</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 2,457,032.25</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	19,652.45
Other Current Liabilities	-3.45
<b>Total Current Liabilities</b>	<b>\$ 19,649.00</b>
<b>Equity</b>	2,437,383.25
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,457,032.25</b>



**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Sep 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue		125.00	(125.00)	0.00%	1,752.95	1,500.00	252.95	116.86%
Equipment Grant		4,748.00	(4,748.00)	0.00%	56,428.75	56,980.00	(551.25)	99.03%
Franchise Fees		72,854.00	(72,854.00)	0.00%	550,339.01	874,248.00	(323,908.99)	62.95%
Interest Income	1,189.19	8.00	1,181.19	14864.88%	11,216.10	100.00	11,116.10	11216.10%
Miscellaneous Income			0.00		2,709.49	0.00	2,709.49	
PEG Fee		36,427.00	(36,427.00)	0.00%	325,772.82	437,125.00	(111,352.18)	74.53%
<b>Total Income</b>	<b>1,189.19</b>	<b>114,162.00</b>	<b>(112,972.81)</b>	<b>1.04%</b>	<b>948,219.12</b>	<b>1,369,953.00</b>	<b>(421,733.88)</b>	<b>69.22%</b>
<b>Expenses</b>								
A-PERA Expense	4,502.85	3,443.00	1,059.85	130.78%	29,007.14	41,320.00	(12,312.86)	70.20%
A-SS/Medicare Expense	4,847.01	3,952.00	895.01	122.65%	29,937.86	47,432.00	(17,494.14)	63.12%
A-Wages - Full-time	55,539.56	41,075.00	14,464.56	135.21%	351,316.35	492,900.00	(141,583.65)	71.28%
A-Wages - Part-time	9,068.27	9,993.00	(924.73)	90.75%	47,978.13	119,922.00	(71,943.87)	40.01%
Accounting / HR Services	1,081.50	1,275.00	(193.50)	84.82%	10,753.56	15,300.00	(4,546.44)	70.28%
Ads/Promos/Sponsorships	430.00	916.00	(486.00)	46.94%	6,078.36	11,000.00	(4,921.64)	55.26%
Andover Capital Equipment		416.00	(416.00)	0.00%	693.53	5,000.00	(4,306.47)	13.87%
Announcers Fees	900.00	1,250.00	(350.00)	72.00%	7,046.77	15,000.00	(7,953.23)	46.98%
Anoka Capital Equipment	155.94	416.00	(260.06)	37.49%	2,060.36	5,000.00	(2,939.64)	41.21%
Audit		1,166.00	(1,166.00)	0.00%	14,150.00	14,000.00	150.00	101.07%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
Brand Apparel		208.00	(208.00)	0.00%	1,849.00	2,500.00	(651.00)	73.96%
Building - Cleaning	500.00	583.00	(83.00)	85.76%	4,535.63	7,000.00	(2,464.37)	64.79%
Building - Insurance	2,752.00	208.00	2,544.00	1323.08%	4,240.00	2,500.00	1,740.00	169.60%
Building - Maintenance	414.48	833.00	(418.52)	49.76%	9,091.80	10,000.00	(908.20)	90.92%
Building - Supplies	31.08	208.00	(176.92)	14.94%	729.00	2,500.00	(1,771.00)	29.16%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance		578.00	(578.00)	0.00%	1,250.00	6,940.00	(5,690.00)	18.01%
Champlin Capital Equipment	84.90	416.00	(331.10)	20.41%	1,385.50	5,000.00	(3,614.50)	27.71%
City Sewer & Water	446.99	216.00	230.99	206.94%	2,065.28	2,600.00	(534.72)	79.43%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Sep 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Commission Expense</b>	11.01	600.00	(588.99)	1.84%	1,171.64	7,200.00	(6,028.36)	16.27%
<b>Consulting Services</b>	2,185.00	6,250.00	(4,065.00)	34.96%	12,345.00	75,000.00	(62,655.00)	16.46%
<b>Contingency Fund</b>		2,551.00	(2,551.00)	0.00%	0.00	30,622.00	(30,622.00)	0.00%
<b>Duplication Expenses</b>	32.27	83.00	(50.73)	38.88%	61.54	1,000.00	(938.46)	6.15%
<b>Electric Service</b>	1,460.92	1,596.00	(135.08)	91.54%	10,932.35	19,152.00	(8,219.65)	57.08%
<b>Emp / Comm Appreciation</b>		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
<b>Equip/Repair/Supply/Software</b>	951.20	3,817.00	(2,865.80)	24.92%	22,302.33	45,812.00	(23,509.67)	48.68%
<b>Federal Unempl Expense</b>		70.00	(70.00)	0.00%	0.00	850.00	(850.00)	0.00%
<b>Health Insurance</b>	5,578.40	6,221.00	(642.60)	89.67%	50,205.60	74,652.00	(24,446.40)	67.25%
<b>Insurance - Deductibles</b>		41.00	(41.00)	0.00%	0.00	500.00	(500.00)	0.00%
<b>Insurance - Liability / Bonds</b>	4,564.00	541.00	4,023.00	843.62%	8,291.00	6,500.00	1,791.00	127.55%
<b>Lawn Service</b>	475.00	458.00	17.00	103.71%	3,450.00	5,500.00	(2,050.00)	62.73%
<b>Legal Fees</b>		1,250.00	(1,250.00)	0.00%	5,754.25	15,000.00	(9,245.75)	38.36%
<b>Licenses and Permits</b>		83.00	(83.00)	0.00%	625.00	1,000.00	(375.00)	62.50%
<b>Meals</b>		83.00	(83.00)	0.00%	353.85	1,000.00	(646.15)	35.39%
<b>Memberships - NATOA / Others</b>		666.00	(666.00)	0.00%	4,855.00	8,000.00	(3,145.00)	60.69%
<b>Mileage</b>	702.41	600.00	102.41	117.07%	6,285.96	7,200.00	(914.04)	87.31%
<b>Miscellaneous Expenses</b>		83.00	(83.00)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
<b>Natural Gas</b>		333.00	(333.00)	0.00%	2,753.99	4,000.00	(1,246.01)	68.85%
<b>Office Supplies / Equipment</b>	11.97	500.00	(488.03)	2.39%	2,938.57	6,000.00	(3,061.43)	48.98%
<b>Parking Lot Maintenance</b>		266.00	(266.00)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
<b>Payroll Expenses</b>	71.70		71.70		71.70	0.00	71.70	
<b>Payroll Expenses (ADP/HSA)</b>	353.70	491.00	(137.30)	72.04%	1,502.10	5,900.00	(4,397.90)	25.46%
<b>Postage</b>	19.78	83.00	(63.22)	23.83%	798.17	1,000.00	(201.83)	79.82%
<b>Printing / Copy Services</b>	59.90	83.00	(23.10)	72.17%	59.90	1,000.00	(940.10)	5.99%
<b>Professional Development</b>	3,537.75	1,500.00	2,037.75	235.85%	12,961.78	18,000.00	(5,038.22)	72.01%
<b>Publications</b>	64.00	41.00	23.00	156.10%	64.00	500.00	(436.00)	12.80%
<b>Ramsey Capital Equipment</b>	131.31	416.00	(284.69)	31.56%	1,823.43	5,000.00	(3,176.57)	36.47%
<b>Sales Tax</b>		41.00	(41.00)	0.00%	125.00	500.00	(375.00)	25.00%
<b>Secretary Services</b>	173.00	249.00	(76.00)	69.48%	936.00	2,992.00	(2,056.00)	31.28%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: Budget 2017 - FY17 P&L**  
 January - December 2017

	Sep 2017				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		375.00	(375.00)	0.00%	1,483.75	4,500.00	(3,016.25)	32.97%
State Unemploy Exp		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	544.38	666.00	(121.62)	81.74%	4,924.32	8,000.00	(3,075.68)	61.55%
Studio Sets		833.00	(833.00)	0.00%	1,175.00	10,000.00	(8,825.00)	11.75%
Subscription Services	229.00	1,666.00	(1,437.00)	13.75%	14,977.31	20,000.00	(5,022.69)	74.89%
Temp Staff Services		208.00	(208.00)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	4,172.29	1,041.00	3,131.29	400.80%	11,588.26	12,500.00	(911.74)	92.71%
Vehicle - Insurance	3,805.00	333.00	3,472.00	1142.64%	6,341.00	4,000.00	2,341.00	158.53%
Vehicle - Maintenance / Gas	101.88	500.00	(398.12)	20.38%	4,861.91	6,000.00	(1,138.09)	81.03%
Waste Removal	91.12	100.00	(8.88)	91.12%	1,080.24	1,200.00	(119.76)	90.02%
Web / VOD / Int / CaTV / Phone	1,250.42	1,833.00	(582.58)	68.22%	14,828.49	22,000.00	(7,171.51)	67.40%
Work Comp Insurance	1,277.00	191.00	1,086.00	668.59%	1,277.00	2,300.00	(1,023.00)	55.52%
<b>Total Expenses</b>	<b>112,858.99</b>	<b>104,601.00</b>	<b>8,257.99</b>	<b>107.89%</b>	<b>739,623.71</b>	<b>1,255,494.00</b>	<b>(515,870.29)</b>	<b>58.91%</b>
<b>Net Income</b>	<b>(111,669.80)</b>	<b>9,561.00</b>	<b>(121,230.80)</b>	<b>-1167.97%</b>	<b>208,595.41</b>	<b>114,459.00</b>	<b>94,136.41</b>	<b>182.24%</b>

ZCIP - Andover	41,327.44
ZCIP - Anoka	41,327.44
ZCIP - Champlin	41,327.44
ZCIP - Network Servers	6,231.72
ZCIP - Ramsey	41,327.44
	<u>171,541.48</u>

**QCTV Bank Reconciliation**  
**September 2017**

Beginning Balance - 4M Statement	1,303,654.57
Less: Cleared Checks/Withdrawals	(78,986.04)
Plus: 4M Fund Interest	616.51
Plus: Bank Deposits/Credits	-
<b>Bank Balance</b>	<b>\$1,225,285.04</b>
Book Balance	1,225,285.04
<b>Adjusted Book Balance</b>	<b>1,225,285.04</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission

## BILL PAYMENT LIST

September 2017

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/01/2017	11895	Associated Bank N.A.	-50.00
09/01/2017	11896	CEL Public Relations, Inc.	-1,080.00
09/01/2017	11897	HealthEquity Inc.	-255.00
09/01/2017	11898	Ideal Advertising	-400.00
09/01/2017	11899	Vividly Clean Inc.	-500.00
09/01/2017	W/D	Minnesota State Retirement System	-634.95
09/01/2017	W/D	PERA	-2,792.78
09/11/2017	11900	Anoka County Historical Society	-250.00
09/11/2017	11901	Comcast Cable	-372.15
09/11/2017	11902	Greenery Enterprises, Inc.	-475.00
09/11/2017	11903	Huebsch	-31.08
09/11/2017	11904	Joe G. Ruhland	-300.00
09/11/2017	11905	Tightrope Media Systems	-2,400.00
09/11/2017	11906	Timesavers	-139.00
09/11/2017	11907	Xcel Energy	-1,248.76
09/15/2017	11908	ACE Solid Waste, Inc.	-91.12
09/15/2017	11909	Alpha Video & Audio Inc.	-3,065.00
09/15/2017	11910	Associated Bank N.A.	-50.00
09/15/2017	11911	CenterPoint Energy	-92.62
09/15/2017	11912	Comcast Cable	-262.96
09/15/2017	11913	HealthEquity Inc.	-255.00
09/15/2017	W/D	Minnesota State Retirement System	-639.60
09/15/2017	W/D	PERA	-2,789.03
09/25/2017	11914	Barna, Guzy & Steffen, LTD	-337.00
09/25/2017	11915	City of Champlin	-475.12
09/25/2017	11916	ECM Publisher	-64.00
09/25/2017	11917	HealthEquity Inc.	-7.90
09/25/2017	11918	LiveU Inc.	-500.00
09/25/2017	11919	Presto Graphics	-59.90
09/25/2017	11920	Puke Rainbows LLC	-1,425.00
09/25/2017	11921	The Lincoln National Life Ins. Co.	-544.38
09/25/2017	11922	U.S. Bank Corporate	-3,062.06
09/25/2017	11923	Vividly Clean Inc.	-500.00
09/29/2017	11924	Allina Health System	-315.00
09/29/2017	11925	Amazon	-447.65
09/29/2017	11926	Associated Bank N.A.	-50.00
09/29/2017	11927	City of Andover	-1,051.28
09/29/2017	11928	Comcast 2	-463.66
09/29/2017	11929	Comcast Cable	-20.39
09/29/2017	11930	Frugal Advertising	-395.00
09/29/2017	11931	HealthEquity Inc.	-255.00
09/29/2017	11932	Holiday Station	-101.88
09/29/2017	11933	Maza Technologies, LLC	-2,185.00

DATE	NUM	VENDOR	AMOUNT
09/29/2017	11934	Preferred One Insurance Co.	-5,903.42
09/29/2017	11935	Verizon Wireless	-70.08
09/29/2017	11936	Alpha Video & Audio Inc.	-4,170.00
09/29/2017	W/D	Minnesota State Retirement System	-646.76
09/29/2017	W/D	PERA	-2,827.02
<b>Total for Quad Cities Commisssion</b>			<b>\$ -44,051.55</b>

## INVESTMENT SCHEDULE

9/30/2017

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			60.54				
4M Plus			<u>392,279.66</u>				
			<u>392,340.20</u>				
Investments - Building							
4M Fund			51,543.56				
CD - Wells Fargo	949763ER3	200,296.13	<u>200,296.13</u>	200,000.00	1.400%	monthly	8/15/2018
			<u>251,839.69</u>				
Investments - Capital							
4M Fund			54,913.60				
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/2019
CD - Bremer Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/2019
CD - Discover Bank	2546723D8	200,000.00	<u>200,000.00</u>	200,000.00	1.700%	semi-annual	2/18/2020
			<u>603,058.87</u>				
			<u>1,247,238.76</u>				

# INVESTMENT SCHEDULE

6/30/2017

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			60.54				
4M Plus			391,482.08				
			<u>391,542.62</u>				
Investments - Building							
4M Fund			50,740.91				
CD - Wells Fargo	949763ER3	200,296.13	200,296.13	200,000.00	1.400%	monthly	8/15/2018
			<u>251,037.04</u>				
Investments - Capital							
4M Fund			51,988.67				
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/2019
CD - Bremer Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/2019
CD - Discover Bank	2546723D8	200,000.00	200,000.00	200,000.00	1.700%	semi-annual	2/18/2020
			<u>600,133.94</u>				
			<u>1,242,713.60</u>				



## INVESTMENT SCHEDULE

5/31/2017

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			60.54				
4M Plus			391,258.01				
			<u>391,318.55</u>				
Investments - Building							
4M Fund			50,477.21				
CD - Wells Fargo	949763ER3	200,296.13	200,296.13	200,000.00	1.400%	monthly	8/15/2018
			<u>250,773.34</u>				
Investments - Capital							
4M Fund			51,962.12				
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/2019
CD - Bremer Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/2019
CD - Discover Bank	2546723D8	200,000.00	200,000.00	200,000.00	1.700%	semi-annual	2/18/2020
			<u>600,107.39</u>				
			<u>1,242,199.28</u>				

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**November 3, 2017**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Presentation of Awards Received**

##### ***NATOA***

The NATOA Awards honoring the best in government programming across the nation. QCTV earned two honors:

- Live Sports category - 3rd place for the Champlin Park State Football Quarter Finals
- Honorable Mention for the Programming Excellence Award. This entry was a compilation of all of our best work from last year. This is the second year in a row this award was received by QCTV.

QCTV attended an Anoka County board meeting and an Anoka-Hennepin School District board meeting to present The Hometown Media award for the Active Shooter Training video – collaboration with Anoka-Hennepin School District and the Anoka County Sheriff's Office.

##### ***Impact Services***

QCTV was honored with the Partner Award from Impact Services on October 6 at the Dessert First fundraiser event. Impact Services strives to be the premier resource in Anoka County to fulfill the needs of the aging community by providing nutritious meals the enable people to live independently. QCTV helps to tell these stories of success and impart information on aging through the program *Answers to Aging*.

##### ***Chamber of Commerce***

QCTV Executive Director Karen George was recognized by Anoka Area Chamber of Commerce President Pete Turok at the annual meeting on October 5. She received the President's Award for Outstanding Volunteer Service.

### **City Council HD Upgrade Project**

The HD upgrade to city council chambers is on track. See Technology Manager report for details of the project status. The draft report has been reviewed and Alpha Video and we have meet with representatives of each member city to review proposal for addressing the needs/desires for the upgrade. The report is expected to be before the commission for action in December.

### **Commission Bylaws Review**

The commission bylaws have been updated and are ready for commission adoption.

### **Smartphone Boot Camp**

QCTV is offered the Smartphone Boot Camp training for city officials. The training occurred on September 27 and 23 staffers from member cities attended.

### **Comcast Franchise Renewal**

Comcast has provided formal notice of intent to renew the franchise agreement pursuant to Section 626 of the Cable Act. Comcast proposes informal franchise renewal negotiations. Legal counsel Bob Vose and sent an acknowledgement letter to Comcast informing company representative Karly Werner that the commission will engage in such negotiation, if necessary. In 2015, the parties amended and extended the franchise (set to expire in 2016) to the end of 2024 unless Comcast requested renewal negotiations, in which case the franchise expires on August 31, 2020. We are in conversation with Comcast and will update the commission as new information becomes available.

### **2018 Operating Budget and 5-Year Capital Budget Plan Underway**

Staff has been preparing the annual operating budget and the 5-year capital plan for future technology and building investments 2018-2022. The budget committee will review prior to commission action scheduled for November.

### **Community Media Day – Oct. 20**

QCTV celebrated National Community Media with treats and a PSA created with the League of Womens Voters. View the Promo at <http://qctv.org/promos/>

### **Champlin 169 Construction**

Please note that there is a major road construction project planned for the Highway 169 corridor through Champlin. This will affect travel time to attend shoots at the QCTV Studios.

### **Customer Comments**

#### ***At The Half – Boys Cross Country feature***

“So well done. First class production. Thanks for such for the positive coverage.” – Lance Wicks, Activities Director, Anoka High School

“They are the best kids in the school!! Thanks for coming out they really got a kick out of being on TV...see you soon...” – Tim Peters, Anoka High School

### ***Quilts***

“Thank you so much for sending me the segment. I enjoyed it and you did a wonderful job including pictures of so many of our workers. I also think you got the point across as to what our organization stands for and does, Thank you.” – Ann Pollard, Quilts of Valor

### ***Ramsey Matters***

“Thank you for sharing the Ramsey Matters link. I’m viewing this right now. It looks great. I hope many of our residents get a chance to view this! – John LeTourneau, Council Member, City of Ramsey

### ***Ramsey Happy Days***

“Thank you for working with us to cover another Happy Days Festival! We appreciate QCTV’s partnership. And thank you for incorporating Madeline into the program. I know she really enjoyed the process!” – Nichole Wenberg, Public Information and Events Specialist, City of Ramsey

### ***Andover Football***

Random text received from sports announcer Jim Childs:



**Action Requested:** None.



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Direct Dial (612) 337-9275  
Email: [rvose@kennedy-graven.com](mailto:rvose@kennedy-graven.com)

October 2, 2017

Karly Werner  
Senior Director of Government Affairs  
Comcast Twin Cities  
10 River Park Plaza  
St. Paul, MN 55107

**Re: Quad Cities Commission; Franchise Renewal**

Dear Karly:

This responds to your letter to the Commission dated September 12, 2017. By your letter, Comcast invokes its franchise renewal rights under Section 626 of the Cable Act. The Commission handles renewal requests for its member cities, while the members retain final authority to issue any renewed franchise(s).

Comcast proposes informal franchise renewal negotiations. The Commission will engage in such negotiations if necessary. However, franchise renewal proceedings, including the performance review and needs assessment studies contemplated by federal law, can be time-consuming and expensive. In 2015, the parties entered a "Franchise Settlement Agreement" which amended and extended the franchises. The franchises were set to expire in 2016, but they were extended to the end of 2024 unless Comcast triggered renewal in which case they expire on August 31, 2020.

Initially, we would like to understand why Comcast has triggered renewal. We hope to limit the resulting renewal costs if possible. We request a meeting with you and any other appropriate company officials to discuss Comcast's decision. Karen George will contact you to make those arrangements. Please contact me with questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Robert J. Vose".

Robert J. V. Vose

RJV:jms

cc: Karen George  
Member City Administrators

## QCCCC Agenda Item

### 4.3.1 Operations Report

**October 2, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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QCTV produced live coverage of 16 government meetings. We produced our monthly show "News and Views" which featured eight guests and eight stories- two of each for our member cities.

We produced live coverage of "The Happy Days Parade". While we were there, we interviewed local people for some "Shout Outs" and we did a segment for "The Local Show".

Our fall sports season is in full swing and we produced live coverage of high school football, girls volleyball, and boys and girls soccer games. We completed three "At the Half" shows that featured athletes and coaches from tennis, dance teams, swimming and diving, marching bands, and cross country teams. They were very well received by the schools.

We produced two training videos for the Anoka Hennepin School District. They were called "Be Safe, Be Kind, Be Smart" and addressed the district's policy on social media, fighting and physical aggression, misuse of drugs and alcohol, harassment and bullying, and weapons. One was for middle school students and the other for high school students. These were paid productions. They will be shown to all students in the district.

In September we produced "Ramsey Matters: Resilient Communities Project." The show was about the partnership between the city of Ramsey and The University of Minnesota. It featured a panel of city representatives and the U of M Director Mike Greco.

Our regular productions included: "The Chamber Report", "The District Court Show", "The Grid", and "The Local Show".

One of our sister stations produce live coverage of the funeral of Wayzata Police Officer William Mathews and we carried the service live on our channel and website.

In conjunction with the Anoka County Library we produced "Beyond the Book" which featured four local authors.

We produced four Slow TV's featuring local areas of interest. We also produced "What's News at the Q" to promote our programming.

We coordinated two training sessions for our Production Assistants. A spokesperson for Allina was here to conduct training on our AED's. (Automated External Defibrillator) We have two units- one at QCTV and one in our production truck. Should anyone go into sudden cardiac arrest, we have been trained on our units. We also demonstrated remote equipment and mobile production training.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**November 1, 2017**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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Community Media Day was October 20<sup>th</sup> and to celebrate we produced a series of testimonials with our League of Women Voters partners. This is an annual celebration of voices that brings awareness to the importance of free speech and accessible media for all individuals to have their voices heard. We aired our testimonials on our website and channel and shared them nationally.

QCTV produced live coverage of 15 government meetings in October. We produced our monthly show “News and Views” which featured eight guests and eight stories- two of each for our member cities.

We are wrapping up our fall sports season and produced live coverage of 12 high school football, volleyball, and soccer games. Section and quarter final games are taking place and we are following our teams that continue to win.

We produced gavel-to-gavel coverage of “Saving Veterans Lives While Saving Our History-Turn on the Lights for Homeless Veterans”. This rally was held to kick off a project to restore and use some historic cottages at the Anoka State Hospital and turn them into places for homeless veterans to live. This is a long-term story so we will be covering the progress of the project going forward.

We worked with our partners at The League of Women Voters- ABC and at the Anoka Hennepin School District to produce a show called “Fit for The Future”. This program outlines what will be on the ballot when voters go to the polls on November 7<sup>th</sup>. LWV-ABC’s Geri Nelson hosted the program and the guests were the District’s David Law and Chuck Holden. We also produced coverage of the School Board Candidates Forum, hosted by the LWV-ABC. Both programs will run through election day which is November 7<sup>th</sup>.



We used our new REMO system (this allows us to take 3 cameras on location, add graphics and direct the program while in the field.) This translates into much more efficiency as we don't have to spend time editing when we get back, it is all done. Our first use of this system was the Anoka Area Annual Chamber of Commerce Annual meeting. Our second shoot with this equipment was the Anti-Crime Commission meeting that featured local commission members as well as Associate Deputy Director of the FBI, David Bowdich. Staff is still learning this new system but it is going well.

We produced a program called "Sold- To the Highest Bidder" about a local auctioneer/ attorney Tony Elfelt and some folks who attend an old-fashioned country auction each week.

Our regular productions included: "The Chamber Report", "The District Court Show", "It's Your History", "Game Sharks" and "The Public Safety Show."

We produced an episode of "QC Cooks" featuring a Guatemalan chef, Amalia Moreno-Damgaard.

"Let's Go to the Library" featured a show on genealogy.

We were asked by the City of Champlin's Clerk Roberta Colotti to help them with their social media so QCTV's Digital Media Specialist Lisa Monserud helped her to schedule and post some programs on the city's platforms.

We produced four Slow TV's featuring local areas of interest. We also produced "What's News at the Q" to promote our programming.

We covered the Highway 169 Improvements event on 10/25 that featured city staff and WSB's Lee Gustafson. We produced a stand-alone program as well as a segment for "News and Views".

As Anoka is the Halloween Capitol of the World, we produced coverage of The Pumpkin Bowl, The Grand Day Parade, and the Coronation ceremony. The Big Parade of Little People was cancelled by District 11, due to poor weather.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**October 19, 2017**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** September Technology Report

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#### Equipment Issues:

##### **QCTV Equipment**

Staff Checkout Camera 6. Zoom control from the servo hand grip switch is not functional on Camera 6. A new replacement part is on order and should arrive before the end of October. Camera 6 is back in circulation for the short term but with manual zoom control.

We have had some issues with live shoots using the LiveU. Taylor and I have worked with LiveU and the problems seems to lie in our secondary internet modem or router. Working on those issues.

##### **City Equipment**

We worked with Anoka staff (Galen) to get the document camera lights replaced at Anoka.

##### **Comcast Equipment**

No issues reported for September.

##### **CenturyLink Equipment**

No issues reported for September.

#### Current Projects:

##### **City Hall HD Updates**

QCTV organized a meeting in Ramsey with Alpha Video and representatives from each of the four cities September 5<sup>th</sup>. City staff and facility communicated the different purposes the council rooms are used for and shared ideas on features they would all like to see. David Soukup from Alpha discussed some newer technologies that might be implemented. There was also discussion on providing the cities with a local network copy of the digital video file on a city server.

Results from test deployment in Champlin are positive. Will work to install the cameras at the remaining three cities in October and November.

**Action Requested:** None.

## QCCCC Agenda Item

### 4.3.2 Technology Report

**November 16, 2017**

**To:** Karen George, Executive Director

**From:** John Sommer, Technology Manager

**Subject:** October Technology Report

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#### Equipment Issues:

##### **QCTV Equipment**

Repaired Staff Checkout Camera 6. Zoom control from the servo hand grip switch was not working. I replaced the grip assembly with a new one.

Comcast Business internet and phone service had several interruptions Friday October 27<sup>th</sup>. We called Comcast and they had people working on it and expected it to be back up by 5:00 p.m. Both internet and phone services returned before the end of our business day.

##### **City Equipment**

Ramsey scan converter stopped working prior to the October 10<sup>th</sup> meeting. We did not have a spare at QCTV but we were able to borrow one from another access center until a replacement is ordered. The scan converter that failed is in the control room and is the interface between the presentation system and the broadcast VDesk. All other presentation destinations remained functional.

Working with Rushworks support to install new versions of Vdesk software at Anoka, Andover, and Ramsey. One of the system hard drives at Anoka recently failed. I ordered a replacement and Rushworks will install the new software after the hard drive issue is fixed.

##### **Comcast Equipment**

New HD equipment installed.

##### **CenturyLink Equipment**

No issues reported for October.

#### Current Projects:

##### **City Hall HD Updates**

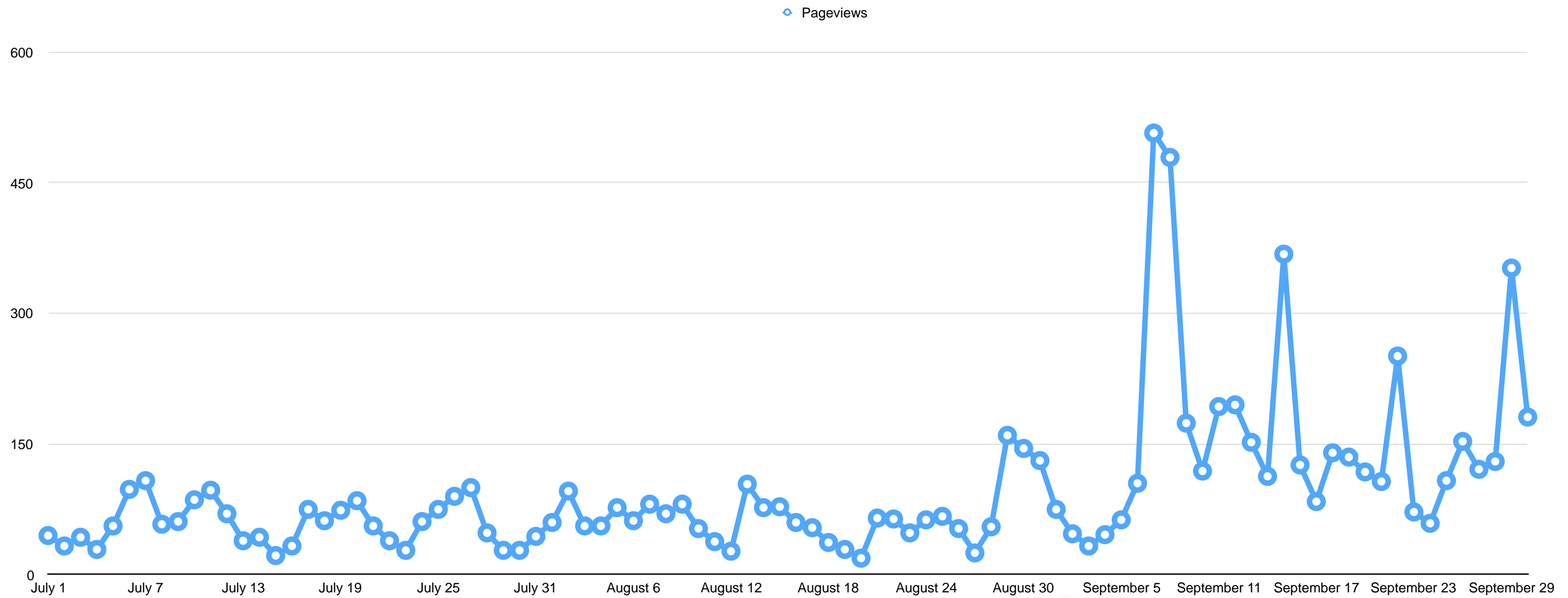
We brought the first draft of the Program Report back to each of the four cities. Feedback was generally positive. We will have Alpha Video make some adjustments and submit the final plan to a future Commission meeting.

Working to install cameras at the other cities. Anoka is next as there is unused cable in the ceiling that will accommodate HD. The first step is updating the Rushworks computer

software, but before that can happen we will need to replace one of the two hard drives. Rushworks will move ahead and update the software at Ramsey. The first meeting at Anoka we record in HD should either be the Anoka HRA meeting November 13<sup>th</sup> or the Cable Commission meeting on November 16<sup>th</sup>.

Comcast installed a new HD encoder card in one of their equipment frames at QCTV. The technician needed to update the firmware before it would function. We are working to use the second HD output from the Tightrope SX2HD to provide an HD signal to Comcast. This may mean a short transition time where we schedule two very similar channels for the Champlin Government channel as we transition to a HD primary channel with a down-converted SD counterpart.

**Action Requested:** None.



	Page	Pageviews	Sessions
Top 10 Pages Visited		23,287	8,711
1	<a href="#">QCTV.org homepage</a>	5,181	3,105
2	<a href="#">Sports page</a>	3,422	1,697
3	<a href="#">Live Community Channel</a>	1,541	522
4	<a href="#">Program Guides</a>	1,528	227
6	<a href="#">QCTV Programs page</a>	1,112	88
5	<a href="#">Anoka page</a>	699	212
7	<a href="#">Andover page</a>	577	109
8	<a href="#">Champlin</a>	560	163
9	<a href="#">The Sheriff Show page</a>	539	458
10	<a href="#">Ramsey page</a>	417	140

### How likely is it that you would recommend this company to a friend or colleague?

Answered: 100 Skipped: 0



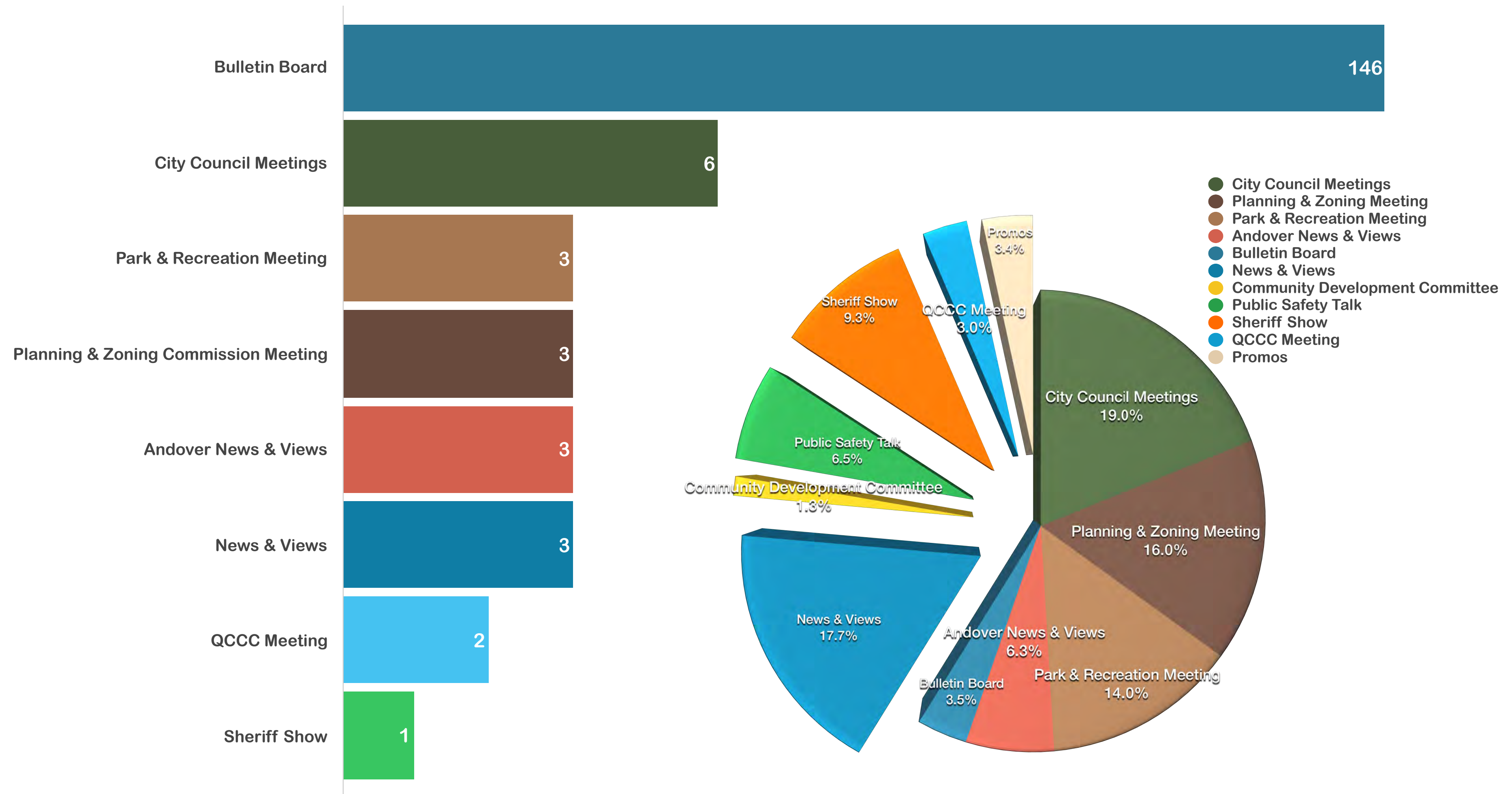
Your score is in the top 25%

Minimum	Lower Quartile	Median	Upper Quartile	Maximum
-100	14.8	46.5	71.6	100

Your Net Promoter Score: 84

July to September

# City of Andover Channel Programming Statistics

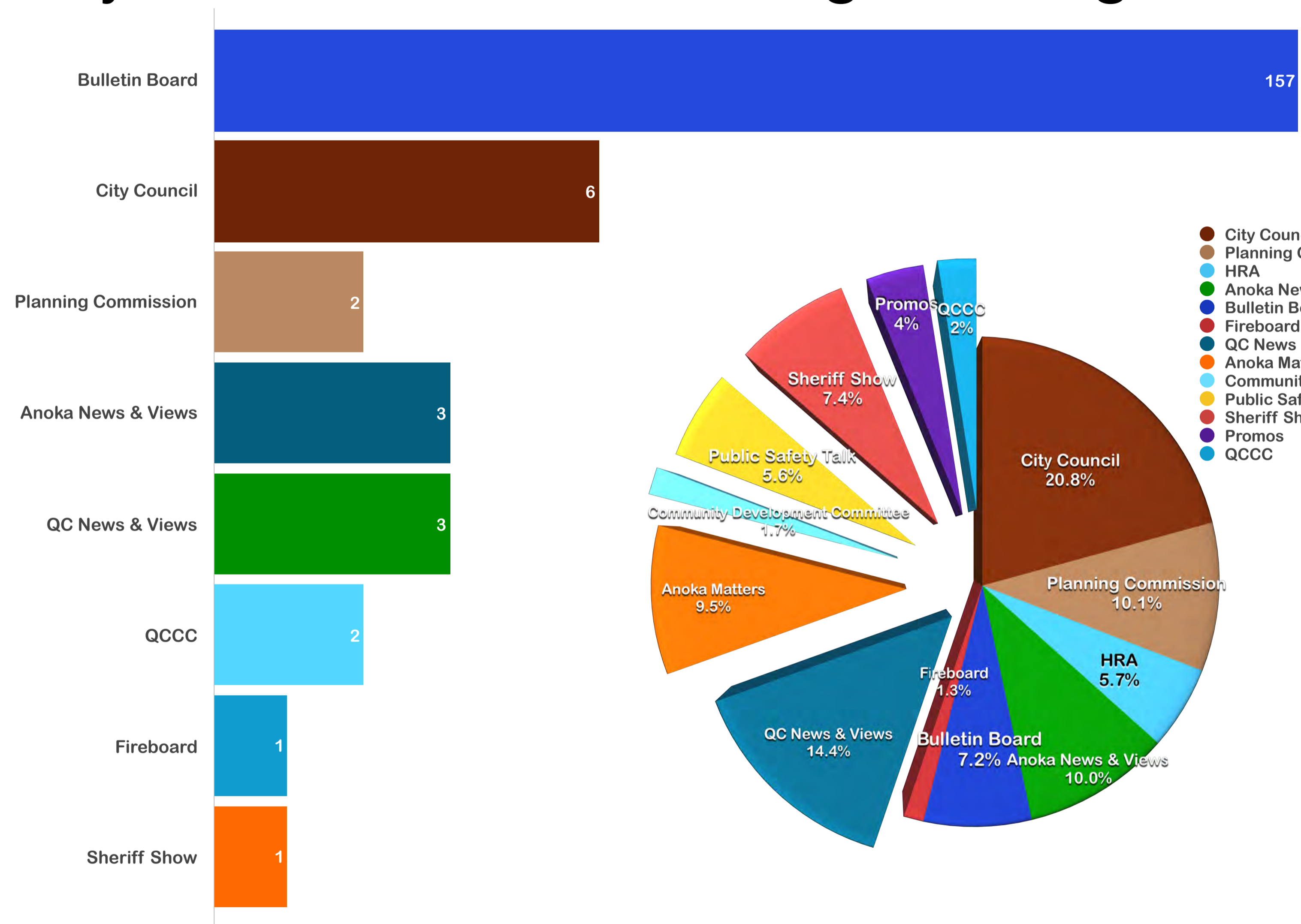


Number of New Shows

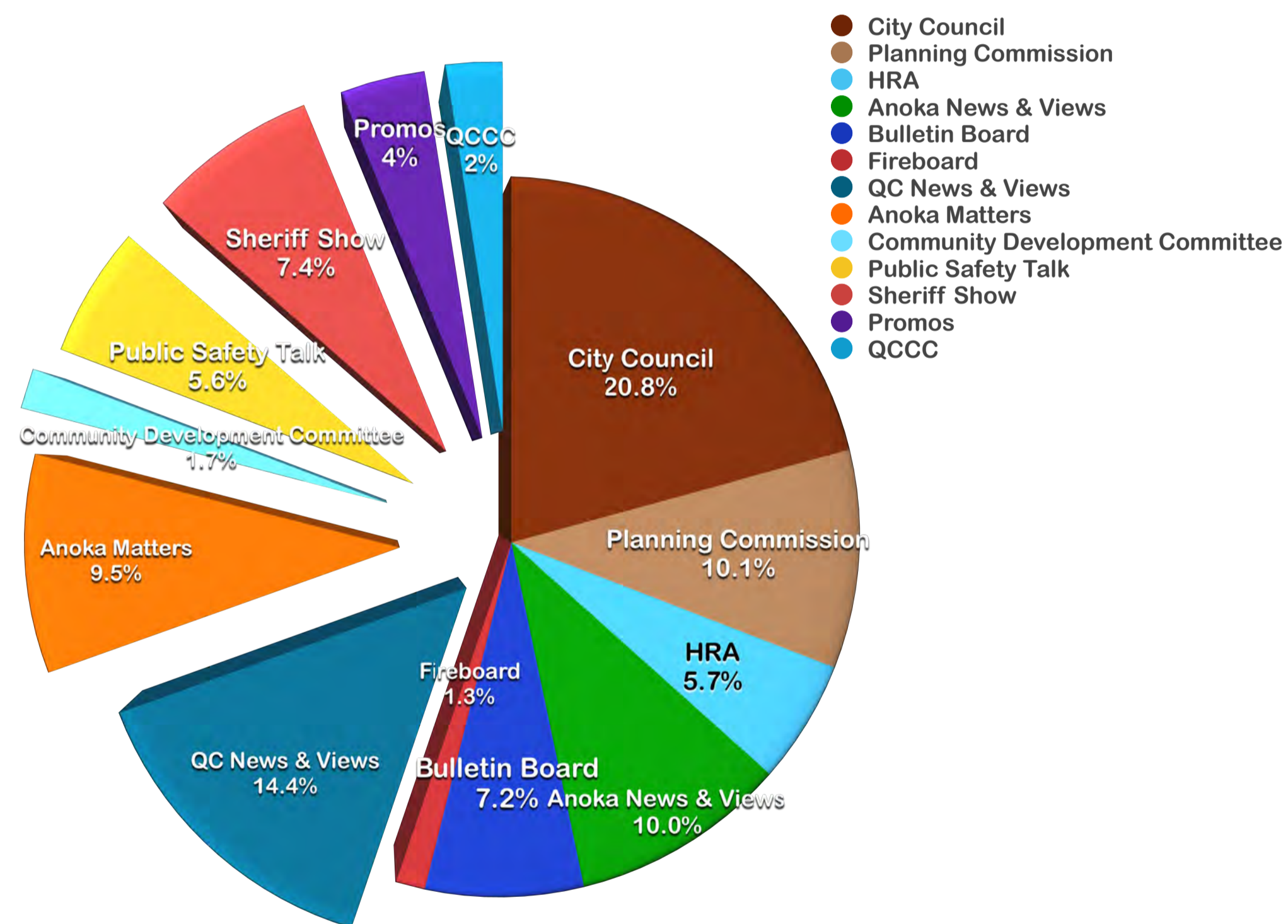
Percentage of Channel Playback



# City of Anoka Channel Programming Statistics

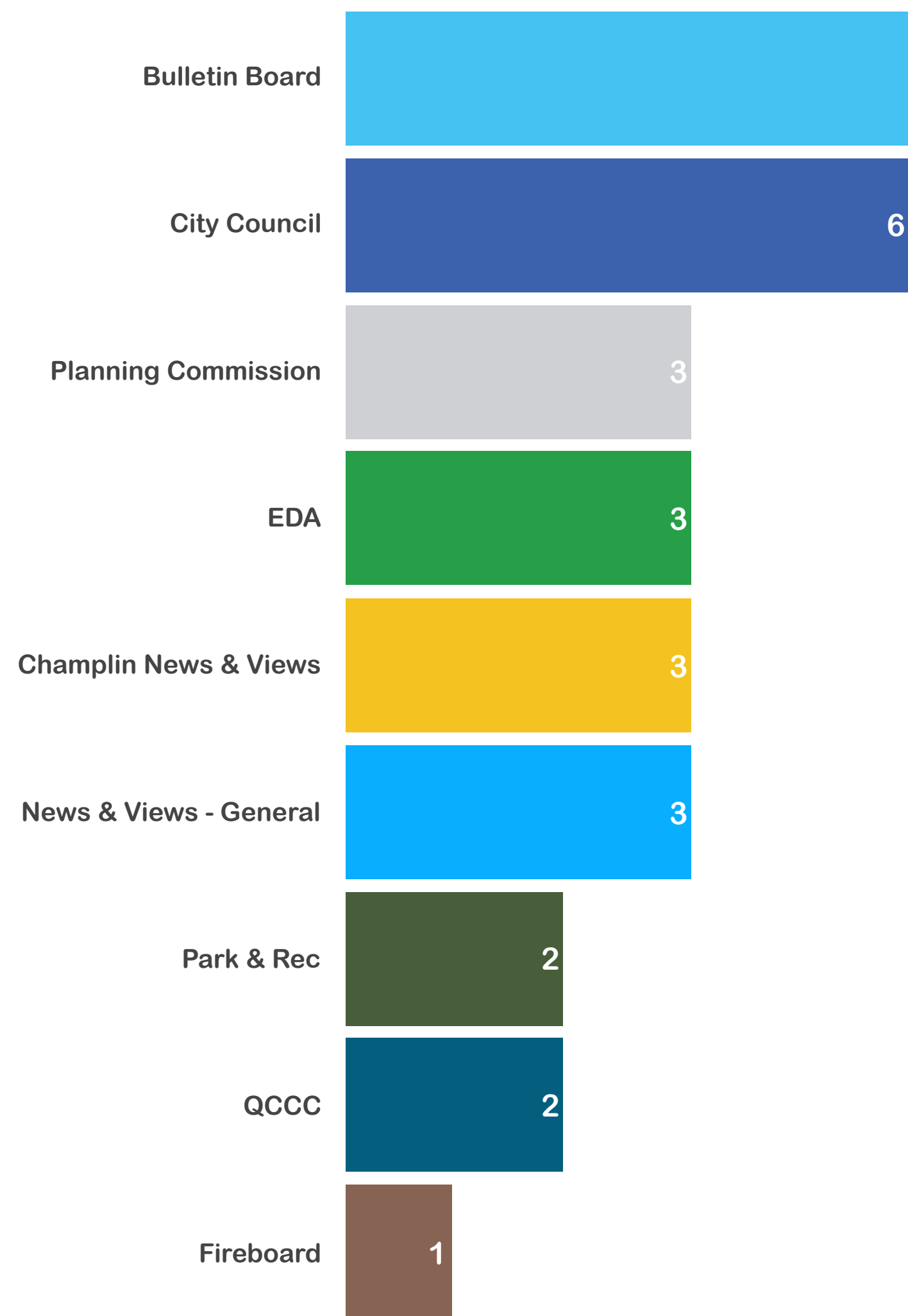


Number of New Shows

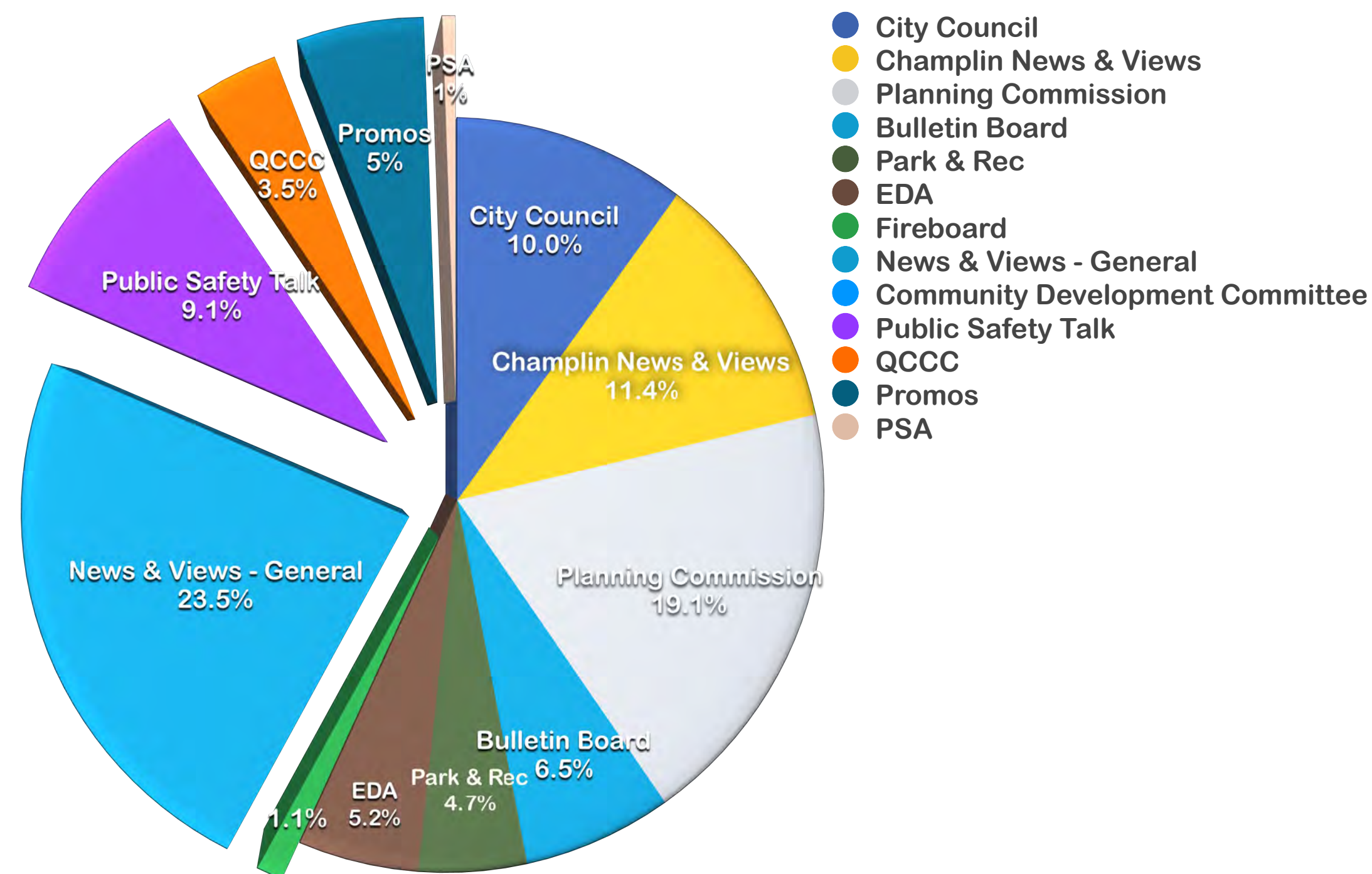


Percentage of Channel Playback

# City of Champlin Channel Programming Statistics



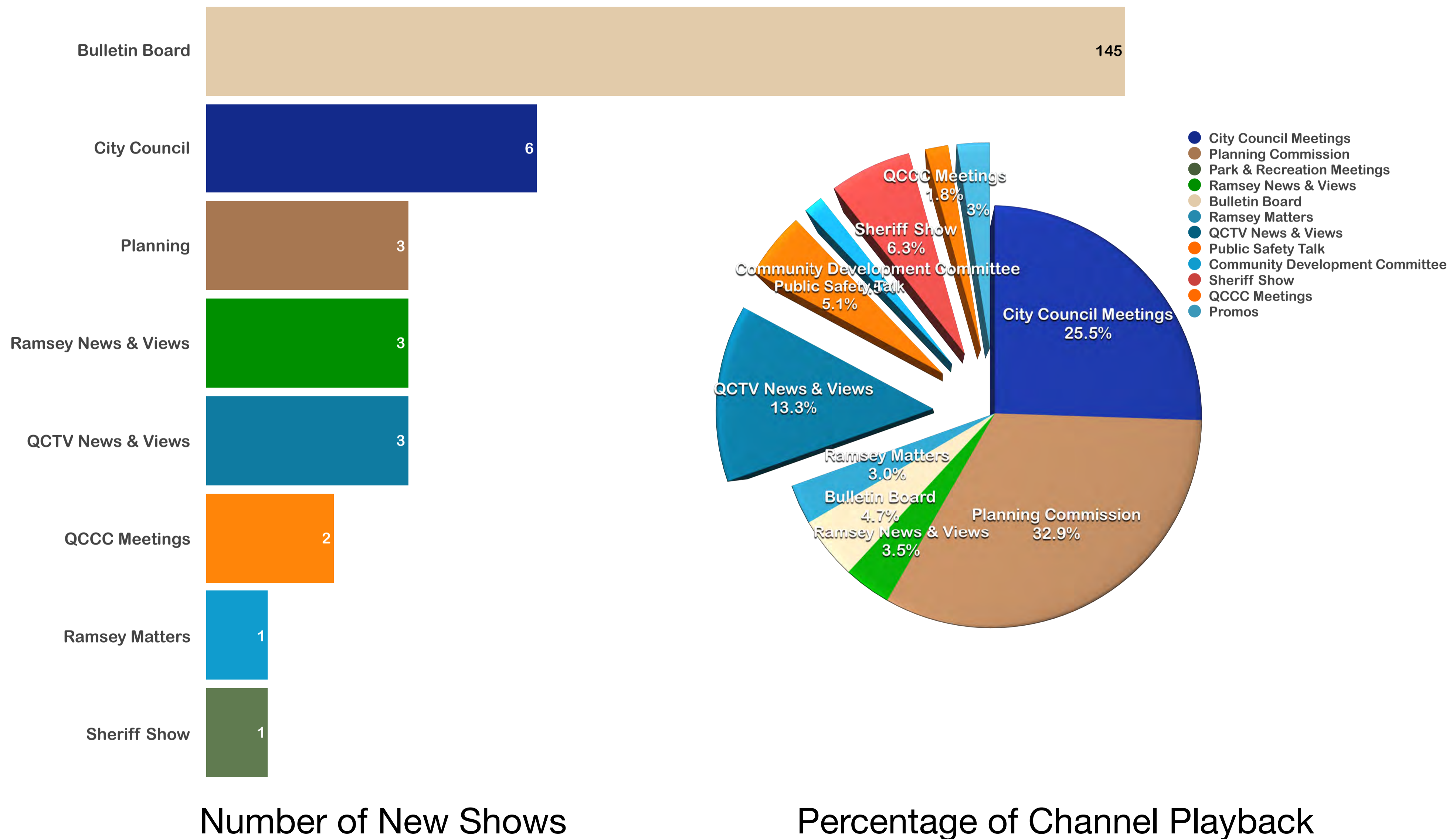
Number of New Shows



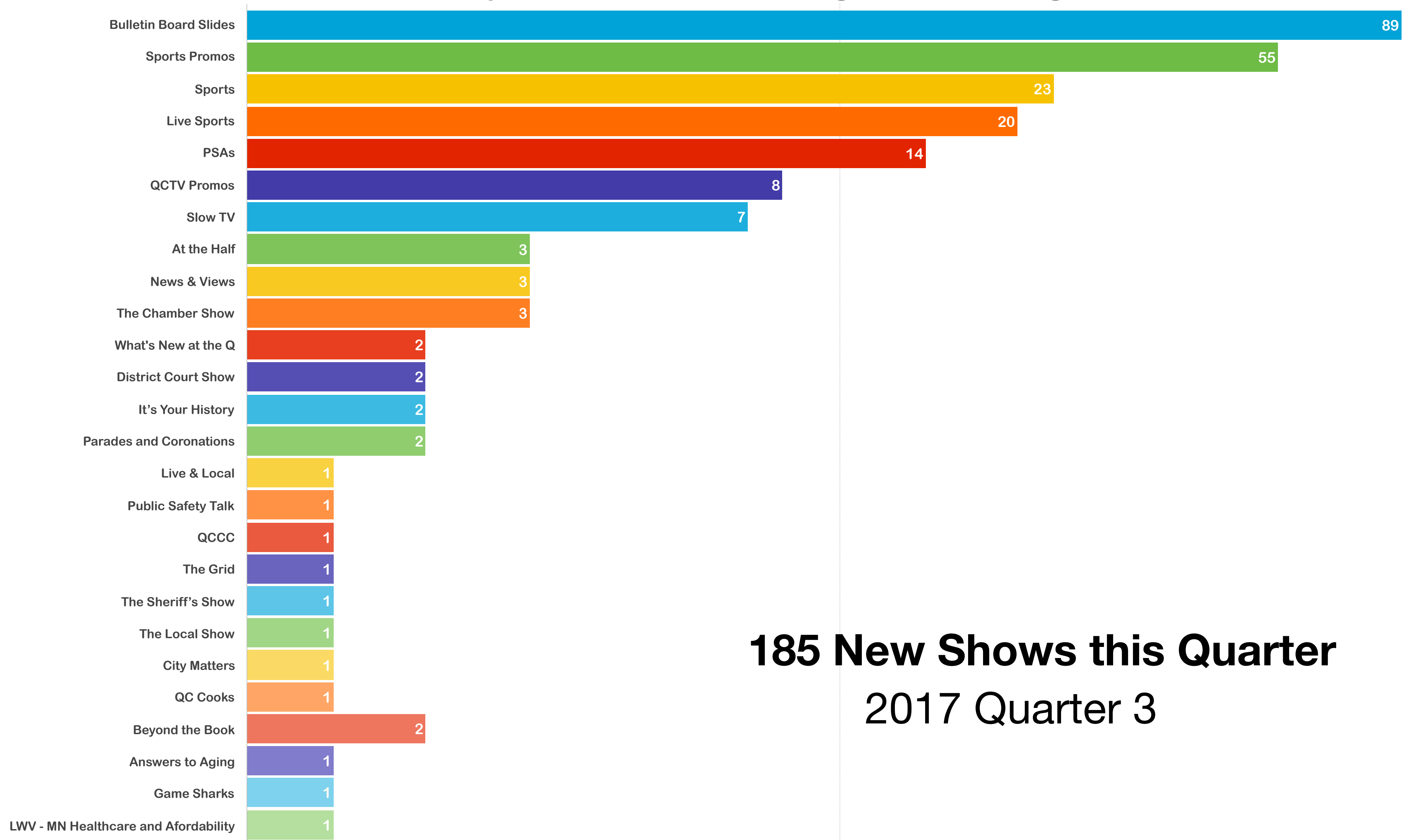
Percentage of Channel Playback



# City of Ramsey Channel Programming Statistics

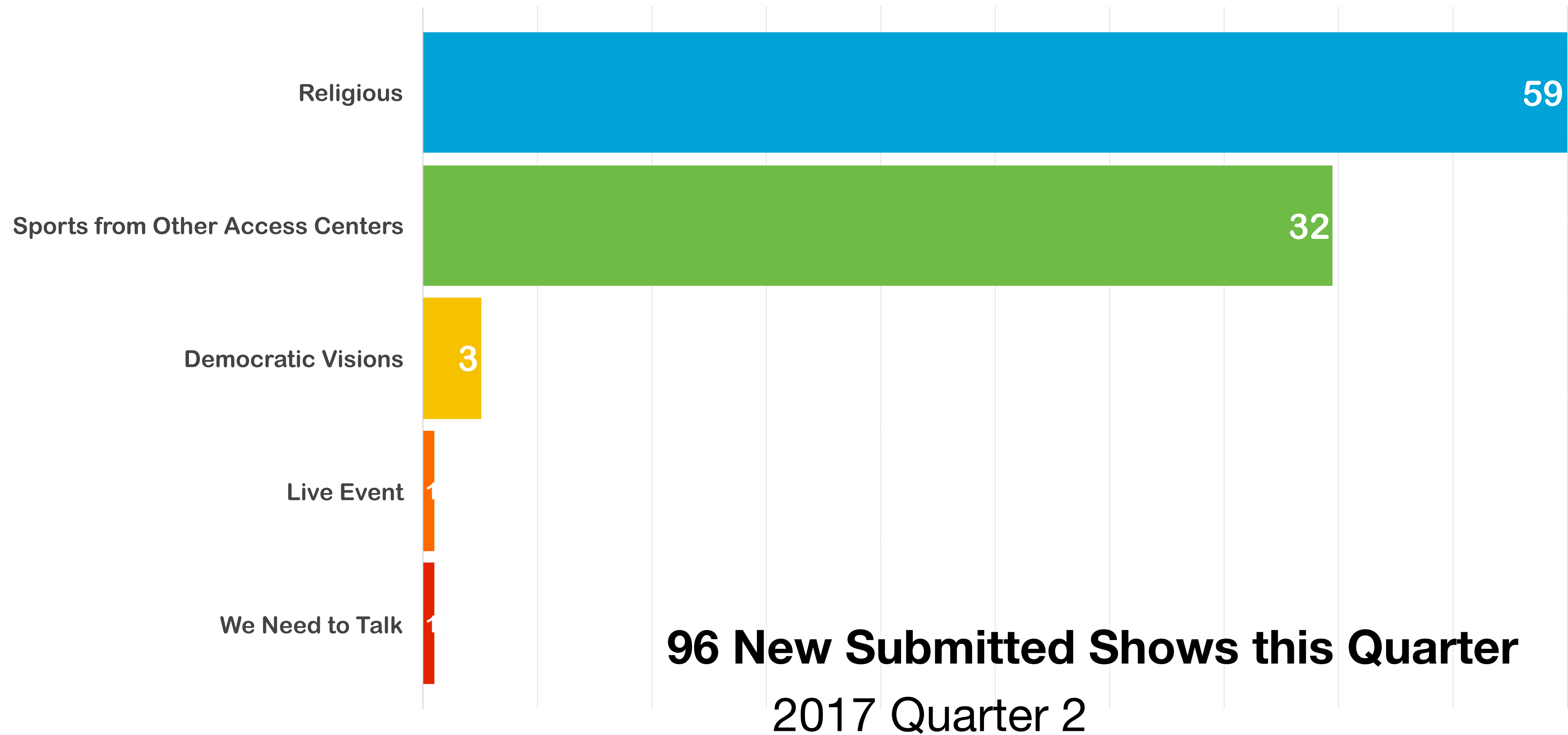


# Community Channel Programming Statistics



**185 New Shows this Quarter**  
2017 Quarter 3

# Community Channel Programming Statistics



## QCCCC Agenda Item

### 5.2 Comcast Administrative Late Fee

**October 30, 2017**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Comcast Administrative Late Fee

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*Comcast has requested commission approval for a rate adjustment on the late fee assessed cable subscribers. The current late fee is \$9.50 and is proposed to change to \$10.00. The notice for commission approval is set forth in Section 5.9 of the franchise agreement.*

Comcast requests that the Commission approve an increase in the administrative fee that is imposed on customers that pay their cable bill late. Such fee is imposed when a customer fails to pay the amount invoiced by day 38 of their billing cycle. Comcast seeks to increase the current late fee from \$9.50 to \$10.00. The last late fee increase took place in 2014, when the fee was increased from \$8 to \$9.50. Comcast indicates that the change is being made metro-wide. Comcast has provided a confidential cost study concluding that late payments cause Comcast to incur administrative and related costs that exceed \$10.00 per payment.

**Background:** Section 5.9 of the member cities' franchises states:

Fees for the late payment of bills shall not be assessed until after the Service has been fully provided. Late fee amounts on file with the Commission shall not be adjusted by the Grantee without the Commission's prior approval.

This franchise language does not identify a test or standard for approving late fee increases. Identical language is contained in other Comcast franchises in the Minneapolis/St. Paul metro. This language was negotiated because, shortly prior to renewal of several metro-area franchises, Comcast's predecessor imposed a late fee for the first time without advance notice to the franchising authority. This resulted in some subscriber confusion. In practice, metro-area franchising authorities have approved requested late fee increases since this language was negotiated.

Comcast includes the revenues generated by late fees in its calculation of "gross revenues." Accordingly, franchise fees are paid on late fee revenues.

Comcast has properly notified the Commission of the requested late fee increase in accordance with the franchise(s). Comcast has also provided a justification for the

proposed increase. Absent a detailed review and analysis of Comcast's cost study by an accountant or other qualified expert, legal counsel is not aware of any reasons to deny the requested increase.

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**Action Requested:** Approve Comcast request for late fee rate adjustment.



Comcast Cable  
10 River Park Plaza  
St. Paul, MN 55107

October 23, 2017

Ms. Karen George  
Executive Director  
Quad Cities Cable  
12254 Ensign Avenue North  
Champlin, MN 55316

RE: Administrative Late Fee Restructuring

Dear Karen:

I am writing to notify you that Comcast is restructuring the late fee from \$9.50 to \$10.00, effective January 1, 2018. Comcast has completed a current cost study that concluded that the cost incurred to Comcast by customers that do not pay bill by the due date now far exceeds \$10.00.

We strongly believe that customers who pay bills on time should not have to subsidize the fees associated with customers who do not pay on time. Customers will be provided a 30 day notice of this change in the December 2017 bill cycle.

Should you have any questions or concerns on this matter, please do not hesitate to contact me at 651-493-5501.

Sincerely,

Ronald A. Orlando  
Vice President, External Affairs  
Comcast- Twin Cities Region

## QCCCC Agenda Item

### 5.3 Consideration of Amendments to Bylaws

**October 30, 2017**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Consideration of Amendments to Bylaws

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The Quad Cities Cable Communications Commission bylaws have been reviewed by staff and legal counsel Scott Lepak of Barna, Guzy & Steffen. Attached is a memo outlining the changes proposed and the revised bylaws.

Highlighted proposed changes:

- Allowing each member city to appoint an alternate if so desired
- Adds reference to reserve fund
- Clarification from election year to municipal election as it relates to officers
- Eliminates a nominations committee
- Conduct commission meetings every other month rather than monthly

**Action Recommendation:**

Approve amended bylaws.

JEFFREY S. JOHNSON  
RUSSELL H. CROWDER  
MICHAEL F. HURLEY  
DOUGLAS G. SAUTER  
HERMAN L. TALLE  
CHARLES M. SEYKORA  
DANIEL D. GANTER, JR.  
BEVERLY K. DODGE  
JAMES D. HOEFT  
\*JOAN M. QUADE  
\*JOHN T. BUCHMAN  
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OF COUNSEL  
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W. JAMES VOGL, JR.  
\*JAMES H. WILLS

### MEMORANDUM

TO: Karen George, QCTV Executive Director  
FROM: Scott Lepak, General Counsel  
RE: Changes to QCTV Bylaws  
DATED: October 20, 2017

As we previously discussed, I have attached proposed changes to the current QCTV Bylaws.

#### Changes:

My comments associated with the proposed changes are as follows:

#### Article II (Definitions).

Sections 3 and 4. The change notes that the Board of Directors acting collectively (rather than a committee or lesser part of the Board) constitutes the Commission. I also clarify existing status that the Commission and Board are the same entity.

Section 7. The change adds a definition of Franchise Administrator. This term is referenced in the Joint Powers Agreement and Bylaws.

#### Article III (The Board)

Section 4. This is a new section allowing each City to appoint an alternate if it so desires. A member City is not required to appoint an alternate. This is primarily an administrative convenience where a Director may have some limited availability.

#### Article IV (Financial Matters)

Section 5. This adds in a reference to reserve fund balances which now exist.

Section 6. This change to the annual financial report reflects that prior practice was to not do the annual financial report in the first meeting following the end of the calendar year. The change is to push this out to March or allow the outside audit to serve as the financial report. This has been the practice for a number of years.



## Article VI (Officers)

Section 1. This changes two areas. The first changes the terms from an election year to a municipal election. A second change eliminates the nominating committee concept. This committee concept has not been used.

Section 2. This change removes the Chair as having the duties of a President. With an executive director, the Chair can exercise less day to day control.

Section 4. This change adds boilerplate that the voted and minutes must be retained. It also adds boilerplate that the minutes book be kept “in a manner consistent with applicable law.” Minn. Stat. Sec. 412.151 notes requirements for minutes books. The secretary should sign the minutes after they are approved in a subsequent meeting.

Section 5. This change adds the same language noted in Section 4. The other change to this section notes that the Board may act through a designee on deposits.

Section 6. The prior language detailing the use of a corporate bond for officers. This has not been the practices for a number of years.

## Article VII (Executive Committee)

Section 4. This change is intended to assist compliance with the MN Open Meeting Law (Minn. Stat. Sec. 13D).

Section 5. This change notes that the Executive Director’s authority needs to be delegated by formal resolution in order to comply with the Joint Powers Agreement.

## Article VIII (Board Meetings)

Section 1. This change is to: 1) hold meetings every other month rather than monthly; 2) hold the meetings at 11 a.m. rather than 5 p.m.; 3) eliminate the required adjournment time; and 4) allow regular meetings to be cancelled in a prior meeting.

Sections 2 and 4. This change eliminates “written” to allow electronic notification to Directors if preferred.

Section 5. The prior requirement to change agenda items is removed. It also notes that the location and time of special meetings called by the Chair will also be determined by the Chair.

Section 7. Corrects a typographical error.

Section 8. This change clarifies that requests for minutes will receive a response for the approved minutes (rather than the preliminary minutes) and adds the “as required by law” boilerplate given that this is also governed by state law.

Section 9. This change notes that Roberts Rules of Order will generally apply but any failure to strictly adhere to Roberts will not invalidate any actions. Roberts Rules of Order are intended to be generally helpful to running a meeting and should not act as an impediment to meetings.

Section 10. This change eliminates the formally established usual order of business. The Board can still use or revise the order as it sees fit.

#### Article IX (Committees)

Section 1. This eliminates non-substantive language.

#### Article X (Amendments to Bylaws)

Section 2. This change adds language that Bylaw changes need to be made in a meeting in which each City has a person attending. Because of the potential importance of Bylaw changes, this is intended to make sure that Bylaw changes are not pushed through without a member present from each City.

#### Process for Amending Bylaws:

1. Provide at least five (5) days prior notice of the proposed Bylaw Amendments (this Memo and the Bylaws document noting the changes) to all Directors and anyone else who has a standing request to be notified of Board actions.
2. Place the matter on the agenda as Consideration of Amendments to Bylaws.
3. Make sure there is a quorum present.
4. Upon consideration of the agenda item, make a motion to approve the proposed amendments (or some of the proposed amendments if not all are supported), second and then vote.
5. It is approved if there is a majority vote of the Directors present.

**BYLAWS  
OF THE  
QUAD CITIES CABLE COMMUNICATIONS COMMISSION**

**ARTICLE I.  
MEMBERSHIP**

Section 1. The initial members of this Commission are the cities listed below:

Andover  
Anoka  
Champlin  
Ramsey

Section 2. Additional members of the commission may be added pursuant to the terms of the "Amended and Restated Joint and Cooperative Agreement For the Administration of Cable Franchises," creating and governing this Commission, to which the initial members are parties.

**ARTICLE II.  
DEFINITIONS**

Section 1. For the purposes of these bylaws, the terms defined in this article have the meanings given them.

Section 2. "Agreement" means the Amended and Restated Joint and Cooperative Agreement For the Administration of Cable Franchises creating the Commission, as amended from time to time.

Section 3. "Commission" means the collective Board of Directors created pursuant to the Agreement. Commission and Board are used interchangeably.

Section 4. "Board" means the collective Board of Directors of the Commission consisting of two directors from each city which is a member of the Commission. Commission and Board are used interchangeably.

Section 5. "Member" means a city which is a member of the Commission in accordance with the terms of the Agreement.

Section 6. "Council" means the governing body of a Member.

Section 7. Franchise Administrator means the lead administrative executive of the Commission.

Section 8. All definitions included in Article IV of the Agreement are incorporated herein.

### ARTICLE III. THE BOARD

Section 1. The governing body of the Commission is its Board. Each Member is entitled to two directors. Each director is entitled to one vote.

Section 2. As provided in the Agreement, a director shall be appointed by resolution of the Council of each Member, and shall serve at the discretion of the Council appointing said director.

Section 3. A vacancy on the Board shall be filled by the Council whose position on the Board is vacant. A director's failure to attend three consecutive meetings shall be reported by the secretary of the Commission to the appointing Council.

Section 4. A member may appoint an alternate director who will be identified by resolution of the Council of each member, and shall serve at the discretion of the Council appointing said director. The alternate director of a member may serve in the absence of a director of that member and will have the full authority of that director.

### ARTICLE IV. POWERS AND DUTIES OF THE BOARD

Section 1. The powers and duties of the Board are those set forth in the Agreement.

ARTICLE V.  
FINANCIAL MATTERS

Section 1. Commission funds may be expended by the Board in accordance with the procedures established by law for the expending of funds for statutory cities. Orders, checks and drafts shall be signed by the chair and the treasurer or a designee of the Board, such as the Franchise Administrator. Other legal instruments shall be executed on behalf of the Commission by authority of its Board by the chair and secretary.

Section 2. Any person shall be permitted to inspect the financial records of the Commission at all reasonable times.

Section 3. The fiscal year of the Commission shall be the calendar year.

Section 4. A depository for Commission funds shall be designated by the Board.

Section 5. The Commission shall be authorized to enter into contracts only to the extent of their budget and reserve fund balances for any given calendar year.

Section 6. At the end of each calendar year the Franchise Administrator shall make an annual financial report and submit the same in writing to the Board at its March meeting or such other meeting as may be directed by the Board. In the alternative, the Commission may order an outside audit and such audit report will serve as the annual financial report required by this Section.

ARTICLE VI.  
OFFICERS

Section 1. The officers of the Commission shall be the chair, vice chair, secretary and treasurer, each of whom shall be elected bi-annually for two-year terms during the first quarter following a municipal election. Each officer's term shall begin at the close of the member meeting at which he/she is elected. Officers may be elected by viva-voce (voice vote), where a

candidate is unopposed, otherwise, officers shall be elected by ballot. Directors may succeed themselves in any office. Each Member shall be represented by an officer of the Commission.

Section 2. The chair shall be the chief presiding officer of the Commission. The Chair shall preside at all meetings of the Board and shall have primary responsibility for seeing that all orders and resolutions of the Board are carried into effect. The Chair shall be an ex-officio member of all standing committees.

Section 3. The vice chair shall, in the absence or disability of the chair, perform the duties and exercise the powers of the chair and shall perform such other duties as the Board shall prescribe.

Section 4. The secretary or Franchise Administrator shall cause to be recorded and retained all votes and the minutes of all proceedings in a minutes book kept for that purpose and in a manner consistent with applicable law; and the secretary or Franchise Administrator shall perform like duties for the committees of the Board when so directed by the Board. The Franchise Administrator, or such other person designated by the Board, shall cause to be given notice of all meetings of the Board and of committees, and shall perform such other duties as may be prescribed by the Board.

Section 5. The Board shall designate one or more persons to maintain custody of the funds and securities of the Commission and such person(s) shall keep full and accurate accounts of receipts and disbursements of the Commission in such manner as may be required by applicable law. The Board through its designee shall deposit all moneys and other valuable effects in the name and to the credit of the Commission in such depository as may be designated by the Commission. The Board's designee shall disburse the funds of the Commission, as ordered by the Board, taking the proper vouchers for such disbursements, and shall render to the

Board, at regular meetings of the Board, or whenever they may require it, an account of all transactions and of the financial condition of the Commission.

ARTICLE VII.  
EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the officers of the Commission.

Section 2. Three members of the Executive Committee shall constitute a quorum.

Section 3. Each member of the Executive Committee shall have one vote at any meeting of the Executive Committee. Executive Committee action shall require the affirmative vote of a majority of its members present.

Section 4. The Executive Committee shall meet at the call of the chair or two members of the Executive Committee. Notice of an Executive Committee meeting shall be in writing given at least three days prior to the date of the meeting. Notice of said meeting shall provide the date, time, place and purpose of the meeting and shall be posted on the principal bulletin board of the Commission offices. If a person receives actual notice of a meeting at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

Section 5. The Executive Committee shall act in the interval between meetings of the Board and shall act only on such administrative matters as specifically authorized by the Board in a delegation resolution. The Executive Committee shall not expend Commission funds, enter into contracts, or otherwise bind the Commission except upon express authorization from the Board.

Section 6. Copies of all minutes of the Executive Committee shall be sent to all directors.

ARTICLE VIII.  
BOARD MEETINGS

Section 1. Regular meetings of the Board shall be held every other month on the third Thursday of that month at 11:00 a.m. at the Anoka City Hall unless said dates, time, or place are otherwise changed by the Board. Regular meetings may be cancelled by action at a prior meeting.

Section 2. Notice of all meetings of the Board shall be sent to all directors as the same appear on the records of the Commission.

Section 3. Special meetings of the Board may be called by the Chair or any three directors. The purpose of any special meeting shall be stated in the notice of the meeting, and business transacted at any special meeting shall be confined to the purposes stated in such notice.

Section 4. Notice of regular meetings shall be sent at least five days prior to each meeting and written notice of special meetings shall be sent at least three days prior to each such meeting.

Section 5. Notices of all meetings shall specify the time and place of such meetings and shall include the agenda of said meeting. The time and place of all special meetings called by Chair shall be determined by the Chair. The time and place of special meetings called by others shall be determined by the persons calling the meetings.

Section 6. At any meeting of the Board, the presence of a majority of the directors of the Commission shall constitute a quorum. If a quorum is not present at any meeting, those present shall have power to adjourn the meeting from time to time without notice other than announcement at such meeting, until the requisite number of directors shall be present to constitute a quorum. At any such adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the meeting as originally called.

Section 7. Any resolution, election, or other formal action of the Commission shall be



adopted upon the affirmative vote of a majority of the directors present at any meeting of the Board, provided said meeting is duly called pursuant to these bylaws and the Agreement.

Section 8. Copies of the approved minutes of any meeting of the Board shall be distributed to each person to whom notice of the meeting is required to be sent under the provisions of these bylaws or as required by state law.

Section 9. Unless otherwise specified in the Agreement or in these bylaws, all meetings of the Board and all meetings of the Executive Committee and other committees of the Commission shall generally be conducted in accordance with Roberts' Rules of Order Revised except that failure to strictly follow Roberts' Rules of Order Revised shall not invalidate any action taken or decision made.

Section 10. The Board may from time to time determine the order of business for Board meetings.

#### ARTICLE IX. COMMITTEES

Section 1. The Board may appoint such committees, standing or special, in addition to those required by these bylaws and the Agreement. Such committees shall be selected in the manner determined by the Board and shall perform such duties as the Board may specify.

#### ARTICLE X. AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended at any regular or special meeting of the Board provided that a five day prior notice of the proposed amendment has been furnished to each person to whom notice of Board meetings must be sent pursuant to these bylaws. An amendment may be proposed in writing filed with the chair by any member, a director, by the Executive Committee or by the Board on its own motion.

Section 2. A majority vote of the directors present, including one director from each member, shall be necessary to adopt any proposed amendment to these bylaws.

Section 3. In any instance where these bylaws are in conflict with the Joint and Cooperative Agreement, such Agreement shall control.

Section 4. These bylaws and any amendments hereto are effective upon their adoption by the Board.

Approved this \_\_\_\_\_ of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Chair Bret Heitkamp

ATTEST:

\_\_\_\_\_  
Treasurer Jim Dickinson

## QCCCC Agenda Item

### 5.4 2018 Budget and 5-year Capital Plan

**November 3, 2017**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2018 Budget and 5-year Capital Plan

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The 2018 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attached Excel document worksheets detail:

- 2018 Expenses Proposed – includes 2017 budget comparison and comments
- 2018 Revenue Proposed – includes 2017 budget comparison and comments
- 2013-2016 Expense History – includes 2017 YTD (August)
- 2013-2016 Revenue History – includes 2017 YTD (August)
- 5-Year Capital Equipment Spending Plan

Commission policy calls for 25% of revenues to be held for operational reserve. Based on actual 2016 Franchise Fee and PEG Fee income, therefore, \$398,745 is the operations reserve recommendation.

The Commission provided direction to staff to begin member city capital funds payments in 2017. This Budget Committee recommends \$20,000 capital funds be distributed to member cities payable in the first quarter of 2018.

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted earlier in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

**Action Requested:**

Approval of the 2018 Operating Budget.

Approve operational reserve of \$398,745.

Approve capital funds distribution in the amount of \$20,000 per member and authorize staff to execute payment in the first quarter of 2018.

Approve 5-Year Capital Equipment Spending Plan.

**Financial Records Disclosure**

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.

**2018 Proposed      2017 Budget      Difference**

<b>Income</b>			
Duplication Revenue	\$1,500.00	\$1,500.00	No Change
Equipment Grant	\$57,549.00	\$56,980.00	Increase CPI
Franchise Fees	\$874,248.00	\$874,248.00	No Change
Interest Income	\$12,000.00	\$100.00	Increase - Investments
Miscellaneous Income	\$1,500.00	\$0.00	Increase - Production Services
PEG Fee	\$437,125.00	\$437,125.00	No Change
<b>Total Income</b>	<b>\$1,383,922.00</b>	<b>\$1,369,953.00</b>	<b>No Change</b>

<b>Expenses</b>			
Accounting / HR Services	\$15,300.00	\$15,300.00	No Change
Ads/Promos/Sponsorships	\$11,000.00	\$11,000.00	No Change
Andover City Equipment	\$5,000.00	\$5,000.00	No Change
Announcers Fees	\$13,000.00	\$15,000.00	Decrease - Based on actual
Anoka City Equipment	\$5,000.00	\$5,000.00	No Change
Audit	\$16,000.00	\$14,000.00	Increase - New three year agreement
Bank Fees / CC Fees	\$250.00	\$500.00	Decrease - Based on actual
Brand Apparel	\$2,500.00	\$2,500.00	No Change
Building - Cleaning	\$7,000.00	\$7,000.00	No Change
Building - Insurance	\$5,500.00	\$2,500.00	No Change
Building - Maintenance	\$10,000.00	\$10,000.00	No Change
Building - Supplies	\$2,000.00	\$2,500.00	Decrease - Based on actual
Car Allowance	\$3,000.00	\$3,000.00	No Change
Cell Phone - Allowance	\$7,500.00	\$6,940.00	Increase - Based on actual
Cell Phone - Reimbursement (Do Not Use)			
Champlin City Equipment	\$5,000.00	\$5,000.00	No Change
City Sewer & Water	\$2,600.00	\$2,600.00	No Change
Commission Expense	\$5,000.00	\$7,200.00	Decrease - Based on fewer meetings
Consulting Services	\$75,000.00	\$75,000.00	No Change
Contingency Fund	\$31,083.00	\$30,622.00	2.5% of projected budget
Duplication Expenses	\$500.00	\$1,000.00	Decrease - Based on actual
Electric Service	\$18,000.00	\$19,152.00	Decrease - Based on actual
Emp / Comm Appreciation	\$2,500.00	\$2,500.00	No Change
Equip/Repair/Supply/Software	\$40,000.00	\$45,812.00	Decrease - Based on actual
Federal Unempl Expense	\$850.00	\$850.00	No Change
Health Insurance	\$78,000.00	\$74,652.00	Increase - Premium & add'l dependent coverage
Health Insurance - Opt Out (Do Not Use)			
Insurance - Deductibles	\$500.00	\$500.00	No Change
Insurance - Liability / Bonds	\$5,000.00	\$6,500.00	Decrease - Based on actual
Lawn Service	\$5,000.00	\$5,500.00	Decrease - Based on actual
Leg Lobbying (Do Not Use)			
Legal Fees	\$25,000.00	\$15,000.00	Increase - Franchise Renewal
Licenses and Permits	\$2,000.00	\$1,000.00	Increase - Based on actual
Meals	\$1,000.00	\$1,000.00	No Change
Memberships - NATOA / Others	\$8,000.00	\$8,000.00	No Change
Mileage	\$8,000.00	\$7,200.00	Increase - Based on actual
Miscellaneous Expenses	\$1,000.00	\$1,000.00	No Change
Natural Gas	\$6,000.00	\$4,000.00	Increase - Rate change
Office Supplies / Equipment	\$6,000.00	\$6,000.00	No Change
Operating Transfer Out			
Parking Lot Maintenance	\$3,200.00	\$3,200.00	No Change
Payroll Expenses (ADP/HSA)	\$2,400.00	\$5,900.00	Decrease - Based on actual - new vendor
PERA	\$43,000.00	\$41,320.00	Increase
Postage	\$1,000.00	\$1,000.00	No Change
Printing / Copy Services	\$1,000.00	\$1,000.00	No Change
Professional Development	\$18,000.00	\$18,000.00	No Change
Publications	\$500.00	\$500.00	No Change
Ramsey City Equipment	\$5,000.00	\$5,000.00	No Change
Sales Tax	\$500.00	\$500.00	No Change
Secretary Services	\$2,500.00	\$2,992.00	Decrease - Based on fewer meetings
Snow Plowing Service	\$4,500.00	\$4,500.00	No Change
SS/Medicare Expense	\$48,600.00	\$47,432.00	Increase
State Unemploy Exp	\$2,500.00	\$2,500.00	No Change
STD / LTD / Life Insurance	\$7,500.00	\$8,000.00	Decrease - Based on actual
Studio Sets	\$10,000.00	\$10,000.00	No Change
Subscription Services	\$20,000.00	\$20,000.00	No Change
Temp Staff Services	\$2,500.00	\$2,500.00	No Change
Vehicle - Equipment / Repair	\$15,000.00	\$12,500.00	Increase - Live U/Verizon operating costs coding
Vehicle - Insurance	\$4,000.00	\$4,000.00	No Change
Vehicle - Maintenance / Gas	\$6,000.00	\$6,000.00	No Change
Wages - Full-time	\$503,730.00	\$492,900.00	Increase - COLA/Steps
Wages - Part-time	\$119,922.00	\$119,922.00	No Change
Wages - PT - Comm Prog (Do Not Use)			
Wages - PT - Gov't Prog (Do Not Use)			
Wages - PT - Office Support (Do Not Use)			
Wages - PT - Sports Prog (Do Not Use)			
Wages - PT - Tech Support (Do Not Use)			
Waste Removal	\$1,500.00	\$1,200.00	Increase - Based on actual
Web / VOD / Int / CaTV / Phone	\$22,000.00	\$22,000.00	No Net Change - Coding to Vehicle/Increase Int.
Work Comp Insurance	\$1,500.00	\$2,300.00	Decrease - Based on actual
<b>Total Expenses</b>	<b>\$1,275,435.00</b>	<b>\$1,255,494.00</b>	
<b>Net Operating Income</b>	<b>\$108,487.00</b>	<b>\$114,459.00</b>	



Snow Plowing Service	1,483.75	4,500.00	32.97%	55	2,065.00	4,500.00	45.89%	\$2,156.25	\$5,000.00	43.13%	\$4,411.25	\$3,000.00	147.04%	\$4,413.75	\$2,500.00	176.55%
SS/Medicare Expense	28,279.28	47,432.00	59.62%	56	38,545.53	44,747.00	86.14%	\$36,274.05	\$49,055.00	73.95%	\$39,496.86	\$54,216.00	72.85%	\$51,224.11	\$54,216.00	94.48%
State Unemploy Exp		2,500.00		57	1,220.49	2,500.00	48.82%	\$227.32	\$5,000.00	4.55%	\$53,372.09					
STD / LTD / Life Insurance	4,379.94	8,000.00	54.75%	58	5,509.29	7,520.00	73.26%	\$5,995.44	\$6,054.00	99.03%	\$4,873.14	\$4,644.00	104.93%	\$4,322.85	\$4,644.00	93.08%
Studio Sets	1,175.00	10,000.00	11.75%	59	9,496.31	7,000.00	135.66%	\$4,467.55	\$2,000.00	223.38%	\$1,164.72	\$2,000.00	58.24%	\$1,024.97	\$4,100.00	25.00%
Subscription Services/Electronic	14,420.31	20,000.00	72.10%	60	13,147.61	16,017.00	82.09%	\$495.00	\$0.00		\$2,734.31	\$3,000.00	91.14%	\$2,641.90	\$9,780.00	27.01%
Temp Staff Services		2,500.00		61		2,500.00			\$5,000.00	0.00%	\$11,741.04					
Vehicle - Equipment / Repair	7,113.19	12,500.00	56.91%	62	37,053.94	10,000.00	370.54%	\$10,170.94	\$17,000.00	59.83%	\$16,141.21	\$18,930.00	85.27%	\$5,135.94	\$25,100.00	20.46%
Vehicle - Insurance	2,536.00	4,000.00	63.40%	63	3,027.00	3,500.00	86.49%	\$2,767.00	\$3,000.00	92.23%	\$2,793.00	\$3,000.00	93.10%	\$2,864.00	\$3,000.00	95.47%
Vehicle - Maintenance / Gas	2,954.90	6,000.00	49.25%	64	4,070.26	8,000.00	50.88%	\$2,367.56	\$8,000.00	29.59%	\$2,721.38	\$6,300.00	43.20%	\$3,775.15	\$10,000.00	37.75%
Wages - Full-time	332,958.75	492,900.00	67.55%	65	449,837.55	464,977.00	96.74%	\$426,179.77	\$550,246.00	77.45%	\$407,494.86	\$340,412.00	119.71%	\$340,067.91	\$340,412.00	99.90%
Wages - Part-time	43,799.22	119,922.00	36.52%	66	56,152.86	119,922.00	46.82%	\$48,887.46	\$90,979.00	53.73%	\$22,530.06	\$0.00				\$0.00
Wages - PT - Comm Prog		0		67		0			\$0.00		\$17,461.93	\$48,858.00	35.74%	\$58,587.50	\$48,858.00	119.91%
Wages - PT - Gov't Prog		0		68		0			\$0.00		\$30,254.48	\$98,441.00	30.73%	\$102,296.17	\$98,441.00	103.92%
Wages - PT - Office Support		0		69		0			\$0.00		\$9,143.99	\$30,053.00	30.43%	\$29,803.32	\$29,755.00	100.16%
Wages - PT - Sports Prog		0		70		0			\$0.00		\$20,616.94	\$82,565.00	24.97%	\$66,881.42	\$84,659.00	79.00%
Wages - PT - Tech Support		0		71		0			\$0.00		\$18,100.66	\$68,656.00	26.36%	\$83,407.48	\$106,595.00	78.25%
Waste Removal	1,080.24	1,200.00	90.02%	72	1,038.08	1,200.00	86.51%	\$999.63	\$2,000.00	49.98%	\$1,835.34	\$1,300.00	141.18%	\$1,532.54	\$1,272.00	120.48%
Web / VOD / Int / CaTV / Phone	13,078.07	22,000.00	59.45%	73	15,290.33	19,830.00	77.11%	\$13,315.80	\$16,000.00	83.22%	\$13,894.77	\$16,210.00	85.72%	\$11,465.80	\$23,650.00	48.48%
Work Comp Insurance		2,300.00		74	1,475.00	2,300.00	64.13%	\$3,251.00	\$2,500.00	130.04%	\$2,770.00	\$3,100.00	89.35%	\$3,257.00	\$2,700.00	120.63%

Total Expenses					<u>\$1,029,133.96</u>	<u>\$1,163,129.00</u>	<u>88.48 %</u>	<u>\$1,380,056.71</u>	<u>\$1,247,214.00</u>	<u>110.65%</u>	<u>\$1,133,586.96</u>	<u>\$1,267,486.00</u>	<u>94.95%</u>	<u>\$1,260,041.56</u>	<u>\$1,371,289.00</u>	<u>91.93%</u>
Net Operating Income					<u>\$659,435.71</u>	<u>\$150,844.00</u>	<u>437.16 %</u>	<u>\$246,713.07</u>	<u>\$126,759.00</u>	<u>194.63%</u>	<u>\$332,845.20</u>	<u>\$128,868.00</u>		<u>\$250,910.56</u>	<u>\$50,065.00</u>	
Net Income (Projected)					<u>\$659,435.71</u>	<u>\$150,844.00</u>	<u>437.16 %</u>	<u>\$246,713.07</u>	<u>\$126,759.00</u>	<u>194.63%</u>						

Income	2017 YTD			2016 Budget			2015			2014			2013		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Discounts given (deleted-1)								0.00			0.00			0	
Duplication Revenue	1,481.15	1,500.00	98.74%	\$978.07	\$2,500.00	39.12%	2,784.70	2,500.00	111.39%	4,115.74	2,500.00	164.63%	8,742.92	2,500.00	349.72%
Equipment Grant	56,428.75	56,980.00	99.03%	\$55,870.85	\$0.00	0.00%		55,000.00	0.00%	55,045.17	50,618.00	108.75%	54,285.18	50,618.00	107.24%
Franchise Fees	550,339.01	874,248.00	62.95%	\$514,413.47	\$874,248.00	58.84%	1,040,622.54	874,248.00	119.03%	979,960.96	892,090.00	109.85%	960,406.91	892,090.00	107.66%
Interest Income	5,296.43	100	5296.43%	\$675.98	\$100.00	675.98%	222.85	100.00	222.85%	167.13	100	167.13%	124.33	100	124.33%
Miscellaneous Income	2,709.49			\$26,105.40	\$0.00		61,153.64	5,000.00	1223.07%	7,030.58	5,000.00	140.61%	7,739.09	30,000.00	25.80%
PEG Fee	325,772.82	437,125.00	74.53%	\$257,206.94	\$437,125.00	58.84%	521,986.05	437,125.00	119.41%	489,980.68	446,046.00	109.85%	480,203.45	446,046.00	107.66%
<b>Total Income</b>	<b>\$942,027.65</b>	<b>#####</b>	<b>68.76 %</b>	<b>\$855,250.71</b>	<b>\$1,313,973.00</b>	<b>65.09%</b>	<b>\$ 1,626,769.78</b>	<b>\$ 1,373,973.00</b>	<b>118.40%</b>	<b>\$1,536,300.26</b>	<b>\$1,396,354.00</b>	<b>110.02 %</b>	<b>\$1,511,501.88</b>	<b>\$1,421,354.00</b>	<b>106.34 %</b>





## QCTV Five Year Capital Equipment Spending Plan

	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	Extended
Building	\$ 55,000.00	\$ 67,000.00	\$ 170,000.00	\$ 55,000.00	\$ 5,000.00	\$ 352,000.00
Portable Field Equipment	\$ 47,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 38,000.00	\$ 95,000.00
City Equipment	\$ 692,755.00	\$ 205,000.00	\$ 86,000.00	\$ 86,000.00	\$ 166,000.00	\$ 1,235,755.00
Office	\$ 15,000.00	\$ 14,500.00	\$ 38,500.00	\$ 23,500.00	\$ 10,000.00	\$ 101,500.00
Studio	\$ 329,200.00	\$ 5,000.00	\$ 25,000.00	\$ 5,000.00	\$ 5,000.00	\$ 369,200.00
Mobile - Vehicles and Equipment	\$ 205,000.00	\$ 110,000.00	\$ 45,000.00	\$ 82,500.00	\$ 375,000.00	\$ 817,500.00
Master Control Equipment	\$ 92,000.00	\$ 51,000.00	\$ 122,000.00	\$ 37,000.00	\$ 40,000.00	\$ 342,000.00
<b>Total</b>	<b>\$ 1,435,955.00</b>	<b>\$ 452,500.00</b>	<b>\$ 491,500.00</b>	<b>\$ 294,000.00</b>	<b>\$ 639,000.00</b>	<b>\$ 3,312,955.00</b>

Presented to the Quad Cities Cable Communications Commission

**Category** Building

**Project** Infrastructure needs assessment and action

**Description** Architectural study to determine maintenance, improvements and future needs of QCTV infrastructure. Capital investment planning and budgeting.

**Justification** The QCTV facilities are 17 years old and requires a systemic review to plan for maintenance and improvements.

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
Architectural Study	\$ 25,000.00					
Roof Replacement		\$ 52,000.00				
Building Furniture			\$ 35,000.00			
Carpet (office & studio)		\$ 15,000.00				
HVAC Replacement			\$ 85,000.00			
Parking Lot			\$ 50,000.00			
Building Lighting (interior/exterior/studio)				\$ 50,000.00		
Network/Video Cabling/Security	\$ 30,000.00			\$ 5,000.00		
Other					\$ 5,000.00	
<b>Total</b>	<b>\$ 55,000.00</b>	<b>\$ 67,000.00</b>	<b>\$ 170,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 352,000.00</b>

**Category** Portable Field Equipment

**Project** Equipment Replacement

**Description** Planned replacement of field equipment from 2013 used by staff for News and Views, packages, PSAs, and other community programming.

**Justification** HD Camera upgrade with Remo unit expands multicam field productions with greater efficiency and lower cost than a full truck shoot.

Item	Year One	Year Two	Year Three	Year Four	Year Five		
	2018	2019	2020	2021	2022		
Field ENG Cameras/Tripods	\$ 21,000.00				\$ 18,000.00		
Robotic PTZ Cameras*	\$ 20,000.00				\$ 20,000.00		
Microphones	\$ 6,000.00						
Other			\$ 5,000.00	\$ 5,000.00			
<b>Total</b>	\$ 47,000.00		\$ 5,000.00	\$ 5,000.00	\$ 38,000.00	\$ 95,000.00	

\*PTZ Cameras could be purchased in 2017 from the Operating Budget.

**Category** City Equipment

**Project** Council Chambers HD Upgrade

**Description** Needs assessment and equipment infrastructure for maintenance improvements and future needs of city meeting coverage.

**Justification** Government meeting coverage is a core service and the HD upgrades improve program quality and exploit new technologies for presentations.

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
Presentation System						
Audio System						
Lighting System						
HD video transmission	\$ 63,105.00		\$ 6,000.00	\$ 6,000.00		
Production Video Switchers		\$ 120,000.00	\$ -			
PTZ Cameras					\$ 85,000.00	
Conversion and Distribution	\$ 6,000.00	\$ 5,000.00			\$ 1,000.00	
Andover	\$ 150,550.00					
Anoka	\$ 119,850.00					
Champlin	\$ 119,300.00					
Ramsey	\$ 153,950.00					
Member City Payments (\$20K per City	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 692,755.00	\$ 205,000.00	\$ 86,000.00	\$ 86,000.00	\$ 166,000.00	\$ 1,235,755.00

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

**Category** Office  
**Project** Equipment Replacement  
**Description** Planned replacement of office support equipment.  
**Justification** Industry standard office resources to fulfill the mission of QCTV.

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
Laptop Computers		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00		
Network Switches	\$ 5,000.00	\$ 5,000.00		\$ 20,000.00		
Network Printer / Scanner	\$ 5,000.00				\$ 5,000.00	
Building Monitors/Displays		\$ 6,000.00				
Website Updates/Upgrades	\$ 5,000.00		\$ 35,000.00		\$ 5,000.00	
Other						
<b>Total</b>	<b>\$ 15,000.00</b>	<b>\$ 14,500.00</b>	<b>\$ 38,500.00</b>	<b>\$ 23,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ 101,500.00</b>

**Category** Studio  
**Project** Equipment replacement and upgrades.  
**Description** Equipment upgrades to studio and control room.  
**Justification** Upgrade Studio to industry standards. Improve production quality and efficiency, and expand live broadcast capabilities.

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
Three Studio Cameras	\$ 186,000.00					
PTZ Bump Cam and contoller	\$ 10,000.00					
Video Playback	\$ 20,000.00					
Video Switcher	\$ 31,000.00					
Program Capture Devices	\$ 4,000.00					
Main Graphics Computer	\$ 18,000.00					
Digital Audio Board	\$ 3,000.00					
Intercom	\$ 18,000.00					
Monitors (Multiviewers)	\$ 1,200.00					
Waveform/Vectorscope	\$ 2,000.00					
Smaller Rackmount Monitors	\$ 1,000.00					
Video/Audio Cabling	\$ 5,000.00					
Audio/Video Distribution/Conversion	\$ 10,000.00					
40 x 40 Video Router	\$ 4,000.00					
Router Control Panels, two	\$ 1,000.00					
Set/Curtain/Furniture			\$ 20,000.00			
Teleprompter System, three cameras	\$ 10,000.00					
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
<b>Total</b>	\$ 329,200.00	\$ 5,000.00	\$ 25,000.00	\$ 5,000.00	\$ 5,000.00	\$ 369,200.00

**Category** Mobile - Vehicles and Equipment

**Project** Equipment replacement and upgrades.

**Description** Planned equipment upgrades and replacement.

**Justification** Upgrades the truck to current broadcasting standards and replaces equipment at the end of its life.

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
Replay System	\$ 135,000.00					
Audio		\$ 30,000.00				
Camera(s), CCU, RCP and Accesories	\$ 60,000.00				\$ 360,000.00	
Microphones	\$ 5,000.00					
Main Graphics Computer		\$ 30,000.00				
Tripod Replacements		\$ 20,000.00				
Fiber optic upgrades		\$ 10,000.00				
Wireless Video Equipment		\$ 15,000.00				
Scorebox Replacement			\$ 15,000.00			
LiveU Replacement			\$ 10,000.00			
POV Camera Replacements			\$ 5,000.00			
Venue Prewiring - Locations TBD			\$ 10,000.00			
Video Switcher				\$ 35,000.00		
Truck Rewiring/ Conversion Cards/ Distribution Amps				\$ 15,000.00		
Video Router				\$ 20,000.00		
Truck Graphics Wrap Replacement				\$ 7,500.00		
Monitor Display Replacement					\$ 5,000.00	
Master and back-up Recording Decks					\$ 5,000.00	
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
<b>Total</b>	\$ 205,000.00	\$ 110,000.00	\$ 45,000.00	\$ 82,500.00	\$ 375,000.00	\$ 817,500.00

\*Note: Production Truck may need to be replaced as soon as 2023 at an approximate cost of \$200,000.00

**Category** Master Control Equipment  
**Project** Playback and signal delivery  
**Description** Planned equipment replacement and upgrades to signal delivery. Required for HD programming. Fiber signal delivery industry standard and required for carrying city HD government meetings. Initiate offsite redundancy and expand live signal delivery.  
**Justification**

Item	Year One	Year Two	Year Three	Year Four	Year Five	
	2018	2019	2020	2021	2022	
HD File Playback Machine(s)	\$ 30,000.00		\$ 30,000.00		\$ 30,000.00	
Fiber access to Connect Anoka County	\$ 30,000.00					
SAN, DAM, Back-up Storage		\$ 30,000.00				
Off-site Redundancy	\$ 5,000.00			\$ 20,000.00		
Video Patchbays and Wiring	\$ 2,000.00		\$ 2,000.00			
Video Router			\$ 60,000.00			
Conversion/Distribution Amps	\$ 5,000.00		\$ 5,000.00		\$ 5,000.00	
Live Channel Encoders		\$ 16,000.00				
Channel CG/ Bulletin Board			\$ 20,000.00			
Digital Waveform/Vectroscope w. eye	\$ 15,000.00					
Multiviewer Replacement				\$ 12,000.00		
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
<b>Total</b>	\$ 92,000.00	\$ 51,000.00	\$ 122,000.00	\$ 37,000.00	\$ 40,000.00	\$ 342,000.00