

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

May 17, 2018, 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 March 15, 2018, commission minutes and worksession minutes.
 - 4.2. Treasurer
 - 4.2.1. February and March Financial Reports, Quarterly Investment report.
 - 4.3. Executive Director
 - 4.4. Presentation to Carl Anderson
- 5. General Business**
 - 5.1. Member City CIP
 - 5.2. Studio Cameras Capital Purchase
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF MARCH 15, 2018

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; Greg Lee, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jim Goodrich, Andover; Ryan Sabas, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent and excused: Jim Goodrich, Andover; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; Katherine Lenaburg, Operations Manager; and John Sommer, Technology Manager.

APPROVAL OF AGENDA – 3

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

5 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from January 18, 2018

Motion was made by Ulrich and seconded by Anderson to approve the January 18, 2018 minutes as presented.

5 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. December and January Financial Report

Commissioner Dickinson noted that in the review of the January meeting minutes, he noticed an error in the changing of the signatures required for the signing of checks. He recommended rescinding the motion made at the January meeting relative to the designated depository.

Motion was made by Ulrich and seconded by Lee to rescind the motion made at the January meeting to designate US Bank as the official depository for 2018; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2018 for investment and cash management purposes only; and, that the Commission Treasurer and Executive Director are hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions, noting that both the Treasurer and Executive Director would be required to sign checks.

5 ayes – 0 nays. Motion carried.

Commissioner Dickinson recommended the designated depositories and the approval for release and acceptance of collateral to be held by the institutions.

Motion was made by Dickinson and seconded by Ulrich to designate US Bank as the official depository for 2018; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2018 for investment and cash management purposes only; and, that the Commission Treasurer and Executive Director are hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

5 ayes – 0 nays. Motion carried.

Commissioner Dickinson reviewed the Financial Reports and provided a summary of the information.

Motion was made by LeTourneau and seconded by Lee to accept the December and January Financial Reports.

5 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George provided a summary of her report. She thanked Mr. Sommer for the excellent work he has completed on the bidding process for the City Council

Chambers updates. She provided information on live playback and programming information. She stated that the mobile production van had a generator failure and there was an emergency replacement approved after discussion with the Chair. She stated that she has been reviewing consultants for the Strategic Plan update process and noted that she would bring that information back to the Commission.

Chair Heitkamp referenced the State of the Cities meeting and noted that the request for the member cities to submit the information to QCTV staff was a great addition to the process.

Motion was made by Dickinson seconded by LeTourneau to accept the Executive Director's report.

5 ayes – 0 nays. Motion carried

GENERAL BUSINESS – 5

5.1 City Council Chambers Upgrade Bid Information

Ms. George stated that the Commission discussed this topic in depth during the work session meeting earlier today.

Mr. Sommer stated that all the Council Chambers will be updated to HD and reported that Alpha Video previous conducted a needs analysis. He stated that two bids were received and recommended selection of Alpha Video including the base bid, with options, and five percent contingency with a not to exceed amount of \$590,000.

Motion was made by Heitkamp and seconded by Dickinson to award the bid to Alpha Video for the base bid with options and a five percent contingency for a not to exceed cost of \$590,000.

Further discussion: Commissioner Ulrich commended staff for the work that has been done as this is a huge project that will bring the member cities into the next decade of technology.

Commissioner LeTourneau echoed those comments. He stated that the idea of bringing the organization into the next technological era was identified in the Strategic Plan and noted that it was a daunting task. He congratulated staff for the work that has been put into this process to make the process run smoothly.

5 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:14 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

MINUTES OF THE WORK SESSION OF MARCH 15, 2018

CALL TO ORDER – 1

Chair Heitkamp called the meeting to order at 9:36 a.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Carl Anderson, Anoka; Greg Lee, Anoka (arrived at 9:42 a.m.); John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Bret Heitkamp, Champlin.

Commissioners absent: Jim Goodrich, Andover; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; Katherine Lenaburg, Operations Manager; and John Sommer, Technology Manager.

APPROVAL OF AGENDA – 3

The agenda was approved as presented.

ANNUAL PROGRAMMING REPORT – 4

Ms. George reported that the QCTV staff is doing really well, moving towards their goals and continuing professional development.

Ms. Lenaburg stated that each year she reviews the Strategic Plan to develop goals coordinating goals for the staff. She highlighted the programming statistics for each member city and reviewed the different original shows for each city.

Commissioner Lee arrived.

Ms. Lenaburg reviewed the programming statistics on the QCTV community channels and provided similar details on the submitted programming. She stated that although 2017 was an off year for municipal elections, there were still election programs involving the Anoka-Hennepin School Board elections and Fit for the Future referendum. She stated that after completing a filmed segment,

QCTV staff sends out a link to the program to the appropriate staff person from the member city or organization and reviewed some of the return comments that were received. She reviewed 2017 web statistics which tracks the page views per day, noting that viewers appreciate the ability to watch programming from outside of the programming area.

Chairperson Heitkamp asked how the goals are measured and developed for this type of activity.

Ms. Lenaburg noted that the statistics can be compared to the data from the previous years. She stated that the data provides staff with the information on which programs the viewers are watching.

Ms. George stated that an interesting piece of information is that the highest viewer peaks correlate to live events that people are watching in real time (Friday night football games, graduation ceremonies, and the Halloween parade). She stated that based on this data, staff implemented a separate landing page for live shows which will make it easier for viewers to find the live events and watch them on full screens.

Chairperson Heitkamp stated that a big challenge in terms of strategic planning for the organization and member cities is how they are reaching people and how people want to be reached.

Ms. George stated that improving marketing was added to the strategic plan. She stated that now that there are multiple years of data on programming, staff is working with advertising opportunities. She noted that QCTV has begun to advertise some programs on Facebook.

Chairperson Heitkamp referenced the unique programming information for each community. He stated that the bulletin board use is by far the highest program for each community and asked for more information on that item.

Ms. George explained that the bulk of bulletin boards are the agendas for the public meetings. She stated that QCTV creates a bulletin board advertising for each public meeting or special event. She noted that for meetings, such as City Council, unique slides are created with detailed information for each agenda item and therefore there are multiple slides for each meeting. She stated that QCTV staff has received input from the member cities that the bulk of the playback time should include City Council meetings. She noted that staff received input from Champlin to reduce the amount of bulletin board usage and noted that in 2017 6.3 percent of the channel operation time was spent in bulletin board cycles. She stated that a similar comment was received from Andover two years ago and in 2017 5.1 percent of the playback time was spent on bulletin boards.

Mr. Sommer replied that bulletin board playback in Anoka was 5.2 percent for 2017 and Ramsey had 3.1 percent for 2017. He stated that with live meetings there is a period of time after the meeting ends and before the next scheduled program is to begin and therefore bulletin boards often fill that time gap before the next program begins.

Ms. George confirmed that the number of bulletin boards created could be more for certain cities that have longer agendas with more detailed items, additional community events and job postings.

Chairperson Heitkamp suggested that the topic of bulletin boards becomes a discussion for strategic plan.

Mr. Sommer noted that some cities value the ability to advertise community events, using Ramsey in example.

Ms. George noted that QCTV staff received input from Champlin that the city does not want to have detailed slides on the agenda items and therefore the number of bulletin boards will be decreased for 2018 as the announcements for meetings will become briefer for that city. Ms. George provided information on the processing time for government meetings, noting that most often the ability to playback a government meeting is available by the end of business the next day but for sure by the second day after the meeting is taped. There may be delays due to Holiday office closures.

Ms. Lenaburg provided information on the archived number of video views for each city in 2017. She stated that the organization has been experimenting with ways to increase their social media visibility, noting that the goal through social media efforts has been to increase the recognition of QCTV within local communities as well as to provide another platform to share the programming of QCTV. She reviewed the foundation of quality within the organization which includes making changes, improvements, staff training, collaboration, and making new friends in the community. She provided information on the 2017 NET promoter score, noting that QCTV received a positive score of 88 (Note: The scale is -100 to +100).

Ms. George noted that 2017 was the second year that the NET promoter score was recorded and believed that the organization received a score of 83 or 84 in 2016. She stated that these scores are given by people that have come into the studio to record segments or customers that have purchased DVD's from the organization.

Commissioner LeTourneau asked if the organization is asking for a comment with the score as well.

Ms. George noted that there is an option for a customer to leave a comment as well when they rate the organization.

Ms. Lenaburg highlighted the awards that the organization received during 2017. She played a short promotional video staff created for QCTV to highlight the organization. She reviewed additional positive feedback that the organization has received. She reviewed marketing opportunities for member cities including provided links to News and Views, materials available on Razuna, and a smartphone boot camp that the organization hosted. She noted that staff also responds to requests received from member cities and provided examples. She stated that staff has also begun to film episodes of City Matters and provided additional details on how the programming has been successful. She stated that links are also provided on the QCTV website for each of the member city websites.

Commissioner Ulrich noted that the smartphone boot camp was well received by the Ramsey city staff.

Ms. Lenaburg thanked the Commission for their vision and strategic plan. She stated that the organization is gearing up for the local elections that will take place later this year.

Commissioner Ulrich expressed appreciation for a job well done, noting that the studio experience has been well received. He referenced items that are occurring in one member city that may have a broader community interest and asked how those items are shared.

Ms. Lenaburg noted that issues that have a broader impact are broadcast on the community channel, which would be viewable in all communities.

Commissioner Ulrich used the example of the Highway 169 reconstruction.

Ms. Lenaburg confirmed that the 169 open house presentation was available on the community channel.

Ms. George noted that the News and Views program also plays on the community and local government channel. She noted that the one-hour program features 15 minutes from each of the member cities.

Commissioner Dickinson stated that the comments from Andover city staff on the live feeds and viewability from smartphones has been great.

Commissioner Ulrich stated that Ramsey is talking about allowing remote attendance for some meetings and noted that QCTV will be a part of that discussion regarding technology needs.

Commissioner Lee stated that Anoka went through that process about one year ago and noted that there are a lot of legalities to allowing that type of attendance.

Ms. George noted that QCTV has been monitoring that topic for the past few years. She stated that each city is the driver of policy on that issue and QCTV is a committed collaborator. She stated that there is limited application of the QCTV technology, as the user would only be able to use QCTV technology for viewing and therefore another technology format would be needed for participation.

CITY UPGRADE PROJECT BIDS - 5

Ms. George stated that the bid has been completed and included in the Commission packet. She welcomed any questions before this item appears for action at the regular meeting.

Chairperson Heitkamp noted that he was well involved in this process and is ecstatic with the results. He stated that you know that you have done a great job on the specifications when the bids are close in price for the equipment portion. He noted that there was a difference in the labor costs but noted that the organization cannot control those costs.

Ms. George noted that each member city had specific options that they wanted to include and advised that those elements were included for pricing and now each member city can decide, based on those costs, whether they would like to include those additional options.

Mr. Sommer provided additional input on the bidding process and the two bids received. He noted that the costs for the equipment bids were very similar and the difference in costs were mainly due to labor. He recommended that the Commission move forward with the bid from Alpha Video and implement the main changes within the next 90 days. He reviewed some of the details for each member city, noting that he would recommend that Anoka move forward with new microphones and that Ramsey choose new microphones and microphone logic. He believed that the microphones in Champlin are sufficient but noted that Andover could implement additional options for control of the microphones from the control room.

Chairperson Heitkamp asked if lighting was included.

Ms. Sommer noted that lighting was not included but advised that this would be the time to address lighting concerns. He noted that the new cameras are more sensitive to light.

Chairperson Heitkamp provided additional input on the lighting issues within Champlin.

Commissioner Dickinson stated that he would like to work with the consultant on the acoustical challenges within the Andover Council Chamber.

Ms. George noted that the bids do not include the environmental issues within each of the member cities identified within the Alpha Report. She stated that the member cities can work with the consultant or other consultants to address those environmental issues.

Commissioner Ulrich asked if there were any equipment substitutions.

Mr. Sommer replied that there were not any equipment substitutions in the bids. He reviewed the summary page which compares the two bidders. He recommended that the Commission choose Alpha Video with the base bid with options and a five percent contingency, at a not to exceed cost of \$590,000. He noted that the major installation could be completed within 90 days of contract award.

Ms. George noted that the action today would be to award the bid and identified the process that would occur.

OTHER – 6

Ms. George noted that in reference to the minutes from the previous meeting, there is a change needed in regard to the motion regarding the delegation of banking.

Commissioner Dickinson provided additional details on the request that was made to allow the signature of the Chair and Treasurer to release collateral that was being released by banks and the error that was made in the motion. He stated that he would recommend approving the minutes, rescinding the motion that was made, and then making a new motion identifying the depositories and allowing the signatures of the Chair and Treasurer to release and accept collateral held by the banks.

Ms. George noted that she has been nominated to serve on the Board for NATOA. She stated that Chairperson Heitkamp was supportive of that action. She noted that she if the Commission supports that action, she would continue with the nomination and election process. The Commission concurred.

ADJOURN – 7

Time of adjournment 10:50 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of February 28, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,591,609.88
- PayPay acct	354.60
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,296,562.31
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,893,776.79
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,893,776.79
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,514.29
Other Current Liabilities	-0.01
Total Current Liabilities	\$ 1,514.28
Equity*	2,892,262.51
TOTAL LIABILITIES AND EQUITY	\$ 2,893,776.79

* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,456,968 (\$3.4 M needed for 5-Year CIP)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Feb 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	18.95	125.00	(106.05)	15.16%	149.35	1,500.00	(1,350.65)	9.96%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees	278,143.94	72,854.00	205,289.94	381.78%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	5,633.14	1,000.00	4,633.14	563.31%	8,284.39	12,000.00	(3,715.61)	69.04%
Miscellaneous Income		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
PEG Fee	149,219.43	36,427.08	112,792.35	409.64%	0.00	437,125.00	(437,125.00)	0.00%
Total Income	433,015.46	115,326.83	317,688.63	375.47%	65,708.92	1,383,922.00	(1,318,213.08)	4.75%
Expenses								
A-PERA Expense	3,119.53	3,583.33	(463.80)	87.06%	7,137.28	43,000.00	(35,862.72)	16.60%
A-SS/Medicare Expense	3,333.11	4,050.00	(716.89)	82.30%	5,012.35	48,600.00	(43,587.65)	10.31%
A-Wages - Full-time	38,355.05	41,977.50	(3,622.45)	91.37%	58,560.81	503,730.00	(445,169.19)	11.63%
A-Wages - Part-time	5,762.57	9,993.50	(4,230.93)	57.66%	8,081.06	119,922.00	(111,840.94)	6.74%
Accounting / HR Services	2,195.59	1,275.00	920.59	172.20%	2,245.59	15,300.00	(13,054.41)	14.68%
Ads/Promos/Sponsorships	985.00	916.67	68.33	107.45%	2,085.00	11,000.00	(8,915.00)	18.95%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	1,661.45	1,083.33	578.12	153.37%	2,321.45	13,000.00	(10,678.55)	17.86%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	311.94	5,000.00	(4,688.06)	6.24%
Audit		1,333.33	(1,333.33)	0.00%	0.00	16,000.00	(16,000.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	500.00	583.33	(83.33)	85.71%	1,000.00	7,000.00	(6,000.00)	14.29%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	657.59	833.33	(175.74)	78.91%	657.59	10,000.00	(9,342.41)	6.58%
Building - Supplies	47.33	166.67	(119.34)	28.40%	94.66	2,000.00	(1,905.34)	4.73%
Car Allowance	250.00	250.00	0.00	100.00%	500.00	3,000.00	(2,500.00)	16.67%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	1,200.00	7,500.00	(6,300.00)	16.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	169.80	5,000.00	(4,830.20)	3.40%
City Sewer & Water	99.41	216.67	(117.26)	45.88%	215.02	2,600.00	(2,384.98)	8.27%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Feb 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	71.00	416.67	(345.67)	17.04%	71.00	5,000.00	(4,929.00)	1.42%
Consulting Services	1,897.50	6,250.00	(4,352.50)	30.36%	3,363.75	75,000.00	(71,636.25)	4.49%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses	25.94	41.67	(15.73)	62.25%	25.94	500.00	(474.06)	5.19%
Electric Service		1,500.00	(1,500.00)	0.00%	1,132.26	18,000.00	(16,867.74)	6.29%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	420.99	3,833.33	(3,412.34)	10.98%	1,258.28	46,000.00	(44,741.72)	2.74%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,333.03	6,500.00	(166.97)	97.43%	12,666.06	78,000.00	(65,333.94)	16.24%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	1,175.32	2,083.33	(908.01)	56.42%	1,175.32	25,000.00	(23,824.68)	4.70%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	3,070.00	666.67	2,403.33	460.50%	4,910.00	8,000.00	(3,090.00)	61.38%
Mileage	800.20	666.67	133.53	120.03%	1,564.38	8,000.00	(6,435.62)	19.55%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	1,202.12	500.00	702.12	240.42%	1,202.12	6,000.00	(4,797.88)	20.04%
Office Supplies / Equipment	21.80	500.00	(478.20)	4.36%	457.98	6,000.00	(5,542.02)	7.63%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	20.00	200.00	(180.00)	10.00%	105.50	2,400.00	(2,294.50)	4.40%
Postage	35.84	83.33	(47.49)	43.01%	35.84	1,000.00	(964.16)	3.58%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	180.00	1,500.00	(1,320.00)	12.00%	1,477.00	18,000.00	(16,523.00)	8.21%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.35	416.67	(285.32)	31.52%	262.70	5,000.00	(4,737.30)	5.25%
Sales Tax		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Secretary Services		208.33	(208.33)	0.00%	142.00	2,500.00	(2,358.00)	5.68%
Snow Plowing Service	1,881.25	375.00	1,506.25	501.67%	2,663.75	4,500.00	(1,836.25)	59.19%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Feb 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	601.92	625.00	(23.08)	96.31%	1,146.30	7,500.00	(6,353.70)	15.28%
Studio Sets		1,566.67	(1,566.67)	0.00%	272.17	18,800.00	(18,527.83)	1.45%
Subscription Services	9,456.24	1,666.67	7,789.57	567.37%	9,586.24	20,000.00	(10,413.76)	47.93%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	546.24	1,250.00	(703.76)	43.70%	1,170.33	15,000.00	(13,829.67)	7.80%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas	423.39	500.00	(76.61)	84.68%	2,416.93	6,000.00	(3,583.07)	40.28%
Waste Removal	96.97	125.00	(28.03)	77.58%	193.94	1,500.00	(1,306.06)	12.93%
Web / VOD / Int / CaTV / Phone	928.89	1,833.33	(904.44)	50.67%	1,642.20	22,000.00	(20,357.80)	7.46%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
yDO NOT USE Payroll Expenses			0.00		0.00	0.00	0.00	
Total Expenses	87,127.49	107,519.58	(20,392.09)	81.03%	145,947.54	1,290,235.00	(1,144,287.46)	11.31%
Net Income	\$ 345,887.97	\$ 7,807.25	\$ 338,080.72	4430.34%	(80,238.62)	93,687.00	(173,925.62)	-85.65%
ZCIP - Andover	195.75				20,414.75			
ZCIP - Anoka	53.16				20,272.16			
ZCIP - Champlin	53.16				20,272.16			
ZCIP - Ramsey	195.75				20,414.75			
	<u>497.82</u>				<u>81,373.82</u>			

QCTV Bank Reconciliation

February 2018

Beginning Balance - 4M Statement	1,393,045.27
Less: Cleared Checks/Withdrawals	(185,058.76)
Plus: 4M Fund Interest	2,035.59
Plus: Bank Deposits/Credits	427,382.32
 Bank Balance	 \$1,637,404.42
Book Balance	1,637,404.42
Adjusted Book Balance	1,637,404.42
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

February 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
02/02/2018	W/D	Minnesota State Retirement System	-530.06
02/02/2018	W/D	PERA	-2,949.99
02/02/2018	12096	Amazon	-271.89
02/02/2018	12097	Anoka Area Chamber of Commerce	-1,100.00
02/02/2018	12098	Associated Bank	-50.00
02/02/2018	12099	Greenery Enterprises, Inc.	-532.50
02/02/2018	12100	HealthEquity Inc.	-301.15
02/02/2018	12101	Holiday Station	-137.14
02/02/2018	12102	Huebsch	-47.33
02/02/2018	12103	Joe G. Ruhland	-180.00
02/02/2018	12104	Maza Technologies, LLC	-1,466.25
02/02/2018	12105	Minnesota Assoc. of Community Telecommunications	-1,840.00
02/02/2018	12106	Preferred One Insurance Co.	-6,770.23
02/09/2018	12107	Alliance for Community Media	-1,000.00
02/09/2018	12108	City of Andover	-2,231.43
02/09/2018	12109	Gerald S. Thomson	-526.23
02/09/2018	12110	James R. Erickson	-180.00
02/09/2018	12111	Pete C. Andersen	-300.00
02/09/2018	12112	Sterling Trophy	-51.00
02/09/2018	12113	Timesavers	-142.00
02/16/2018	12114	ACE Solid Waste, Inc.	-96.97
02/16/2018	12115	Associated Bank	-50.00
02/16/2018	12116	Barna, Guzy & Steffen, LTD	-741.00
02/16/2018	12117	City of Andover	-20,000.00
02/16/2018	12118	City of Anoka	-20,000.00
02/16/2018	12119	City of Champlin	-20,115.61
02/16/2018	12120	Greenery Enterprises, Inc.	-670.00
02/16/2018	12121	HealthEquity Inc.	-301.15
02/16/2018	12122	LiveU Inc.	-500.00
02/16/2018	12123	Minnesota Assoc. of Community Telecommunications	-180.00
02/16/2018	12124	PERA	-909.73
02/16/2018	12125	TransAlarm, Inc	-396.27
02/16/2018	12126	U.S. Bank Corporate	-2,209.09
02/16/2018	12127	Vividly Clean Inc.	-500.00
02/16/2018	12128	Xcel Energy	-1,132.26
02/16/2018	W/D	Minnesota State Retirement System	-521.07
02/16/2018	W/D	PERA	-2,873.14
02/26/2018	12129	Anoka Area Chamber of Commerce	-20.00
02/26/2018	12130	HealthEquity Inc.	-7.90
02/26/2018	12131	Joe G. Ruhland	-627.66
02/26/2018	12132	Minnesota Association of Government Communicators	-150.00
02/26/2018	12133	NATOA	-335.00
02/26/2018	12134	Preferred One Insurance Co.	-6,770.23

DATE	NUM	VENDOR	AMOUNT
02/26/2018	12135	The Lincoln National Life Ins. Co.	-601.92
02/28/2018	12136	Alpha Video & Audio Inc.	-416.00
02/28/2018	12137	BizzyWeb, LLC	-149.50
02/28/2018	12138	CDW Direct	-9,456.24
02/28/2018	12139	CenterPoint Energy	-1,202.12
02/28/2018	12140	City of Ramsey	-20,000.00
02/28/2018	12141	Comcast 2	-460.83
02/28/2018	12142	Comcast Cable	-589.97
02/28/2018	12143	ECM Publisher	-347.64
02/28/2018	12144	Greenery Enterprises, Inc.	-1,461.25
02/28/2018	12145	Holiday Station	-423.39
02/28/2018	12146	Huebsch	-47.33
02/28/2018	12147	James Childs	-507.56
02/28/2018	12148	Kennedy & Graven, Chartered	-1,175.32
02/28/2018	12149	Maza Technologies, LLC	-1,897.50
02/28/2018	12150	NATOA	-2,070.00
02/28/2018	12151	TransAlarm, Inc	-261.32
02/28/2018	12152	Verizon Wireless	-70.08
02/28/2018	12153	Vividly Clean Inc.	-500.00
02/28/2018	12154	Z Systems	-1,008.19
Total for Quad Cities Commission			\$ -142,360.44

Quad Cities Communications Commission

Balance Sheet Summary

As of March 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,482,278.55
- PayPay acct	445.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,297,396.87
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,785,370.52
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,785,370.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,985.13
Other Current Liabilities	0.01
Total Current Liabilities	\$ 6,985.14
Equity*	2,778,385.38
TOTAL LIABILITIES AND EQUITY	\$ 2,785,370.52

* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,348,562 (\$3.4 M needed for 5-Year CIP)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Mar 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 187.80	\$ 125.00	\$ 62.80	150.24%	\$ 391.45	\$ 1,500.00	\$ (1,108.55)	26.10%
Equipment Grant		4,795.75	(4,795.75)	0.00%	57,275.18	57,549.00	(273.82)	99.52%
Franchise Fees		72,854.00	(72,854.00)	0.00%	0.00	874,248.00	(874,248.00)	0.00%
Interest Income	2,267.50	1,000.00	1,267.50	226.75%	10,551.89	12,000.00	(1,448.11)	87.93%
Miscellaneous Income		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
PEG Fee		36,427.08	(36,427.08)	0.00%	0.00	437,125.00	(437,125.00)	0.00%
Total Income	2,455.30	115,326.83	(112,871.53)	2.13%	68,218.52	1,383,922.00	(1,315,703.48)	4.93%
Expenses								
A-PERA Expense	4,648.05	3,583.33	1,064.72	129.71%	11,785.33	43,000.00	(31,214.67)	27.41%
A-SS/Medicare Expense	4,969.21	4,050.00	919.21	122.70%	9,981.56	48,600.00	(38,618.44)	20.54%
A-Wages - Full-time	57,519.10	41,977.50	15,541.60	137.02%	116,079.91	503,730.00	(387,650.09)	23.04%
A-Wages - Part-time	8,086.28	9,993.50	(1,907.22)	80.92%	16,167.34	119,922.00	(103,754.66)	13.48%
Accounting / HR Services	1,381.34	1,275.00	106.34	108.34%	3,676.93	15,300.00	(11,623.07)	24.03%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	2,272.00	11,000.00	(8,728.00)	20.65%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	1,354.77	1,083.33	271.44	125.06%	3,676.22	13,000.00	(9,323.78)	28.28%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	467.91	5,000.00	(4,532.09)	9.36%
Audit		1,333.33	(1,333.33)	0.00%	0.00	16,000.00	(16,000.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	500.00	583.33	(83.33)	85.71%	1,500.00	7,000.00	(5,500.00)	21.43%
Building - Insurance		458.33	(458.33)	0.00%	1,832.00	5,500.00	(3,668.00)	33.31%
Building - Maintenance	2,240.19	833.33	1,406.86	268.82%	2,897.78	10,000.00	(7,102.22)	28.98%
Building - Supplies	173.42	166.67	6.75	104.05%	324.94	2,000.00	(1,675.06)	16.25%
Car Allowance	250.00	250.00	0.00	100.00%	750.00	3,000.00	(2,250.00)	25.00%
Cell Phone - Allowance	600.00	625.00	(25.00)	96.00%	1,800.00	7,500.00	(5,700.00)	24.00%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	254.70	5,000.00	(4,745.30)	5.09%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Mar 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
City Sewer & Water	99.41	216.67	(117.26)	45.88%	314.43	2,600.00	(2,285.57)	12.09%
Commission Expense		416.67	(416.67)	0.00%	71.00	5,000.00	(4,929.00)	1.42%
Consulting Services	1,573.50	6,250.00	(4,676.50)	25.18%	4,937.25	75,000.00	(70,062.75)	6.58%
Contingency Fund		2,590.25	(2,590.25)	0.00%	0.00	31,083.00	(31,083.00)	0.00%
Duplication Expenses		41.67	(41.67)	0.00%	25.94	500.00	(474.06)	5.19%
Electric Service	2,113.09	1,500.00	613.09	140.87%	3,245.35	18,000.00	(14,754.65)	18.03%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	175.21	3,833.33	(3,658.12)	4.57%	2,489.67	46,000.00	(43,510.33)	5.41%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,329.08	6,500.00	(170.92)	97.37%	18,995.14	78,000.00	(59,004.86)	24.35%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		416.67	(416.67)	0.00%	3,044.00	5,000.00	(1,956.00)	60.88%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees	425.00	2,083.33	(1,658.33)	20.40%	1,600.32	25,000.00	(23,399.68)	6.40%
Licenses and Permits		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		666.67	(666.67)	0.00%	4,910.00	8,000.00	(3,090.00)	61.38%
Mileage	798.96	666.67	132.29	119.84%	2,373.34	8,000.00	(5,626.66)	29.67%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Natural Gas	834.20	500.00	334.20	166.84%	2,036.32	6,000.00	(3,963.68)	33.94%
Office Supplies / Equipment	46.65	500.00	(453.35)	9.33%	621.57	6,000.00	(5,378.43)	10.36%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	82.50	200.00	(117.50)	41.25%	270.50	2,400.00	(2,129.50)	11.27%
Postage	17.86	83.33	(65.47)	21.43%	53.70	1,000.00	(946.30)	5.37%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	419.00	1,500.00	(1,081.00)	27.93%	2,144.91	18,000.00	(15,855.09)	11.92%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.35	416.67	(285.32)	31.52%	394.05	5,000.00	(4,605.95)	7.88%
Sales Tax	167.62	41.67	125.95	402.26%	167.62	500.00	(332.38)	33.52%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2018 - FY18 P&L
 January - December 2018

	Mar 2018				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Secretary Services	211.00	208.33	2.67	101.28%	353.00	2,500.00	(2,147.00)	14.12%
Snow Plowing Service	496.25	375.00	121.25	132.33%	3,160.00	4,500.00	(1,340.00)	70.22%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	563.56	625.00	(61.44)	90.17%	1,709.86	7,500.00	(5,790.14)	22.80%
Studio Sets	1,857.00	1,566.67	290.33	118.53%	2,175.43	18,800.00	(16,624.57)	11.57%
Subscription Services	2,463.00	1,666.67	796.33	147.78%	12,179.24	20,000.00	(7,820.76)	60.90%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	572.44	1,250.00	(677.56)	45.80%	1,742.77	15,000.00	(13,257.23)	11.62%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,537.00	4,000.00	(1,463.00)	63.43%
Vehicle - Maintenance / Gas	10,986.52	500.00	10,486.52	2197.30%	13,424.43	6,000.00	7,424.43	223.74%
Waste Removal	96.97	125.00	(28.03)	77.58%	290.91	1,500.00	(1,209.09)	19.39%
Web / VOD / Int / CaTV / Phone	713.30	1,833.33	(1,120.03)	38.91%	2,355.50	22,000.00	(19,644.50)	10.71%
Work Comp Insurance		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Total Expenses	113,136.70	107,519.58	5,617.12	105.22%	261,089.87	1,290,235.00	(1,029,145.13)	20.24%
Net Income	\$ (110,681.40)	\$ 7,807.25	\$ (118,488.65)	-1417.67%	\$ (192,871.35)	\$ 93,687.00	\$ (286,558.35)	-205.87%
ZCIP - Andover	198.25				20,757.10			
ZCIP - Anoka	198.25				20,614.51			
ZCIP - Champlin	198.25				20,614.51			
ZCIP - Ramsey	198.25				20,757.10			
	<u>793.00</u>				<u>82,743.22</u>			

QCTV Bank Reconciliation
March 2018

Beginning Balance - 4M Statement	1,637,404.42
Less: Cleared Checks/Withdrawals	(133,772.31)
Plus: 4M Fund Interest	1,432.94
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,505,065.05
Book Balance	1,505,065.05
Adjusted Book Balance	1,505,065.05
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

March 2018

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
03/02/2018	12155	Associated Bank	-50.00
03/02/2018	12156	HealthEquity Inc.	-301.15
03/02/2018	W?D	Minnesota State Retirement System	-523.57
03/02/2018	W/D	PERA	-2,941.42
03/07/2018	12157	Cummins NPower	-10,881.81
03/08/2018	12158	Alliance for Community Media	-500.00
03/08/2018	12159	Amazon	-414.88
03/16/2018	12160	Associated Bank	-50.00
03/16/2018	12161	City of Andover	-1,314.20
03/16/2018	12162	City of Champlin	-99.41
03/16/2018	12163	HealthEquity Inc.	-305.10
03/16/2018	12164	James R. Erickson	-60.00
03/16/2018	12165	Joe G. Ruhland	-274.77
03/16/2018	12166	Kevin Reid	-60.00
03/16/2018	12167	LiveU Inc.	-500.00
03/16/2018	W/D	Minnesota State Retirement System	-518.31
03/16/2018	W/D	PERA	-2,862.01
03/23/2018	12168	ACE Solid Waste, Inc.	-96.97
03/23/2018	12169	Alpha Video & Audio Inc.	-865.00
03/23/2018	12170	Barna, Guzy & Steffen, LTD	-78.00
03/23/2018	12171	Comcast 2	-464.83
03/23/2018	12172	Comcast Cable	-589.97
03/23/2018	12173	Gerald S. Thomson	-540.00
03/23/2018	12174	Greenery Enterprises, Inc.	-496.25
03/23/2018	12175	Huebsch	-47.33
03/23/2018	12176	Kennedy & Graven, Chartered	-425.00
03/23/2018	12177	Pierce	-623.45
03/23/2018	12178	The Lincoln National Life Ins. Co.	-563.56
03/23/2018	12179	U.S. Bank Corporate	-1,639.03
03/23/2018	12180	Xcel Energy	-1,090.51
03/30/2018	12181	Associated Bank	-50.00
03/30/2018	12182	CenterPoint Energy	-834.20
03/30/2018	12183	Fastsigns	-1,857.00
03/30/2018	12184	G & B Environmental, Inc.	-116.74
03/30/2018	12185	Greenery Enterprises, Inc.	-1,500.00
03/30/2018	12186	HealthEquity Inc.	-301.15
03/30/2018	12187	Holiday Station	-104.71
03/30/2018	12188	ISD 834 - Stillwater Area Schools Community Education	-49.00
03/30/2018	12189	Pete C. Andersen	-240.00
03/30/2018	12190	Preferred One Insurance Co.	-6,770.23
03/30/2018	12191	U.S. Bank Corporate	-1,288.53
03/30/2018	12192	Verizon Wireless	-72.44
03/30/2018	W/D	Minnesota State Retirement System	-526.59

DATE	NUM	VENDOR	AMOUNT
03/30/2018	W/D	PERA	-2,872.90
03/01/2018	W/D	MN Department of Revenue	-167.62
Total for Quad Cities Commission			\$ -45,927.64

INVESTMENT SCHEDULE

3/31/2018

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			437,709.10		1.360%		
4M Plus			437,709.10				
Investments - Building							
4M Fund			53,188.68		1.230%		
CD - Wells Fargo	949763ER3	200,296.13	200,296.13	200,000.00	1.400%	monthly	8/15/18
			253,484.81				
Investments - Capital							
4M Fund			58,057.69				
CD - Capital One Bank	140420W48	148,145.27	148,145.27	148,000.00	1.550%	semi-annual	2/15/19
CD - Brenner Bank		200,000.00	200,000.00	206,743.90	1.500%	maturity	8/8/19
CD - Discover Bank	2546723D8	200,000.00	200,000.00	200,000.00	1.700%	semi-annual	2/18/20
			606,202.96				
			<u>1,297,396.87</u>				

QCCCC Agenda Item

4.3 Executive Director's Report

May 3, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

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 QCTV.

City Council HD Upgrade Project

The HD upgrade to city council chambers was acted upon at the March commission meeting. Staff has executed a contract with Alpha Video. Staff will provide verbal updates at the May meeting.

Commissioner Carl Anderson Update

Commissioner Carl Anderson, council member from the City of Anoka, has resigned his elected role with the city and will no longer be serving the Quad City Cable Communications Commission. The City of Anoka has not yet appointed a new commissioner to represent Anoka. Mr. Anderson has been invited to the commission meeting to receive a recognition plaque.

Comcast Franchise Renewal

Legal counsel and staff meet with Comcast officials. Staff provided signal transmission information to Comcast for review prior to the next meeting. No new information to report.

2017 Audit

The 2017 audit is complete. Formal presentation of the audit is scheduled for the July commission meeting.

Strategic Plan

Four proposals have been received for performing strategic planning services for QCTV. Staff will review, evaluate, and make a recommendation at the July commission meeting.

Earth Day Event Cancelled

The QCTV team was all set to perform Earth Day clean up at Castle Field in Anoka but the snow storm foiled our efforts.

Summer Hours at QCTV

QCTV summer hours are: Monday – Thursday 8 am-4:30pm and Friday 8 am-12pm.

2018 Q1 Stats Report

The quarterly stats reports are attached for commissioner review.

Studio Sets Have Arrived

The new “Pillowcase” Set has arrived at QCTV. This is a cost-effective, interchangeable set idea implemented at QCTV. It uses a collapsible lightweight frame with interchangeable, high-quality graphics printed on fabric. There are graphics on both sides and new ‘pillowcases’ can be ordered for new set looks at a fraction of the cost.

Personnel Committee – Benefits Review

The Personnel Committee has met to review employee benefits. The Personnel Committee has requested a review of benefits. City of Andover Human Resources Manager Dana Makinen is conducting the study. Results will be reported to the Personnel Committee for review and recommendation.

Budget Committee – City Funding Decision

The Budget Committee had a follow-up meeting and recommended that member cities receive advance notice of next year’s CIP payment amount for city budgeting. The Budget Committee recommends \$20,000 per member city to be paid in the first Quarter of 2019. This item will be placed on the May agenda for commission action.

Presentation to Champlin City Council

In April I presented the QCTV 2017 annual report to the Champlin City Council.

Millennials in the Workplace

Katherine Lenaburg and myself attended a chamber of commerce presentation on generational differences in the work place. An excellent presentation by Commissioner John LeTourneau.

MACTA Elections Presentation

MACTA’s quarterly Brown Bag lunch connection featured television coverage of municipal elections. This information exchange session demonstrated that QCTV guidelines and programming are among the best practices locally.

NATOA Board Nomination

I have completed the NATOA Board nomination process. The election will be held this summer and results reported in the fall.

Recognitions

Outgoing commissioner Jessica Tesdall was presented a plaque for her service to QCTV. The Champlin-Dayton Press published a nice article about the presentation. Outgoing commissioner Carl Anderson has been invited to the May meeting for recognition of his years of service to QCTV.

Customer Comments

Supreme Court Show

QCTV provided live coverage of the Minnesota Supreme Court Hearings at Anoka H. S.
“You are your people made the experience easy and stress-free. Thank you!”
Patrick Pangborn, Anoka High School
See attached letter.

169 Construction Updates

“Thank you for the current info and keeping those in the community in the loop. Looking forward to the finished product.”
Sherry Wachtler

Liberty’s Ladies

“Thanks again for having me over to the studio for the taping. I hope I didn't break the cameras!! It was great fun and I hope we can drum up a few more ideas together.”
Mr. Johannes R. Allert, M.A., CTL

Action Requested: None.



THE SUPREME COURT OF MINNESOTA
MINNESOTA JUDICIAL CENTER
25 REV. DR. MARTIN LUTHER KING JR. BLVD.
SAINT PAUL, MINNESOTA 55155

CHAMBERS OF
LORIE S. GILDEA
CHIEF JUSTICE

(651) 296-3380

April 16, 2018

Ms. Katherine Lenaburg
Operations Manager
Quad Cities Community Television
12254 Ensign Avenue North
Champlin, MN 55316

Dear Ms. Lenaburg:

Thank you for your work coordinating the video production of the Supreme Court visit to Anoka High School on April 11. My colleagues and I are grateful to you and your staff for providing this important service to Anoka students and the broader community.

These visits allow the Court to reach out and bring in the greater community. We succeeded in doing so thanks to your help. There were over 800 students who participated in the oral argument portion of the program and more than 150 students in afternoon classroom visits. In addition, students and community members were able to watch the events on television thanks to your good work. It was a wonderful opportunity to increase the public's understanding of their Judicial Branch.

Anoka was one of our most successful visits. That would not have been possible without the dedication shown by you and your team. Thank you for sharing this memorable visit with your community.

Sincerely,

A handwritten signature in blue ink that reads "Lorie S. Gildea".

Lorie S. Gildea
Chief Justice

QCCCC Agenda Item

4.3.1 Operations Report

March 30, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff covered twenty live government meetings in March. We have added coverage of two new Ramsey meetings: The Economic Development Authority and Environmental Policy Board. We produced our monthly show “News and Views” which featured elected and city staff members as well as stories on what is happening in our member cities.

Our mobile production van was used for five high school games this month, including section playoffs. We also used our production van to produce live coverage of the Andover Olympian Gold medal winner Maddie Rooney. Andover held a parade for her and then there was a ceremony at the Community Center. Mobile Production Producer Taylor Johnson pulled together an excellent show in a very short amount of time- getting permission to use NBC Olympic video as well as U of M-Duluth Bull Dogs video of Maddie playing for them. Mayor Julie Trude hosted the ceremony.

We are planning for spring sports and set the schedule and are working on “At the Half” for playback at half time of our lacrosse games.

QCTV produced two episodes of “Champlin Matters”. Topics were the recent city survey and the Highway 169 construction project. We also covered an Open House held in Champlin on Highway 169 with a presentation by MnDOT Engineer Chris Hoberg. We are playing that show on our four city channels as well as community channel and website as it affects our entire area.

QCTV produced a program called “World Thinking Day” with the local Girl Scouts groups. This is an international event and the Andover Girl Scouts participated in this event locally. Four elected officials: Mayor Julie Trude, City Council Member Sheri Bukkila, Minnesota State Representative Peggy Scott, and Minnesota State Senator Michelle Benson were speakers- all were former girl scouts. There were several local non-profit groups there for the girls to talk to and make connections to volunteer locally.

We covered the Champlin Business Networking Event held at the newly renovated Mann Theatre. Topics covered include a MnDOT presentation on Highway 169 and City Engineer Tim Hanson also spoke on anticipated traffic issues.

Works wrapped up on a new studio set and after three bids were reviewed we ordered the set from a local company. We should receive it next month.

Our monthly productions also include "The Chamber Report", and "The District Court Show." We also produced a quarterly show called "QC Cooks".

We worked with the League of Women Voters, ABC, to produce a show on redistricting. The speaker was the executive director of Common Cause, Annastacia Belladonna-Carrera.

We worked with the organization Stepping Stone for Ending Homelessness to tape the premier of "Real Stories/One Stage". Several Stepping Stone residents shared their experiences of homelessness through art, music, and theater. The evening was hosted by KSTP's Amy Hockert.

We produced a show called "Liberty Ladies: Minnesota Women Serving in the Great War." Local historian Johannes Allert was in our studio to present the program. This was a collaborative effort between QCTV, The Anoka County Historical Society, and the Philolectian Society of Anoka.

Three of our employees attended a one-day workshop called The Women's Conference. It was about achieving potential in a competition business world. Tracks included management and leadership skills, managing multiple projects and priorities, and becoming self-confident. This is tied to our strategic plan and investing in professional development.

The annual program presentation was made on 3/15 at a work session of the commission. This was a collaborative effort that included John Sommers and Lisa Monserud. We also produced a promo that featured our many awards over the last year.

We produced an episode of "Live and Local". In this hour-long program we featured animals in Minnesota. Our guests were from The Wildlife Science Center, The Minnesota Zoo, and a local pet sitter. We rolled in pre-produced packages on a local canine coach, Sea Life at the MOA, and the local Humane Society.

QCCCC Agenda Item

4.3.1 Operations Report

May 4, 2018

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV staff covered twenty live government meetings in April. We produced our monthly show “News and Views” which featured elected and city staff members and stories on community events in our member cities.

Due to the weather, spring sports did not start as early as we planned. Several games were cancelled and we only produce one live game. We worked on our half time series “At the Half” which is ready for our May games.

QCTV produced live coverage of the Minnesota Supreme Court’s visit to Anoka High School. There were over 800 students who participated in the oral argument portion of the program. QCTV’s live coverage allowed other students and community members to watch the program. Chief Justice Lorie Gildea wrote a nice thank you letter saying the Anoka visit was one of the most successful ones.

Producers Taylor Johnson and Jared Boyer attended the annual NAB conference and came away with a better understanding of the capital equipment we have planned for this year.

Our new set arrived and looks great. We are very pleased with how it turned out and will be using it often.

QCTV produced a series of testimonials called “Voices from the Community”. We asked our partners to sing our praises and they did. These will be used in cross promotion. Testimonials were produced for city meetings, News and Views, The Grid, The Sheriff’s Show, local sports, The District Court Show, The Local show, and It’s your History.

Our regular productions include “The Chamber Report”, and “It’s Your History: The Kline Sanitarium”, and “the Sheriff’s Show.”

We produced a PSA for the non-profit organization called Bridging and one for Law Day. We also promoted our work through a new episode of "What's New at the Q."

We carried a live Minnesota Vixen Women's Football game, produced by our sister station, Town Square Television.

4.3.2 Technology Report

April 19, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: March 2018 Technology Report

Equipment Issues:

City Equipment

Ramsey has had an intermittent audio issue. A mute switch installed for closed session meetings has been failing on the right channel of audio, causing some audio dropouts that must be corrected before we playback and post the meetings. We removed the faulty equipment and will instruct producers to mute the audio within VDesk as the need arises. Jim identified and resolved a Rushworks issue; the saved profile remembers a variety of control settings that may not be what the producers expect.

Comcast Equipment

A Comcast technician installed a new cable modem for our main internet account and we upgraded our account speed from 75mbps download/15mbps upload to 250mbps download/25mbps upload. For the video streaming we do both for community and city events, QCTV needs better upload speed and we will need greater capacity in the future. This is the highest upload speed Comcast currently offers their business class cable modem customers.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

Received two project bids on the March 9th deadline. I consolidated the bid spreadsheets to a single Excel Workbook file, wrote a report and presented it to the Commission at the March 15th meeting. The board accepted the bid Alpha Video & Audio, Inc as the lowest bid and we will proceed with executing a contract.

Jim and I installed and tested HD cameras at Andover City Hall. All four cities have HD cameras and record an HD file. Continuing to work with Rushworks to more efficiently record the file with MPEG-4, part 10 compression instead of the venerable MPEG-2 compression.

Action Requested: None.

4.3.2 Technology Report

May 17, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: April 2018 Technology Report

Equipment Issues:

QCTV Equipment

Furnace One was not providing heat but the fan system was working. Pierce Refrigeration replaced the main control board and the unit is back in operation.

We experienced three power outages April 23rd. Lisa, Jim and I worked to restore some of the services that did not come back up on their own. A short power outage at Champlin City Hall that evening also interrupted the City Council meeting but we did not lose the resulting HD recording of the meeting.

City Equipment

No issues reported for this period.

Comcast Equipment

No issues reported for this period.

CenturyLink Equipment

No issues reported for this period.

Current Projects:

City Hall HD Updates

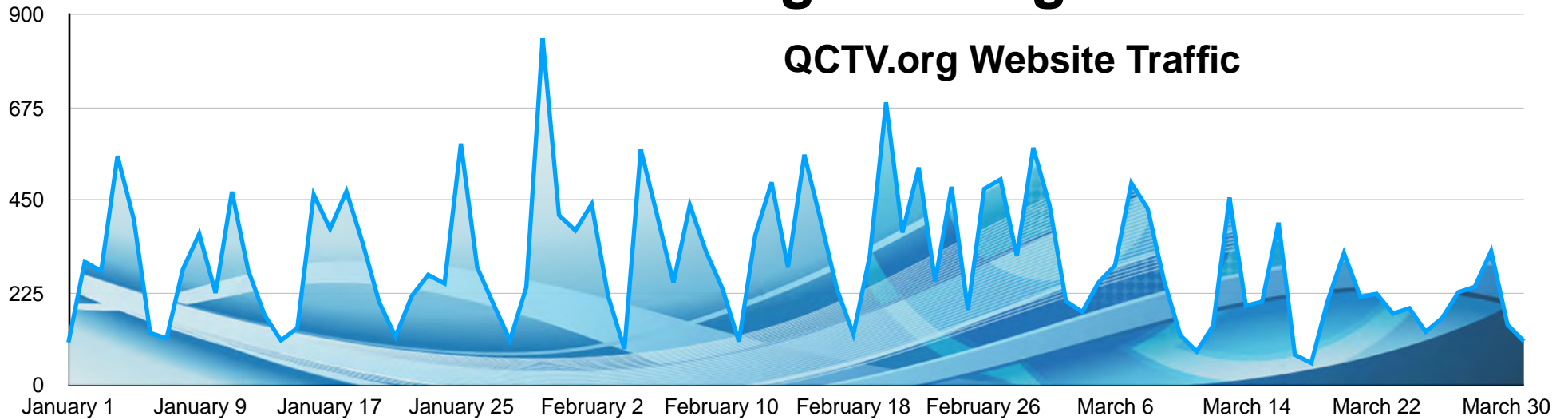
I wrote the project contract and submitted it to both our lawyer Scott Lepak and the League of Minnesota Cities Contract Review Service. After some minor corrections it was signed by both parties at the end of April. An Alpha Video Project Manager (PM) should be assigned to our project in the beginning of May. I have been in communication with representative from all four cities and I have meet with two cities' facilities people.

Remo Shoot

QCTV produced live coverage of the Minnesota Supreme Court hearing oral arguments at Anoka High School. The event went very well. The Anoka Police Department provided security, the Anoka-Hennepin School District rented wireless microphones and provided the location and QCTV recorded and live streamed the event on our website as well as going live on our CentruyLink and Comcast channels.

Action Requested: None.

2018 Quarter 1 Programming Stats



How did people find us and what page did they go to most?

Top 12 Ways Users Find QCTV		
1	google search	2,508
2	direct	2,249
3	m.facebook.com link	473
4	bing search	194
5	ci.anoka.mn.us link	160
6	facebook.com link	112
7	govdelivery email link	95
8	yahoo search	72
9	mncourts.gov link	55
10	l.facebook.com link	52
11	ci.ramsey.mn.us link	48
12	cityoframsey.com link	47

Top 10 Pages		
1	Homepage	5,242
2	Sports	5,062
3	Program Guides	2,425
4	Live - Community Channel	1,675
5	Champlin	832
6	Anoka	731
7	Andover	690
8	Ramsey	607
9	Anoka City Council Meetings	306
10	Champlin City Council Meetings	308



Q1 Net Promoter Score®

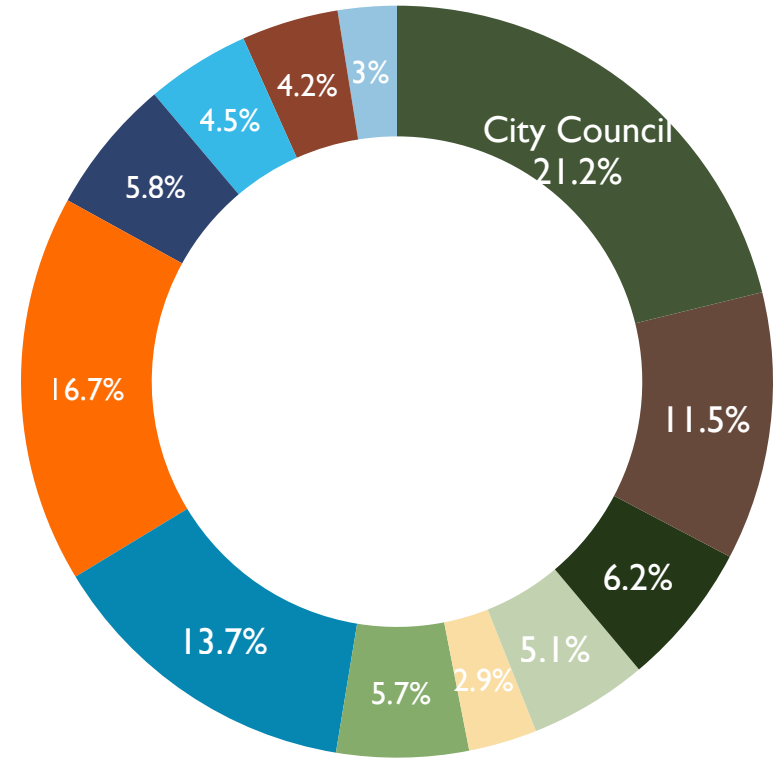
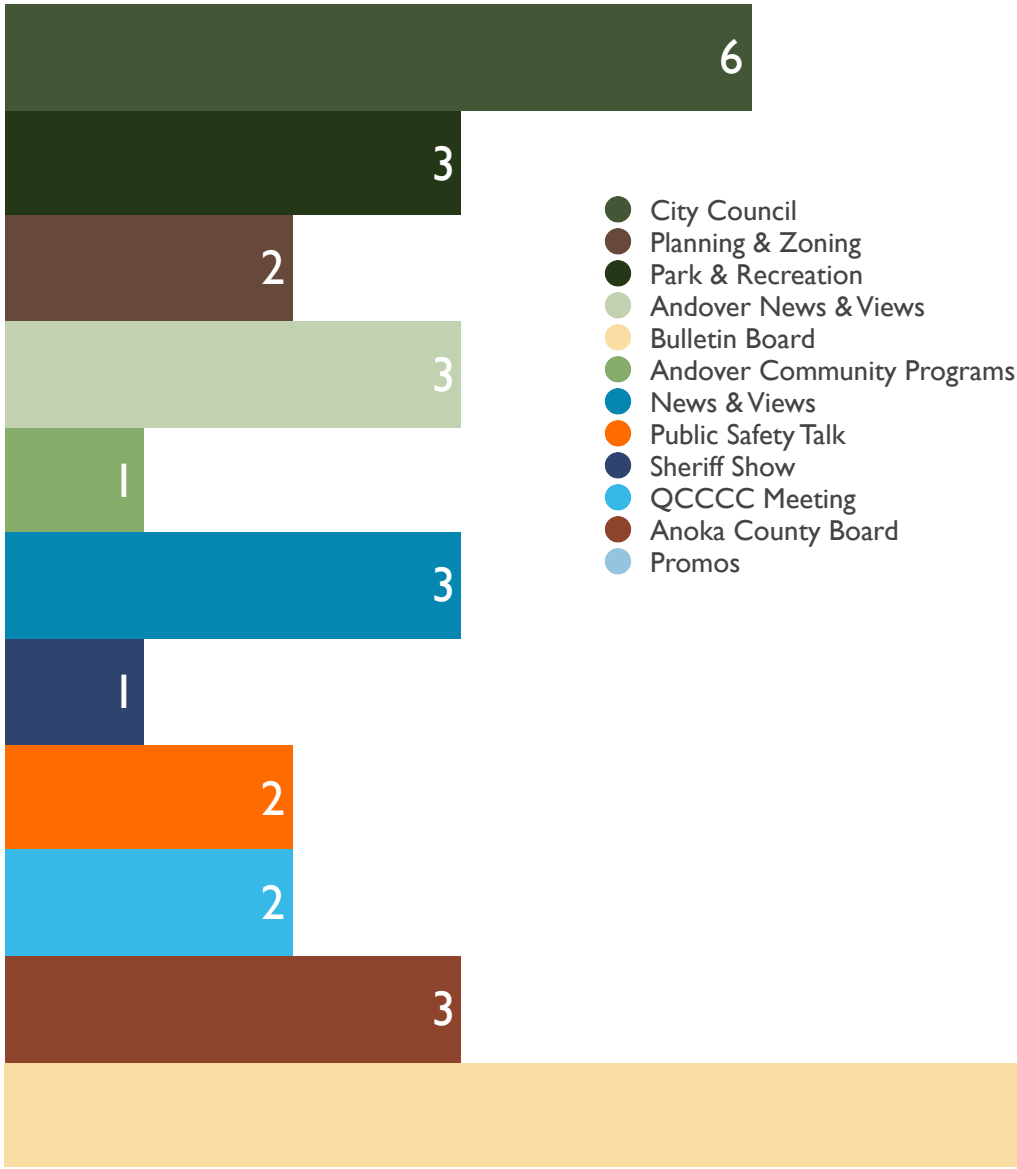


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
0	2%	98%	98
0	1	43	

2018Q1



Channel Programming Stats



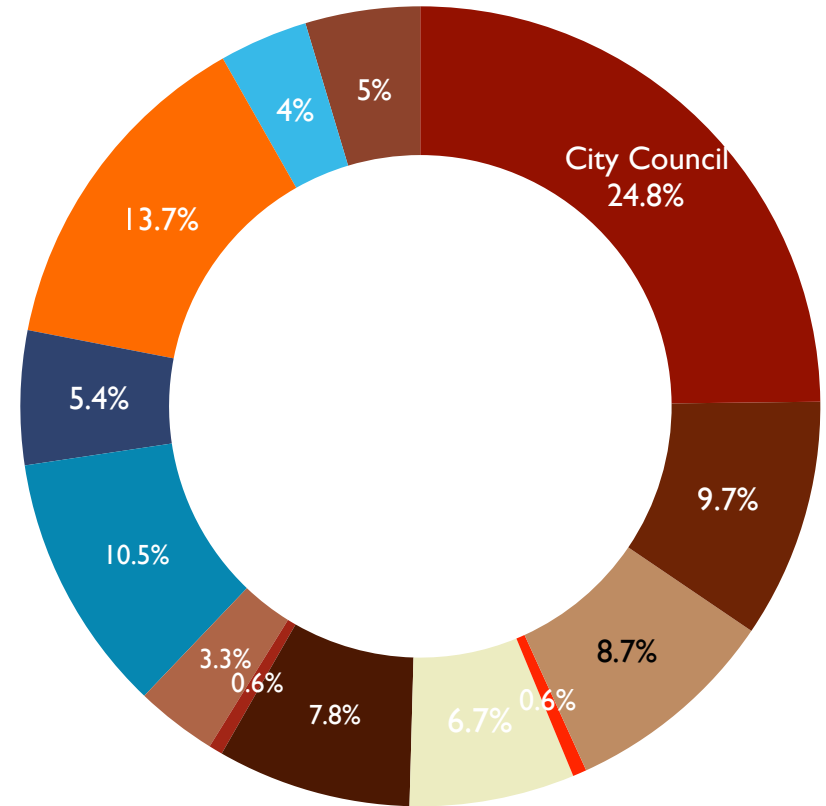
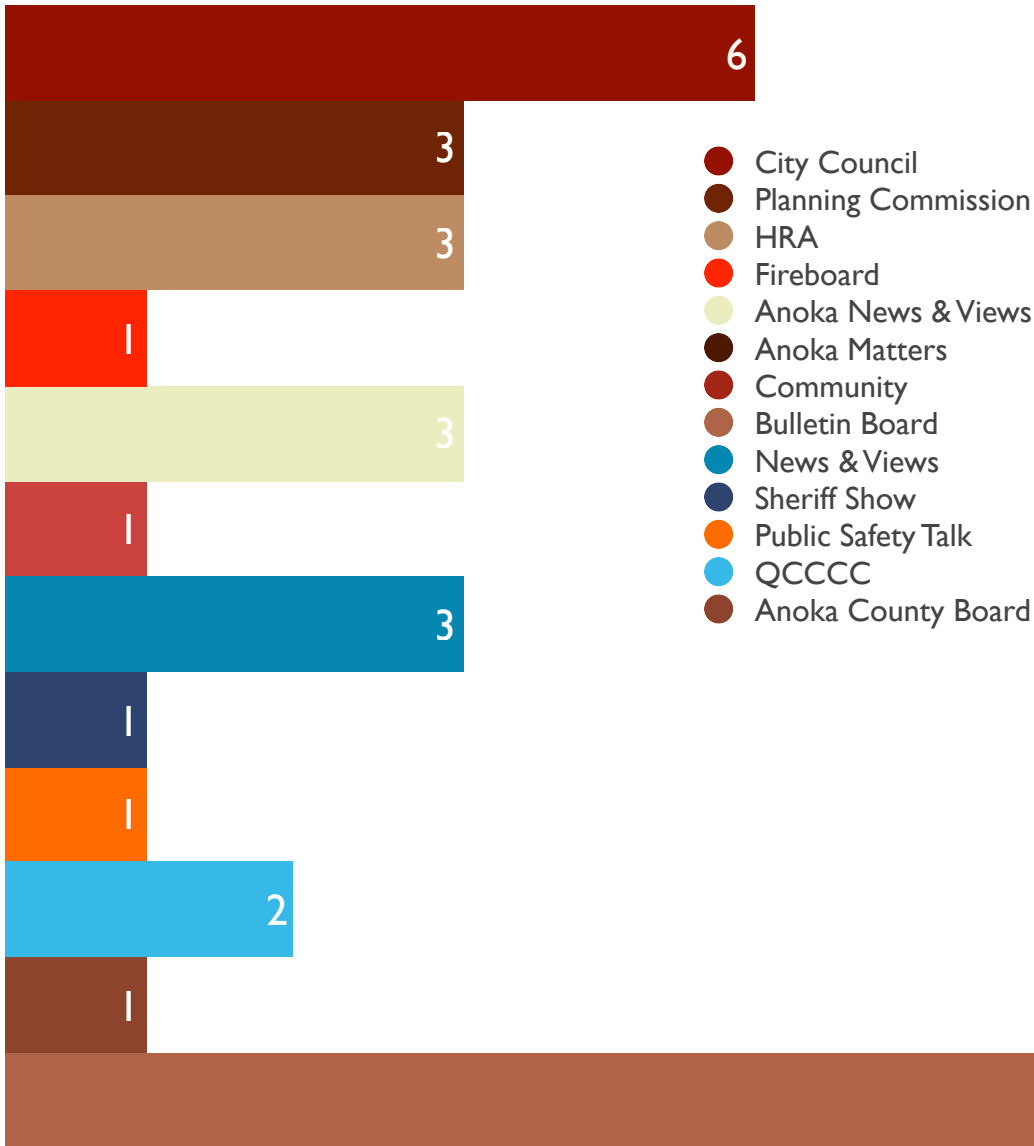
Percentage of Channel Playback

Number of New Shows - 26

2018Q1



Channel Programming Stats



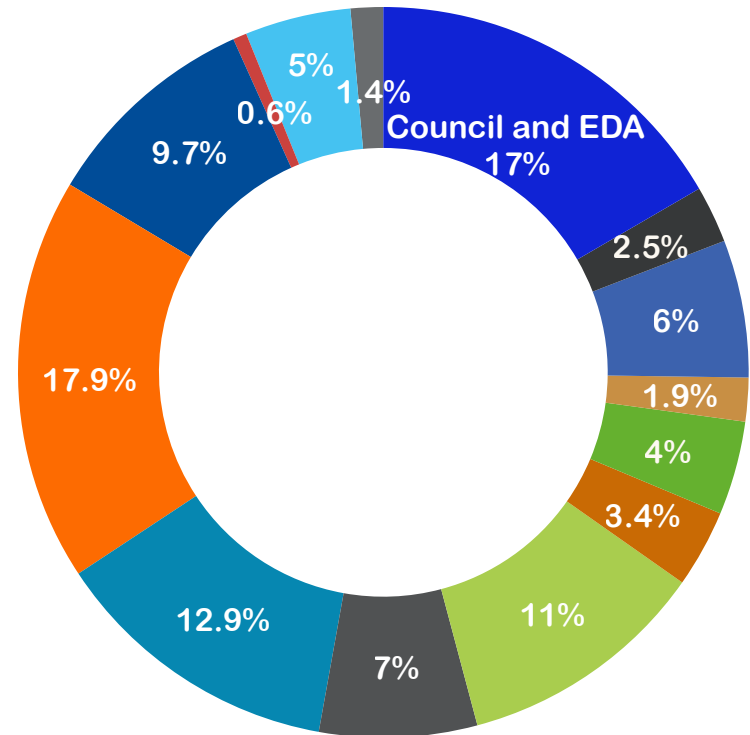
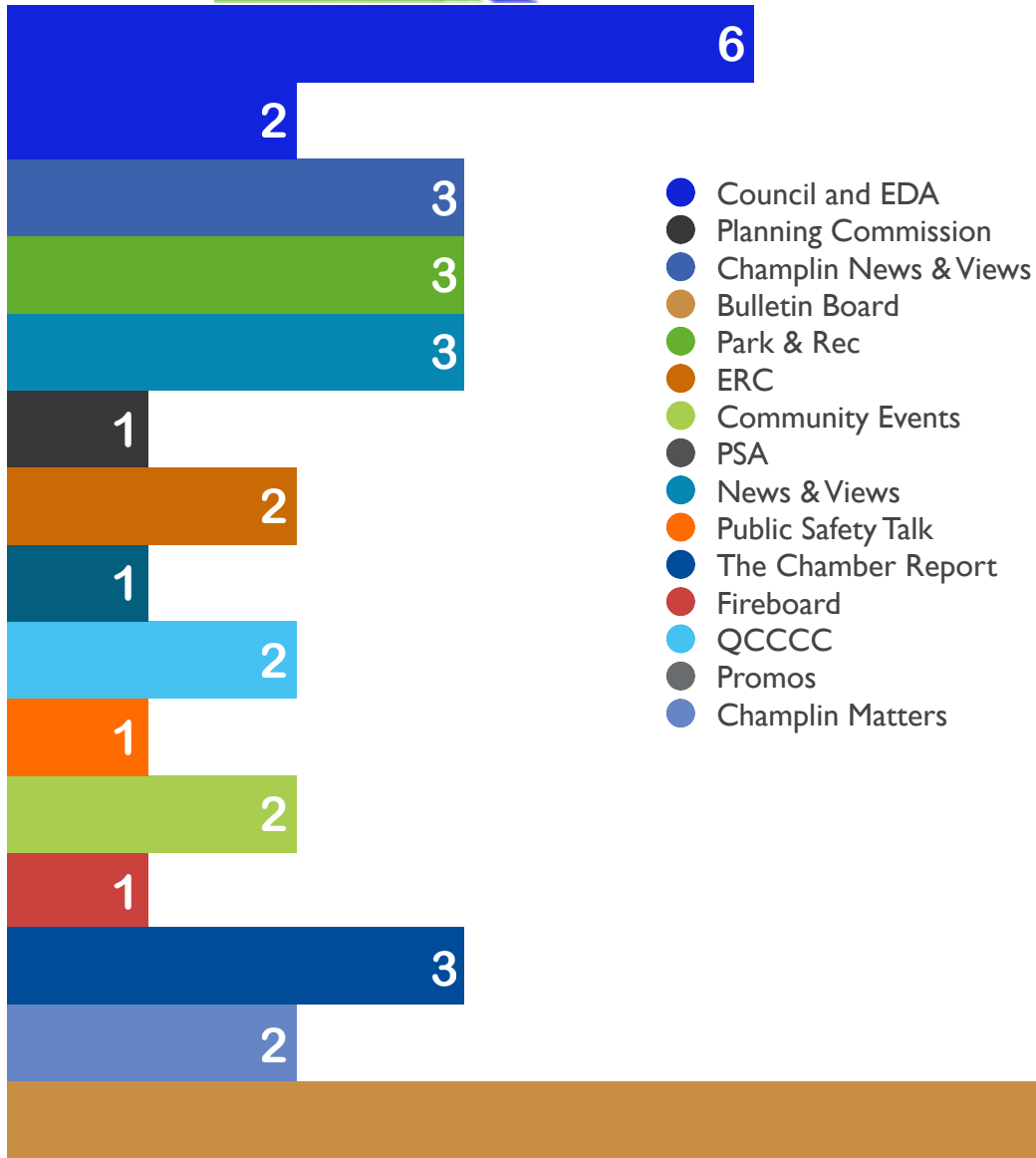
Percentage of Channel Playback

Number of New Shows - 23

2018Q1



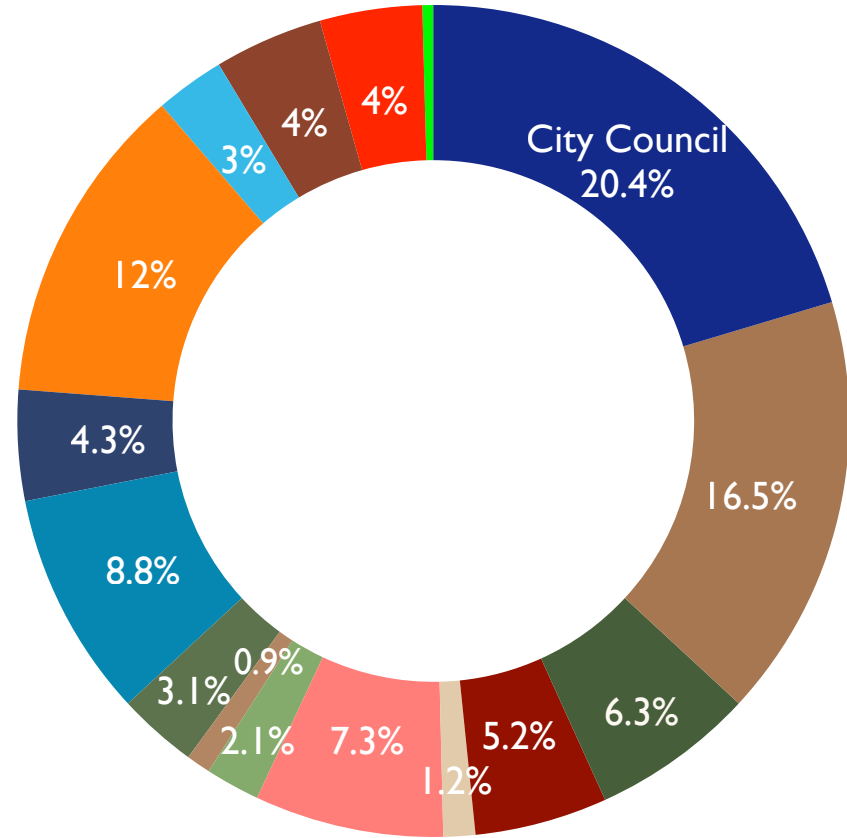
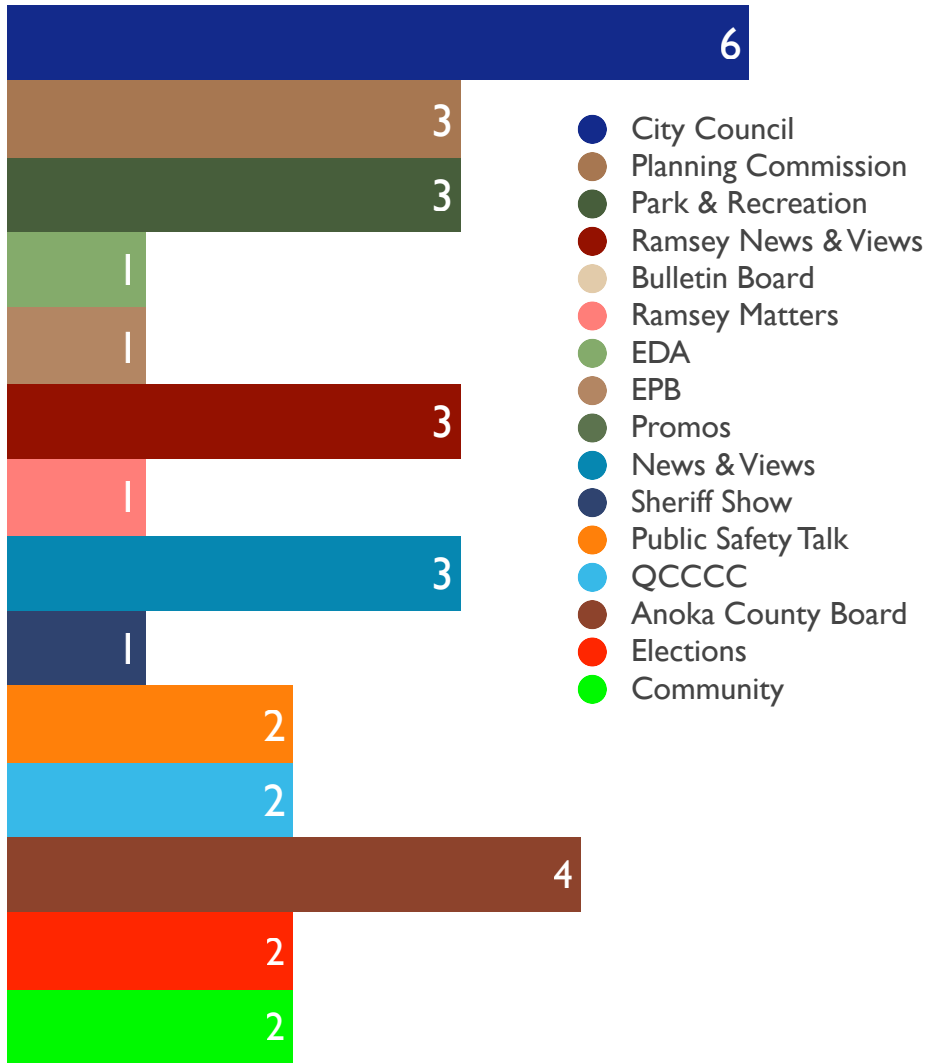
Channel Programming Stats



Percentage of Channel Playback



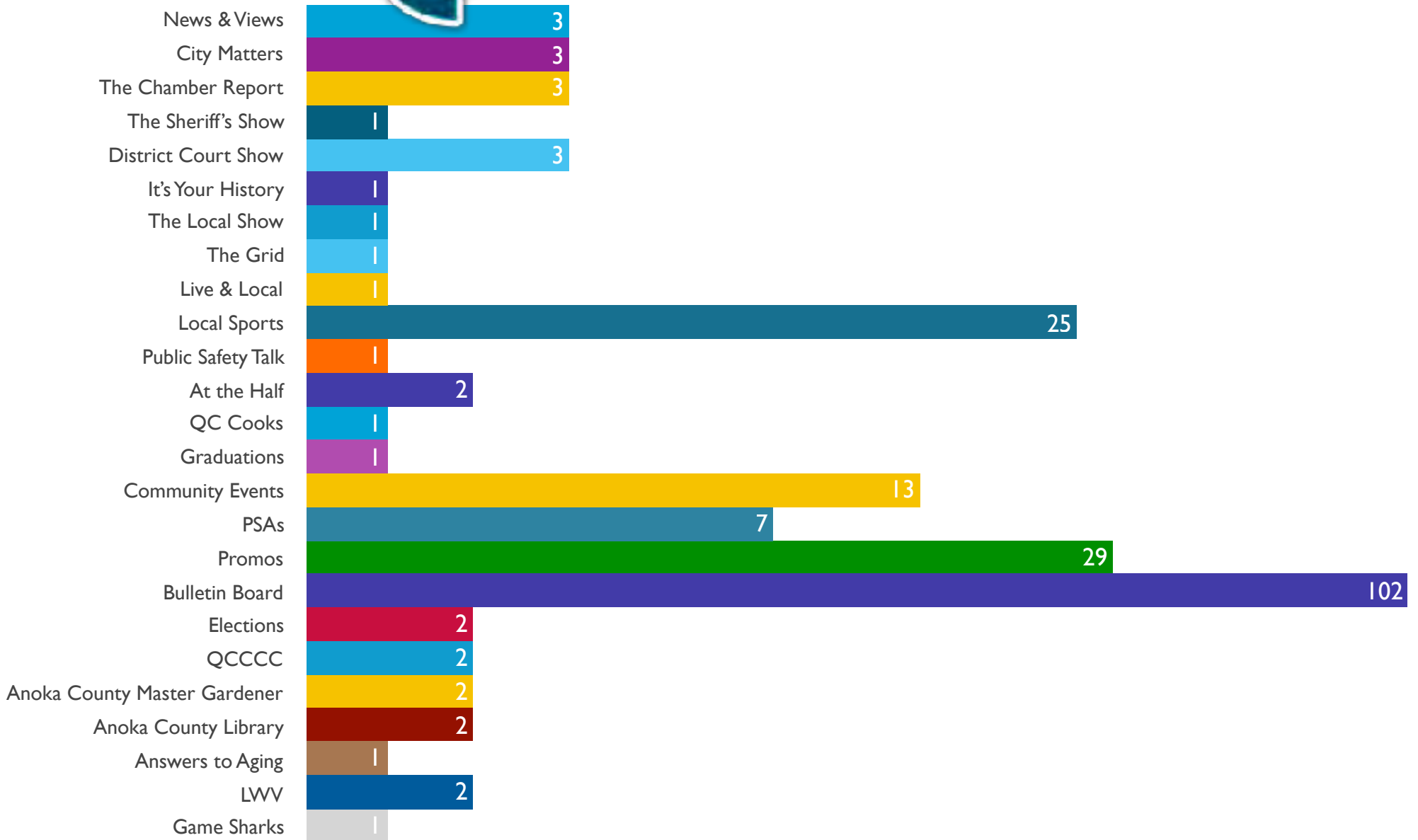
Channel Programming Stats



Percentage of Channel Playback



Channel Programming Stats



Number of New Shows - 108

2018Q1

QCCCC Agenda Item

5.1 2019 Member City CIP

May 4, 2018

To: Commissioners

From: Karen George, Executive Director

Subject: 2019 Member City CIP

The Budget Committee is recommending that the commission to action to set the 2019 member city CIP payments in May. This earlier decision by the commission is to provide a budget allocation now, rather than the fall QCTV budgeting timeline, in order for member cities to more accurately plan for this revenue in the city budgeting process.

The budget committee recommends the 2019 payment amount be \$20,000 per member city payable in the first quarter of 2019.

Action Requested: Approve budget committee recommendation.

QCCCC Agenda Item

5.2 Studio Camera Purchase

May 7, 2018

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: QCTV Studio Camera Replacement

General Overview:

QCTV has a practice of using assets to the full lifespan and beyond. We postponed the studio update project four years ago to focus on the truck, channel playback equipment, and then most recently on the city hall HD project. For the past three years we have repurposed the old HD check-out cameras in the studio. We have a unique opportunity to purchase the HD studio cameras at a deep discount ahead of bringing a complete HD studio upgrade to the board.

The proposal below is to purchase three HD cameras now because the manufacturer is discontinuing the preferred model and giving us a better camera for a lower price.

Camera Options:

The HXC-FB75 was a good entry level studio camera at the high end of Sony's Industrial Video line. It was introduced in the fall of 2016 and abruptly discontinued mid-April 2018. The HSC-100R is a better camera from the low end of Sony's Broadcast Video line of cameras. We use four of the HSC-100R cameras in the truck and had considered this same model for the studio. Their list price is almost twice what the list price for the HXC-FB75 had been. Advantages to having the same model camera in both the truck and the studio was not enough to justify the cost difference.

Last fall Sony introduced the HXC-FB80 to their industrial video line. This addressed some of the short comings of the HXC-FB75 by adding 1080p HD video and the ability to upconvert the signal to 4K. Those two features would not be immediately useful to QCTV; however, the image updates are useful. The list price for this newer camera falls between the HXC-FB75 and HSC-100R. The HXC-FB80 is a newer, better camera than the HXC-FB75.

Sony Discontinues FB75 Camera:

Sony abruptly discontinued the HXC-FB75 at the end of March 2018. Anyone who had a sales quote from the month of March, and only from the month of March, became eligible to compete their quote with the model HXC-FB80 as long as it is ordered and on its way before the end of May 2018.

Requested Camera Purchase:

QCTV can purchase three high quality studio cameras at a much lower than normal price. B&H Photo Video has a price of \$99,576.00 for the three HXC-FB80 camera systems. Our

quote from Z-Systems is \$70,279.12. That is \$29,300 less than B&H and about \$47,000 less than list price for the FB80 cameras. From another online retailer in Texas, our prices would be closer to list price at \$117,268.35.

The Capital Plan that was previously approved by the board allocated \$329,200 for studio upgrade of which we are requesting \$73,793.07 now with the remainder to come before the board for action in July.

Action Requested:

Approve Capital Purchase of three Sony HXC-FB80 camera systems not to exceed \$73,793.07 (\$70,279.12 quote price +/-5% for shipping or minor equipment changes).