

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

July 18, 2019, 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 May 16, 2019 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. April /May Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Strategic Plan
 - 5.2. Remote Meeting Participation
 - 5.3. Telly Awards Presentation
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF MAY 16, 2019

CALL TO ORDER – 1

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

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Megan Thorstad, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Jamie Barthel, Andover.

Commissioners absent: Bret Heitkamp, Champlin; and Ryan Sabas, Champlin.

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

APPROVAL OF AGENDA – 3

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

6 eyes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from March 21, 2019

Motion was made by Dickinson and seconded by Barthel to approve the March 21, 2019 work session and regular session minutes as presented.

6 eyes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. February/March Financial Reports

Commissioner Dickinson provided a summary of the February and March Financial Reports, highlighting certain items.

Motion was made by Barthel and seconded by Thorstad to accept the February and March Financial Reports.

6 ayes – 0 nays. Motion carried.

4.2.2. Quarterly Investment Reports

Commissioner Dickinson provided a summary of the Quarterly Investment Report. He noted that the rates have increased from about 1.3 percent to around 2.7 percent.

4.3 Executive Director

Ms. George thanked the Commission and staff for their input and time during the strategic planning process. She stated the draft plan is in wordsmithing stage for minor grammar edits. The draft plan and transcripts of the two retreats will be presented for adoption at the July meeting. The next step will be development of objectives for the first year.

Acting Chair Ulrich commented that the process was well done, and he was pleased with the facilitators.

Ms. George reported that the Budget Committee has met and is working on the 2020 operating budget targets. She stated that staff has been working on remote meeting participation, which will appear on the agenda today. She provided an update on the server room air conditioning. She provided an update on federal and state legislative activity, noting that she continues to monitor the issues.

Commissioner Skogquist asked if the negotiations with Comcast will be placed on hold until the legislative issues are resolved.

Ms. George stated that the negotiations have continued and did not think the potential legislative discussions would have an impact.

GENERAL BUSINESS – 5

5.1 2018 Audit Presentation

Ms. George introduced Peggy Moeller, who has been working with the organization for the past seven years.

Peggy Moeller, Redpath and Company, stated that the 2018 audit is complete and summarized the results of the report. She stated that the audit includes the annual financial report, report on internal controls, communication for those charged with governance, and legal compliance. She stated that the organization has received a clean opinion on the 2018 audit. She provided a summary of the financial highlights included in the report. She reported that there were no compliance findings related to internal controls or legal controls. She reviewed the required communication for those charged with governance. She thanked Ms. George and the Andover finance department for their assistance with the audit process.

Commissioner Barthel asked if the separation of duty was at an appropriate level for paying expenses and bringing in revenue.

Ms. Moeller confirmed that having the Andover finance department helps to provide that separation.

Commissioner Dickinson referenced page 31 of the financial statement, which identifies the assigned fund balance. He noted that the remaining dollars are matched with the capital improvement plan. He explained that this process allows the organization to avoid the issue of bonding, which can be very complex.

Motion was made by Dickinson and seconded by Barthel to accept the 2018 Audit Report.

6 ayes – 0 nays. Motion carried.

5.2 Movie Screen Trailer

Ms. George stated that this item is coming from the direction at the previous meeting, at which the Board provided a not to exceed amount for the purchase of a trailer. She stated that staff has not been able to find a trailer through the state contract that falls under the not to exceed amount.

Commissioner Dickinson stated that the state contract is a bid contract but is not always the lowest cost. He stated that there may be an opportunity to purchase outside of the state contract. He noted that a comparable trailer could most likely be found for a lower price at a local business. He recommended that the organization look at a vendor within one of the member cities to determine if a lower cost could be obtained.

Acting Chair Ulrich noted that a previous dollar amount had been authorized and asked if any further action is needed from the Commission.

Ms. George noted that the previous motion authorizing the capital expenditure could stand and hopefully a lower price could be obtained. She noted that another option would be to raise that not to exceed amount to match the amount shown on the state contract.

Commissioner Dickinson was confident that a lower price could be obtained within the not to exceed amount.

5.3 Technology Server Upgrades

Ms. George noted that this was discussed in detail at the September work session and this would be the action to purchase. She noted that this would create a redundancy and firewall for the current servers.

Mr. Sommer stated that he has been working with the IT consultant following the September work session to develop this proposal. He stated that quotes were obtained from multiple companies and provided details on the total project cost of \$21,555.98 which includes a five percent contingency.

Motion was made by Dickinson and seconded by Barthel to approve purchase of Synology hardware and Cisco hardware from vendors with the lowest quotes; approve IT consultant time up to 27 hours; approve up to five percent contingency of total project, or \$1,000, for shipping and installation materials; with a total project cost not to exceed \$21,555.98.

6 eyes – 0 nays. Motion carried.

5.4 Remote Meeting Participation

Ms. George stated that she provided a copy of Ramsey's most recent policy on this topic. She stated that Ramsey is ready to implement the technology which would make remote attendance possible. She stated that the organization is requesting authorization to install the equipment and noted that future requests from member cities will come back before the Board.

Acting Chair Ulrich asked if there would be a cost benefit to combining all four cities for installation.

Mr. Sommer stated that he does not believe there would be a difference in cost to rolling out installations one city at a time or even multiple cities together. He

noted that there will be different elements required specific to each member city hall.

Motion was made by Ulrich and seconded by Dickinson to accept and approve the quote from Alpha Video and Audio in the amount of \$6,985.87.

6 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:30 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission Balance Sheet Summary

As of April 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	922,369.15
- PayPay acct	391.70
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,315,480.37
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,243,491.22
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,243,491.22
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	16,355.41
Other Current Liabilities	0.00
Total Current Liabilities	\$ 16,355.41
Equity	2,227,135.81
TOTAL LIABILITIES AND EQUITY	\$ 2,243,491.22 *

*** Equity: QCTV allocates fund reserves in two areas:**

Operating Reserves = \$436,808

Capital Reserves = \$1,806,683.22 (\$3.4 M needed for 5-Year CIP)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	Apr 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	90.20	41.67	48.53	216.46%	489.59	500.00	(10.41)	97.92%
Equipment Grant		4,833.33	(4,833.33)	0.00%	0.00	58,000.00	(58,000.00)	0.00%
Franchise Fees		71,500.00	(71,500.00)	0.00%	0.00	858,000.00	(858,000.00)	0.00%
Interest Income	2,436.09	2,500.00	(63.91)	97.44%	13,893.96	30,000.00	(16,106.04)	46.31%
Miscellaneous Income	37.09	41.67	(4.58)	89.01%	37.09	500.00	(462.91)	7.42%
PEG Fee		35,750.00	(35,750.00)	0.00%	0.00	429,000.00	(429,000.00)	0.00%
Total Income	2,563.38	114,666.67	(112,103.29)	2.24%	14,420.64	1,376,000.00	(1,361,579.36)	1.05%
Expenses								
A-PERA Expense	3,298.91	3,750.00	(451.09)	87.97%	14,622.01	45,000.00	(30,377.99)	32.49%
A-SS/Medicare Expense	3,323.03	4,160.42	(837.39)	79.87%	13,452.43	49,925.00	(36,472.57)	26.95%
A-Wages - Full-time	39,918.40	44,391.25	(4,472.85)	89.92%	155,224.44	532,695.00	(377,470.56)	29.14%
A-Wages - Part-time	4,521.22	9,993.50	(5,472.28)	45.24%	24,822.76	119,922.00	(95,099.24)	20.70%
Accounting / HR Services	1,679.35	1,275.00	404.35	131.71%	5,422.92	15,300.00	(9,877.08)	35.44%
Ads/Promos/Sponsorships	35.00	916.67	(881.67)	3.82%	2,379.95	11,000.00	(8,620.05)	21.64%
Andover Capital Equipment		416.67	(416.67)	0.00%	722.27	5,000.00	(4,277.73)	14.45%
Announcers Fees	180.00	1,083.33	(903.33)	16.62%	1,938.67	13,000.00	(11,061.33)	14.91%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,151.15	5,000.00	(3,848.85)	23.02%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	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%	602.00	2,500.00	(1,898.00)	24.08%
Building - Cleaning	530.45	583.33	(52.88)	90.93%	2,106.35	7,000.00	(4,893.65)	30.09%
Building - Insurance		250.00	(250.00)	0.00%	1,784.00	3,000.00	(1,216.00)	59.47%
Building - Maintenance	1,480.92	833.33	647.59	177.71%	3,658.07	10,000.00	(6,341.93)	36.58%
Building - Supplies	66.31	166.67	(100.36)	39.79%	512.10	2,000.00	(1,487.90)	25.61%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	2,500.00	7,500.00	(5,000.00)	33.33%
Champlin Capital Equipment	184.90	416.67	(231.77)	44.38%	1,233.12	5,000.00	(3,766.88)	24.66%
City Sewer & Water		216.67	(216.67)	0.00%	305.33	2,600.00	(2,294.67)	11.74%
Commission Expense	1,118.16	416.67	701.49	268.36%	1,824.99	5,000.00	(3,175.01)	36.50%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	Apr 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	4,140.00	6,250.00	(2,110.00)	66.24%	13,020.00	75,000.00	(61,980.00)	17.36%
Contingency Fund		2,718.17	(2,718.17)	0.00%	0.00	32,618.00	(32,618.00)	0.00%
Duplication Expenses	59.94	41.67	18.27	143.84%	59.94	500.00	(440.06)	11.99%
Electric Service	1,314.29	1,500.00	(185.71)	87.62%	4,779.88	18,000.00	(13,220.12)	26.55%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	97.27	3,333.33	(3,236.06)	2.92%	1,150.52	40,000.00	(38,849.48)	2.88%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,155.98	7,873.33	(717.35)	90.89%	28,849.42	94,480.00	(65,630.58)	30.53%
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%	3,224.00	5,000.00	(1,776.00)	64.48%
Lawn Service	425.00	416.67	8.33	102.00%	425.00	5,000.00	(4,575.00)	8.50%
Legal Fees	135.00	2,083.33	(1,948.33)	6.48%	1,768.50	25,000.00	(23,231.50)	7.07%
Licenses and Permits		166.67	(166.67)	0.00%	200.00	2,000.00	(1,800.00)	10.00%
Meals	188.00	83.33	104.67	225.61%	322.00	1,000.00	(678.00)	32.20%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	1,840.00	10,000.00	(8,160.00)	18.40%
Mileage	293.08	750.00	(456.92)	39.08%	2,069.21	9,000.00	(6,930.79)	22.99%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
NATOA Membership			0.00		2,630.00	0.00	2,630.00	
Natural Gas	298.08	566.67	(268.59)	52.60%	1,276.41	6,800.00	(5,523.59)	18.77%
Office Supplies / Equipment	1,292.13	500.00	792.13	258.43%	1,986.02	6,000.00	(4,013.98)	33.10%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	127.50	200.00	(72.50)	63.75%	510.00	2,400.00	(1,890.00)	21.25%
Postage	23.50	83.33	(59.83)	28.20%	309.38	1,000.00	(690.62)	30.94%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	2,179.32	1,833.33	345.99	118.87%	4,131.64	22,000.00	(17,868.36)	18.78%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.82	416.67	(284.85)	31.64%	1,249.30	5,000.00	(3,750.70)	24.99%
Sales Tax		41.67	(41.67)	0.00%	73.00	500.00	(427.00)	14.60%
Secretary Services		208.33	(208.33)	0.00%	400.75	2,500.00	(2,099.25)	16.03%
Snow Plowing Service	452.50	416.67	35.83	108.60%	5,856.25	5,000.00	856.25	117.13%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	Apr 2019				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	582.82	625.00	(42.18)	93.25%	2,350.54	7,500.00	(5,149.46)	31.34%
Studio Sets		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Subscription Services	5,210.79	1,833.33	3,377.46	284.23%	19,034.30	22,000.00	(2,965.70)	86.52%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	499.61	1,250.00	(750.39)	39.97%	2,006.40	15,000.00	(12,993.60)	13.38%
Vehicle - Insurance		333.33	(333.33)	0.00%	872.00	4,000.00	(3,128.00)	21.80%
Vehicle - Maintenance / Gas	641.41	666.67	(25.26)	96.21%	2,910.42	8,000.00	(5,089.58)	36.38%
Waste Removal	114.02	166.67	(52.65)	68.41%	446.79	2,000.00	(1,553.21)	22.34%
Web / VOD / Int / CaTV / Phone	917.11	1,833.33	(916.22)	50.02%	4,690.96	22,000.00	(17,309.04)	21.32%
Work Comp Insurance		191.67	(191.67)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	83,646.79	111,445.00	(27,798.21)	75.06%	343,705.19	1,337,340.00	(993,634.81)	25.70%
Net Income	(81,083.41)	3,221.67	(84,305.08)	-2516.81%	(329,284.55)	38,660.00	(367,944.55)	-851.74%
ZCIP - Andover					20,000.00			
ZCIP - Anoka					20,000.00			
ZCIP - Champlin					18,947.29			
ZCIP - Master Control Equipment					22,265.00			
ZCIP - Office Equipment	10,950.00				10,950.00			
ZCIP - Ramsey					22,623.32			
ZCIP - Studio					3,760.00			
ZCIP - Truck					80,160.00			
	<u>10,950.00</u>				<u>198,705.61</u>			

QCTV Bank Reconciliation

April 2019

Beginning Balance - 4M Statement	1,082,278.79
Less: Cleared Checks/Withdrawals	(157,880.90)
Plus: 4M Fund Interest	1,415.20
Plus: Bank Deposits/Credits	360.68
Bank Balance	\$926,173.77
Book Balance	926,173.77
Adjusted Book Balance	926,173.77
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

April 2019

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/05/2019	12688	ACE Solid Waste, Inc.	-114.02
04/05/2019	12689	Alpha Video & Audio Inc.	-23,835.61
04/05/2019	12690	AT&T Mobility	-54.33
04/05/2019	12691	BizzyWeb, LLC	-151.74
04/05/2019	12692	City of Ramsey	-20,000.00
04/05/2019	12693	Coordinated Business Systems, LTD	-209.00
04/05/2019	12694	Office Depot	-95.69
04/05/2019	12695	Timesavers	-215.00
04/05/2019	12696	U.S. Bank Corporate	-3,394.73
04/05/2019	12697	Xcel Energy	-1,047.80
04/12/2019	12698	Associated Bank	-120.00
04/12/2019	12699	Bret Heitkamp	-40.00
04/12/2019	12700	CenterPoint Energy	-298.08
04/12/2019	12701	City of Andover	-1,642.85
04/12/2019	12702	HealthEquity Inc.	-444.62
04/12/2019	12703	James Dickinson	-80.00
04/12/2019	12704	Kennedy & Graven, Chartered	-1,172.50
04/12/2019	12705	Kurtis G. Ulrich	-80.00
04/12/2019	12706	Maza Technologies, LLC	-1,580.00
04/12/2019	12707	Ryan Sabas	-40.00
04/12/2019	12708	Sterling Trophy	-100.00
04/12/2019	W D	Minnesota State Retirement System	-596.55
04/12/2019	W D	PERA	-3,081.23
04/22/2019	12709	Amazon	-667.02
04/22/2019	12710	Barna, Guzy & Steffen, LTD	-351.00
04/22/2019	12711	CDW Direct	-10,950.00
04/22/2019	12712	City of Champlin	-101.97
04/22/2019	12713	Comcast 2	-467.89
04/22/2019	12714	Comcast Cable	-791.18
04/22/2019	12715	Erik A Skogquist	-80.00
04/22/2019	12716	Greenery Enterprises, Inc.	-452.50
04/22/2019	12717	HealthEquity Inc.	-31.60
04/22/2019	12718	Huebsch	-47.33
04/22/2019	12719	Jamie A. Barthel	-80.00
04/22/2019	12720	Preferred One Insurance Co.	-7,621.62
04/22/2019	12721	The Lincoln National Life Ins. Co.	-582.82
04/22/2019	12722	Verizon Wireless	-70.08
04/22/2019	12723	Vividly Clean Inc.	-530.45
04/26/2019	12724	Associated Bank	-120.00
04/26/2019	12725	HealthEquity Inc.	-444.62
04/26/2019	W D	Minnesota State Retirement System	-532.35
04/26/2019	W D	PERA	-3,076.71
Total for Quad Cities Commission			\$ -85,392.89

Quad Cities Communications Commission
Balance Sheet Summary
As of May 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,284,157.35
- PayPay acct	442.46
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,316,520.25
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,606,370.06
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,606,370.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	16,230.43
Other Current Liabilities	0.00
Total Current Liabilities	\$ 16,230.43
Equity	2,590,139.63
TOTAL LIABILITIES AND EQUITY	\$ 2,606,370.06 *

* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,169,562.06(\$3.4 M needed for 5-Year CIP)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	May 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 69.71	\$ 41.67	\$ 28.04	167.29%	\$ 559.30	\$ 500.00	\$ 59.30	111.86%
Equipment Grant	58,649.78	4,833.33	53,816.45	1213.44%	58,649.78	58,000.00	649.78	101.12%
Franchise Fees	254,540.60	71,500.00	183,040.60	356.00%	254,540.60	858,000.00	(603,459.40)	29.67%
Interest Income	2,941.88	2,500.00	441.88	117.68%	16,835.84	30,000.00	(13,164.16)	56.12%
Miscellaneous Income		41.67	(41.67)	0.00%	37.09	500.00	(462.91)	7.42%
PEG Fee	137,309.15	35,750.00	101,559.15	384.08%	137,309.15	429,000.00	(291,690.85)	32.01%
Total Income	453,511.12	114,666.67	338,844.45	395.50%	467,931.76	1,376,000.00	(908,068.24)	34.01%
Expenses								
A-PERA Expense	3,289.74	3,750.00	(460.26)	87.73%	17,911.75	45,000.00	(27,088.25)	39.80%
A-SS/Medicare Expense	3,560.33	4,160.42	(600.09)	85.58%	17,012.76	49,925.00	(32,912.24)	34.08%
A-Wages - Full-time	40,559.75	44,391.25	(3,831.50)	91.37%	195,784.19	532,695.00	(336,910.81)	36.75%
A-Wages - Part-time	6,982.04	9,993.50	(3,011.46)	69.87%	31,804.80	119,922.00	(88,117.20)	26.52%
Accounting / HR Services	1,208.96	1,275.00	(66.04)	94.82%	6,631.88	15,300.00	(8,668.12)	43.35%
Ads/Promos/Sponsorships	1,268.83	916.67	352.16	138.42%	3,648.78	11,000.00	(7,351.22)	33.17%
Andover Capital Equipment		416.67	(416.67)	0.00%	722.27	5,000.00	(4,277.73)	14.45%
Announcers Fees	780.00	1,083.33	(303.33)	72.00%	2,718.67	13,000.00	(10,281.33)	20.91%
Anoka Capital Equipment	155.97	416.67	(260.70)	37.43%	1,307.12	5,000.00	(3,692.88)	26.14%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	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%	602.00	2,500.00	(1,898.00)	24.08%
Building - Cleaning	530.45	583.33	(52.88)	90.93%	2,636.80	7,000.00	(4,363.20)	37.67%
Building - Insurance		250.00	(250.00)	0.00%	1,784.00	3,000.00	(1,216.00)	59.47%
Building - Maintenance	512.27	833.33	(321.06)	61.47%	4,612.34	10,000.00	(5,387.66)	46.12%
Building - Supplies	165.28	166.67	(1.39)	99.17%	677.38	2,000.00	(1,322.62)	33.87%
Car Allowance	250.00	250.00	0.00	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	3,125.00	7,500.00	(4,375.00)	41.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,318.02	5,000.00	(3,681.98)	26.36%
City Sewer & Water	118.51	216.67	(98.16)	54.70%	423.84	2,600.00	(2,176.16)	16.30%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	May 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Commission Expense	1,029.33	416.67	612.66	247.04%	2,854.32	5,000.00	(2,145.68)	57.09%
Consulting Services		6,250.00	(6,250.00)	0.00%	13,020.00	75,000.00	(61,980.00)	17.36%
Contingency Fund		2,718.17	(2,718.17)	0.00%	0.00	32,618.00	(32,618.00)	0.00%
Duplication Expenses	61.37	41.67	19.70	147.28%	121.31	500.00	(378.69)	24.26%
Electric Service	765.32	1,500.00	(734.68)	51.02%	5,545.20	18,000.00	(12,454.80)	30.81%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,913.06	3,333.33	(1,420.27)	57.39%	3,063.58	40,000.00	(36,936.42)	7.66%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,155.98	7,873.33	(717.35)	90.89%	36,005.40	94,480.00	(58,474.60)	38.11%
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%	3,224.00	5,000.00	(1,776.00)	64.48%
Lawn Service	425.00	416.67	8.33	102.00%	850.00	5,000.00	(4,150.00)	17.00%
Legal Fees	83.38	2,083.33	(1,999.95)	4.00%	1,851.88	25,000.00	(23,148.12)	7.41%
Licenses and Permits		166.67	(166.67)	0.00%	200.00	2,000.00	(1,800.00)	10.00%
Meals		83.33	(83.33)	0.00%	322.00	1,000.00	(678.00)	32.20%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	1,840.00	10,000.00	(8,160.00)	18.40%
Mileage	295.40	750.00	(454.60)	39.39%	2,364.61	9,000.00	(6,635.39)	26.27%
Miscellaneous Expenses		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
NATOA Membership			0.00		2,630.00	0.00	2,630.00	
Natural Gas	133.68	566.67	(432.99)	23.59%	1,410.09	6,800.00	(5,389.91)	20.74%
Office Supplies / Equipment	485.64	500.00	(14.36)	97.13%	2,471.66	6,000.00	(3,528.34)	41.19%
Parking Lot Maintenance		266.67	(266.67)	0.00%	0.00	3,200.00	(3,200.00)	0.00%
Payroll Expenses (ADP/HSA)	127.50	200.00	(72.50)	63.75%	637.50	2,400.00	(1,762.50)	26.56%
Postage	55.33	83.33	(28.00)	66.40%	364.71	1,000.00	(635.29)	36.47%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	2,505.50	1,833.33	672.17	136.66%	6,637.14	22,000.00	(15,362.86)	30.17%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.82	416.67	(284.85)	31.64%	1,381.12	5,000.00	(3,618.88)	27.62%
Sales Tax		41.67	(41.67)	0.00%	73.00	500.00	(427.00)	14.60%
Secretary Services	145.00	208.33	(63.33)	69.60%	545.75	2,500.00	(1,954.25)	21.83%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2019 - FY19 P&L
 January - December 2019

	May 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service		416.67	(416.67)	0.00%	5,856.25	5,000.00	856.25	117.13%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	582.82	625.00	(42.18)	93.25%	2,933.36	7,500.00	(4,566.64)	39.11%
Studio Sets		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Subscription Services	143.54	1,833.33	(1,689.79)	7.83%	19,177.84	22,000.00	(2,822.16)	87.17%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	673.24	1,250.00	(576.76)	53.86%	2,679.64	15,000.00	(12,320.36)	17.86%
Vehicle - Insurance		333.33	(333.33)	0.00%	872.00	4,000.00	(3,128.00)	21.80%
Vehicle - Maintenance / Gas	479.23	666.67	(187.44)	71.88%	3,389.65	8,000.00	(4,610.35)	42.37%
Waste Removal	114.02	166.67	(52.65)	68.41%	560.81	2,000.00	(1,439.19)	28.04%
Web / VOD / Int / CaTV / Phone	917.11	1,833.33	(916.22)	50.02%	5,608.07	22,000.00	(16,391.93)	25.49%
Work Comp Insurance		191.67	(191.67)	0.00%	0.00	2,300.00	(2,300.00)	0.00%
Total Expenses	78,315.30	111,445.00	(33,129.70)	70.27%	422,462.49	1,337,340.00	(914,877.51)	31.59%
Net Income	\$ 375,195.82	\$ 3,221.67	\$ 371,974.15	11646.00%	\$ 45,469.27	\$ 38,660.00	\$ 6,809.27	117.61%

ZCIP - Andover		20,000.00
ZCIP - Anoka		20,000.00
ZCIP - Building	11,200.00	11,200.00
ZCIP - Champlin	550.00	19,497.29
ZCIP - Master Control Equipment		22,265.00
ZCIP - Office Equipment		10,950.00
ZCIP - Ramsey		22,623.32
ZCIP - Studio		3,760.00
ZCIP - Truck		80,160.00
	<u>11,750.00</u>	<u>210,455.61</u>

QCTV Bank Reconciliation
May 2019

Beginning Balance - 4M Statement	926,173.77
Less: Cleared Checks/Withdrawals	(82,338.91)
Plus: 4M Fund Interest	1,902.00
Plus: Bank Deposits/Credits	450,730.50
Bank Balance	\$1,296,467.36
Book Balance	1,296,467.36
Adjusted Book Balance	1,296,467.36
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

May 2019

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/02/2019	12726	AT&T Mobility	-53.55
05/02/2019	12727	CDW Direct	-213.74
05/02/2019	12728	Coordinated Business Systems, LTD	-482.00
05/02/2019	12729	Greenery Enterprises, Inc.	-425.00
05/02/2019	12730	Holiday Station	-6.70
05/02/2019	12731	Kennedy & Graven, Chartered	-135.00
05/02/2019	12732	LiveU Inc.	-354.16
05/02/2019	12733	NAC Building Solutions	-1,112.00
05/02/2019	12734	Office Depot	-95.69
05/10/2019	12735	Associated Bank	-120.00
05/10/2019	12736	HealthEquity Inc.	-444.62
05/10/2019	W D	Minnesota State Retirement System	-524.04
05/10/2019	W D	PERA	-3,103.33
05/17/2019	12737	ACE Solid Waste, Inc.	-114.02
05/17/2019	12738	CenterPoint Energy	-133.68
05/17/2019	12739	City of Andover	-1,177.56
05/17/2019	12740	City of Champlin	-118.51
05/17/2019	12741	Comcast 2	-467.89
05/17/2019	12742	Comcast Cable	-791.18
05/17/2019	12743	Gerald S. Thomson	-180.00
05/17/2019	12744	Greenery Enterprises, Inc.	-425.00
05/17/2019	12745	HealthEquity Inc.	-31.60
05/17/2019	12746	Huebsch	-47.33
05/17/2019	12747	James R. Erickson	-60.00
05/17/2019	12748	Jason Dorow	-180.00
05/17/2019	12749	LiveU Inc.	-354.16
05/17/2019	12750	Maza Technologies, LLC	-7,627.25
05/17/2019	12751	Minnesota Association of Community Telecommunications Administrators	-1,791.00
05/17/2019	12752	NAC Building Solutions	-368.92
05/17/2019	12753	Pete C. Andersen	-360.00
05/17/2019	12754	TransAlarm, Inc	-402.27
05/17/2019	12755	U.S. Bank Corporate	-3,632.95
05/17/2019	12756	Vividly Clean Inc.	-530.45
05/17/2019	12757	Xcel Energy	-1,314.29
05/24/2019	12758	Alpha Video & Audio Inc.	-550.00
05/24/2019	12759	Amazon	-505.36
05/24/2019	12760	Associated Bank	-120.00
05/24/2019	12761	B&H Photo-Video	-1,168.31
05/24/2019	12762	HealthEquity Inc.	-444.62
05/24/2019	12763	LiveU Inc.	-354.16
05/24/2019	12764	Monarch Pest Control	-110.00
05/24/2019	12765	NAC Building Solutions	-442.00

DATE	NUM	VENDOR	AMOUNT
05/24/2019	12766	Preferred One Insurance Co.	-7,621.62
05/24/2019	12767	Telly Awards	-918.83
05/24/2019	12768	The Lincoln National Life Ins. Co.	-582.82
05/24/2019	12769	Verizon Wireless	-70.08
05/24/2019	W D	Minnesota State Retirement System	-512.78
05/24/2019	W D	PERA	-3,037.50
Total for Quad Cities Commission			\$ -43,615.97

QCCCC Agenda Item

4.3 Executive Director's Report

July 1, 2019

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Strategic Planning

The commission and staff participated in two retreats and crafted a strategic plan. Aurora Consulting provided transcripts of the work and is in process of finalizing the strategic plan after a few wording edits for readability. The plan is on target for delivery to the commission for action at the July commission meeting.

QCTV wins 3 Telly Awards

The Telly Awards annually showcases the best work created within television and across video, for all screens. Receiving over 12,000 entries from all 50 states and 5 continents, Telly Award winners represent work from some of the most respected advertising agencies, television stations, production companies and publishers from around the world.

QCTV Telly for live coverage of Live and Local: Centenary of Armistice:

<https://www.youtube.com/watch?v=MLPU1DwMino&feature=youtu.be>

QCTV Telly for the history category for a story within Live and Local on Gold Star Mothers:

<https://www.youtube.com/watch?v=zDQ8L2EPODc&feature=youtu.be>

QCTV Telly in the live coverage category for a football game between Andover and Cambridge Isanti:

<https://www.youtube.com/watch?v=kVETN95Ani8&feature=youtu.be>

The Telly Awards was founded in 1979 to honor excellence in local, regional and cable television commercials with non-broadcast video and television programming added soon after. With the recent evolution and rise of digital video (web series, VR, 360 and beyond), the Telly Awards today also reflects and celebrates this exciting new era of the moving image on and offline.

Remote Meeting Participation

At the May meeting, the commission approved a capital expenditure to implement remote meeting participation. The expenditure was based on a base plan for delivery of remote meeting participation. During the planning of the upgrade, Ramsey city staff discussed how they wished to use the system, most notably the expectation to have picture-in-picture capability. This feature requires different equipment and the cost of implementation at Ramsey has increased as a result. The agenda for July has an item for the commission to review the new proposal and approve a new capital expenditure amount.

Movie Screen/Trailer Purchase

The trailer was purchased at a local vendor as directed by the commission in May. The movie screen was dropped ship to the City of Andover where the trailer and screen will be stored. QCTV staff and public works staff from two member cities received initial training on the screen set up. Additional training will occur with each city prior to initial use of the movie screen. movie screen has been purchased. Member cities are requesting use starting in late August.

August 16th, Friday – Champlin

August 21st, Wednesday – Anoka

September 14th, Saturday – Anoka

September 21st, Saturday – Champlin

September 28th, Saturday - Andover

October 5th, Saturday – Anoka

Redundant and off-site data back up

The commission approved the capital expenditure for the data back up solutions. The equipment was order and delivered. John Sommer is working with Max Krauth of Maza Technologies to configure and test the server solutions. Once it is operational, networking equipment will be added and installed in the permanent locations. Note that the off-site back up will be at the City of Champlin using the dedicated fiber line installed previously.

Server Room Air Conditioning

NAC HVAC vendor completed the installation of the air conditioning auxiliary equipment in the server room. It is working as expected and we have not experienced any excessive heat issues since the upgrade.

Comcast Franchise Renewal

Commission staff and legal counsel met with Comcast representatives in mid-June. The next negotiation session is scheduled for late July.

Live and Local to Feature Member Cities

The QCTV Live and Local show will feature member cities in 2019!

Q1 – Champlin – Completed

Q2 – Anoka – Completed

Q3 – Ramsey – to be scheduled early fall

Q4 - Andover

Budget Committee: City CIP 2020 and Audit

The Budget Committee met to review the audit and set budget targets for 2020. The Budget Committee recommends \$200,000 committed to City CIP payments: \$40,000 CIP

grant payable to each member city January of 2020 and \$10,000 in the QCTV operating fund for each member city operational expenses in 2020.

FCC FNPRM of Section 621(a) Order regarding franchise fee offset

The Federal Communications Commission acted in late September seeking comments on rulemaking regarding cable television franchise fees and allowing cable operators to offset said fees fair market value of in-kind and complimentary services provided to the franchise grantee. Specifically, the FCC tentatively concludes:

- All cable-related, in-kind contributions, other than PEG capital costs and build out requirements, should be treated as “franchise fees” subject to the 5% franchise fee cap.
- LFAs cannot use their video franchising authority to regulate non-cable services offered over cable systems, other than I-Nets.

NATOA and ACM continue to monitor and actively solicit legislative attention to the pending FCC action. ACM reports:

MARYLAND SENATOR CHRIS VAN HOLLEN JOINS THOSE OPPOSING CABLE FRANCHISING FEES RULE-MAKING BY FCC

Senator Chris Van Hollen of Maryland has questioned the FCC's rationale for trying to change the nature of franchise fees in its rule-making on cable franchising. In a letter to Chairman Ajit Pai last week, [Van Hollen stated his concerns about the proceeding](#) and its effects on communities in Maryland and across the country.

There are now 15 US Senators and 22 Representatives who have stated concerns or oppose the rulemaking.

Van Hollen pointed specifically at the legislative history of the Cable Act in his letter - pushing back on the claim by the FCC Chairman that a franchise fee could be a non-monetary form of payment.

ACM wants to thank Senator Van Hollen for his support of the people of Maryland and communities across the country. And thanks to ACM member Montgomery County, MD for their work educating the Senator on this important issue!

Supreme Court Ruling on Public Access television

ACM was following this case closing and filed this update for members:

SUPREME COURT MAKES RULING IN MCAC VS. HALLECK: WHAT DOES IT MEAN FOR YOUR STATION?

The US Supreme Court in a 5-4 vote written by Justice Brett Kavanaugh ruled Monday morning that a private operator of a public access channel was not a state actor for the purposes of First Amendment restraint on speech, and remanded the case to District Court. Justice Sotomayor issued the dissent in MCAC v Halleck. You can find the [ruling \(and legal history of the case\) online](#).

Significantly, the majority opinion did not accept NCTA's amicus argument that all PEG channels are unconstitutional and ruled narrowly on the case itself. This is a victory for ACM and our amicus partners Alliance for Communications Democracy and NATOA.

The ruling stated that New York law regarding public access channel administration (or any other state's laws) were not touched specifically by the decision which turned on whether Manhattan Neighborhood Network was deemed to be a state actor because of its operation of a designated public forum. The majority found that a private company did not meet the same obligations under the First Amendment because channel operation wasn't exclusively a government function. The ruling also clearly states that a public access channel operated by a local government WOULD be subject to First Amendment scrutiny.

What does this mean for you in your community?

The ruling didn't examine local and state laws governing public access administration, so you should abide by those as you administer channels. Further, if local performance agreements or ordinances codify how your channels operate, you have this as both a guide and a liability shield.

There are plenty of other questions it raises though.

How does it affect media liability on a channel? If a viewer complains about content on a public access channel, is a private operator now at risk of liability, that the content is THEIR speech? My sense is generally no, because of those local agreements and policies. But it remains to be seen whether this ruling will encourage more media liability lawsuits against access channels for content they transmit.

*Could a private access channel operator now exercise viewpoint discrimination to silence voices it doesn't like? Perhaps. But again, something OTHER than the First Amendment has to protect speakers from that type of editorial restraint according to this ruling.
What the ruling also means is channels should have clearly written and easily understood policies for both managing content on channels and discipline of producers. ACM's advice is to respect viewpoint diversity as you administer public access channels in a fair and equitable fashion.*

Customer Comments

I want to thank you for all your help with the taping today of my climate lecture, Katherine. You were a true professional from start to finish, which was helpful and reassuring to me. I am deeply grateful. I look forward to seeing the video and being able to use it as a way to amplify my message.

Jay Coggins, University of Minnesota

Live and Local - Anoka

That was excellent! Kudos to all involved!

Pam Bowman, Communications Manager, City of Anoka

Katherine Lenaburg's review of staff involvement in the recent Telly Awards programs.

Nice job on the show- I just watched it and it looks good!

Karen- you did a nice job as a host. It is a solemn topic and you conveyed it with sincerity.

Winter- you did a good job producing. In the future, I would back things up so we are not working on the script the day of the shoot.

The packages were all well done. The guests were all chatty and informative.

I thought we worked well as a team and produced a nice program.

And it didn't rain!

Thank you all!

Katherine Lenaburg, Operations Manager QCTV



ANOKA-HENNEPIN
TECHNICAL HIGH SCHOOL

1355 W Hwy 10, Anoka MN 55303

763-576-7960 • Fax: 763-576-7961

anoka.k12.mn.us

QcTv Media, Thank you for letting me be part of the show for a couple of hours and have the experience to all the background, and see how actually TV show works

Thank you!

Antony Rosas (Antony Rosas-Acosta)

Action Requested: None.

QCCCC Agenda Item

4.3.1 Operations Report

May 31, 2019

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

There were 18 live government meetings this month produced by QCTV. We were requested to cover a special meeting in Andover on 5/8/19 called “The WDE Public Information Meeting” which we produced and it received a lot of attention.

We produced four new Government promos in HD to replace some older versions in SD.

We added copyright notices to the end of all city meetings and put it on the website as well.

The District Court Show goes on hiatus in the summer so this month we produced two shows for June and July. Other regular programs include “The Chamber Report” “The Local Show”, and “News and Views”.

We produced coverage of the Anoka County Law Enforcement Memorial Program.

Although there was a rainy start with some games cancelled, we managed to get in 12 games- some were regular season and others were play off games. We were on location at CHS Field in St. Paul for a baseball game.

Procured programs include “Democratic Visions”, several Minnesota Vixen games, and “Health Care Directive”- all produced by sister stations.

We produced an episode of “Answers to Aging”.

“What’s News at the Q” was produced to highlight what we are covering on QCTV.

We also did two “Slow TV’s” “Summer Roads” and “Crab Apple Medley.”

We are working on “Live and Local: Anoka” so are preparing packages and scheduling guests.

It is graduation season and that means five graduations: Anoka, Andover, and Champlin Park High School, as well as Anoka Hennepin Technical High School and Metro North. Anoka Hennepin Technical High School is live for the first time and Technical Manager John Sommer is providing a feed to a 2nd auditorium as they are anticipating a large audience. The other four graduations are early next month.

I am on the Advisory Board for The Anoka-Hennepin Communications Technology Careers Board and attended a meeting at Andover High School. We were given a tour of their video and photography departments and asked to contribute to the curriculum writing. I volunteered the QCTV studio as a place to write their video curriculum this summer. I offered to speak to the fall high school students about working together to produce a program at QCTV.

QCCCC Agenda Item

4.3.1 Operations Report

July 1, 2019

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

June is a busy month for play of sports and graduations. We produced live coverage of four graduations- Andover and Champlin Park were at Mariucci Arena on the U of M campus and Anoka was outside at Goodrich Field. We also went live for Metro North's graduation.

Our sports teams did not do as well as we expected so we had two section play off games. Summer baseball started this month and we got in three games.

We used our mobile production truck for live coverage of The Father Hennepin Parade.

We also rolled the truck and produced "Live and Local: Anoka" at Riverfront Memorial Park. Our guests included new City Council Members Elizabeth Barnett and Erik Skogquist as well as Police Chief Eric Peterson, Community Development Director Doug Borglund, and local business owner Jimmy Good. We pre-produced stories on the Anoka A Club, Anoka Classic Car Show, Rockin' on the Rum, Police Officer Jake Sorteberg and his K-9 dog Bravo, Lyric Arts, The Aquatic Center, and Ambi Wine Bar.

There were 17 live government meetings this month produced by QCTV.

We produced a show called "State of the County" with Commissioner Scott Schulte.

We worked with the local League of Women Voters team to produce a show called "Accepting and Supporting Transgender Issues."

Our regular shows included: News and Views, The Chamber Report, and game Sharks.

Two of our newer production assistants are producing PSA's and I spent time with them as they wrote treatments and scripts. Jim Reynolds taught them how to check out equipment and set up our check out cameras.

We produced a Slow TV in Andover on the new Purple Park construction.
We also produced a promo for The Grid.

Procured programming includes work produced by our sister stations "Inside Health Care" and several St. Paul Saints games and Vixen games.

QCCCC Agenda Item

4.3.2 Technology Report

July 8th, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: May 2019 Technology Report

Current Projects:

City Hall HD Updates

New channel lobby monitor delivered to Champlin City Hall and installed public works staff. This replaced a very old CRT display attached to a Comcast DTA.

City Channels

Comcast wanted to replace some of their older channel encoding equipment located at QCTV. We scheduled that for the morning of May 29th. The Comcast channels were off-line for about an hour as the equipment was removed and replaced. City channels are now viewable in each city as SD on Channel 16 and as HD on Channel 799 (Playback only, live meeting signal is still SD).

CenturyLink's equipment was HD capable when it was installed, a technician merely needed to make a configuration change at QCTV and now all of the channels that we originate are available in HD on CenturyLink's Prism TV service. This change will roll out to the consumer set top boxes in the start of their third quarter.

Movie Screen System and Trailer Update

I looked at a 5 by 8 trailer at M&G Trailers that will hold all of the equipment and is within the approved budget. We are perusing the purchase in June.

Equipment Issues:

QCTV Equipment

Our HVAC contractors NAC started installation May 7th for the replacement Machine Room cooling unit. Work was completed May 13th and the room has been at a good temperature since then.

Cablecast ProVOD machine failed one evening. Donny our MCO was ready to keep the live city meeting and live games on the channels. With assistance from Cablecast support, I was able to install the Cablecast Pro software on the FLEX4 computer and temporarily keep channel automation running while I tried to repair the old server. We did not have archived video available on the website for a few days, but I did restore live web streaming for city meetings. I sourced a new motherboard locally and installed it into the recently decommissioned SX4SD server. Maza technologies assisted me with moving the hard drive RAID sets from the old server to the rebuilt one. Cablecast support then helped get the

databases reconfigured and all the features re-enabled. Within a few workdays QCTV was back to full capacity.

City Equipment

No issues to report for this period.

Comcast Equipment

No issues to report for this period.

CenturyLink Equipment

No issues to report for this period.

Action Requested: None.

4.3.2 Technology Report

July 8th, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: June 2019 Technology Report

Current Projects:

Redundant and Off-site data back-up solution

New equipment ordered and delivered to QCTV. Maza Technologies is working on configuration and testing before we deploy the two units to their permanent positions; one in QCTV server room and the other at Champlin City Hall. New Synology equipment will replace older QNAP and drobo devices. Networking equipment still needs to be ordered and installed at Champlin City Hall.

Movie Screen System and Trailer Update

Trailer purchased from M&G Trailers June 11th. Currently secured at Andover. Due to a manufacturer error the movie screen we ordered is delayed. Manufacturer has supplied a loaner screen until the actual screen arrives. Loaner screen is at Andover. Staff from Andover and Anoka met with me and a representative from Z-Systems at Z-Systems to have an overview of the new system equipment. All equipment is now at Andover. Requested screen set-up training will be scheduled in August at Anoka's site.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

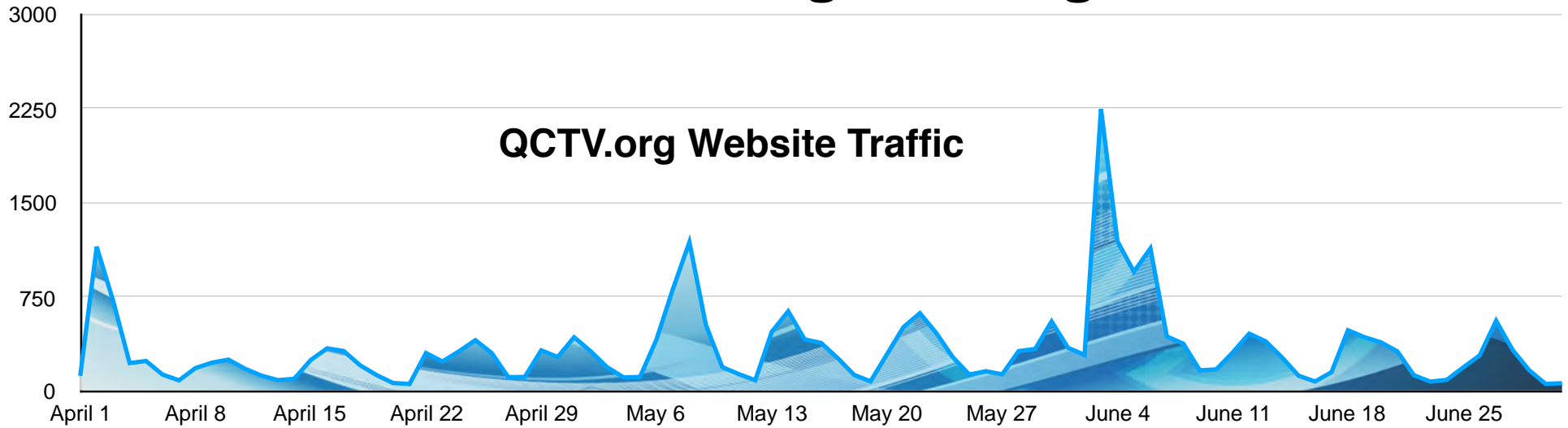
No issues to report for this period.

CenturyLink Equipment

No issues to report for this period.

Action Requested: None.

2019 Quarter 2 Programming Stats



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

Top 10 Ways Users Find QCTV			Top 10 Pages		
1	Direct	46%	1	Homepage	5,533
2	google search	31%	2	Sports	2,902
3	m.facebook.com link	15%	3	Live - Community Channel	1,995
4	facebook.com link	4%	4	Andover	1,500
5	Twitter link	1%	5	Program Guide	991
6	Yahoo search	1%	6	Champlin	937
7	Bing search	0.4%	7	Anoka	875
8	mncourts.gov link	0.4%	8	Graduations	734
9	duckduckgo search	0.2%	9	Andover City Council Meetings	696
10	CityofRamsey.com link	0.1%	10	Ramsey	519

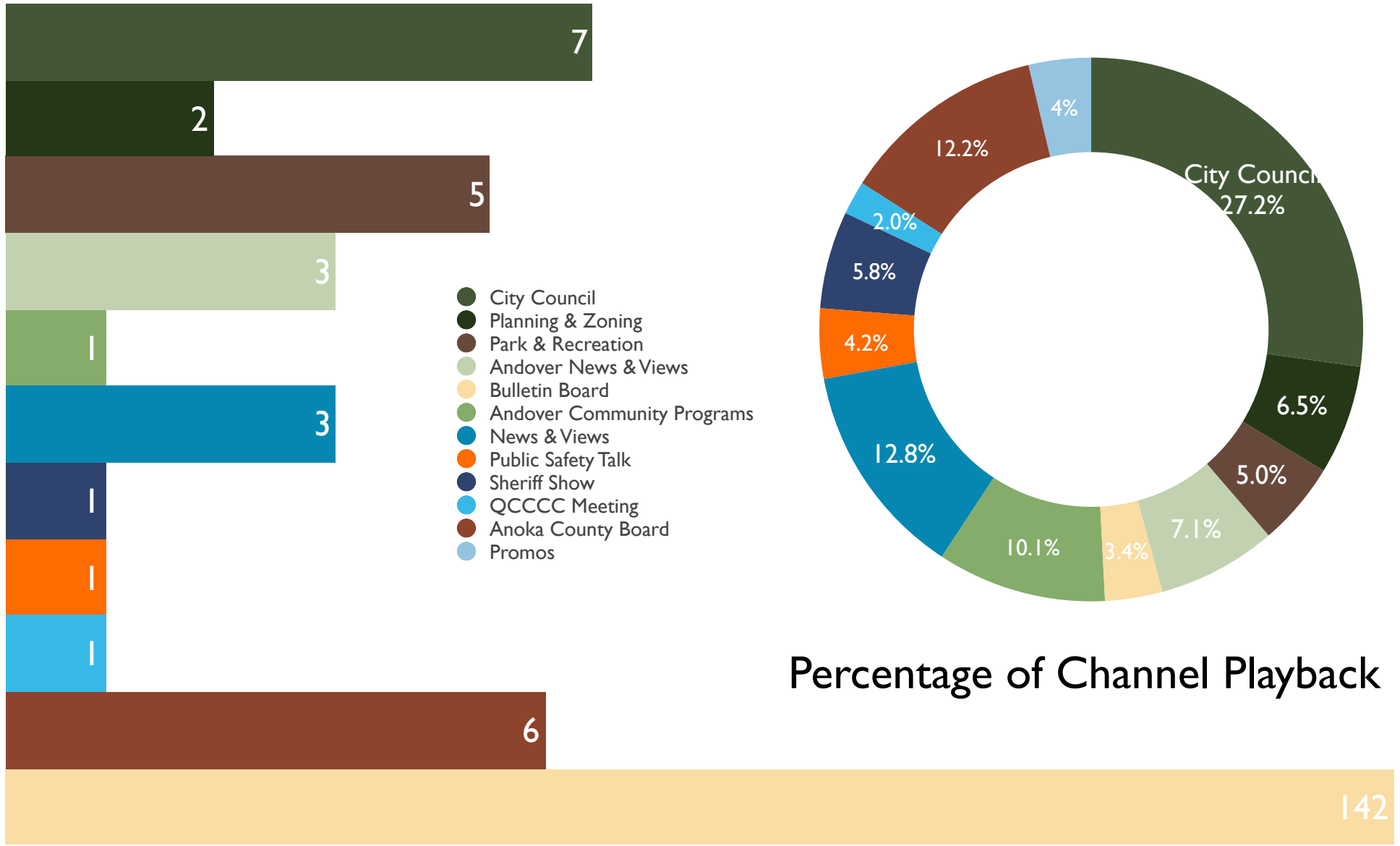


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
0	3%	97%	97
0	1	33	

2019Q2



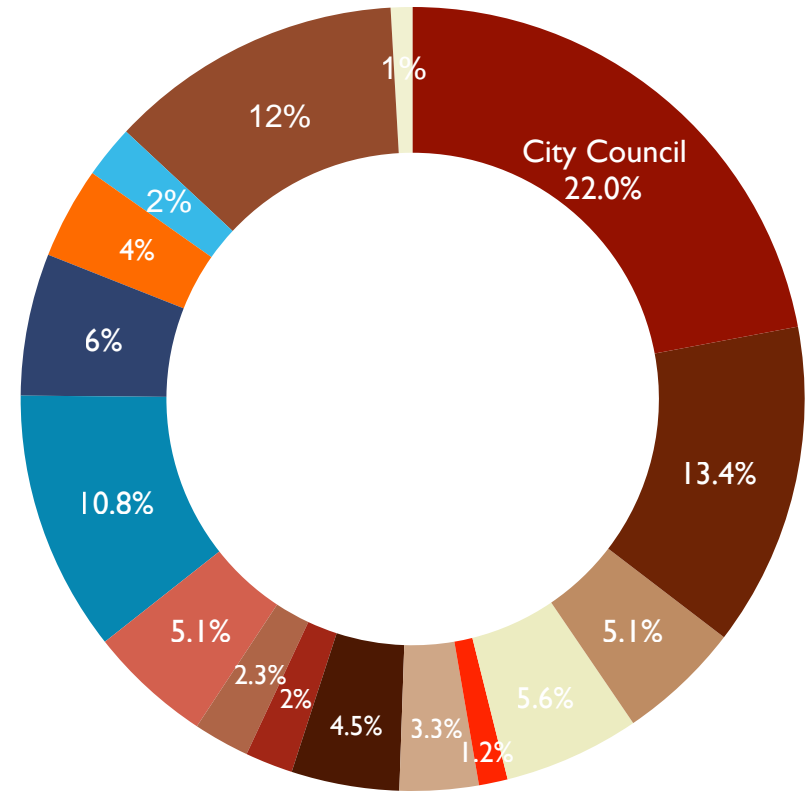
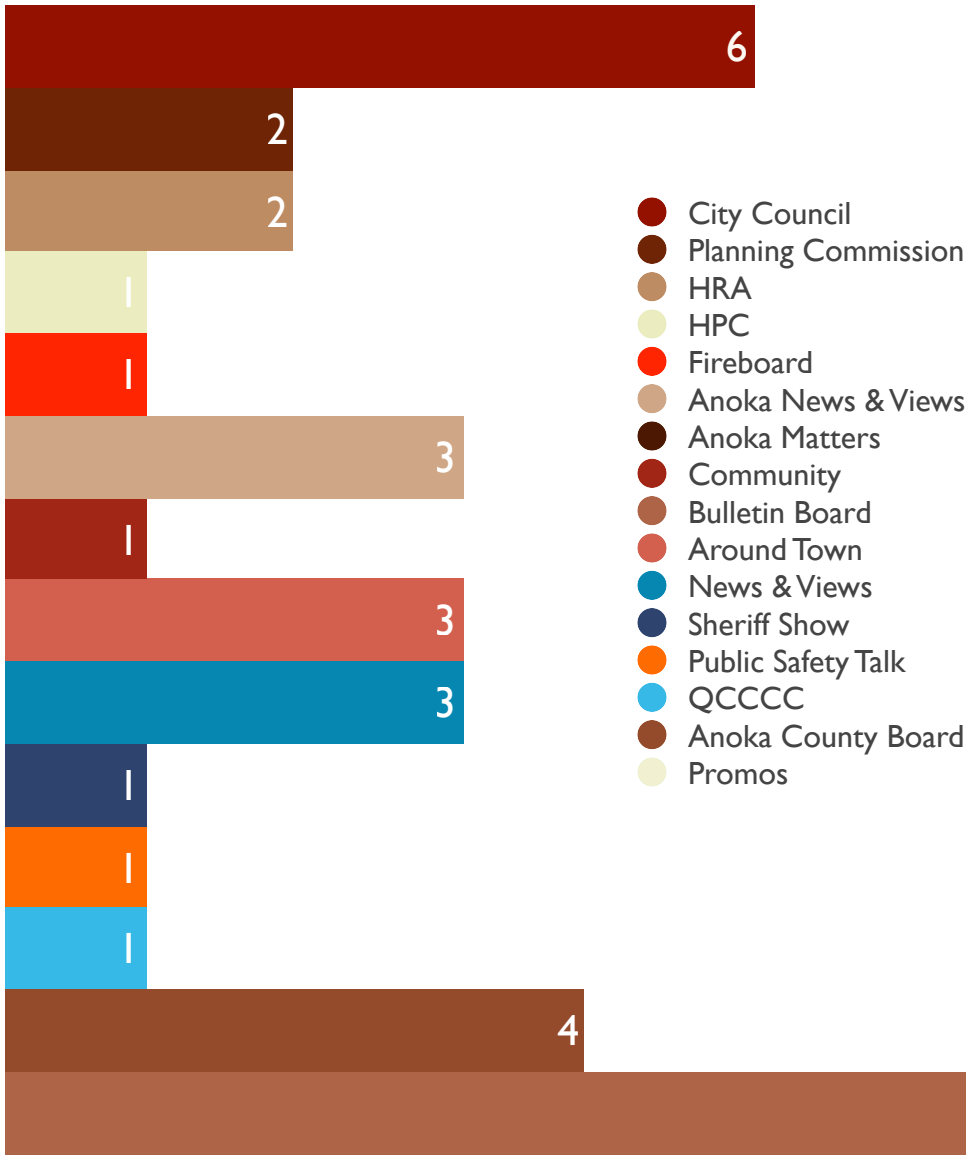
Channel Programming Stats



Percentage of Channel Playback

Number of New Shows - 31

2019Q2



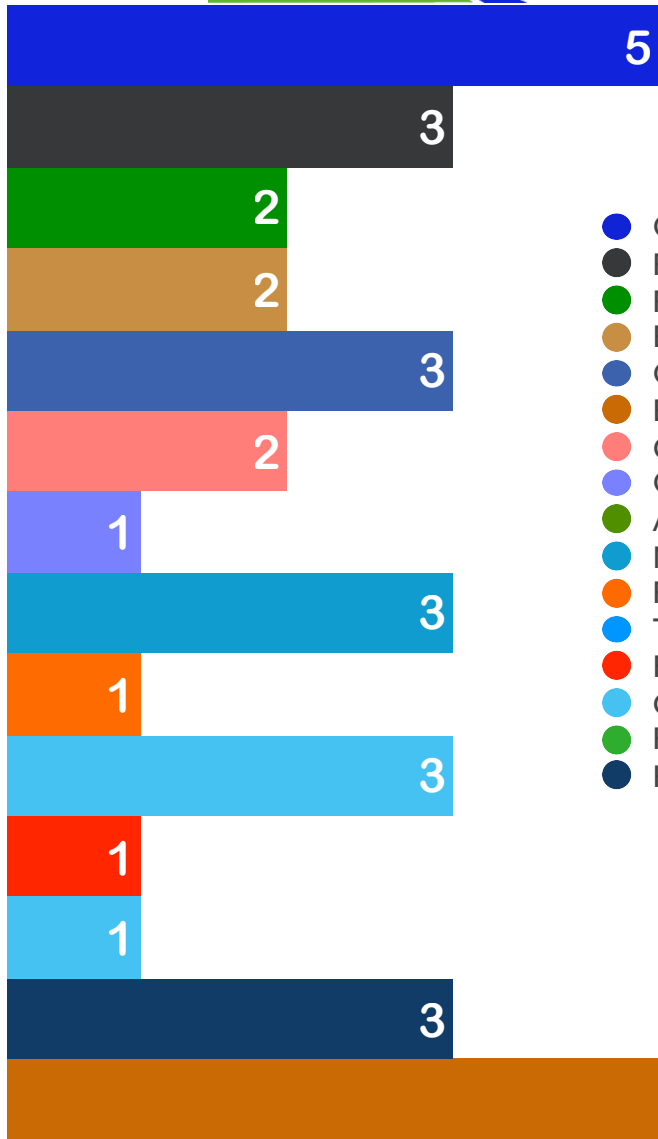
Percentage of Channel Playback

Number of New Shows - 34

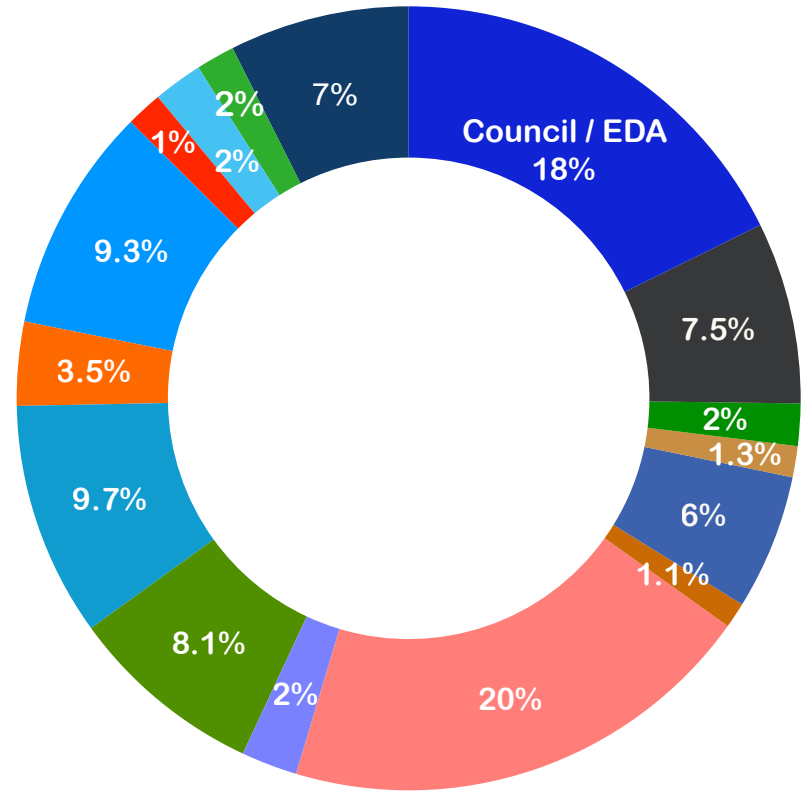
2019Q2



City of Champlin Channel Programming Stats



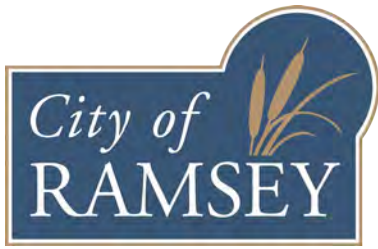
- Council / EDA
- Planning Commission
- Park & Rec
- ERC
- Champlin News & Views
- Bulletin Board
- Champlin Matters
- Community Events
- Around Town
- News & Views
- Public Safety Talk
- The Chamber Report
- Fireboard
- QCCCC
- Promos
- Hennepin County Board



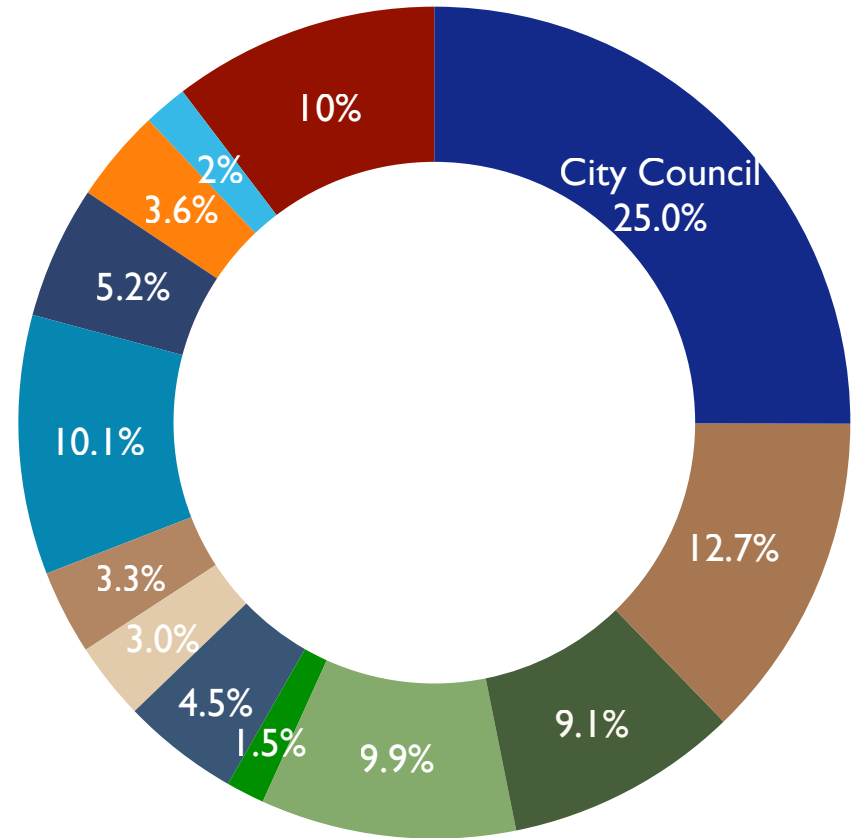
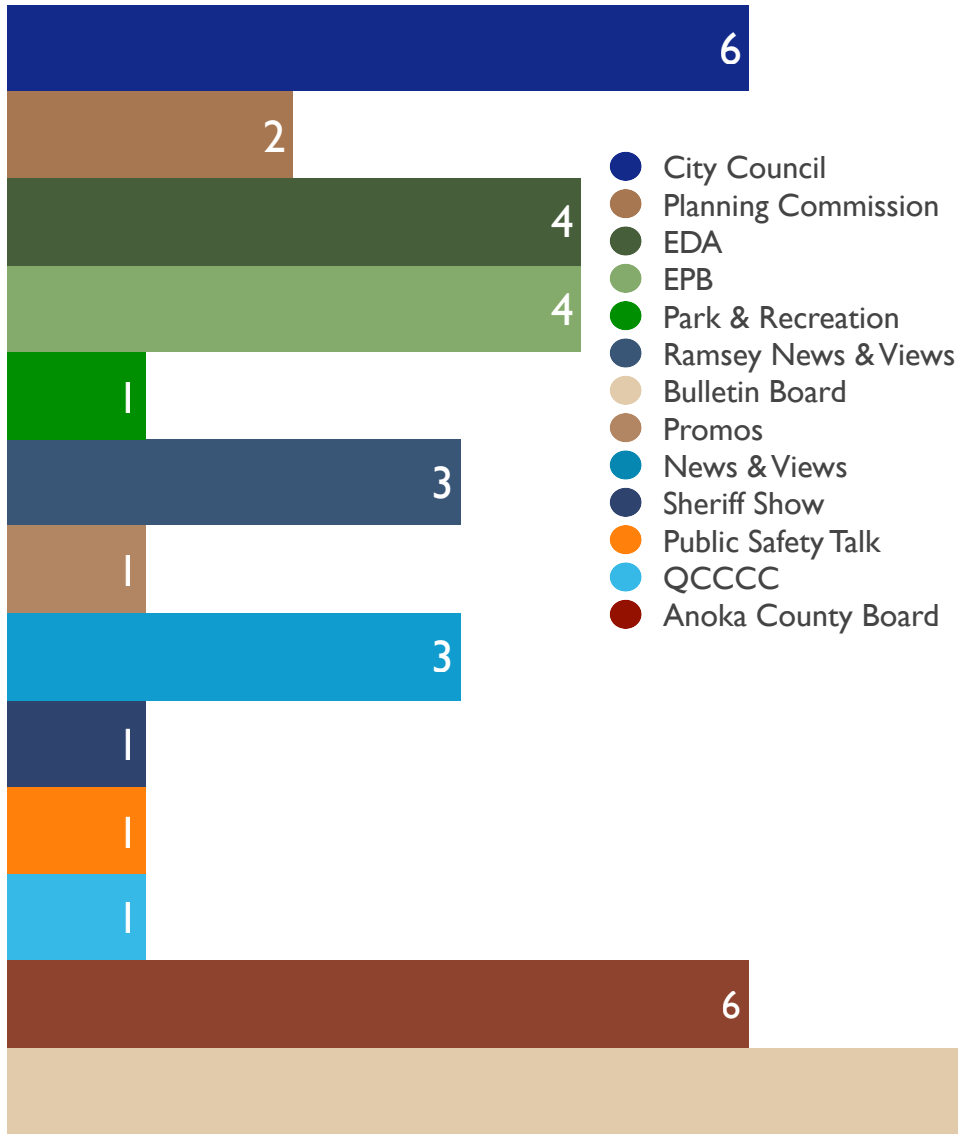
Percentage of Channel Playback

Number of New Shows - 27

2019Q2



Channel Programming Stats



Percentage of Channel Playback

Number of New Shows - 33

2019Q2

QCCCC Agenda Item

5.1 Strategic Plan

July 1, 2019

To: Commissioners

From: Karen George, Executive Director

Subject: Strategic Plan

The Commission engaged Aurora Consulting to facilitate strategic planning for the next five years. The project was delayed due to the municipal elections and subsequent commissioner changes which took effect January 2019. A small design team met to craft the structure of the strategic planning input process. The commission and staff participated in two full-day retreats on April 18 and 23. At the end of the retreats the three major strategic directions were set with each one has three strategies to pursue. The document was reviewed by the consultant and management staff for wordsmithing and a one page strategic plan document was created. That one-page plan is enclosed for your review and adoption. Other attachments include the strategic directions document and the full retreat transcripts.

Action Requested: Approval of the 5-Year Strategic Plan.



QUAD CITIES COMMUNITY TELEVISION

ANDOVER | ANOKA | CHAMPLIN | RAMSEY

MISSION

**Connecting communities through
local programming valued by residents.**

VISION

**Innovative use of emerging
technology for engaged
communities.**

VALUES

**Respect people and perspectives
Communicate openly | Innovate for impact
Focus on quality | Collaborate for success**

2019 - 2023 STRATEGIC PLAN



ENGAGING THE COMMUNITY

Develop capacity to market QCTV.

Leverage community partners for programming.

Update programming content to engage the community.



COLLABORATING FOR SUCCESS

Define core services within legal parameters.

Promote engagement among staff and commissioners.

Foster collaborative working relationships between QCTV and city staff.



INNOVATING FOR IMPACT

Identify community needs and assess engagement.

Diversify distribution platforms.

Diversify revenue for sustainability.

2018 KEY PERFORMANCE INDICATORS

121,066

Website Hits

482

City Programs

\$503,683

City Council Chambers Investment

62%

City VOD Increase (2016-18)

374

Community Programs

91

Customer Satisfaction Score

Strategic Directions

<p>Develop programming mix that engages our community.</p> <ul style="list-style-type: none"> • Develop an “easy” news/info segment • Develop long and short term video programs • Develop a plan that includes new shows and sunset others • Create a kids’ show to engage new partnership and interaction with schools/clubs 	<p>Leverage community partners and programming to grow the brand.</p> <ul style="list-style-type: none"> • School districts have a dedicated informational liaison • Deploy stakeholders to promote on social media • Create opportunities for youth to be involved with QCTV • More school group involvement (sports teams, more than game coverage) • Capital investment sling studio at schools 	<p>Market QCTV.</p> <ul style="list-style-type: none"> • Developing a marketing plan including PR and social media • Rebrand QCTV • Build brand with community engagement • Develop a marketing plan • Rebrand QCTV to better connect with the community • Create marketing opportunities to involve community engagement 	<p>Growing the Brand to Engage the Community</p>
<p>Promote seamless collaborations between QCTV and city staff.</p> <ul style="list-style-type: none"> • Educate/engage city staff to partner with QCTV • Build stronger relationships with city personnel • Collaborative communication staffing plan (4) cities and QCTV • Enhance office atmosphere to promote creative and collaborative environment • Cities have dedicated information liaison • Reconsider governance (board make up, technical advisory committee) 	<p>Foster collaborative working relationships among staff and board.</p> <ul style="list-style-type: none"> • Annual QCTV staff/commission engagement event • Open budget process to be inclusive at all levels (staff, management, board) • Have staff/board interact to close communication gaps • Set up open lines of communication between cities and QCTV 	<p>Define our core services and balance them with community services.</p> <ul style="list-style-type: none"> • QCTV board definition of core service • Clearly defined core services • Communicate legal requirements for revenues to cities/partners • Define what is a core service 	<p>Collaborating for the Success of QCTV and Partner Cities</p>
<p>Diversify our revenue streams for future sustainability.</p> <ul style="list-style-type: none"> • Develop alternative revenue streams • Develop “for profit” entity • Leverage real estate 	<p>Diversify our distribution methods to get to people where they are at.</p> <ul style="list-style-type: none"> • Expand platforms for QCTV communication • QCTV app • Create a position for marketing (social media/city communications) • Current staff are appropriately trained to use new/advancing technologies • Research a QCTV app 	<p>Identify community needs and measure our success at meeting them.</p> <ul style="list-style-type: none"> • Commitment to surveys (viewers, community needs, non-viewers, standardize questions on each city survey) • How do we reach folks who don’t know us? • Survey both cable subscribers and non-cable subscribers • Stakeholder feedback – community survey 	<p>Innovating for Impact and Sustainability</p>



What are some things **you** value about QCTV?

- Collaborative Environment - Fiscally Responsible
- Local Community PROGRAMMING
- Neighbors in a Smaller Organization - personable
- The Good News Out in the Community
- Allowed to Be Innovative + Creative at Work.
- Local High School Sports Coverage
- LOCAL EVENTS = WE ARE AT OUR BEST
- MEETINGS EVENTS Election info LOCAL STAFF
- Importance of Record Retention of city Meetings
- CO-worker collaboration Provides creative freedom and work flexibility
- Challenges + ability to solve them leading to learning new things.
- FLEXIBILITY OF SCHEDULE. CREATIVITY ENCOURAGED.
- Availability Communication Quality TRUST LOCAL
- ORGANIZATIONAL CULTURE
- QCTV shares information, covers events - as local news coverage decreases (or costs ↑)
- Karen's work with Community, Commission and QCTV
- Programming Diversity

QCTV | Strategic Planning Retreat Transcript

2019

In April 2019, the QCTV staff and board gathered for strategic planning. Participation was substantial. Seventeen staff and board members worked together for two days. Commissioners from all four cities participated. Facilitated by Aurora Consulting using consensus group processes, the following results are the work of the participants during the retreat. A summary is below. The full results follow.

The team began in March by interviewing stakeholders, including community and city partners. On day one they discussed the *current reality* and stakeholder interviews. They developed a *practical vision* of the next five years. On day two they identified *barriers* that stand between them and their vision and created *directions* and *strategies* for the next five years. The staff will create a first-year implementation plan.

Practical Vision	Barriers	Strategic Directions
<p>In the next 5 years, we want to see...</p>	<p>What is blocking us from moving towards our vision?</p>	<p>What innovative and substantial actions will we do?</p>
<p><i>Mission & Services</i></p> <ul style="list-style-type: none"> • QCTV is the go-to place for timely and relevant city information. • Fresh innovative programming that engages the whole community and tells its story. <p><i>Constituencies & Relationships</i></p> <ul style="list-style-type: none"> • Impactful engagement with our communities. • Customized collaboration with four unique cities. • Collaboration with local education partners and youth. <p><i>Finance & Infrastructure</i></p> <ul style="list-style-type: none"> • Leveraged existing and captured new revenue sources to continue financial stability. <p><i>Leadership & Culture</i></p> <ul style="list-style-type: none"> • QCTV is a well-recognized and trusted community brand. 	<p><i>Mission & Services</i></p> <ul style="list-style-type: none"> • Unclear definition of “core services.” • How we deliver information is limited. • Working in an ever-evolving field is difficult. • We don’t know if we have an effective reach. Acknowledgement of new delivery methods. <p><i>Constituencies & Relationships</i></p> <ul style="list-style-type: none"> • Don’t have communication and understanding of the communities. • We haven’t figured out how to partner with school district. • We don’t know if board/staff are on the same page. • Elected officials and city staff not understanding the complete scope of QCTV services. <p><i>Finance & Infrastructure</i></p> <ul style="list-style-type: none"> • Keeping up with changing technology. • Legal and contractual restriction. • Does the budget meet our vision. • Free distribution model. • Complexity of 4 cities joint powers and setting priorities. <p><i>Leadership & Culture</i></p> <ul style="list-style-type: none"> • Unbalanced means of delivery. • We do not have clearly defined expectations. • We don’t have a marketing plan. • May not always have information to share. • Unclear identity for everyone 	<p>Growing the Brand to Engage the Community</p> <ol style="list-style-type: none"> 1. Market QCTV. 2. Leverage community partners and programming to grow the brand. 3. Develop programming mix that engages our community. <p>Collaborating for the Success of QCTV and Partner Cities</p> <ol style="list-style-type: none"> 1. Define our core services and balance them with community services. 2. Foster collaborative working relationships among staff and board. 3. Promote seamless collaborations between QCTV and city staff. <p>Innovating for Impact and Sustainability</p> <ol style="list-style-type: none"> 1. Identify community needs and measure our success at meeting them. 2. Diversify our distribution methods to get to people where they are at. 3. Diversify our revenue streams for future sustainability.

Current Reality Summary

WHERE ARE WE NOW?

BASIC DATA

What are some of the facts and data that reveal our present?

- We have and pay attention to a diverse data pool.
- Because of this data, we recognize our shortcomings and can strive to improve.
- We deliver what the community wants.

ACCOMPLISHMENTS

What are some recent accomplishments?

- Quality of how QCTV communicates despite challenges.
- Has infrastructure in place for the evolving future.
- High quality productions with minimal staffing.

TRENDS

What trends assist QCTV's work? What trends resist QCTV's work?

- Social media – concern about share-ability.
- Leverage the trust in QCTV; stay objective.
- Change in viewer preferences.
- Need for highlights and snip-its.
- Time is the new money; viewers will not invest more than a few minutes.

CHALLENGES

What challenges concern us as we move forward with planning?

- Enough money to operate shows, staff, equipment.
- Keeping up to date on technology.
- Public awareness of us and our existence and content is low.
- Constraints to future existence.

ADVANTAGES

What strengths, benefits, and advantages give us confidence as we move forward with planning?

- QCTV's 38 year history of investing in our communities through partnership, collaboration, technical innovation, delivered by a skillful staff and dedicated commission.
- Delivering quality in a fiscally responsible way.
- Our foundation, along with a dynamic engagement of creative ideas will propel us to a successful future.

Full transcript available.

STAKEHOLDER INTERVIEW DEBRIEF

Overall Themes

- Marketing and branding is needed to better connect QCTV.
- Multi-platform media delivery.
- Brevity and speed of communication.
- “Raw” feeds are acceptable.
- Be in, connect with, represent communities.
- Continue innovating; don’t be afraid.
- New revenue streams.
- Timeliness and access are more important than quality.

Group 1 interviewed: City council members, ACHS, Chamber board members

Important themes	Important details	Possible opportunities	Possible obstacles
<ul style="list-style-type: none"> • Two-way communication, feedback is measurable • Analytics that drive engagement • Live is still king 	<ul style="list-style-type: none"> • Branding for a household name • Be a brand, fit with our member cities – maximize social media 	<ul style="list-style-type: none"> • Backpack live coverage (short) • Tag for expanded distribution (Facebook, Instagram) creating relevant hashtags • Expand member city use of QCTV resources 	<ul style="list-style-type: none"> • How do we balance paid content with free? • More engagement = less control, who moderates that? • Legal and policy restrictions and how they accommodate evolving media landscape • Maintaining copyright while still responding to change in media distribution

Group 2 interviewed: Library staff, City council members, city dept heads, residents, similar orgs, local businesses, QCTV staff

Important themes	Important details	Possible opportunities	Possible obstacles
<ul style="list-style-type: none"> • Connect community with what’s going on through short highlights and snippets • Multi-media platform, delivery system 	<ul style="list-style-type: none"> • Are we news or are we programming? • Don’t forget where you came from, many people are still there 	<ul style="list-style-type: none"> • Meet people where they are at (raw vs. prepared) • Cross promotion • Increase relevance 	<ul style="list-style-type: none"> • Losing control of product • Platform compatibility • Laws/regulations • Staying relevant

Group 3 interviewed: Lanewicks, Jamie L, David Parast, Matt Matterson, Ramsey Council, St. Stephens – Lord of Life, Non-cable subscribers

Important themes	Important details	Possible opportunities	Possible obstacles
<ul style="list-style-type: none"> • Marketing – QCTV across all mediums • Short content • Convenience, ease of access • Timing of content • Trusted source, non bias • Pushing the envelope • Converting non-cable subscribers to our other various online platforms 	<ul style="list-style-type: none"> • Can't reach everyone but we can do our best • How to set ourselves up to be sustainable 	<ul style="list-style-type: none"> • Extra community involvement • Using resources of organizations that are willing to help market • Survey • Can we sell ads 	<ul style="list-style-type: none"> • Money • Time • Lack of identity • Technology • Demographics • Addition staff training

Group 4 interviewed: Megan Thorstad, Megan Ladyka, Angie Sedesky, Pam Bowman, Gretchen and Kelly LWV-, Mayor Karasek, Council Member Trusdell, Anoka Council – Wesp, Skogquist, Rice, Hennepen and Anoka Co Sheriff.

Important themes	Important details	Possible opportunities	Possible obstacles
<ul style="list-style-type: none"> • Connecting with social media • Stories about people and businesses in addition to government • Highlights of council meetings – unbiased opinions • Training from QCTV for cities – smartphone boot camp • Future of Comcast – generate revenue without franchise fees 	<ul style="list-style-type: none"> • Each city is different and has different needs • Different age demographics • Different housing • Use technology different – smartphone vs. print 	<ul style="list-style-type: none"> • More willingness to prioritize communication • Open up to younger generations – know about QCTV • Content from schools/teaching opportunities • Learn about government 	<ul style="list-style-type: none"> • Financial • Peoples time • Needing more content • Connecting stories to social media

Practical Vision

WHAT DO WE WANT TO SEE IN PLACE IN 5 YEARS AS A RESULT OF OUR ACTIONS?

QCTV is the go-to place for timely and relevant city information	Fresh innovative programming that engages the whole community and tells its story	Impactful engagement with our communities	Leveraged existing and captured new revenue sources to continue financial stability	Customized collaboration with four unique cities	QCTV is a well-recognized and trusted community brand	Collaboration with local education partners and youth
<ul style="list-style-type: none"> • Go to source for information in our area • Essential source for all things local • Go to communicator for events • Outside the box • QCTV provides relevant up-to-date city information • Same day news • Weekly news shows • Live news 	<ul style="list-style-type: none"> • Promote local stakeholders • Reality show (Mayberry) • Local storytelling experts • Inclusive programming engaging non traditional audiences • Showcase the past, spotlight the future • Backpack storytelling in the moment • Plugging in the unplugged 	<ul style="list-style-type: none"> • QCTV App – reminders/notifications • Two-way communication, interaction, engagement • An online community harnessing stories, milestones, events for engagement • Social media department – content and notifications • Increase citizen engagement 	<ul style="list-style-type: none"> • Additional revenue sources • Other funding sources • New franchise agreement • Fiscal benefit of space rental • Marketable assets 	<ul style="list-style-type: none"> • Work closely with four member cities to accommodate needs • ROI of city investment • Balance government needs and desires with community needs and desires • Training, Mentoring, Succession planning 	<ul style="list-style-type: none"> • Have an identity that doesn't restrict us to one platform • Branding awareness (relevance) • Stay relevant – people don't want QCTV to go away 	<ul style="list-style-type: none"> • Spotlight education events • Get younger generation involved – programs produced with schools

Barriers Summary

WHAT IS BLOCKING US FROM MOVING TOWARDS OUR VISION?

<p style="text-align: center;">Mission & Services Vision</p> <ol style="list-style-type: none">1. QCTV is the go-to place for timely and relevant city information.2. Fresh innovative programming that engages the whole community and tells its story. <p><u>BARRIERS SUMMARY:</u></p> <ul style="list-style-type: none">• Unclear definition of “core services.”• How we deliver information is limited.• Working in an ever evolving field is difficult.• We don’t know if we have an effective reach.• Acknowledgement of new delivery methods.	<p style="text-align: center;">Constituencies & Relationships Vision</p> <ol style="list-style-type: none">1. Customized collaboration with four unique cities.2. Collaboration with local education partners and youth.3. Impactful engagement with our communities. <p><u>BARRIERS SUMMARY:</u></p> <ul style="list-style-type: none">• Don’t have communication and understanding of the communities.• We haven’t figured out how to partner with school district.• We don’t know if board/staff are on the same page.• Elected officials and city staff not understanding the complete scope of QCTV services.
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Full transcript available.

Strategic Directions

<p>Develop programming mix that engages our community.</p> <ul style="list-style-type: none"> • Develop an “easy” news/info segment • Develop long and short term video programs • Develop a plan that includes new shows and sunset others • Create a kids’ show to engage new partnership and interaction with schools/clubs 	<p>Leverage community partners and programming to grow the brand.</p> <ul style="list-style-type: none"> • School districts have a dedicated informational liaison • Deploy stakeholders to promote on social media • Create opportunities for youth to be involved with QCTV • More school group involvement (sports teams, more than game coverage) • Capital investment sling studio at schools 	<p>Market QCTV.</p> <ul style="list-style-type: none"> • Developing a marketing plan including PR and social media • Rebrand QCTV • Build brand with community engagement • Develop a marketing plan • Rebrand QCTV to better connect with the community • Create marketing opportunities to involve community engagement 	<p>Growing the Brand to Engage the Community</p>
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<p>Diversify our revenue streams for future sustainability.</p> <ul style="list-style-type: none"> • Develop alternative revenue streams • Develop “for profit” entity • Leverage real estate 	<p>Diversify our distribution methods to get to people where they are at.</p> <ul style="list-style-type: none"> • Expand platforms for QCTV communication • QCTV app • Create a position for marketing (social media/city communications) • Current staff are appropriately trained to use new/advancing technologies • Research a QCTV app 	<p>Identify community needs and measure our success at meeting them.</p> <ul style="list-style-type: none"> • Commitment to surveys (viewers, community needs, non-viewers, standardize questions on each city survey) • How do we reach folks who don’t know us? • Survey both cable subscribers and non-cable subscribers • Stakeholder feedback – community survey 	<p>Innovating for Impact and Sustainability</p>

ONE-YEAR IMPLEMENTATION PLANS

Will be developed next.

July 8th, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Remote Attendance at City Meetings - Ramsey

Background

I presented a quote for a remote attendance solution for Ramsey at the Commission meeting in May. That memo is attached. After Commission approval I met with Ramsey staff at the end of May to go over what Alpha Video and I had prepared. Ramsey staff rightly had questions and concerns about how we present remote participation to the officials on the dais, and the public in the audience and at home. Ramsey asked for something different than what technical staff had anticipated. The required equipment may come in at a higher cost.

Synopsis of Proposal for Ramsey

The remote participant would use GoToMeeting or Skype to connect to a Ramsey IT provided computer in the cable control room. This computer would connect to the presentation system's audio and video devices and the QCTV broadcast system. The remote participant will see a video feed from the broadcast system and hear the same audio as the council chambers. The remote location audio feed will be active in the council chambers. All displays and screens in the chambers will show the same video. The main video displayed will be the source selected from the Creston presentation panel. Superimposed on top of this video will be the remote participant and the broadcast preview each in its own window.

Pricing

The proposal presented to the Commission in May was approved for \$6,985.87. The new equipment proposal has a cost of \$5,455.97 to \$11,380.49 depending on specific equipment options requested by Ramsey.

Funding

This project was not included in the Five-Year Capital Plan, however, there are sufficient unallocated reserve funds to complete the project for Ramsey, and subsequent member cities upon request.

Action Requested

Rescind previous capital fund approval for \$6,985.87 and approve expenditure not to exceed \$11,949.51 (\$11,380.49 plus 5%).

Options for Action

- Delay action
- Request more information

May 7th, 2019

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: Remote Attendance at City Meetings - Ramsey

REPRINT
For July Meeting

Background

At the February Commission meeting I presented an option to allow city meeting participants to remotely attend a live meeting in compliance with Minnesota's Open Meeting Law (Statute 13D.02). Quotes were solicited from three local audio video companies. Only Alpha Video & Audio responded with a complete proposal. After Commission discussion the item was postponed allowing time for Commissioners to seek input from their respective city councils. On April 23rd the Ramsey City Council passed a Policy Regarding Remote Attendance and Participation in Council and Commission Meetings. Ramsey has requested implementation of remote meeting technology.

Legal Advice

Legal counsel, Scott Lepak reviewed technical requirements of *MN Statute 13D.02 subdivision 1*. QCTV legal direction is each member city determines policy on implementation on remote meeting participation. Lepak advises any member city sending broadcast program video to the remote participant must ensure that the remote participant is able to see all meeting activity including presentations, to meet statute requirements.

Synopsis of Proposal for Ramsey

The remote participant would use GoToMeeting or Skype to connect to a Ramsey IT provided computer in the cable control room. This computer would connect to the presentation system's audio and video devices and the QCTV broadcast system. The remote participant will see a video feed from the broadcast system and hear the same audio as the council chambers. The remote location audio feed will be active in the council chambers. Alternating dais displays will show the remote participant to the members in attendance in the chambers. One of the two video projectors will display the remote participant for the duration of the meeting.

Pricing

The original base proposal from Alpha presented at the February Commission meeting has been customized to meet the unique needs of Ramsey. Total cost as quoted is \$6,985.87.

Funding

This project was not included in the 5 Year Capital Plan, however, there are sufficient unallocated reserve funds to complete the project for Ramsey.

Action Requested

Accept and approve quote from Alpha Video & Audio in the amount of \$6,985.87.

Options for Action

- Delay action