

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

January 16, 2020, 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 November 21, 2019, commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. October - November Financial Reports
 - 4.3. Executive Director
 - 4.4. Organizational items
- 5. General Business**
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF NOVEMBER 21, 2019

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: Greg Lee, Anoka; Jeff Menth, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Ryan Sabas, Champlin; and Bret Heitkamp, Champlin.

Commissioners absent: Erik Skogquist, Anoka; and Jamie Barthel, Andover.

Others present included Karen George, Executive Director; Technology Manager John Sommer, and Bob Vose, Commission Attorney.

APPROVAL OF AGENDA – 3

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

6 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of regular and work session meeting minutes from September 19, 2019

Motion was made by Dickinson and seconded by Lee to approve the September 19, 2019 regular and work session minutes as presented.

6 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. August/September Financial Report and Quarterly Investment

Commissioner Dickinson focused on the September financials noting the cash balance and investment related items. He provided additional information on the identification of reserves related to the five-year capital plan. He stated that the investment schedule includes maturities for targeted capital improvements.

Motion was made by Ulrich and seconded by Lee to accept the August/September Financial Reports and Quarterly Investment Report.

6 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George welcomed the newest Commissioner, Commissioner Menth.

Commissioner Menth provided background information on himself and his previous experience.

Ms. George stated that QCTV was recently in a local newspaper acknowledging recent rewards. She stated that staff has been excited to begin implementing the action items from the Strategic Plan. She advised that implementation of a new technology has begun, and a demonstration will be provided at an upcoming meeting. She stated that she continues to monitor the Federal regulatory actions related to the 621 ruling of the FCC. She noted that a number of jurisdictions have filed lawsuits as that moves through.

Commissioner Ulrich asked if QCTV will be providing State football coverage.

Ms. George explained how the Minnesota High School League coverage is allocated for regular, playoff and championship games. She noted that local organizations, such as QCTV, are not able to cover championship games.

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

6 ayes – 0 nays. Motion carried.

GENERAL BUSINESS – 5

5.1 2020 Budget

Ms. George presented the 2020 operating budget as well as the five-year capital plan. She noted that revenue and expense history beginning in 2015 was also included for review purposes. She noted that all capital expenditures continue to come before the Commission for formal approval before those funds are expended. She stated that the grants for each member city are increasing from \$20,000 to \$40,000 and would be payable in January.

Commissioner Ulrich asked the parameters on the spending of the grants which are given to each member city.

Commissioner Dickinson provided additional information on the three reserves that QCTV holds including the operational, building, and capital reserves. He stated that the grants for the cities are intended to be used to provide for capital improvements related to communication needs. He stated that the Budget Committee believed that making the decision on the amount of the grant should continue to be done on an annual basis. He stated that the audit will be used as the trigger for the evaluation.

Ms. George stated that this organization does not have the ability to bond and therefore the policy was set to ensure that the reserves could cover the ongoing needs of building maintenance. She stated that the organization has also begun to see the drop-off for the main source of revenue, franchise and PEG fees.

Chair Heitkamp asked if there were any other initiatives that came from the Committees with the exception of the increase to the amount of the grants.

Ms. George confirmed that there were no other changes or large increases to line items.

Commissioner Dickinson stated that each of the line items has verifiable data in support.

Motion was made by Ulrich and seconded by Dickinson to approve the 2020 Operating Budget and CIP and to approve the operational reserve of \$436,041.

6 ayes – 0 nays. Motion carried.

5.2 Comcast Fee Audit

Ms. George stated that QCTV would hire a CPA firm to work collaboratively with Comcast to determine how the franchise and PEG fees are paid. She noted that the last time this was completed was in 2015 and there were some irregularities identified which resulted in additional payment to the organization. She stated that Comcast made an adjustment on how the fees are calculated in 2018 and therefore this is an opportunity to review. She stated that a scope of work and

proposed cost of \$20,000 was included in the packet. She noted that there are a number of other organizations that may choose to move forward with the activity within the same timeframe which could result in a cost savings of \$4,000. She requested that the Commission authorize an expense not to exceed \$25,000.

Commissioner Dickinson noted that this will provide valuable information and will be valuable to have entering the negotiation process.

Motion was made by Dickinson and seconded by Sabas to approve the contract with Ashpaugh & Sculco, CPAs, PLC to engage in an audit of Comcast payments to the Quad Cities Cable Communication Commission in an amount no to exceed \$25,000.

Further discussion: Chair Heitkamp noted that when this was last completed the organization found benefit and asked if staff recalls the approximate amount.

Ms. George noted that process included the transfer of ownership to Time Warner and therefore there were other elements included for a total payment of \$58,000.

Chair Heitkamp asked for details on the timing of the review.

Ms. George noted that a 50 percent payment would come out of the 2019 budget with the remaining funds expended in 2020. She was unsure of the exact lookback period but noted that is generally three years.

6 ayes – 0 nays. Motion carried.

5.3 Telly Awards Presentation

Ms. George introduced community partners that QCTV worked with on a program that received national recognition, John Knapp of Fort Snelling National Cemetery, and Johannes Allert local historian.

Mr. Knapp thanked QCTV staff for helping to facilitate the programming. He stated that part of his role is to ensure that no veteran ever truly dies, explaining that is made possible by continuing to tell their stories. He commented that the program was a wonderful thing to be part of and hopes that similar, or better, collaboration ideas could continue to occur in the future. He thanked the organization for its support, artistic abilities and other contributions.

Mr. Allert stated that he is on the Board of Directors for the Anoka County Historical Society. He explained how he met Ms. George and stories that he has helped to tell. He explained how the idea came forward to link the stories from Fort Snelling and the ties to Anoka County.

Chair Heitkamp presented the Telly Award.

ADJOURN – 6

Motion was made by Dickinson and seconded by Ulrich to adjourn the meeting.

6 ayes – 0 nays. Motion carried.

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 October 31, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,183,628.63
- PayPay acct	318.10
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,335,636.78
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,524,833.51
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,524,833.51
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	25,268.34
Other Current Liabilities	0.06
Total Current Liabilities	\$ 25,268.40
Equity	2,499,565.11
TOTAL LIABILITIES AND EQUITY	\$ 2,524,833.51 *

* Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,088,025.51 (\$3.4 M needed for 5-Year CIP)

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

	Oct 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	37.05	41.67	-4.62	88.91%	946.05	500.00	446.05	189.21%
Equipment Grant		4,833.33	-4,833.33	0.00%	58,649.78	58,000.00	649.78	101.12%
Franchise Fees		71,500.00	-71,500.00	0.00%	511,521.00	858,000.00	-346,479.00	59.62%
Interest Income	2,627.02	2,500.00	127.02	105.08%	48,163.41	30,000.00	18,163.41	160.54%
Miscellaneous Income		41.67	-41.67	0.00%	1,917.90	500.00	1,417.90	383.58%
PEG Fee		35,750.00	-35,750.00	0.00%	275,705.79	429,000.00	-153,294.21	64.27%
Total Income	2,664.07	114,666.67	-112,002.60	2.32%	896,903.93	1,376,000.00	-479,096.07	65.18%
Expenses								
A-PERA Expense	3,416.68	3,750.00	-333.32	91.11%	35,939.84	45,000.00	-9,060.16	79.87%
A-SS/Medicare Expense	3,896.26	4,160.42	-264.16	93.65%	37,069.12	49,925.00	-12,855.88	74.25%
A-Wages - Full-time	41,385.60	44,391.25	-3,005.65	93.23%	422,165.62	532,695.00	-110,529.38	79.25%
A-Wages - Part-time	10,407.25	9,993.50	413.75	104.14%	72,700.36	119,922.00	-47,221.64	60.62%
Accounting / HR Services	2,228.50	1,275.00	953.50	174.78%	13,346.07	15,300.00	-1,953.93	87.23%
Ads/Promos/Sponsorships	396.00	916.67	-520.67	43.20%	6,554.45	11,000.00	-4,445.55	59.59%
Andover Capital Equipment		416.67	-416.67	0.00%	722.27	5,000.00	-4,277.73	14.45%
Announcers Fees	1,691.04	1,083.33	607.71	156.10%	8,193.60	13,000.00	-4,806.40	63.03%
Anoka Capital Equipment	222.00	416.67	-194.67	53.28%	2,409.96	5,000.00	-2,590.04	48.20%
Audit		1,375.00	-1,375.00	0.00%	14,582.00	16,500.00	-1,918.00	88.38%
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%	2,487.00	2,500.00	-13.00	99.48%
Building - Cleaning	530.45	583.33	-52.88	90.93%	6,271.05	7,000.00	-728.95	89.59%
Building - Insurance		250.00	-250.00	0.00%	5,289.00	3,000.00	2,289.00	176.30%
Building - Maintenance		833.33	-833.33	0.00%	11,169.95	10,000.00	1,169.95	111.70%
Building - Supplies	155.26	166.67	-11.41	93.15%	1,426.33	2,000.00	-573.67	71.32%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	-500.00	83.33%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	6,250.00	7,500.00	-1,250.00	83.33%
Champlin Capital Equipment	84.90	416.67	-331.77	20.38%	1,742.52	5,000.00	-3,257.48	34.85%
City Sewer & Water	101.97	216.67	-114.70	47.06%	2,176.67	2,600.00	-423.33	83.72%
Commission Expense	42.50	416.67	-374.17	10.20%	4,357.94	5,000.00	-642.06	87.16%
Consulting Services		6,250.00	-6,250.00	0.00%	26,447.50	75,000.00	-48,552.50	35.26%

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

	Oct 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Contingency Fund		2,718.17	-2,718.17	0.00%	0.00	32,618.00	-32,618.00	0.00%
Duplication Expenses		41.67	-41.67	0.00%	186.91	500.00	-313.09	37.38%
Electric Service	937.48	1,500.00	-562.52	62.50%	12,354.11	18,000.00	-5,645.89	68.63%
Emp / Comm Appreciation		208.33	-208.33	0.00%	143.20	2,500.00	-2,356.80	5.73%
Equip/Repair/Supply/Software	670.08	3,333.33	-2,663.25	20.10%	7,115.45	40,000.00	-32,884.55	17.79%
Federal Unempl Expense		70.83	-70.83	0.00%	0.00	850.00	-850.00	0.00%
Health Insurance	7,179.68	7,873.33	-693.65	91.19%	71,765.55	94,480.00	-22,714.45	75.96%
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%	8,254.00	5,000.00	3,254.00	165.08%
Lawn Service	500.00	416.67	83.33	120.00%	4,536.00	5,000.00	-464.00	90.72%
Legal Fees	170.00	2,083.33	-1,913.33	8.16%	4,829.84	25,000.00	-20,170.16	19.32%
Licenses and Permits	234.00	166.67	67.33	140.40%	434.00	2,000.00	-1,566.00	21.70%
Meals	39.74	83.33	-43.59	47.69%	734.74	1,000.00	-265.26	73.47%
Memberships - NATOA / Others		833.33	-833.33	0.00%	5,470.00	10,000.00	-4,530.00	54.70%
Mileage	380.77	750.00	-369.23	50.77%	5,135.13	9,000.00	-3,864.87	57.06%
Miscellaneous Expenses	-8.99	83.33	-92.32	-10.79%	2,112.05	1,000.00	1,112.05	211.21%
Natural Gas	35.94	566.67	-530.73	6.34%	1,624.90	6,800.00	-5,175.10	23.90%
Office Supplies / Equipment	184.56	500.00	-315.44	36.91%	3,434.93	6,000.00	-2,565.07	57.25%
Parking Lot Maintenance		266.67	-266.67	0.00%	0.00	3,200.00	-3,200.00	0.00%
Payroll Expenses (ADP/HSA)	125.00	200.00	-75.00	62.50%	1,277.50	2,400.00	-1,122.50	53.23%
Postage	239.00	83.33	155.67	286.81%	1,023.66	1,000.00	23.66	102.37%
Printing / Copy Services		83.33	-83.33	0.00%	0.00	1,000.00	-1,000.00	0.00%
Professional Development	1,655.15	1,833.33	-178.18	90.28%	9,996.19	22,000.00	-12,003.81	45.44%
Publications		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
Ramsey Capital Equipment	131.77	416.67	-284.90	31.62%	2,039.97	5,000.00	-2,960.03	40.80%
Sales Tax		41.67	-41.67	0.00%	73.00	500.00	-427.00	14.60%
Secretary Services		208.33	-208.33	0.00%	870.75	2,500.00	-1,629.25	34.83%
Snow Plowing Service		416.67	-416.67	0.00%	5,856.25	5,000.00	856.25	117.13%
State Unemploy Exp	57.95	208.33	-150.38	27.82%	57.95	2,500.00	-2,442.05	2.32%
STD / LTD / Life Insurance	578.45	625.00	-46.55	92.55%	5,834.35	7,500.00	-1,665.65	77.79%
Studio Sets	681.03	833.33	-152.30	81.72%	681.03	10,000.00	-9,318.97	6.81%
Subscription Services	99.99	1,833.33	-1,733.34	5.45%	21,203.79	22,000.00	-796.21	96.38%

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

	Oct 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services	150.00	208.33	-58.33	72.00%	150.00	2,500.00	-2,350.00	6.00%
Vehicle - Equipment / Repair	1,728.20	1,250.00	478.20	138.26%	9,554.27	15,000.00	-5,445.73	63.70%
Vehicle - Insurance		333.33	-333.33	0.00%	2,148.00	4,000.00	-1,852.00	53.70%
Vehicle - Maintenance / Gas	332.18	666.67	-334.49	49.83%	5,590.48	8,000.00	-2,409.52	69.88%
Waste Removal	115.46	166.67	-51.21	69.27%	1,136.04	2,000.00	-863.96	56.80%
Web / VOD / Int / CaTV / Phone	4,954.49	1,833.33	3,121.16	270.25%	15,012.43	22,000.00	-6,987.57	68.24%
Work Comp Insurance		191.67	-191.67	0.00%	1,785.00	2,300.00	-515.00	77.61%
Total Expenses	86,605.34	111,445.00	-24,839.66	77.71%	896,222.72	1,337,340.00	-441,117.28	67.02%
Net Income	-83,941.27	3,221.67	-87,162.94	-2605.52%	681.21	38,660.00	-37,978.79	1.76%

ZCIP - Andover	27,284.92
ZCIP - Anoka	27,284.92
ZCIP - Building	11,200.00
ZCIP - Champlin	26,782.20
ZCIP - Master Control Equipment	38,783.80
ZCIP - Office Equipment	10,950.00
ZCIP - Ramsey	30,036.23
ZCIP - Studio	3,760.00
ZCIP - Truck	80,160.00
	<u>256,242.07</u>

QCTV Bank Reconciliation
October 2019

Beginning Balance - 4M Statement	1,279,344.35
Less: Cleared Checks/Withdrawals	(95,633.70)
Plus: 4M Fund Interest	1,484.26
Plus: Bank Deposits/Credits	1,103.34
Bank Balance	\$1,186,298.25
Book Balance	1,186,298.25
Adjusted Book Balance	1,186,298.25
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

October 2019

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/03/2019	12923	Associated Bank	-120.00
10/03/2019	12924	HealthEquity Inc.	-374.62
10/04/2019	12925	B&H Photo-Video	-4,121.37
10/04/2019	12926	Frugal Advertising	-395.00
10/04/2019	12927	Greenery Enterprises, Inc.	-225.00
10/04/2019	12928	Holiday Station	-115.55
10/04/2019	12929	Huebsch	-213.39
10/04/2019	12930	Jason Dorow	-120.00
10/04/2019	12931	Joe G. Ruhland	-180.00
10/04/2019	12932	Marc Angell	-180.00
10/04/2019	12933	Osseo, Maple Grove, Champlin, Dayton Press	-79.00
10/04/2019	12934	Peter James Hayes	-180.00
10/04/2019	12935	Preferred One Insurance Co.	-7,621.62
10/04/2019	12936	Timothy Anderson	-180.00
10/04/2019	12937	Vividly Clean Inc.	-530.45
10/11/2019	12938	Associated Bank	-120.00
10/11/2019	12939	HealthEquity Inc.	-374.62
10/11/2019	W D	Minnesota State Retirement System	-544.08
10/11/2019	W D	PERA	-3,250.52
10/18/2019	12940	ACE Solid Waste, Inc.	-115.46
10/18/2019	12941	Anoka Area Chamber of Commerce	-25.00
10/18/2019	12942	AT&T Mobility	-114.69
10/18/2019	12943	Bret Heitkamp	-120.00
10/18/2019	12944	CDW Direct	-75.00
10/18/2019	12945	CenterPoint Energy	-35.94
10/18/2019	12946	Cindy Harris	-150.00
10/18/2019	12947	City of Andover	-928.33
10/18/2019	12948	Comcast 2	-468.50
10/18/2019	12949	Comcast Cable	-859.24
10/18/2019	12950	Erik A Skogquist	-200.00
10/18/2019	12951	Greenery Enterprises, Inc.	-500.00
10/18/2019	12952	Ideal Advertising	-292.00
10/18/2019	12953	James Dickinson	-120.00
10/18/2019	12954	James R. Erickson	-120.00
10/18/2019	12955	Jamie A. Barthel	-120.00
10/18/2019	12956	Kurtis G. Ulrich	-120.00
10/18/2019	12957	Maza Technologies, LLC	-1,580.00
10/18/2019	12958	Minnesota Unemployment Ins.	-57.95
10/18/2019	12959	NAC Building Solutions	-340.00
10/18/2019	12960	T-Mobile	-30.56
10/18/2019	12961	Timesavers	-180.00
10/18/2019	12962	U.S. Bank Corporate	-1,270.61
10/18/2019	12963	Vividly Clean Inc.	-530.45

DATE	NUM	VENDOR	AMOUNT
10/18/2019	12964	Xcel Energy	-1,545.31
10/18/2019	12965	Z Systems	-8,537.16
10/25/2019	12966	Associated Bank	-120.00
10/25/2019	12967	HealthEquity Inc.	-374.62
10/25/2019	W D	Minnesota State Retirement System	-540.65
10/25/2019	W D	PERA	-3,127.20
Total for Quad Cities Commission			\$ -41,523.89

Quad Cities Communications Commission
Balance Sheet Summary
As of November 30, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,488,912.02
- PayPay acct	354.30
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,336,610.06
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 2,831,126.38
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,831,126.38
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	19,895.29
Other Current Liabilities	0.08
Total Current Liabilities	\$ 19,895.37
Equity	2,811,231.01
TOTAL LIABILITIES AND EQUITY	\$ 2,831,126.38 *

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

Operating Reserves = \$436,808

Capital Reserves = \$2,394,318.38 (\$3.4 M needed for 5-Year CIP)

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

	Nov 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 36.20	\$ 41.67	\$ (5.47)	86.87%	\$ 982.25	\$ 500.00	\$ 482.25	196.45%
Equipment Grant		4,833.33	(4,833.33)	0.00%	58,649.78	58,000.00	649.78	101.12%
Franchise Fees	258,253.80	71,500.00	186,753.80	361.19%	769,774.80	858,000.00	(88,225.20)	89.72%
Interest Income	2,392.01	2,500.00	(107.99)	95.68%	50,555.42	30,000.00	20,555.42	168.52%
Miscellaneous Income		41.67	(41.67)	0.00%	1,917.90	500.00	1,417.90	383.58%
PEG Fee	138,738.67	35,750.00	102,988.67	388.08%	414,444.46	429,000.00	(14,555.54)	96.61%
Total Income	399,420.68	114,666.67	284,754.01	348.33%	1,296,324.61	1,376,000.00	(79,675.39)	94.21%
Expenses								
A-PERA Expense	3,410.82	3,750.00	(339.18)	90.96%	39,350.66	45,000.00	(5,649.34)	87.45%
A-SS/Medicare Expense	3,885.09	4,160.42	(275.33)	93.38%	40,954.21	49,925.00	(8,970.79)	82.03%
A-Wages - Full-time	41,385.60	44,391.25	(3,005.65)	93.23%	463,551.22	532,695.00	(69,143.78)	87.02%
A-Wages - Part-time	10,261.25	9,993.50	267.75	102.68%	82,961.61	119,922.00	(36,960.39)	69.18%
Accounting / HR Services	70.00	1,275.00	(1,205.00)	5.49%	13,416.07	15,300.00	(1,883.93)	87.69%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	6,554.45	11,000.00	(4,445.55)	59.59%
Andover Capital Equipment	295.00	416.67	(121.67)	70.80%	1,017.27	5,000.00	(3,982.73)	20.35%
Announcers Fees	60.00	1,083.33	(1,023.33)	5.54%	8,253.60	13,000.00	(4,746.40)	63.49%
Anoka Capital Equipment	222.00	416.67	(194.67)	53.28%	2,631.96	5,000.00	(2,368.04)	52.64%
Audit		1,375.00	(1,375.00)	0.00%	14,582.00	16,500.00	(1,918.00)	88.38%
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%	2,487.00	2,500.00	(13.00)	99.48%
Building - Cleaning	530.45	583.33	(52.88)	90.93%	6,801.50	7,000.00	(198.50)	97.16%
Building - Insurance		250.00	(250.00)	0.00%	5,289.00	3,000.00	2,289.00	176.30%
Building - Maintenance	402.27	833.33	(431.06)	48.27%	11,572.22	10,000.00	1,572.22	115.72%
Building - Supplies	47.39	166.67	(119.28)	28.43%	1,473.72	2,000.00	(526.28)	73.69%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	625.00	625.00	0.00	100.00%	6,875.00	7,500.00	(625.00)	91.67%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,827.42	5,000.00	(3,172.58)	36.55%
City Sewer & Water	108.39	216.67	(108.28)	50.03%	2,285.06	2,600.00	(314.94)	87.89%
Commission Expense	35.19	416.67	(381.48)	8.45%	4,393.13	5,000.00	(606.87)	87.86%
Consulting Services	8,000.00	6,250.00	1,750.00	128.00%	34,447.50	75,000.00	(40,552.50)	45.93%
Contingency Fund		2,718.17	(2,718.17)	0.00%	0.00	32,618.00	(32,618.00)	0.00%

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

	Nov 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		41.67	(41.67)	0.00%	186.91	500.00	(313.09)	37.38%
Electric Service	830.05	1,500.00	(669.95)	55.34%	13,184.16	18,000.00	(4,815.84)	73.25%
Emp / Comm Appreciation	733.73	208.33	525.40	352.20%	876.93	2,500.00	(1,623.07)	35.08%
Equip/Repair/Supply/Software	2,577.46	3,333.33	(755.87)	77.32%	9,692.91	40,000.00	(30,307.09)	24.23%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	7,987.80	7,873.33	114.47	101.45%	79,753.35	94,480.00	(14,726.65)	84.41%
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%	8,254.00	5,000.00	3,254.00	165.08%
Lawn Service	425.00	416.67	8.33	102.00%	4,961.00	5,000.00	(39.00)	99.22%
Legal Fees		2,083.33	(2,083.33)	0.00%	4,829.84	25,000.00	(20,170.16)	19.32%
Licenses and Permits	250.00	166.67	83.33	150.00%	684.00	2,000.00	(1,316.00)	34.20%
Meals		83.33	(83.33)	0.00%	734.74	1,000.00	(265.26)	73.47%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	5,470.00	10,000.00	(4,530.00)	54.70%
Mileage	1,276.90	750.00	526.90	170.25%	6,412.03	9,000.00	(2,587.97)	71.24%
Miscellaneous Expenses		83.33	(83.33)	0.00%	2,112.05	1,000.00	1,112.05	211.21%
Natural Gas	109.82	566.67	(456.85)	19.38%	1,734.72	6,800.00	(5,065.28)	25.51%
Office Supplies / Equipment	551.66	500.00	51.66	110.33%	3,986.59	6,000.00	(2,013.41)	66.44%
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%	1,405.00	2,400.00	(995.00)	58.54%
Postage		83.33	(83.33)	0.00%	1,023.66	1,000.00	23.66	102.37%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development	14.93	1,833.33	(1,818.40)	0.81%	10,011.12	22,000.00	(11,988.88)	45.51%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.77	416.67	(284.90)	31.62%	2,171.74	5,000.00	(2,828.26)	43.43%
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%	1,015.75	2,500.00	(1,484.25)	40.63%
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%	57.95	2,500.00	(2,442.05)	2.32%
STD / LTD / Life Insurance	578.45	625.00	(46.55)	92.55%	6,412.80	7,500.00	(1,087.20)	85.50%
Studio Sets		833.33	(833.33)	0.00%	681.03	10,000.00	(9,318.97)	6.81%
Subscription Services	99.99	1,833.33	(1,733.34)	5.45%	21,303.78	22,000.00	(696.22)	96.84%
Temp Staff Services		208.33	(208.33)	0.00%	150.00	2,500.00	(2,350.00)	6.00%

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

	Nov 2019				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Equipment / Repair	904.71	1,250.00	(345.29)	72.38%	10,458.98	15,000.00	(4,541.02)	69.73%
Vehicle - Insurance		333.33	(333.33)	0.00%	2,148.00	4,000.00	(1,852.00)	53.70%
Vehicle - Maintenance / Gas	118.71	666.67	(547.96)	17.81%	5,709.19	8,000.00	(2,290.81)	71.36%
Waste Removal	115.46	166.67	(51.21)	69.27%	1,251.50	2,000.00	(748.50)	62.58%
Web / VOD / Int / CaTV / Phone	1,034.49	1,833.33	(798.84)	56.43%	16,046.92	22,000.00	(5,953.08)	72.94%
Work Comp Insurance	68.00	191.67	(123.67)	35.48%	1,853.00	2,300.00	(447.00)	80.57%
Total Expenses	87,754.78	111,445.00	(23,690.22)	78.74%	983,977.50	1,337,340.00	(353,362.50)	73.58%
Net Income	\$ 311,665.90	\$ 3,221.67	\$ 308,444.23	9674.05%	\$ 312,347.11	\$ 38,660.00	\$ 273,687.11	807.93%

ZCIP - Andover	27,284.92
ZCIP - Anoka	27,284.92
ZCIP - Building	11,200.00
ZCIP - Champlin	26,782.20
ZCIP - Master Control Equipment	38,783.80
ZCIP - Office Equipment	10,950.00
ZCIP - Ramsey	30,036.23
ZCIP - Studio	3,760.00
ZCIP - Truck	80,160.00
	\$ 256,242.07

QCTV Bank Reconciliation
November 2019

Beginning Balance - 4M Statement	1,186,298.25
Less: Cleared Checks/Withdrawals	(93,356.64)
Plus: 4M Fund Interest	1,418.73
Plus: Bank Deposits/Credits	396,992.47
Bank Balance	\$1,491,352.81
Book Balance	1,491,352.81
Adjusted Book Balance	1,491,352.81
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

November 2019

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/01/2019	12968	Alpha Video & Audio Inc.	-1,453.00
11/01/2019	12969	Amazon	-492.07
11/01/2019	12970	City of Champlin	-203.00
11/01/2019	12971	ECM Publisher	-396.00
11/01/2019	12972	Gerald S. Thomson	-180.00
11/01/2019	12973	HealthEquity Inc.	-55.30
11/01/2019	12974	Huebsch	-47.39
11/01/2019	12975	James R. Erickson	-120.00
11/01/2019	12976	Kate Constable	-240.00
11/01/2019	12977	Kennedy & Graven, Chartered	-1,306.46
11/01/2019	12978	Preferred One Insurance Co.	-7,621.62
11/01/2019	12979	Sprint	-22.99
11/01/2019	12980	Sterling Trophy	-42.50
11/01/2019	12981	The Lincoln National Life Ins. Co.	-578.45
11/01/2019	12982	Timothy Anderson	-240.00
11/06/2019	12983	Alpha Video & Audio Inc.	-2,920.00
11/06/2019	12984	AT&T Mobility	-114.69
11/06/2019	12985	Greenery Enterprises, Inc.	-425.00
11/06/2019	12986	Holiday Station	-260.64
11/06/2019	12987	Joe G. Ruhland	-482.04
11/06/2019	12988	Kennedy & Graven, Chartered	-170.00
11/06/2019	12989	LiveU Inc.	-104.16
11/06/2019	12990	NAC Building Solutions	-1,241.24
11/06/2019	12991	Pete C. Andersen	-180.00
11/06/2019	12992	T-Mobile	-30.56
11/06/2019	12993	U.S. Bank Corporate	-2,849.03
11/06/2019	12994	US Bank Stadium	-234.00
11/06/2019	12995	Xcel Energy	-937.48
11/08/2019	12996	ACE Solid Waste, Inc.	-115.46
11/08/2019	12997	Associated Bank	-120.00
11/08/2019	12998	HealthEquity Inc.	-374.62
11/08/2019	W D	Minnesota State Retirement System	-542.23
11/08/2019	W D	PERA	-3,243.18
11/22/2019	13002	Allina Health System	-100.00
11/22/2019	13003	Alpha Video & Audio Inc.	-747.00
11/22/2019	13004	Amazon	-3,296.43
11/22/2019	13005	Associated Bank	-120.00
11/22/2019	13006	BizzyWeb, LLC	-1,000.00
11/22/2019	13007	CenterPoint Energy	-109.82
11/22/2019	13008	City of Andover	-1,370.59
11/22/2019	13009	City of Champlin	-101.97
11/22/2019	13010	Comcast 2	-468.50
11/22/2019	13011	Comcast Cable	-859.24

DATE	NUM	VENDOR	AMOUNT
11/22/2019	13012	HealthEquity Inc.	-402.27
11/22/2019	13013	League of MN Cities Insurance Trust	-68.00
11/22/2019	13014	LiveU Inc.	-104.16
11/22/2019	13015	Peter James Hayes	-69.00
11/22/2019	13016	Sprint	-22.99
11/22/2019	13017	The Lincoln National Life Ins. Co.	-578.45
11/22/2019	13018	TransAlarm, Inc	-402.27
11/22/2019	13019	Vividly Clean Inc.	-530.45
11/22/2019	W D	Minnesota State Retirement System	-540.65
11/22/2019	W D	PERA	-3,123.65
Total for Quad-Cities Commission			\$ -41,358.55

QCCCC Agenda Item

4.3 Executive Director's Report

January 9, 2020

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Budget Planning

Staff worked this fall to draft the 2020 Operations Budget. The proposed budget was presented to the Budget Committee in late October and approved by the commission in November.

2019 Audit Planning

Redpath and Company representatives met with QCTV and City of Andover to begin the audit of fiscal year 2019. The audit is expected to be completed spring of 2020 and before the commission for action in May.

Commission Staff Appreciation Event

The annual Commission/Staff appreciate event was held on December 20.

Strategic Planning

Staff is working on the first 90-day objectives for Year 1 of the plan. Those items include three objectives under Engaging the Community; one objective under Collaborating for Success; and four objectives under Innovating for Impact.

Programming Review

The Strategic Plan calls for a shift in video production to provide shorter, social media first videos for deployment. Staff has been diligently working on reviewing current programming, crafting a pilot program proposal for News & Views replacement, and new set considerations. These items will be before the commission for consideration at the annual programming work session in March.

Paid Production

Staff completed a paid production project with the Anoka-Hennepin School District. There is another paid production with the Anoka County Sheriff's Office in the final stages of completion.

City CIP Payments

The member city CIP payments of \$40,000 each will be processed in January 2020.

2020 Election

Minnesota is initiating a Presidential Primary which is a change from the former caucus system. Staff worked with the Anoka County Elections Division and the League of Women Voters ABC to produce an informational show.

Payroll Audit

Each year, Andover HR staff and QCTV complete a review of payroll practices. That was completed in December.

Staffing Change

Technology Specialist Jim Reynolds has been reassigned to perform primary live signal monitoring duties. This is a temporary assignment as job duties are evaluated for the optimal staffing option to fulfill these duties.

Remote Meeting Participation

Staff has communicated commission direction to city staffers and await direction from the city for implementation and transfer of the \$7,000 CIP contribution for equipment. Anoka and Ramsey are both moving forward with the vendor for implementing technology.

Wireless Hearing Assistance in Studio

QCTV staff installed wireless hearing assistance in the studio. There are four units available for studio audience members.

CenturyLink Settlement with MN AG

The Minnesota Attorney General Office announced a \$9 million settlement for violations of the Consumer Protection statute related to Direct TV, Internet, Phone service deceptive practices. It appears the settlement was not inclusive of the cable television PRISM service.

NATOA

There are numerous regulatory, court, legislative and market changes occurring in the industry and NATOA is the leader in addressing these changes on behalf of local jurisdictions. Continued monitoring of the FCC 621 Order (franchise fee offset). The FCC was successful in getting the appeal moved from the 9th Circuit Court and the FCC to transfer to the 6th Circuit Court. Oral argument is scheduled for February 10, 2020.

The FCC has adopted a Notice of Proposed Rule Making. MB Docket No. 19-347 proposes to change the federal cable customer service rules requiring cable operators to give certain notices to subscribers and LFAs. Comments are due February 6 with reply comments due February 21.

NATOA Board Retreat

Attended the annual NATOA Board of Directors retreat setting the agenda for national policy and membership services.

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 – Completed
Q4 – Andover – Completed

Customer Comments

Champlin Police

QCTV shared the video package *Champlin Shop with a Cop* segment on FaceBook. The post was shared 9 times with 3.7k views, 44 reactions and two comments.

Ty Schmidt, Champlin Police Chief

Complimentary voicemail regarding the post and the engagement online.

Andover Fire Chief Retirement

Thank you so much Leslie! One of our daughters and I were both able to watch it Live.

(She was sitting in the parking lot at college and said she was crying the whole time!)

Thank you so much for that! I can tell her really was touched by his reaction at the end.

Again, I can't thank you enough! You've really made this a special day for Jerry (& his family). I would love to have copies (or a link) so we can play it at his retirement party or let our other family members know about it.

Lori Streich, Spouse of Jerry Streich

Election 2020

Thank you and the crew at QCTV, Katherine! Great video! And good job, Paul!

Gretchen Sabel, League of Women Voters ABC

League of Women Voters Newsletter

See attached newsletter article highlighting Winter Kucharski, QCTV Producer

Chamber of Commerce Newsletter

See attached newsletter article highlighting Executive Director Karen George.

Action Requested: None.

Recap of Our November 11 Program

We had a great turnout for an engaging program with speakers and exhibits on “Climate Change – *Is there anything I can do in my life to make a difference?*” If you missed this event, you can catch the speakers and interviews with the exhibitors via video on our website: <http://reflect-qctv.cablecast.tv/vod/10080-LWV-Climate-Change-You-Can-Make-A-Difference-High-v1.mp4>

- *In the photo below (left) our President, Gretchen Sabel, welcomed Peggy Kvam from LWV (Minnetonka, Eden Prairie, Hopkins) who shared information about her “better than net zero” home that’s winning national recognition. Following presentations by Gretchen and Peggy, attendees enjoyed visiting exhibitors on various topics.*



And Meet QCTV’s Producer...



Our Partnership with QCTV:

We’re very grateful to QCTV community television for their interest in our programs and their willingness to record and share our programs with the communities they serve. *Above, our president, Gretchen Sabel introduces Winter Kucharski, QCTV producer, to our November program.*

Chamber Kicks Off 67th Year at the Annual Meeting!

On Monday, October 7th, over 200 members of the Anoka Area Chamber of Commerce came together in a celebration of Chamber! Thank you to the many businesses that sponsored a table. Special thanks to Mille Lacs Corporate Ventures who was the meeting sponsor.

Honoring Retiring Board Members

At the Annual Meeting, the Anoka Area Chamber of Commerce thanked the following retiring Board Members for their service: Shown on the right are (L to R) David Keniston/Edward Jones and Karen George/QCTV with Chamber Board Chairperson Jeremy McFarland. Not shown, Jared Keeney/The Homestead at Anoka.



Honoring the Past Chairperson

Shown to the left is Tami Wendt. Ms. Wendt received a plaque for her year of service as Chairperson of the Board of Directors of the Chamber. She is pictured with new Chamber Board Chairperson, Jeremy McFarland.



Retail Business of the Year Pizza Ranch Andover

Pictured to the right (L to R) is Randall Hubin, Owner of Pizza Ranch Andover and Chamber Board Chairperson Jeremy McFarland.



Service Business of the Year Presto Graphics

Pictured to the left (L to R) is Dave & Cindi Jezierski, owners of Presto Graphics with Chamber Board Chairperson, Jeremy McFarland.



Manufacturing Business of the Year RJM Enterprises

Pictured to the right (L to R) is owner Jim Lundeen from RJM Enterprises, his daughter Kelly Lundeen and Chamber Board Chairperson, Jeremy McFarland.



President's Award for Outstanding Volunteerism

Pictured to the left is President's Award Winner Marie Cook from Keller Williams Classic Realty with Chamber Board Chairperson, Jeremy McFarland.



Ambassador of the Year Award

Pictured to the right is Chamber Ambassador of the Year Bruce Sogn from Oakwood Insurance Agency with Chamber Board Chairperson, Jeremy McFarland.



A special THANK YOU to our Table Hosts for the Annual Meeting.

They include: ACE Solid Waste, Anoka County, Anoka Dental, Anoka Technical College/Anoka Ramsey Community College, Central Minnesota Development Company, City of Anoka, City of Champlin, City of Coon Rapids, Connexus Energy, Coon Rapids Kiwanis Club/Advanced First Aid, First National Bank of Elk River/Anoka Branch, Hakanson Anderson, The Mad Hatter Restaurant & Tea House, Mate Precision Tooling, Oakwood Insurance Agency, Zion Lutheran Church.

QCCCC Agenda Item

4.3.1 Operations Report

November 27, 2019

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

Several of us attended the Alpha Video's Tech Expo. The exhibit hall featured a variety of the latest cameras, switchers, editing and storage systems. Seminars ranged from NDI Technology, Closed Captioning, Data Storage, and IP Networks. It was an informative day and fun to collaborate with people from the Twin Cities.

We produced 17 live government meetings- two were cancelled. In Champlin, we experimented with playing a Champlin Promo (#LivChamplin) right before the two city council meetings and it went well. We are looking to do this in other cities if there is an interest.

Our sister station Town Square Television produced live coverage on Veteran's Day and we carried it live. It featured Governor Walz, Senator Klobuchar, Senator Smith, and U.S. Representatives.

We produced "At the Half" for playback during halftime of our winter sports. We do two shows each season and this one featured Anoka's Boys and Girls Nordic Ski Team, Andover's Girls Hockey Team, and Champlin Park's new athletic facility. We send it out to the district, athletic directors and coaches. We are now working on the second show for winter sports. We covered six live games including a state football play-off game at U.S. Bank Stadium: Lakeville North vs. Champlin Park. Other games included hockey and basketball.

We worked with the League of Women Voters ABC to produce a show on climate change and what individuals can do personally. The guest speaker was Peggy Kvam, a local woman who built a Net-Zero home.

We also produced regular programs: "News and Views", "The Chamber Report", "Beyond the Book", and District Court".

Promos include "What's New at the Q" and a Slow TV.

QCCCC Agenda Item

4.3.1 Operations Report

December 31st, 2019

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

As 2020 is an election year, I worked with the new Anoka County Elections Manager Paul Linnell and Gretchen Sabel, President of the League of Women Voters, ABC to produce a program called “A Primer on the Presidential Primary”. This is a two-part series from the Local League with the second part in early January where they will hold a discussion at the Northtown Library. When voters go to the polls on March 3rd, they will need to disclose their party preference when they get their ballot. There will still be precinct caucuses on February 25th. The League also featured Producer Winter Kucharski in their newsletter as they are pleased with our partnership.

We produced live coverage of 15 city meetings; 4 were cancelled. We produced eight stories for “News and Views” and had 8 guests into our studio for the January program.

With our mobile production van we produced live coverage of 5 games: wrestling, basketball, and hockey. We went to Duluth for an Andover vs. Duluth East game. We also produced “Live and Local: Andover” from the Anoka County Sheriff’s Office. This program featured Andy Knotz from the Sheriff’s Office, Gretchen Sabel of Open Space, Todd Haas from the City of Andover talking about watersheds, and Erick Sutherland talking about the community center’s expansion plans. We also did stories on The Porter Kelsey House, The Northern Suburban Home Improvement Show, Andover’s Heart Safe program, and Eveland Family Farms. Retiring Fire Chief Jerry Streich was a guest and we did a surprise video for him that went over well.

We also completed the second edition of “At the Half” for winter sports. This show featured stories on Anoka’s Swim team, Andover’s Alpine Ski team, and Champlin Park’s Swim team. We interviewed coaches and athletes and used our new cameras for some nice slo-mo work as well as an underwater go-pro. They turned out very nice and we shared them with the school district.

Procured programming from our sister stations included “The Shoreview Northern Lights Variety Holiday Concert” and “The Annual Roseville Area Community Carol Sing-Along” We also played back Inside Healthcare”. We also played back a holiday special called “Christmas on Chardon Mountain” featuring a polka band.

Besides “News and Views”, we also produced regular programs: “The Chamber Report” and “The District Court”.

Taylor Johnson and John Sommer also made available a wireless hearing assistance device for those in our studio audience who are hearing impaired. We have four units available.

We produced live coverage of a concert called “Sounds of the Season: The Champlin Park High School Winter Concert.” The music director Levi Comstock wrote “Thank you and your crew for filming last night! I have already heard from several families whose grandparents were really pleased to be able to tune in.”

4.3.2 Technology Report

January 8th, 2020

To: Karen George, Executive Director

From: John Sommer, Technology Manager

Subject: November and December Technology Report

Current Projects:

Remote Meeting Participation

Anoka is proceeding with installation of their plan. Alpha Video, the vendor, has scheduled to meet with Anoka staff in early January. Ramsey has also indicated to me that they would like to proceed. I contacted the vendor and they will get a meeting scheduled with Ramsey staff in January.

Equipment Issues:

City Equipment

Anoka Vdesk video switcher crashed just before the November 4th City Council Meeting. Our quick-thinking producer had someone bring him a camera from our equipment room to city hall and was able to record the meeting with it. After the meeting concluded he brought it back to QCTV. On one of our edit computers he matched the audio recording up from the chamber system to the video he recorded and added graphics. He created a presentable file for playback. The meeting was not available live but was online and paying back the next day. If we had not had a person in the building monitoring the live event feeds, they would not have been able to get the equipment to Anoka without delaying the start of the meeting.

Comcast Equipment

Because QCTV has a multi-viewer, we monitor the four city hall feeds during the day. Staff noticed that the Andover I-Net feed from City Hall to QCTV had degraded picture quality from Thursday November 14th at 4:00 p.m. to Saturday November 16th at 7:30 a.m. I contacted Comcast on Friday and did not receive a response, but it was cleared up Saturday morning and has not been an issue since.

CenturyLink Equipment

No issues to report for this period.

Other Items:

Live Programing

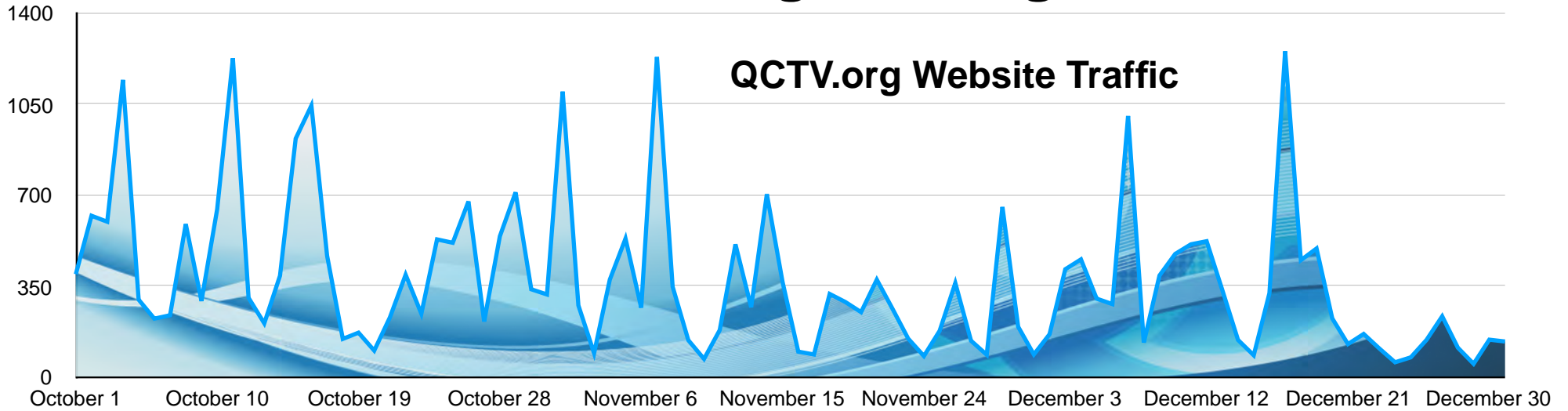
QCTV took the State of Minnesota's 90-minute Veterans Day Program live at 10:00 a.m. November 11th. We are able to do that thanks to the prisma fiber interconnect between QCTV and other metro area stations.

Champlin City Council meetings

Starting with their November meetings, our producer starts the meeting by playing one of their short LivChamplin video promos. When the promo finishes, we cut to a wide shot of the council at the dais and the Mayor starts the meeting normally. Now viewers watching the recorded city council meetings will see the short promo first.

Action Requested: None.

2019 Quarter 4 Programming Stats

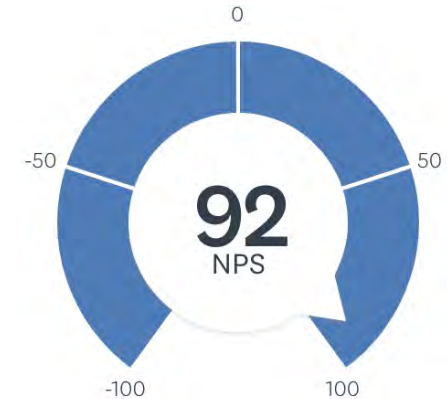


How did people find us and what page did they go to most?

Top 10 Ways Users Find QCTV			Top 10 Pages		
1	google search	45%	1	Homepage	6,571
2	Direct	42%	2	Sports	5,805
3	From Facebook	7.5%	3	Live - Community Channel	3,027
4	From Twitter	1.5%	4	Program Guide	1,800
5	Yahoo search	0.7%	5	Programs	1,036
6	From mncourts.gov	0.6%	6	Anoka	889
7	Bing search	0.5%	7	Champlin	822
8	Sogou search	0.5%	8	Andover	782
9	duckduckgo search	0.25%	9	Ramsey	585
10	From Ramsey's website	0.24%	10	Events Calendar	441



ANDOVER | ANOKA | CHAMPLIN | RAMSEY

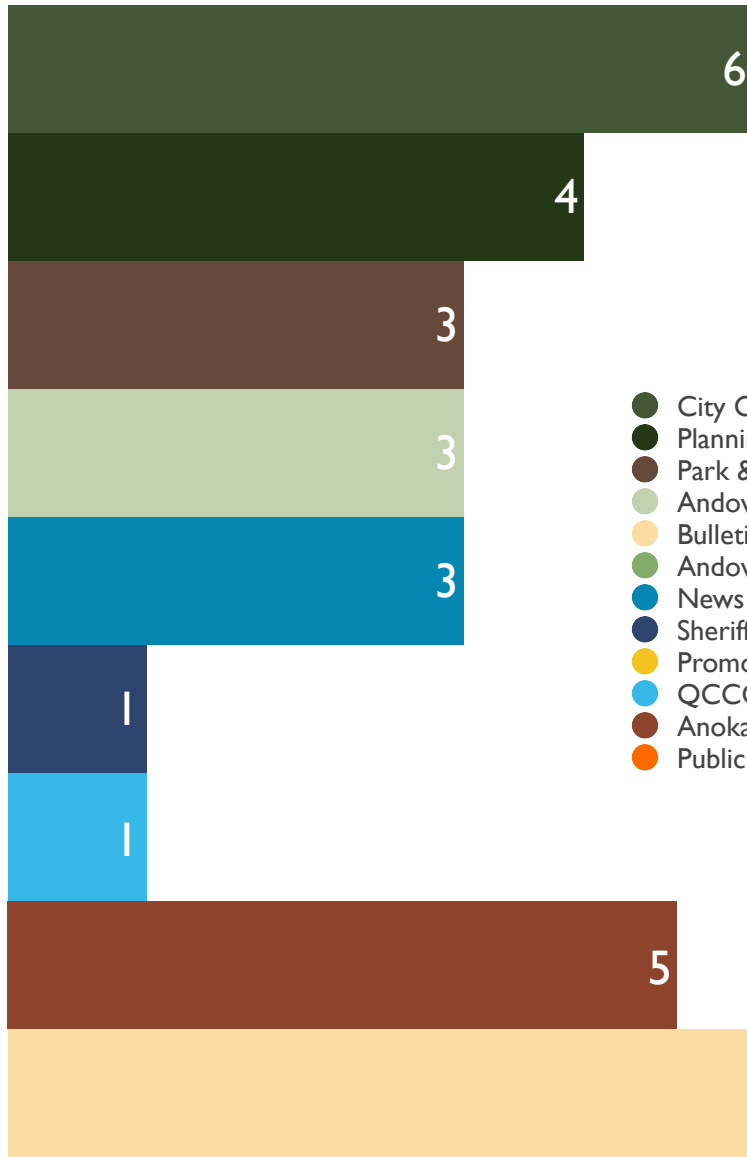


DETRACTORS (0-6)	PASSIVES (7-8)	PROMOTERS (9-10)	NET PROMOTER® SCORE
0	8%	92%	92
0	4	46	

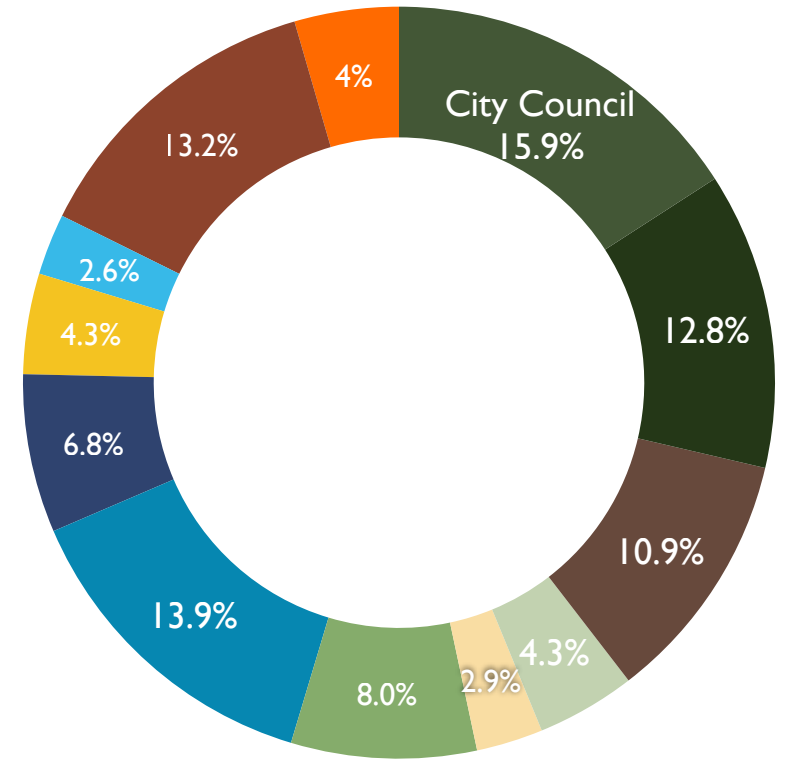
2019Q4



Channel Programming Stats



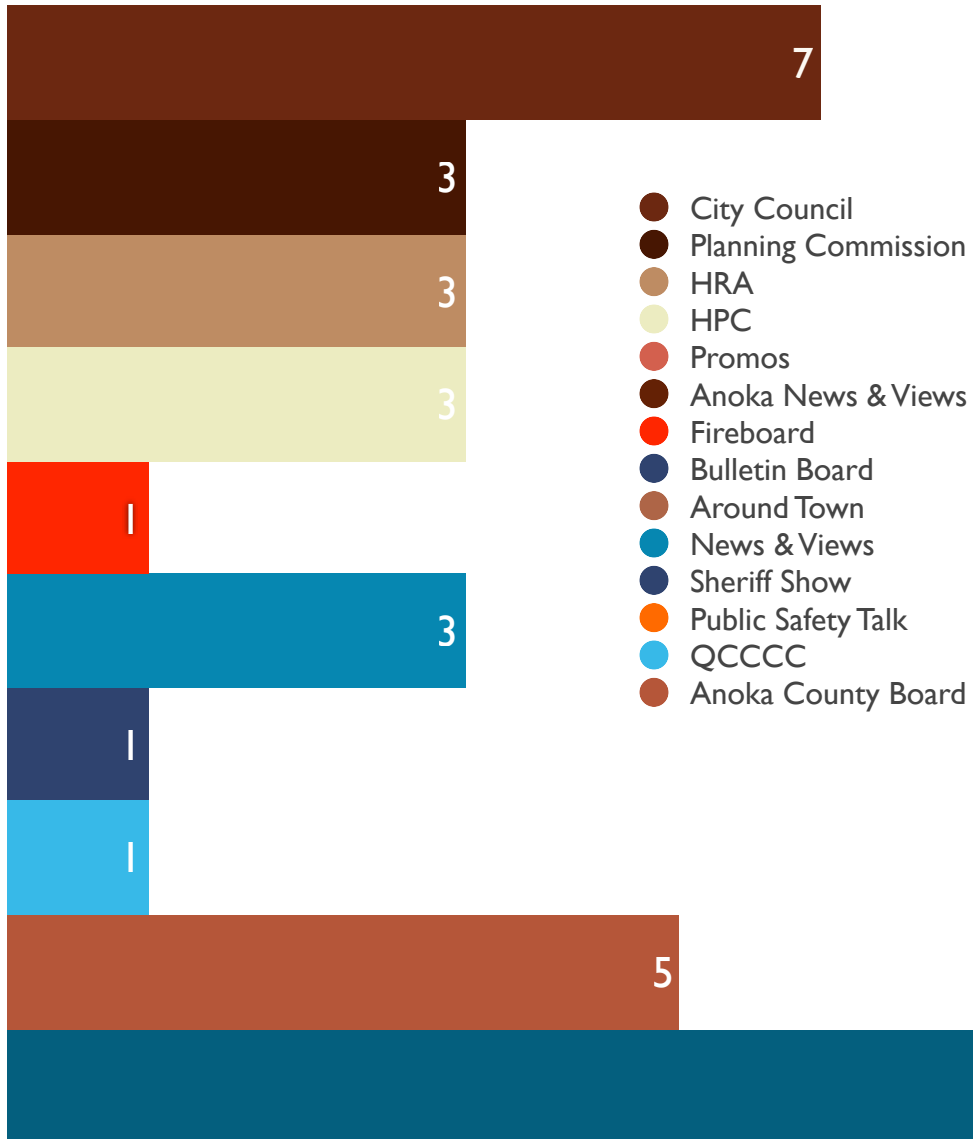
- City Council
- Planning & Zoning
- Park & Recreation
- Andover News & Views
- Bulletin Board
- Andover Community Programs
- News & Views
- Sheriff Show
- Promos
- QCCCC Meeting
- Anoka County Board
- Public Safety Talk



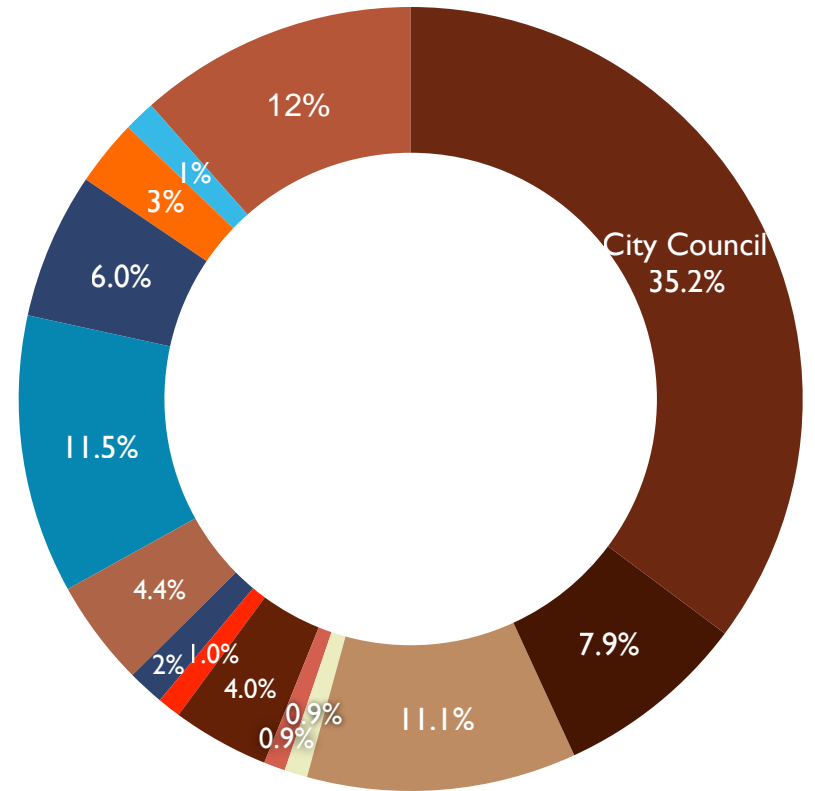
Percentage of Channel Playback

Number of New Shows - 26

2019Q4



- City Council
- Planning Commission
- HRA
- HPC
- Promos
- Anoka News & Views
- Fireboard
- Bulletin Board
- Around Town
- News & Views
- Sheriff Show
- Public Safety Talk
- QCCCC
- Anoka County Board



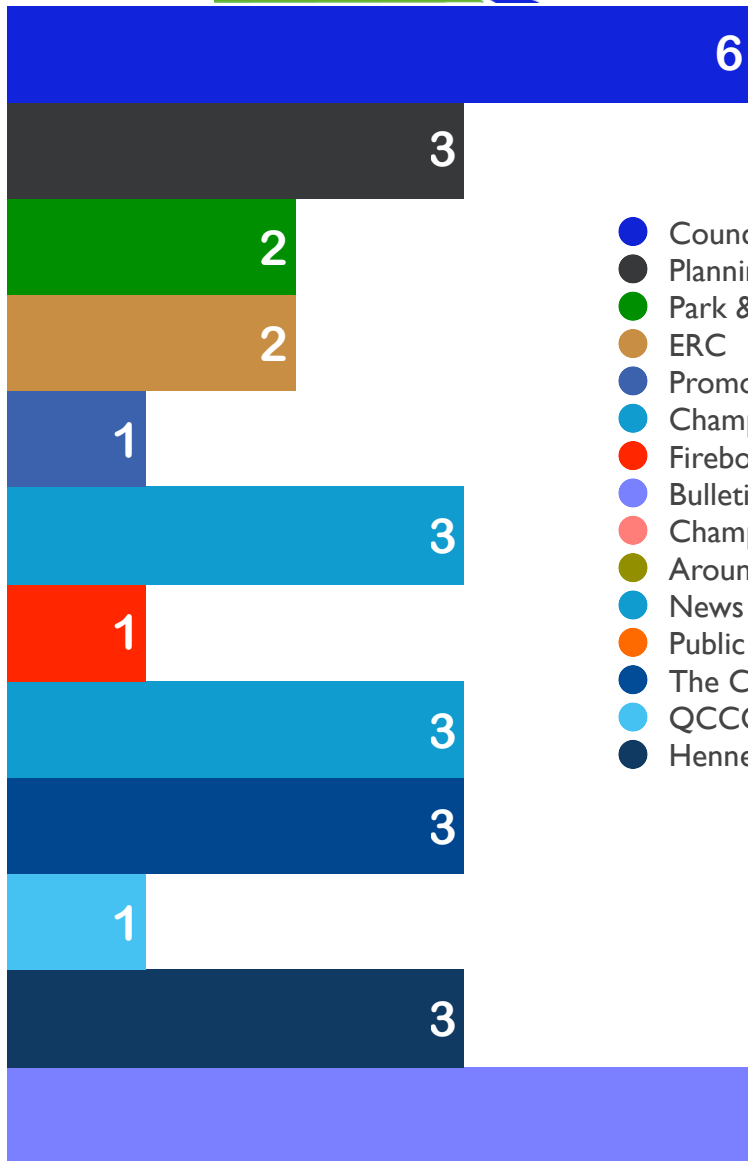
Percentage of Channel Playback

Number of New Shows - 27

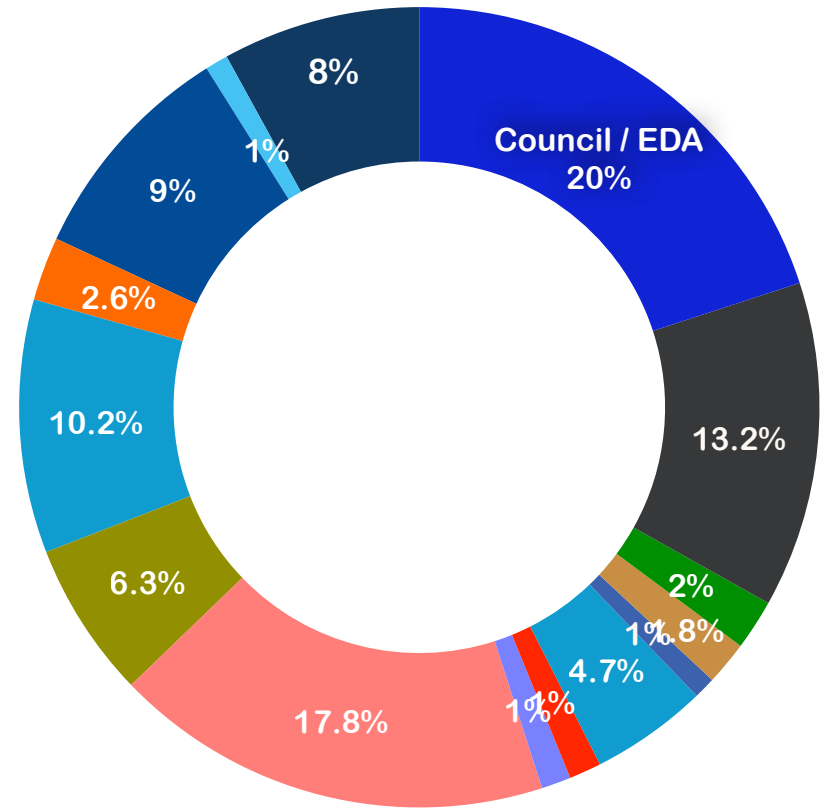
2019Q4



City of Champlin Channel Programming Stats



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

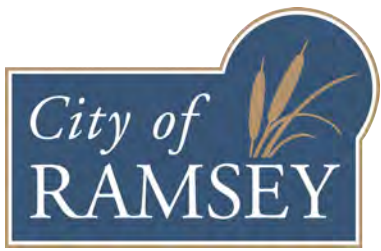


Percentage of Channel Playback

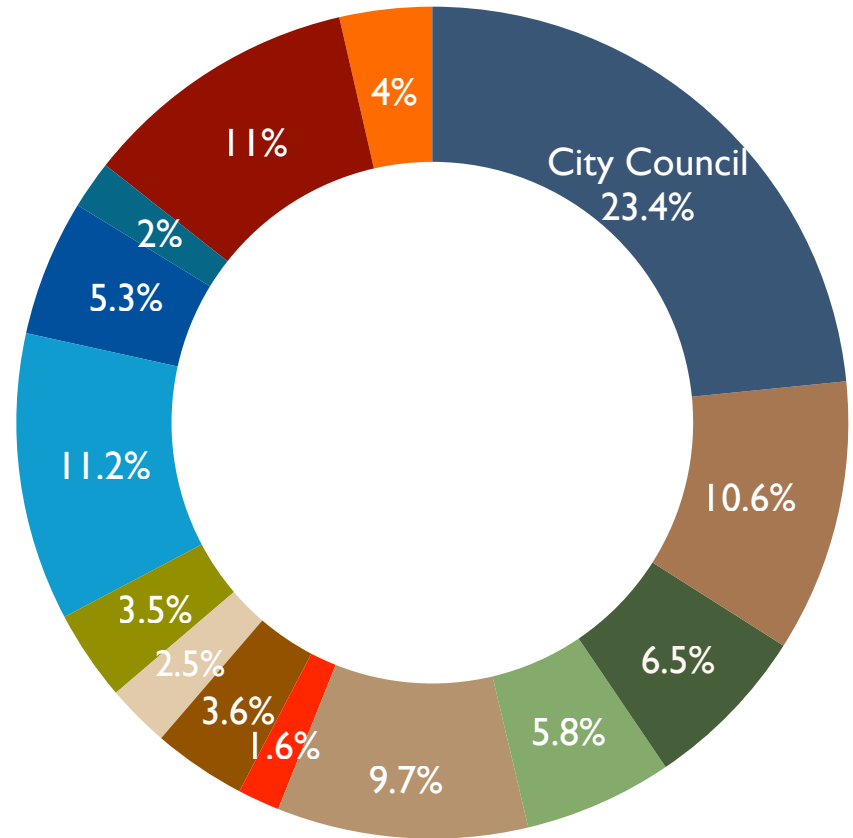
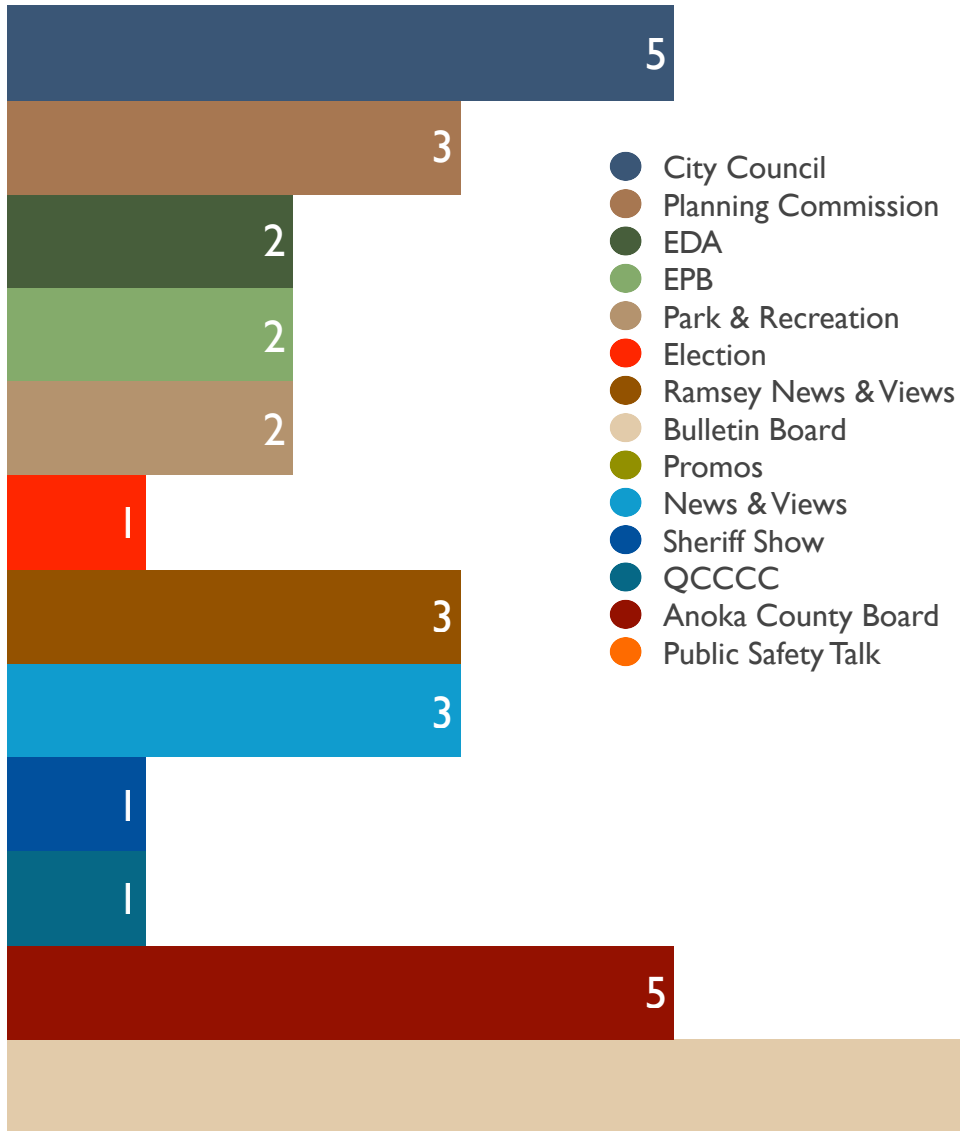
224

Number of New Shows - 30

2019Q4



Channel Programming Stats



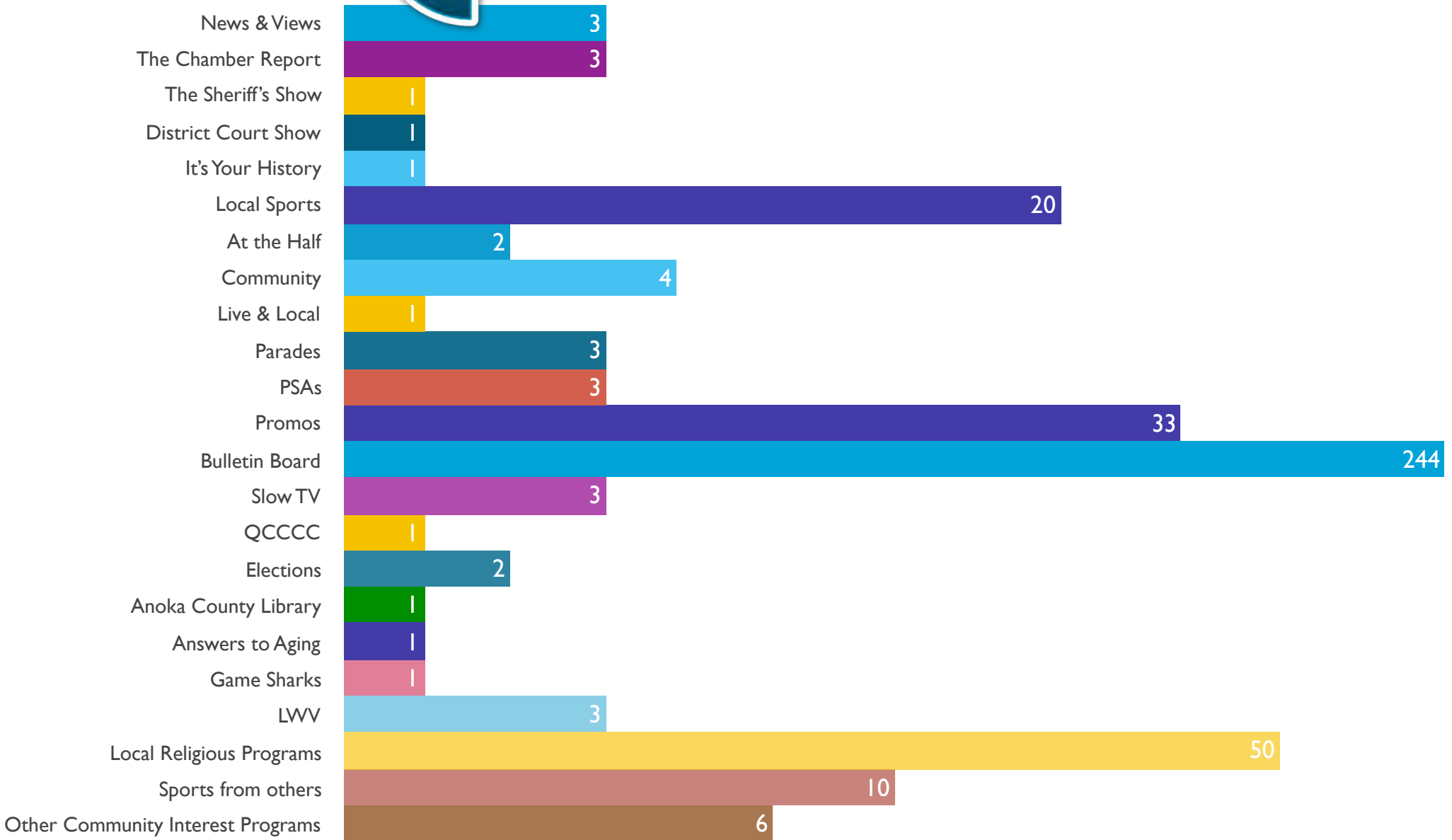
Percentage of Channel Playback

Number of New Shows - 28

2019Q4



Channel Programming Stats



Number of New Shows - 153

2019Q4

QCCCC Agenda Item

4.4 Commission Organization Items

January 7, 2020

To: Commissioners

From: Karen George, Executive Director

Subject: Commission Organization Items

The commission elects officers and appoints committee members the first quarter of each year following a city election. There was a city election in Ramsey and there is one new commissioner appointed by a member city. Election of officers and appointments to committees will need to be acted upon. The list below inserts the name of the commissioner replacement and should not be construed as a staff recommendation

Meeting date and time

The Quad Cities Cable Communications Commission meets the third Thursday of every-other month at 11 am in the City of Anoka Council Chambers. See attachment.

Commissioner per diem

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2020 are:

Commission meeting or work session: \$40 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$40.

Commission Officers

Chair – Bret Heitkamp

Vice-Chair – Kurt Ulrich

Secretary – Erik Skogquist

Treasurer – Jim Dickinson

Committee appointments

Personnel Committee

Jamie Barthel, Andover

Erik Skogquist, Anoka

Ryan Sabas, Champlin

Kurt Ulrich, Ramsey

Budget Committee

Jim Dickinson, Andover

Greg Lee, Anoka

Bret Heitkamp, Champlin

Jeff Menth, Ramsey

Action Options:

Options Regarding Election and Appointments

- Elect new officers
- Appoint new committee members
- Affirm current officers and committee appointments
- No action, appointments stand as current

Options Regarding Per Diem

- Change per diem rate
- Affirm current per diem rate (\$40 per meeting)
- No action, 2020 per diem rate remains unchanged

**Quad Cities Cable Communications Commission
2020 Meeting Plan**

January 16

Commission Meeting

March 19

Commission Worksession: Programming
Commission Meeting

April TBD

Personnel Committee: Annual review
Budget Committee: City CIP and Audit Review

May 21

Commission Meeting

July 16

Commission Meeting

September 17

Commission Worksession: Technology
Commission Meeting

October TBD

Budget Committee: 2021 Proposed Budget Review

November 19

Commission Meeting

December TBD

Commission/Staff Event