

Quad Cities Cable Communications Commission

Ramsey City Hall – Council Chambers

January 21, 2021, 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 19 and December 17, 2020, commission meeting minutes.

4.2. Treasurer

4.2.1. October - November Financial Reports

4.2.1.1. Investment Report

4.3. Executive Director

4.4. Commission Organization Items

5. General Business

5.1. CenturyLink Settlement Agreement

5.2. Redpath Audit Contract

5.3. Designate depository

5.4. Other

6. Adjourn

QCTV has declared a local emergency effective March 17, 2020.

The regular meeting of the Quad Cities Cable Communications Commission will meet at Ramsey City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The City of Ramsey has also declared a local emergency and closed city hall to the public. The public may watch the QCCCC meeting at www.qctv.org on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2020

CALL TO ORDER – 1

Chair Ulrich called the meeting to order at 11:05 a.m. which was held virtually due to the ongoing pandemic and as allowed by State Statute.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Jeff Menth, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover (arrived at 11:23 a.m.); and Bret Heitkamp, Champlin.

Commissioners absent: Jamie Barthel, Andover; and Ryan Sabas, Champlin

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

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Ulrich	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from September 17, 2020

Motion was made by Menth and seconded by Skogquist to approve the September 17, 2020 minutes as presented.

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Ulrich	aye

Motion carried.

4.2 Executive Director

Ms. George provided an update on the activities of the past two months including NATOA awards and Telly awards received by the organization, the 2020 election season coverage, new staffing additions, and customer compliments received. She thanked staff for their ability to cover the high school sports and the Anoka Halloween celebration. She also provided an update on the sister station collaboration which allows QCTV to keep providing coverage of the Governor's conferences. She referenced the programing statistics, noting that there are higher numbers of online views for programming due to the ongoing pandemic.

Chair Ulrich thanked Ms. George and her staff for remaining flexibility and continuing to produce award winning work.

Motion was made by Heitkamp seconded by Lee to accept the Executive Director's report.

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Ulrich	aye

Motion carried.

4.3 Treasurer

4.3.1. August - September Financial Report

Ms. George thanked the Andover Finance staff for their continued support. She stated that the August and September financial statements were provided to the Commission for review.

Motion was made by Menth and seconded by Skogquist to accept the August and September Financial Reports.

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Ulrich	aye

Motion carried.

GENERAL BUSINESS – 5

5.1 2021 Operating Budget

Ms. George provided background information on the creation of the budget which was created with input from the Budget Committee, Personnel Committee, and staff. She stated that the proposed 2021 budget shows an adjustment to the interest income and highlighted some of the proposed increases and decreases. She stated that this is a balanced budget and thanked staff for their work in creating the budget and for the input of the Personnel and Budget committees.

Motion was made by Skogquist and seconded by Heitkamp to approve the 2021 operating budget and CIP and operational reserve of \$424,381.

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Ulrich	aye

Motion carried.

5.2 Strategic Plan Lexica Communications Project Consultant

Ms. George stated that Lexica Communications presented a three phased project in the spring. She advised that phase one has been completed and she is

requesting authorization to move forward with phase two, which is broken into two projects.

Commissioner Dickinson joined the meeting.

Motion was made by Menth and seconded by Heitkamp to approve the Lexica Communications proposal for Phase 2, up to \$4,500.

A roll call vote was performed:

Menth	aye
Skogquist	aye
Heitkamp	aye
Lee	aye
Dickinson	aye
Ulrich	aye

Motion carried.

5.3 Other

Ms. George commented that an Andover representative has now joined the meeting and noted that it would be helpful to have the support of Andover related to the 2021 budget.

Commissioner Dickinson confirmed the support of Andover on the 2021 budget.

Commissioner Skogquist referenced an email Ms. George sent related to meeting coverage during the winter months and asked if QCTV has the ability to continue to provide coverage.

Ms. George stated that she has been in contact with Attorney Lepak, who encouraged that the member cities look to hold virtual or a form of virtual meetings during the winter months with the increased restrictions. She stated that QCTV will continue to provide live broadcast coverage in whatever format the member cities choose. She stated that Anoka, Champlin and Ramsey all have the appropriate equipment installed for remote meetings and the equipment for Andover will be installed in the next few weeks. She stated that the Executive Order from the previous day impacts high school sports, noting that QCTV staff will provide coverage for the next game before the pause occurs. She stated that staff will continue to look into community programming that can be provided while high school sports are paused.

Commissioner Dickinson commented that while Andover does not have the equipment installed at this time, they have found a solution that allows the City to hold virtual meetings for the time being.

ADJOURN – 6

Time of adjournment 11:31 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

MINUTES OF THE REGULAR MEETING OF DECEMBER 17, 2020

CALL TO ORDER – 1

Chair Ulrich called the meeting to order at 3:06 p.m. He read a statement aloud explaining that the meeting is being held virtually as allowed because of the ongoing pandemic and related orders.

ROLL CALL– 2

Commissioners present were: Greg Lee, Anoka; Jeff Menth, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Jamie Barthel, Andover.

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

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

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Barthel	aye
Commissioner Menth	aye
Commissioner Lee	aye
Chair Ulrich	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 None.

GENERAL BUSINESS – 5

5.1 CenturyLink Settlement Agreement

Mr. Vose stated that there is a quorum, but one community is not represented, therefore perhaps the final action should be tabled. He stated that CenturyLink has told every organization in its market that it will not continue with its Prism services and therefore wanting to terminate its agreements. He stated that it is unclear as to when CenturyLink would cease its Prism services within the four member communities. He noted that it could occur prior to the next regular Commission meeting. He stated that CenturyLink has Franchise Agreements with each member city to provide cable services. He stated that he has reason to believe that CenturyLink will not cease providing those services prior to the next meeting but cannot guarantee that.

Motion was made by Barthel and seconded by Menth to table consideration of the CenturyLink Settlement Agreement to the January 21, 2021 meeting.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Barthel	aye
Commissioner Menth	aye
Commissioner Lee	aye
Chair Ulrich	aye

Motion carried.

5.2 Other

Ms. George thanked Commissioner Menth for his service on the group, noting that she has appreciated his guidance and his commitment to the residents of Ramsey and wished him the best.

Commissioner Menth thanked staff for the kind words.

ADJOURN – 6

Time of adjournment 3:13 p.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, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,515,640.18
- PayPay acct	300.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,352,929.14
Accounts Receivable	0.00
Other current assets	6,902.00
Total Current Assets	\$ 2,881,021.32
Fixed Assets	0.00
TOTAL ASSETS	\$ 2,881,021.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	19,716.92
Other Current Liabilities	3,180.50
Total Current Liabilities	\$ 22,897.42
Equity	2,858,123.90
TOTAL LIABILITIES AND EQUITY	\$ 2,881,021.32 *

Equity: QCTV allocates fund reserves in two areas:
Operating Reserves = \$436,808
Capital Reserves = \$2,444,213.32 (\$3.3M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Oct 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		41.67	(41.67)	0.00%	1,718.11	500.00	1,218.11	343.62%
Equipment Grant		4,916.67	(4,916.67)	0.00%	60,116.02	59,000.00	1,116.02	101.89%
Franchise Fees		71,500.00	(71,500.00)	0.00%	504,934.50	858,000.00	(353,065.50)	58.85%
Interest Income	62.93	2,500.00	(2,437.07)	2.52%	25,262.23	30,000.00	(4,737.77)	84.21%
Miscellaneous Income		83.33	(83.33)	0.00%	950.00	1,000.00	(50.00)	95.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	271,459.04	429,000.00	(157,540.96)	63.28%
Total Income	62.93	114,791.67	(114,728.74)	0.05%	864,439.90	1,377,500.00	(513,060.10)	62.75%
Expenses								
A-PERA Expense	3,298.97	4,210.83	(911.86)	78.34%	40,439.06	50,530.00	(10,090.94)	80.03%
A-SS/Medicare Expense	3,574.89	4,295.58	(720.69)	83.22%	37,332.03	51,547.00	(14,214.97)	72.42%
A-Wages - Full-time	40,067.20	46,142.75	(6,075.55)	86.83%	443,964.63	553,713.00	(109,748.37)	80.18%
A-Wages - Part-time	6,892.00	10,000.00	(3,108.00)	68.92%	53,482.00	120,000.00	(66,518.00)	44.57%
Accounting / HR Services	778.20	1,333.33	(555.13)	58.37%	9,783.66	16,000.00	(6,216.34)	61.15%
Ads/Promos/Sponsorships	396.00	916.67	(520.67)	43.20%	5,870.78	11,000.00	(5,129.22)	53.37%
Andover Capital Equipment	100.00	1,083.33	(983.33)	9.23%	325.00	13,000.00	(12,675.00)	2.50%
Announcers Fees	780.00	1,083.33	(303.33)	72.00%	6,860.86	13,000.00	(6,139.14)	52.78%
Anoka Capital Equipment	227.72	1,083.33	(855.61)	21.02%	2,273.18	13,000.00	(10,726.82)	17.49%
Audit		1,375.00	(1,375.00)	0.00%	14,881.00	16,500.00	(1,619.00)	90.19%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	546.36	583.33	(36.97)	93.66%	5,447.69	7,000.00	(1,552.31)	77.82%
Building - Insurance		316.67	(316.67)	0.00%	3,709.00	3,800.00	(91.00)	97.61%
Building - Maintenance	512.27	1,458.33	(946.06)	35.13%	4,564.91	17,500.00	(12,935.09)	26.09%
Building - Supplies		125.00	(125.00)	0.00%	560.24	1,500.00	(939.76)	37.35%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	(500.00)	83.33%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	5,150.00	6,300.00	(1,150.00)	81.75%
Champlin Capital Equipment	84.90	1,083.33	(998.43)	7.84%	849.00	13,000.00	(12,151.00)	6.53%
City Sewer & Water	728.28	216.67	511.61	336.12%	2,642.32	2,600.00	42.32	101.63%
Commission Expense		416.67	(416.67)	0.00%	950.00	5,000.00	(4,050.00)	19.00%
Consulting Services	1,380.00	6,250.00	(4,870.00)	22.08%	15,420.00	75,000.00	(59,580.00)	20.56%
Contingency Fund		2,891.17	(2,891.17)	0.00%	0.00	34,694.00	(34,694.00)	0.00%
COVID-19	674.90		674.90		28,864.08	0.00	28,864.08	
Duplication Expenses	58.88	41.67	17.21	141.30%	125.36	500.00	(374.64)	25.07%
Electric Service	915.66	1,333.33	(417.67)	68.67%	10,377.43	16,000.00	(5,622.57)	64.86%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	667.92	2,500.00	(1,832.08)	26.72%
Equip/Repair/Supply/Software	4,855.54	2,500.00	2,355.54	194.22%	11,921.71	30,000.00	(18,078.29)	39.74%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,508.32	8,413.67	(1,905.35)	77.35%	72,783.15	100,964.00	(28,180.85)	72.09%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,986.00	5,300.00	(314.00)	94.08%
Lawn Service	725.00	416.67	308.33	174.00%	3,963.00	5,000.00	(1,037.00)	79.26%
Legal Fees	705.50	2,083.33	(1,377.83)	33.86%	6,327.25	25,000.00	(18,672.75)	25.31%
Licenses and Permits	200.00	250.00	(50.00)	80.00%	560.00	3,000.00	(2,440.00)	18.67%
Meals		83.33	(83.33)	0.00%	353.73	1,000.00	(646.27)	35.37%
Memberships - NATOA / Others	1,175.00	833.33	341.67	141.00%	7,230.00	10,000.00	(2,770.00)	72.30%
Mileage	864.30	750.00	114.30	115.24%	7,705.49	9,000.00	(1,294.51)	85.62%
Miscellaneous Expenses		83.33	(83.33)	0.00%	2,146.95	1,000.00	1,146.95	214.70%
Natural Gas	52.69	500.00	(447.31)	10.54%	1,489.21	6,000.00	(4,510.79)	24.82%
Office Supplies / Equipment	147.17	500.00	(352.83)	29.43%	4,193.33	6,000.00	(1,806.67)	69.89%
Parking Lot Maintenance		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Total Payroll Expenses	1,587.01	0.00	1,587.01		1,839.51	0.00	1,839.51	
Payroll Expenses (ADP/HSA)	112.50	200.00	(87.50)	56.25%	1,007.50	2,400.00	(1,392.50)	41.98%
Postage	19.50	83.33	(63.83)	23.40%	196.35	1,000.00	(803.65)	19.64%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development		1,833.33	(1,833.33)	0.00%	4,629.06	22,000.00	(17,370.94)	21.04%
Publications		41.67	(41.67)	0.00%	159.00	500.00	(341.00)	31.80%
Ramsey Capital Equipment	132.07	1,083.33	(951.26)	12.19%	1,320.10	13,000.00	(11,679.90)	10.15%
Sales Tax		41.67	(41.67)	0.00%	63.00	500.00	(437.00)	12.60%
Secretary Services		208.33	(208.33)	0.00%	888.00	2,500.00	(1,612.00)	35.52%
Snow Plowing Service		500.00	(500.00)	0.00%	1,715.00	6,000.00	(4,285.00)	28.58%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	555.47	583.33	(27.86)	95.22%	5,889.00	7,000.00	(1,111.00)	84.13%
Studio Sets		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Subscription Services	305.99	1,833.33	(1,527.34)	16.69%	17,360.45	22,000.00	(4,639.55)	78.91%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	1,754.65	1,250.00	504.65	140.37%	4,679.72	15,000.00	(10,320.28)	31.20%
Vehicle - Insurance		166.67	(166.67)	0.00%	1,292.00	2,000.00	(708.00)	64.60%

Quad Cities Communications Commission **Budget vs. Actuals: FY 2020 - FY20 P&L**

January - December 2020

	Oct 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Maintenance / Gas	119.07	666.67	(547.60)	17.86%	985.81	8,000.00	(7,014.19)	12.32%
Waste Removal	123.85	125.00	(1.15)	99.08%	1,288.50	1,500.00	(211.50)	85.90%
Web / VOD / Int / CaTV / Phone	4,543.87	1,833.33	2,710.54	247.85%	17,905.33	22,000.00	(4,094.67)	81.39%
Work Comp Insurance		166.67	(166.67)	0.00%	1,817.00	2,000.00	(183.00)	90.85%
Total Expenses	86,228.73	118,537.29	(32,308.56)	72.74%	883,735.30	1,422,448.00	(538,712.70)	62.13%
Net Income	(86,165.80)	(3,745.62)	(82,420.18)	2300.44%	(19,295.40)	(44,948.00)	25,652.60	42.93%
ZCIP - Andover					43,895.00			
ZCIP - Anoka	7,000.00				50,895.00			
ZCIP - Champlin	7,000.00				47,000.00			
ZCIP - Master Control Equipment					5,838.00			
ZCIP - Office Equipment					10,688.00			
ZCIP - Ramsey					50,950.98			
ZCIP - Studio					4,885.00			
ZCIP - Truck					4,900.00			
	<u>14,000.00</u>				<u>219,051.98</u>			

Tuesday, Dec 08, 2020 06:39:44 AM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

October 2020

Beginning Balance - 4M Statement	1,613,229.71
Less: Cleared Checks/Withdrawals	(86,951.74)
Plus: 4M Fund Interest	31.82
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,526,309.79
Book Balance	1,526,309.79
Adjusted Book Balance	1,526,309.79
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission
Bill Payment List
October 2020

	Date	Num	Vendor	Amount
Quad Cities Commission				
	10/05/2020	13385	Amazon	-24.12
	10/05/2020	13386	Kennedy & Graven, Chartered	-1,147.50
	10/05/2020	13387	League of MN Cities Insurance Trust	-1,817.00
	10/05/2020	13388	Minnesota Association of Government Communicators	-85.00
	10/05/2020	13389	Preferred One Insurance Co.	-5,845.20
	10/05/2020	13390	The Lincoln National Life Ins. Co.	-510.81
	10/05/2020	13391	Timothy Anderson	-360.00
	10/05/2020	13384	Alpha Video & Audio Inc.	-254.50
	10/09/2020	13392	Associated Bank	-120.00
	10/09/2020	13393	HealthEquity Inc.	-751.54
	10/09/2020	W D	Minnesota State Retirement System	-502.73
	10/09/2020	W D	PERA	-2,993.61
	10/20/2020	13394	ACE Solid Waste, Inc.	-123.85
	10/20/2020	13395	Alliance for Community Media	-1,000.00
	10/20/2020	13396	AT&T Mobility	-496.99
	10/20/2020	13397	Barna, Guzy & Steffen, LTD	-10.00
	10/20/2020	13398	BlizzyWeb, LLC	-2,700.00
	10/20/2020	13399	CenterPoint Energy	-52.69
	10/20/2020	13400	City of Andover	-799.82
	10/20/2020	13401	City of Anoka	-7,000.00
	10/20/2020	13402	City of Champlin	-7,728.28
	10/20/2020	13403	Comcast 2	-479.79
	10/20/2020	13404	Comcast Cable	-867.30
	10/20/2020	13405	Frugal Advertising	-395.00
	10/20/2020	13406	Gerald S. Thomson	-480.00
	10/20/2020	13407	Greenery Enterprises, Inc.	-725.00
	10/20/2020	13408	Holiday Station	-95.19
	10/20/2020	13409	James Childs	-120.00
	10/20/2020	13410	Jason Dorow	-240.00
	10/20/2020	13411	Joe G. Ruhland	-360.00
	10/20/2020	13412	LiveU Inc.	-104.16
	10/20/2020	13413	Maza Technologies, LLC	-1,580.00
	10/20/2020	13414	Monarch Pest Control	-110.00
	10/20/2020	13415	Peter James Hayes	-480.00
	10/20/2020	13416	T-Mobile	-61.12
	10/20/2020	13417	Timesavers	-148.00
	10/20/2020	13418	U.S. Bank Corporate	-1,168.33
	10/20/2020	13419	Verizon	-160.01
	10/20/2020	13420	Vividly Clean Inc.	-1,021.36
	10/20/2020	13421	Xcel Energy	-1,171.16
	10/23/2020	13422	Associated Bank	-120.00
	10/23/2020	13423	HealthEquity Inc.	-751.54
	10/23/2020	W D	Minnesota State Retirement System	-510.13
	10/23/2020	W D	PERA	-3,164.45
Total for Quad Cities Commission				-\$ 48,636.18

Quad Cities Communications Commission
Balance Sheet Summary
As of November 30, 2020

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,814,762.04
- PayPay acct	300.00
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,352,959.20
Accounts Receivable	0.00
Other current assets	6,902.00
Total Current Assets	<u>\$ 3,180,173.24</u>
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>\$ 3,180,173.24</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	23,480.91
Other Current Liabilities	3,180.50
Total Current Liabilities	<u>\$ 26,661.41</u>
Equity	3,153,511.83
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 3,180,173.24 *</u></u>

Equity: QCTV allocates fund reserves in two areas:

Operating Reserves = \$436,808

Capital Reserves = \$2,743,365.24

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Nov 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	18.95	41.67	(22.72)	45.48%	1,737.06	500.00	1,237.06	347.41%
Equipment Grant		4,916.67	(4,916.67)	0.00%	60,116.02	59,000.00	1,116.02	101.89%
Franchise Fees	248,740.44	71,500.00	177,240.44	347.89%	753,674.94	858,000.00	(104,325.06)	87.84%
Interest Income	64.39	2,500.00	(2,435.61)	2.58%	25,326.62	30,000.00	(4,673.38)	84.42%
Miscellaneous Income	500.00	83.33	416.67	600.02%	1,450.00	1,000.00	450.00	145.00%
PEG Fee	133,621.35	35,750.00	97,871.35	373.77%	405,080.39	429,000.00	(23,919.61)	94.42%
Total Income	382,945.13	114,791.67	268,153.46	333.60%	1,247,385.03	1,377,500.00	(130,114.97)	90.55%
Expenses								
A-PERA Expense	3,446.53	4,210.83	(764.30)	81.85%	43,885.59	50,530.00	(6,644.41)	86.85%
A-SS/Medicare Expense	3,658.17	4,295.58	(637.41)	85.16%	40,990.20	51,547.00	(10,556.80)	79.52%
A-Wages - Full-time	40,017.20	46,142.75	(6,125.55)	86.72%	483,981.83	553,713.00	(69,731.17)	87.41%
A-Wages - Part-time	6,652.75	10,000.00	(3,347.25)	66.53%	60,134.75	120,000.00	(59,865.25)	50.11%
Accounting / HR Services	1,006.50	1,333.33	(326.83)	75.49%	10,790.16	16,000.00	(5,209.84)	67.44%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	5,870.78	11,000.00	(5,129.22)	53.37%
Andover Capital Equipment		1,083.33	(1,083.33)	0.00%	325.00	13,000.00	(12,675.00)	2.50%
Announcers Fees	1,691.30	1,083.33	607.97	156.12%	8,552.16	13,000.00	(4,447.84)	65.79%
Anoka Capital Equipment	227.71	1,083.33	(855.62)	21.02%	2,500.89	13,000.00	(10,499.11)	19.24%
Audit		1,375.00	(1,375.00)	0.00%	14,881.00	16,500.00	(1,619.00)	90.19%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	315.00	583.33	(268.33)	54.00%	5,762.69	7,000.00	(1,237.31)	82.32%
Building - Insurance		316.67	(316.67)	0.00%	3,709.00	3,800.00	(91.00)	97.61%
Building - Maintenance	3,350.00	1,458.33	1,891.67	229.71%	7,914.91	17,500.00	(9,585.09)	45.23%
Building - Supplies	47.71	125.00	(77.29)	38.17%	655.66	1,500.00	(844.34)	43.71%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	5,675.00	6,300.00	(625.00)	90.08%
Champlin Capital Equipment	84.90	1,083.33	(998.43)	7.84%	933.90	13,000.00	(12,066.10)	7.18%
City Sewer & Water	102.30	216.67	(114.37)	47.21%	2,744.62	2,600.00	144.62	105.56%
Commission Expense	280.00	416.67	(136.67)	67.20%	1,230.00	5,000.00	(3,770.00)	24.60%
Consulting Services	1,380.00	6,250.00	(4,870.00)	22.08%	16,800.00	75,000.00	(58,200.00)	22.40%
Contingency Fund		2,891.17	(2,891.17)	0.00%	0.00	34,694.00	(34,694.00)	0.00%
COVID-19	674.90		674.90		29,538.98	0.00	29,538.98	
Duplication Expenses		41.67	(41.67)	0.00%	125.36	500.00	(374.64)	25.07%
Electric Service	870.40	1,333.33	(462.93)	65.28%	11,247.83	16,000.00	(4,752.17)	70.30%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	667.92	2,500.00	(1,832.08)	26.72%
Equip/Repair/Supply/Software	987.77	2,500.00	(1,512.23)	39.51%	12,909.48	30,000.00	(17,090.52)	43.03%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,827.84	8,413.67	(1,585.83)	81.15%	79,610.99	100,964.00	(21,353.01)	78.85%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,986.00	5,300.00	(314.00)	94.08%
Lawn Service	425.00	416.67	8.33	102.00%	4,388.00	5,000.00	(612.00)	87.76%
Legal Fees	595.00	2,083.33	(1,488.33)	28.56%	6,922.25	25,000.00	(18,077.75)	27.69%
Licenses and Permits		250.00	(250.00)	0.00%	560.00	3,000.00	(2,440.00)	18.67%
Meals		83.33	(83.33)	0.00%	353.73	1,000.00	(646.27)	35.37%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	7,230.00	10,000.00	(2,770.00)	72.30%
Mileage	605.89	750.00	(144.11)	80.79%	8,311.38	9,000.00	(688.62)	92.35%
Miscellaneous Expenses		83.33	(83.33)	0.00%	2,146.95	1,000.00	1,146.95	214.70%
Natural Gas	171.47	500.00	(328.53)	34.29%	1,660.68	6,000.00	(4,339.32)	27.68%
Office Supplies / Equipment	870.80	500.00	370.80	174.16%	5,064.13	6,000.00	(935.87)	84.40%
Parking Lot Maintenance		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Payroll Expenses			0.00		252.50	0.00	252.50	
Wages	3,003.20		3,003.20		4,590.21	0.00	4,590.21	
Payroll Expenses (ADP/HSA)	122.50	200.00	(77.50)	61.25%	1,130.00	2,400.00	(1,270.00)	47.08%
Postage	17.00	83.33	(66.33)	20.40%	213.35	1,000.00	(786.65)	21.34%
Printing / Copy Services		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2020 - FY20 P&L
January - December 2020

	Nov 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Professional Development	30.00	1,833.33	(1,803.33)	1.64%	4,659.06	22,000.00	(17,340.94)	21.18%
Publications		41.67	(41.67)	0.00%	159.00	500.00	(341.00)	31.80%
Ramsey Capital Equipment	132.07	1,083.33	(951.26)	12.19%	1,452.17	13,000.00	(11,547.83)	11.17%
Sales Tax		41.67	(41.67)	0.00%	63.00	500.00	(437.00)	12.60%
Secretary Services	148.00	208.33	(60.33)	71.04%	1,036.00	2,500.00	(1,464.00)	41.44%
Snow Plowing Service	440.00	500.00	(60.00)	88.00%	2,155.00	6,000.00	(3,845.00)	35.92%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	600.43	583.33	17.10	102.93%	6,489.43	7,000.00	(510.57)	92.71%
Studio Sets		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Subscription Services	299.99	1,833.33	(1,533.34)	16.36%	17,660.44	22,000.00	(4,339.56)	80.27%
Temp Staff Services		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	2,231.24	1,250.00	981.24	178.50%	6,910.96	15,000.00	(8,089.04)	46.07%
Vehicle - Insurance		166.67	(166.67)	0.00%	1,292.00	2,000.00	(708.00)	64.60%
Vehicle - Maintenance / Gas	541.56	666.67	(125.11)	81.23%	1,527.37	8,000.00	(6,472.63)	19.09%
Waste Removal	123.85	125.00	(1.15)	99.08%	1,412.35	1,500.00	(87.65)	94.16%
Web / VOD / Int / CaTV / Phone	4,755.51	1,833.33	2,922.18	259.39%	22,660.84	22,000.00	660.84	103.00%
Work Comp Insurance		166.67	(166.67)	0.00%	1,817.00	2,000.00	(183.00)	90.85%
Total Expenses	87,509.49	118,537.29	(31,027.80)	73.82%	971,292.50	1,422,448.00	(451,155.50)	68.28%
Net Income	295,435.64	(3,745.62)	299,181.26	-7887.50%	276,092.53	(44,948.00)	321,040.53	-614.25%

ZCIP - Andover	43,895.00
ZCIP - Anoka	50,895.00
ZCIP - Champlin	47,000.00
ZCIP - Master Control Equipment	5,838.00
ZCIP - Office Equipment	10,688.00
ZCIP - Ramsey	50,950.98
ZCIP - Studio	4,885.00
ZCIP - Truck	4,900.00
	<u>0.00</u>
	<u>219,051.98</u>

Friday, Jan 08, 2021 11:18:39 AM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

November 2020

Beginning Balance - 4M Statement	1,526,309.79
Less: Cleared Checks/Withdrawals	(82,079.53)
Plus: 4M Fund Interest	34.33
Plus: Bank Deposits/Credits	382,907.63
Bank Balance	\$1,827,172.22
Book Balance	1,827,172.22
Adjusted Book Balance	1,827,172.22
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

BILL PAYMENT LIST

November 2020

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/06/2020	13424	Associated Bank	-120.00
11/06/2020	13425	HealthEquity Inc.	-751.54
11/06/2020	W D	Minnesota State Retirement System	-510.13
11/06/2020	W D	PERA	-3,228.26
11/13/2020	13426	Alpha Video & Audio Inc.	-100.00
11/13/2020	13427	Amazon	-2,444.42
11/13/2020	13428	AT&T Mobility	-629.43
11/13/2020	13429	ECM Publisher	-396.00
11/13/2020	13430	HealthEquity Inc.	-47.40
11/13/2020	13431	Holiday Station	-119.07
11/13/2020	13432	Huebsch	-47.71
11/13/2020	13433	James Childs	-300.00
11/13/2020	13434	Jason Dorow	-180.00
11/13/2020	13435	Joe G. Ruhland	-480.00
11/13/2020	13436	Kennedy & Graven, Chartered	-705.50
11/13/2020	13437	LiveU Inc.	-263.87
11/13/2020	13438	Peter James Hayes	-240.00
11/13/2020	13439	Preferred One Insurance Co.	-6,964.66
11/13/2020	13440	T-Mobile	-121.30
11/13/2020	13441	The Lincoln National Life Ins. Co.	-555.47
11/13/2020	13442	Verizon	-233.58
11/20/2020	13443	Associated Bank	-120.00
11/20/2020	13444	HealthEquity Inc.	-751.54
11/20/2020	W D	Minnesota State Retirement System	-525.85
11/20/2020	W D	PERA	-3,205.25
11/25/2020	13445	ACE Solid Waste, Inc.	-123.85
11/25/2020	13446	Alpha Video & Audio Inc.	-4,113.07
11/25/2020	13447	CenterPoint Energy	-171.47
11/25/2020	13448	City of Champlin	-102.30
11/25/2020	13449	Comcast Cable	-867.29
11/25/2020	13450	Greenery Enterprises, Inc.	-575.00
11/25/2020	13451	NAC Building Solutions	-3,350.00
11/25/2020	13452	Securitas Electronic Security Inc.	-402.27
11/25/2020	13453	U.S. Bank Corporate	-863.39
11/25/2020	13454	Vividly Clean Inc.	-790.00
11/25/2020	13455	Xcel Energy	-915.66
Total for Quad Cities Commission			\$ -35,315.28

4.3 Executive Director's Report

January 5, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

CenturyLink Prism Exit

CenturyLink provided notice of their intent to shut down Prism TV service last year. The company's exit strategy is based on other franchises in the Twin Cities market ending December 2020 or January 2021. The Quad Cities Cable Communications Commission franchise is for 10 years. Legal Counsel Vose has been in contact with company representatives and Commission Chair Ulrich has been informed of communication. Negotiations have concluded. A special commission meeting was convened in December to consider the settlement agreement. Due to one member city not being present, the item was tabled to the January 21, 2021 commission meeting for consideration. CenturyLink deactivated the Prism service in Minnesota late December 2020.

Commissioner Menth

The City of Ramsey commissioner Jeff Menth will be exiting the commission in January. Staff prepared an appreciation plaque for his years of service. The plaque was presented to commissioner Menth by commission chair Kurt Ulrich at a Ramsey City Council meeting. A new commissioner will be appointed by the city in January.

Strategic Plan

Staff completed a strategic plan planning session for 2021 objectives. The 2021 objectives will be reviewed at the March Programming worksession. The Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

2021 Budget

Staff completed year end 2020 financial reports and input 2021 operating budget. The Budget Committee met to provide input on the operating budget and to review the staff draft prior to presentation to the commission.

Payroll Audit

The 2020 internal payroll audit was completed in December.

2020 Audit

The 2020 audit work has commenced. The commission will consider the 3-year contract renewal with Redpath at the January 21 commission meeting.

Anthony Bettin Appointed to Social Media Position

QCTV completed recruitment of the Social Media position and held interviews. An offer was extended and accepted by Anthony Bettin. Anthony has worked in the area of social media for local broadcast stations and, most recently, for national lifestyle magazines. Anthony started November 30, 2020. On January 5, Anthony gave notice to leave QCTV and accept his dream job back at WCCO-TV. We wish him all the best.

Social Media/Communications Position Recruitment

The position announcement is slated for recruitment ASAP.

Communications Consultant Report

The Lexica Communications Phase 2 was approved by the commission in November. The project was slated to begin with the hiring of the Social Media coordinator. That project has been put on hold with the resignation of Anthony Bettin.

Franchise Fee Audit of Comcast

Ashpaugh & Sculco, CPAs (A&S) is making progress on the audit of Comcast fees. Expected timeline for completion will be sometime after May 2021. With the onset of the pandemic in March 2020, the consultants tolled the agreement for multiple clients (including QCTV) for one year, impacting the completion timeline. That one-year toll expires in May 2021.

ACM Webinar Presenter

I participated as a speaker for an ACM webinar on Personnel Practices.

NATO Virtual Board Retreat

I participated in the annual NATO board retreat (virtually).

Anoka Area Chamber of Commerce

I continue to participate in new business ribbon cutting events as a Chamber Ambassador. QCTV continues to provide coverage of Chamber events of interest to the public and the monthly business profile chamber show.

Executive Director Performance Review

The annual performance review has been sent to commissioners for input. Dana Makinen will collect the responses and forward to the commission chair for action.

The Post

This weekly live local news and show airs weekly on Wednesdays at 2 pm, followed by the short packages posted on social media and the full program plays on channel/VOD. The Social Media

Coordinator has implemented new posting protocols. This action is garnering higher engagement on social media for QCTV and member cities. More details will be shared at the March Programming worksession.

I have had the opportunity to host The Post a few times. Staff is doing an excellent job: Katherine assigns relevant stories and the producers are delivering quality, short packages that are deployed on social media. Kudos to all.

Action Requested:

Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

November 30, 2020

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

We produced 21 live government meetings and 3 were cancelled.

We carried 5 live press conferences by Governor Walz.

Regular productions include 3 live episodes of “The Post” resulting on 14 pre-produced stories on our member cities and live shots during each weekly local news show. These stories were re-deployed on social media per our strategic plan.

We produced “The Chamber Report” on Zoom for the first time. This is being produced on Zoom as a pre-caution during the rise of COVID-19 statistics. We are still producing our weekly show (“The Post”) in our studio minimizing crew and keeping it as safe as possible. We also produced an episode of “Game Sharks” via Zoom.

Also, via Zoom we produced a show with the local League of Women Voters called “Building A Community of Common Understanding”. This was a post-election discussion and the league reported it was their most popular show, so far.

Sports were chaotic due to last minute changes by the high school league due to COVID-19. We produced 3 volleyball and 4 football games. We also carried a live football game produced by our sister station CCX.

We produced an update on the Andover Preserves with a show called “A Walk in the Woods”. This show features Open Space commissioners walking and talking about their favorite trails. The drone footage of the fall colors added to the production values.

We did a 4th paid production for The City of Champlin. They held a series of neighborhood forums on Zoom and needed assistance.

Procured programming included an episode of “Inside Healthcare” and “Democratic Visions”.

Testimonials this month:

“Thank you, Katherine for sending Andy Zachariason to our art opening- he was awesome! We really enjoyed sharing the art center with him.”

- Larry Weinberg, Rumriver Art Center Director

“I have done many programs with the League of Women Voters but never had feedback like this!”

- Sue Butler, League of Women Voters- ABC

“Thank you so much Katherine for your continued support and advise. It was a great meeting and I was just smiling at the connection of Brian Snowman Powers and QCTV! I will stay in touch about the PSA project.”

- Steve Yeager, Multi-Media Instructor, Anoka-Hennepin STEP

“Excellent job Jared did on the housing project. Thank you to all!

- Pam Bowman, City of Anoka

“Thank you for making available to watch the 11/20 Volleyball game, Andover vs. St. Michael Albertville. I wanted to see my granddaughter, Emma Van Heel, play her last game as a senior for STMA. Your crew did an excellent job of filming the game and the announcer was excellent. Since my wife and I have been unable to attend any games due to covid, this was the next best thing. Thanks again!”

- Don Van Heel, St. Michael

“Winter- You did a great job on “A Walk in the Woods”. Thank you for helping us show our residents and others the great nature preserves that are there for them to enjoy.”

- Kim Kovich, Andover Open Space Commissioner

QCCCC Agenda Item

4.3.1 Operations Report

December 31, 2020

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

We produced 18 live government meetings and 8 were cancelled.

We carried 5 live press conferences by Governor Walz.

Regular productions include 3 live episodes of “The Post” resulting on 12 pre-produced stories on our member cities and live reports during each weekly show. These stories were re-deployed on social media per our strategic plan. We also taped a “Best of the Post 2020” that will run over the holidays.

We produced “The Chamber Report” and “The District Court Show” on Zoom.

Also, via Zoom we produced a show in our “Spotlight On Issue” series with the local League of Women Voters. The Electoral College was the topic with a presentation by league member Mel Aanerud.

Procured programming included an episode of “Inside Healthcare”, “Democratic Visions”, “The Chandon Polka Band Christmas Special”, “The Oregon Trail’s Origins”, and “The Good Stuff” produced by sister stations.

We produced another episode of “The Relief Sessions: A Virtual Art Crawl” featuring 3 local artists affiliated with The Rumriver Art Center.

The city of Ramsey requested we post a Ramsey Business Update video they produced via Zoom. They did it for their YouTube channel and asked that we

post on our Ramsey website.

Due to the “pause” on high school and youth sports as well as other community events, QCTV has also experienced a pause on mobile productions this month. During this time, our Mobile Production Producer Taylor Johnson has had the opportunity to conduct some housekeeping on our truck and file servers. He took our truck to the Ford dealership for a 120-point check and regular maintenance. Once the truck was returned, Taylor worked inside of the back of the truck. This included rewiring, organizing the cabling, removal of old and non-used equipment, and installation of replacement equipment. In addition, work was performed on our file servers. This included reorganization within the file servers, as well as reducing the overall data usage on our servers to make room for future data needs.

In the latest Governor’s announcement, practice for high school and youth sports are set to resume January 4th. The date for resuming competition is not yet known. We will continue to monitor the Governor’s announcement for updated guidance.

Testimonials this month:

“Thank you Leslie for your excellent work on Andover government and covering meetings.”

- Julie Trude, Mayor of Anoka

“Wow! What a great piece on Waterfowl for Warriors. Jared did and nice job and it was extremely well done.”

- Jeff Weaver, Anoka City Council Member

“Winter does such a nice job on “The Post”. Love her cat dress and cute shoes!”

Dana Makinen, City of Andover

“Thank you, Katherine for the nice show you produced with local artists. We appreciate it!”

- Larry Weinberg, Rumriver Art Center Co-founder

4.3.2 Technology Report

January 7, 2021

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: November 2020 Technology Report

Projects:

The new furnace and AC, installed at the beginning of October, passed inspection by the City of Champlin.

General Items:

Technology and Production Staff met online to look at a video data management and storage platform. Goals for a system like this would be to consolidate storage, make near-line and off-line archiving possible, and improve collaboration and remote editing.

Worked with Comcast to correct the picture aspect ratio on Channel 19 and solved some video dropouts on the Community Channel (15/859).

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Electricians had turned off a circuit breaker at Anoka City Hall for the cable control room. Crestron TPNL02 was not responding. After rebooting panel and system I contacted Alpha Video and they helped me configure a temporary solution while we got a replacement warranty replacement from Crestron.

Comcast Equipment

No issues to report for this period.

CenturyLink Equipment

Video issues for 8441 and 8941 reported to CenturyLink, this continues to be unresolved.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

January 11, 2021

To: Karen George, Executive Director
From: John Sommer, Technology Manager
Subject: December 2020 Technology Report

General Items:

Met with Alpha Video and Andover City Staff. Meeting to discuss the addition of remote meeting technology to the Council Chambers system.

Working with Anthony to demonstrate QCTV Channel Operations.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

Received advanced replacement Crestron Panel for Anoka. Installed it and returned malfunctioning unit. Alpha Video had already programmed it for the system.

Issue at Andover with the large touch display on a Chief cart.

First time I checked it, I was able to turn it on with the remote and saw the picture from the Document Camera. Display was not turning on and off with the Crestron system controls as it is supposed to. At the next city meeting it was no longer working even with the remote control. I went back to test it and it has completely failed. Working now with Alpha Video to get a technician from Sharp to repair it.

Document Camera at Champlin was not controllable over Crestron. Rebooted camera and tested functions. Working.

Anoka Vdesk machine needed to be rebooted and was not connecting remotely.

Comcast Equipment

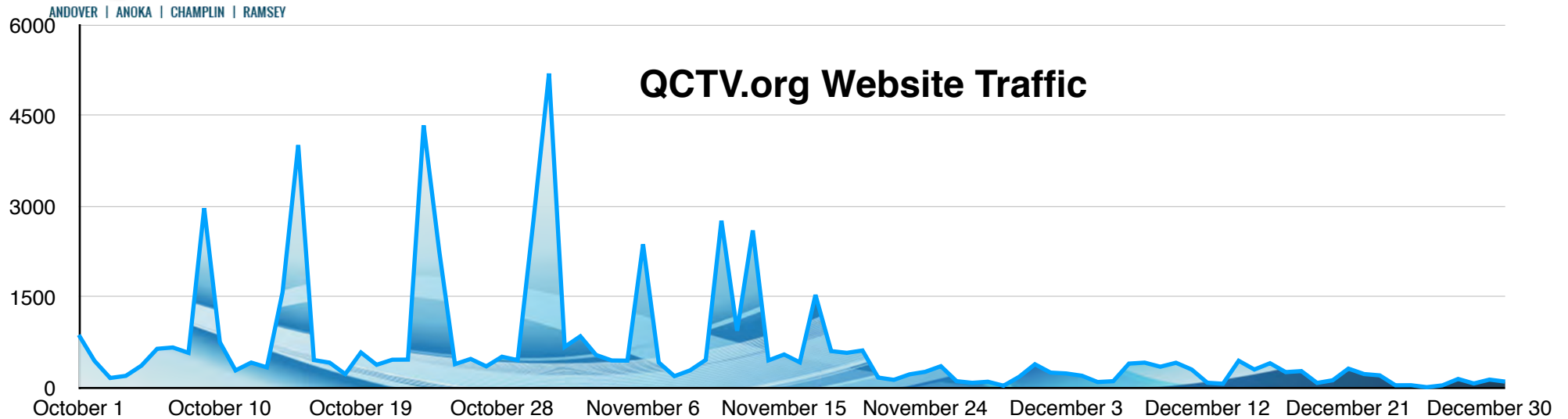
No issues to report for this period.

CenturyLink Equipment

Video issues for 8441 and 8941 reported to CenturyLink, this continues to be unresolved.

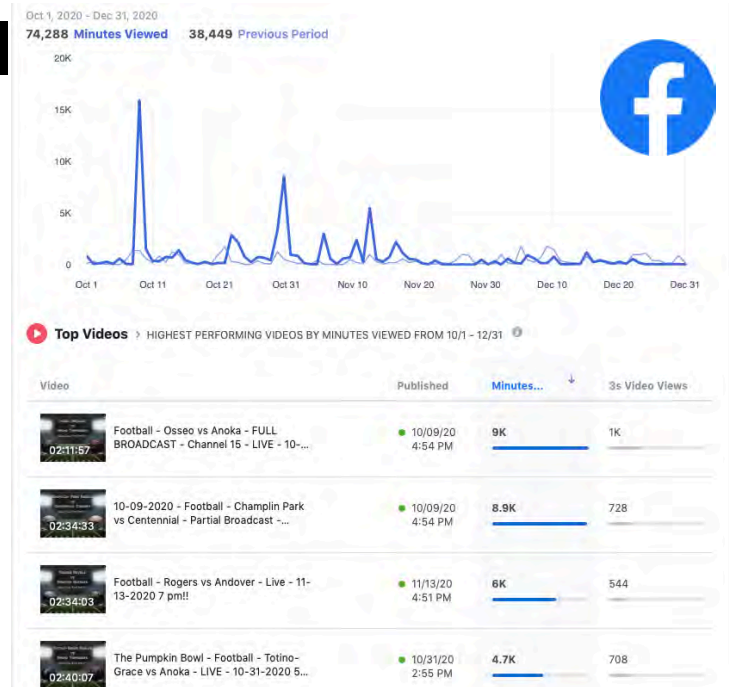
Action Requested: None.

2020 Quarter 4 Programming Stats



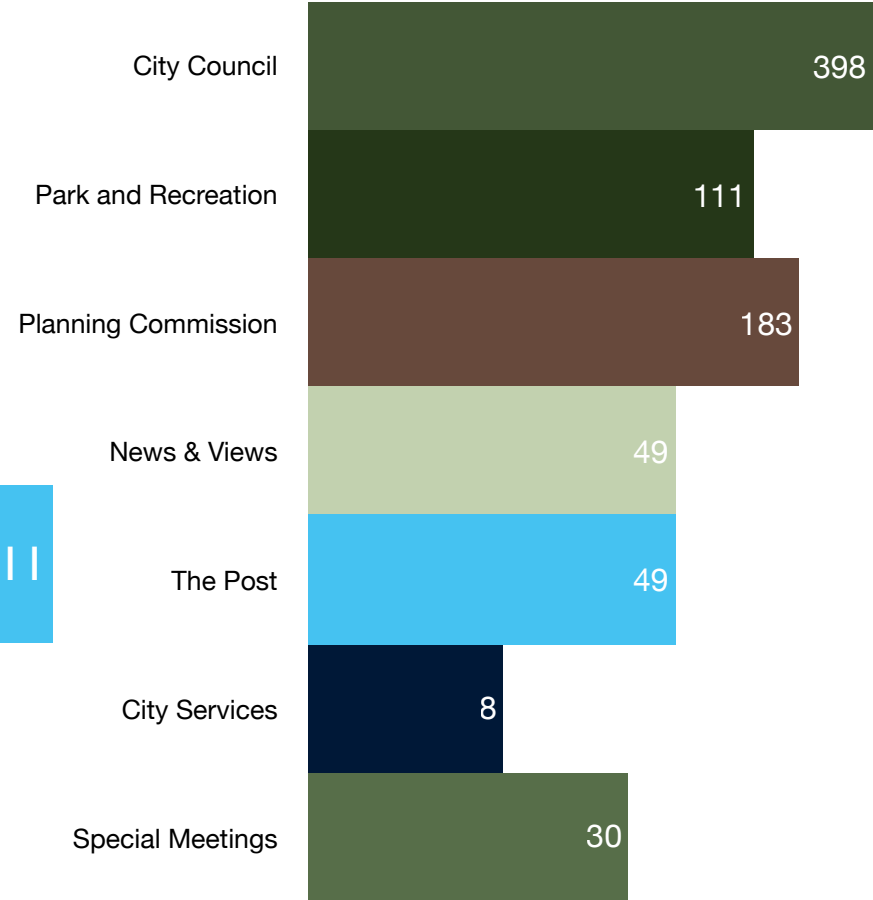
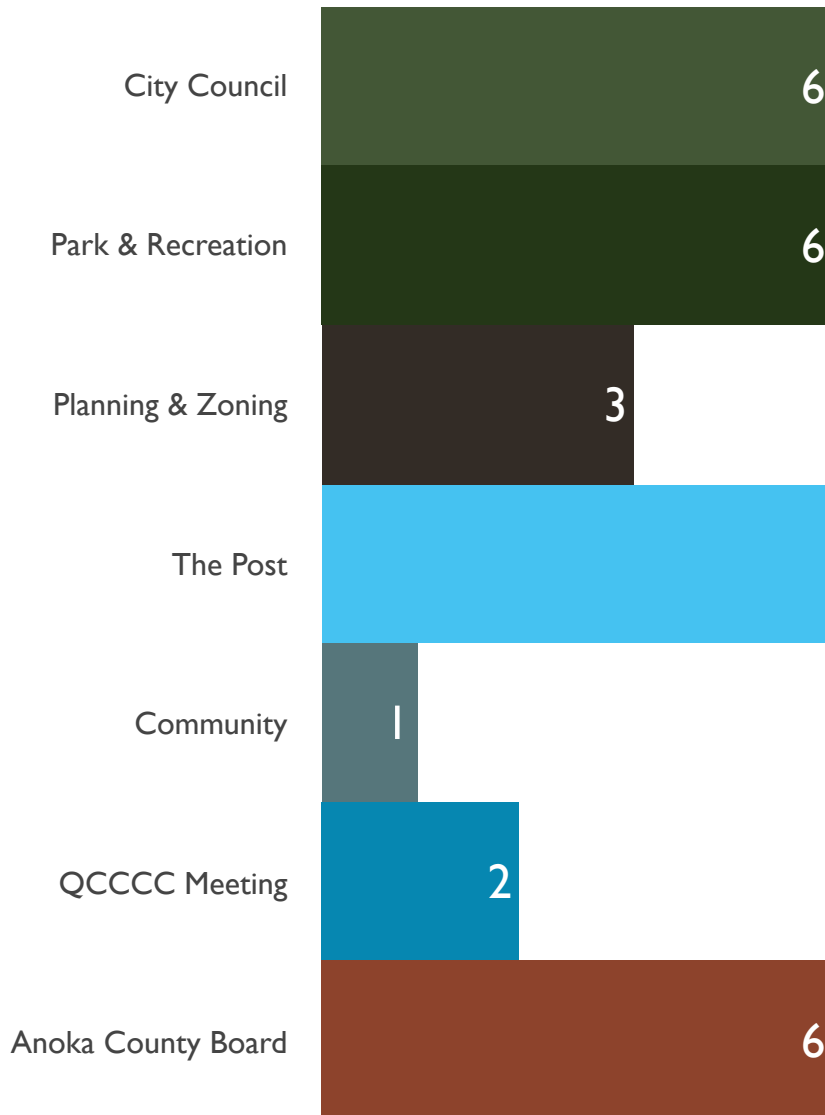
How did people find us and what page did they go to most?

Top 10 Ways Users Find QCTV			Top 10 Pages		
1	Direct	57%	1	Homepage	13,524
2	Google search	26%	2	Live - Community Channel	11,541
3	From Facebook	10.5%	3	Sports	8,031
4	From Twitter	3%	4	Andover	2,164
5	Bing search	1.5%	5	Program Guide	1,883
6	Yahoo search	1%	6	Anoka	1,482
7	Duckduckgo	0.5%	7	Programs	1,209
8	From YouTube	0.2%	8	Champlin	1,024
9	From Ramsey's website	0.1%	9	Ramsey	748
10	From Champlin's website	0.1%	10	Events	671





Channel Programming Stats



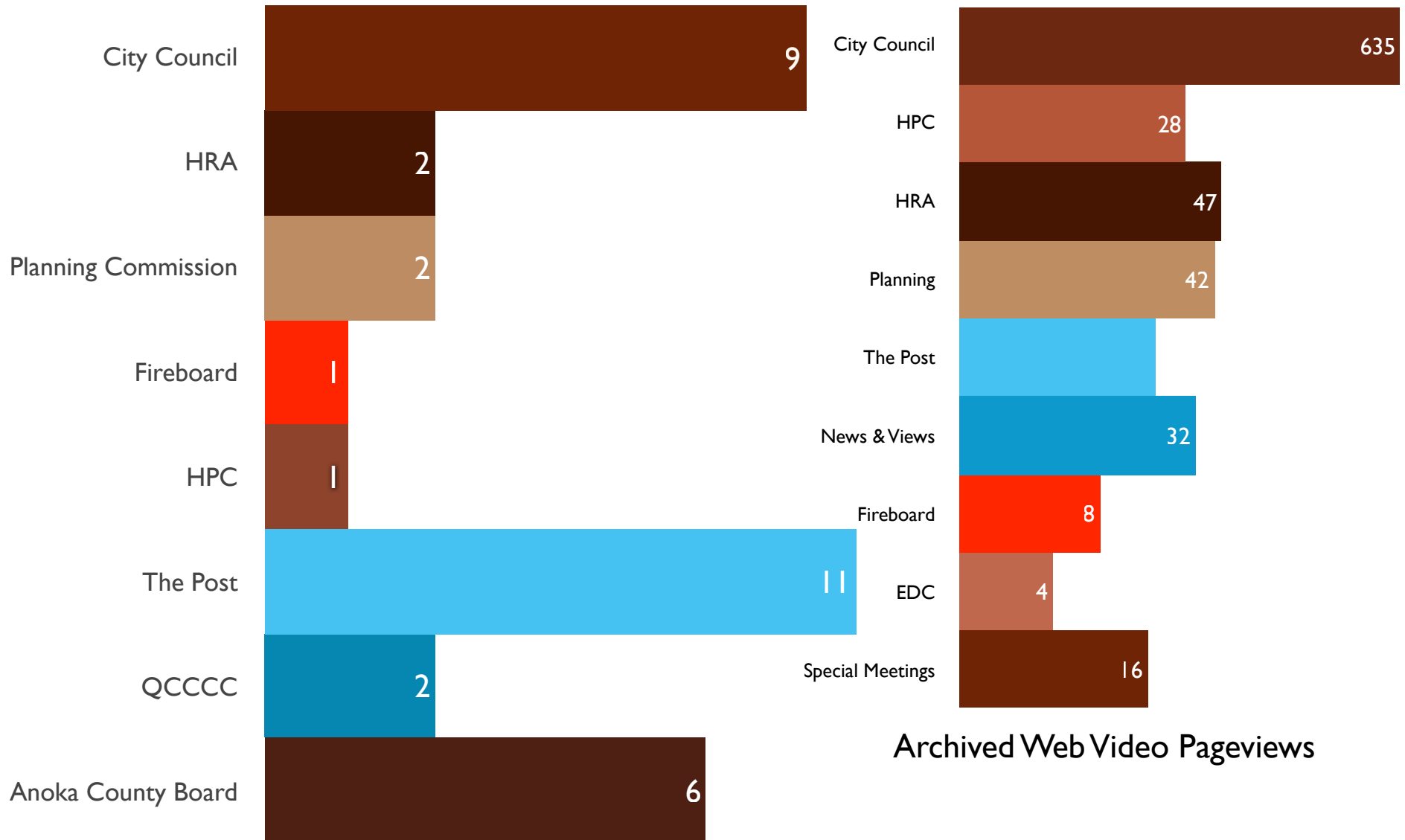
Archived Web Video Pageviews

Number of New Shows - 35

2020Q4



Channel Programming Stats

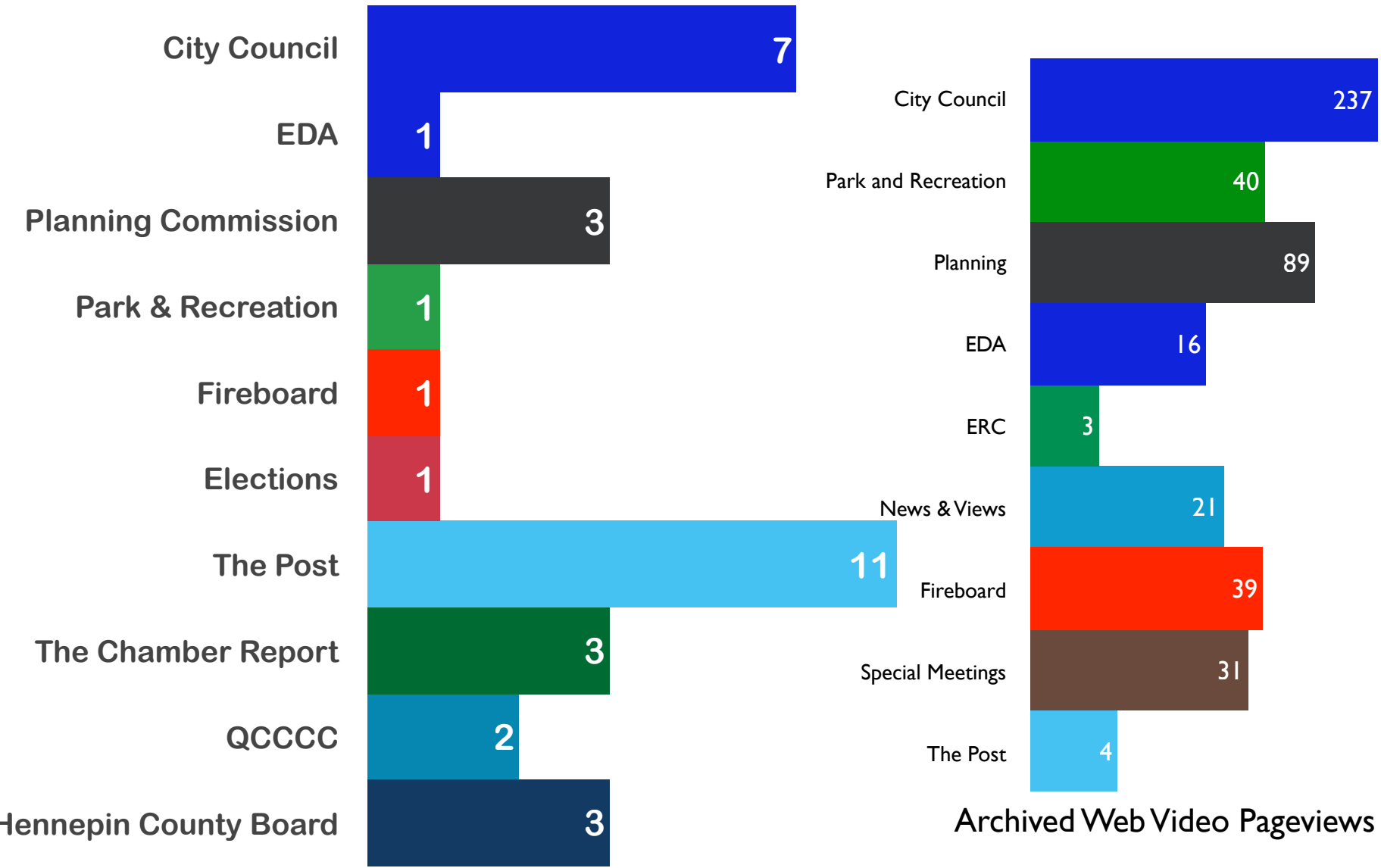


Number of New Shows - 34

2020Q4

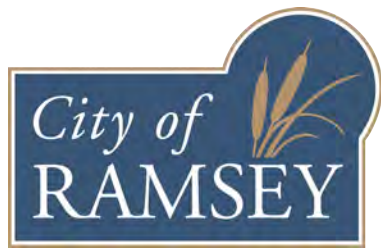


City of Champlin Channel Programming Stats

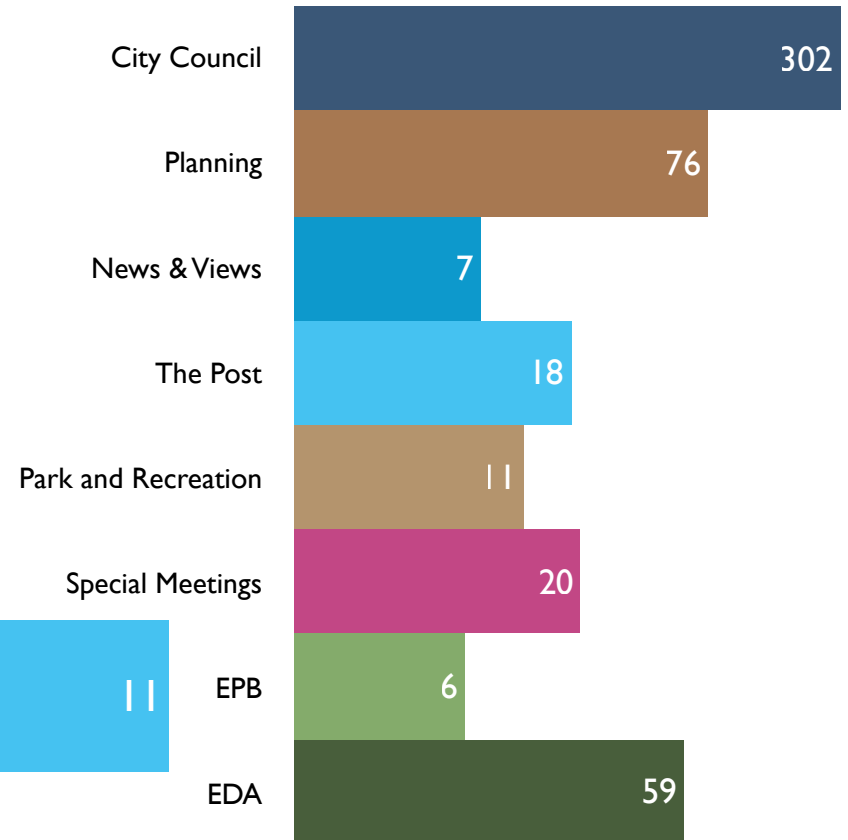
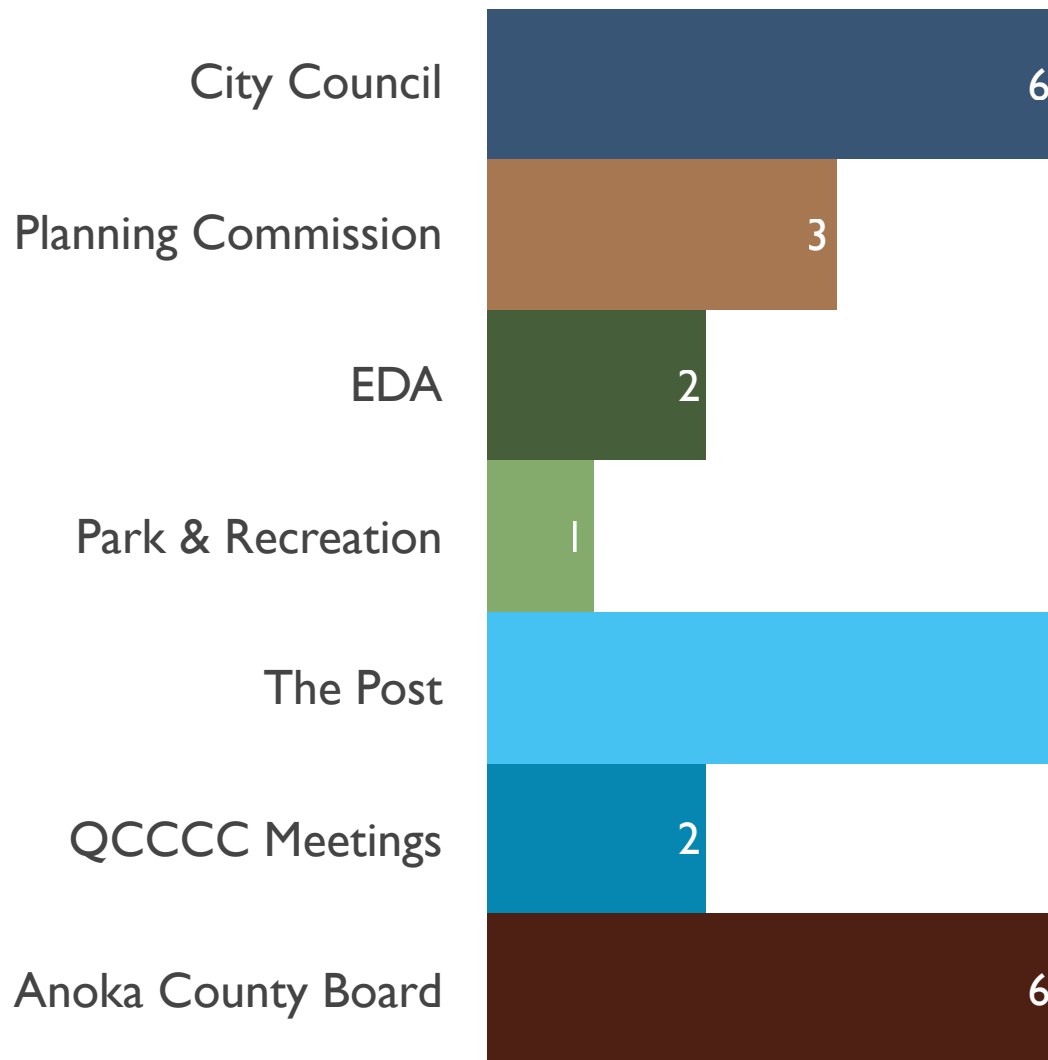


Number of New Shows - 33

2020Q4



Channel Programming Stats

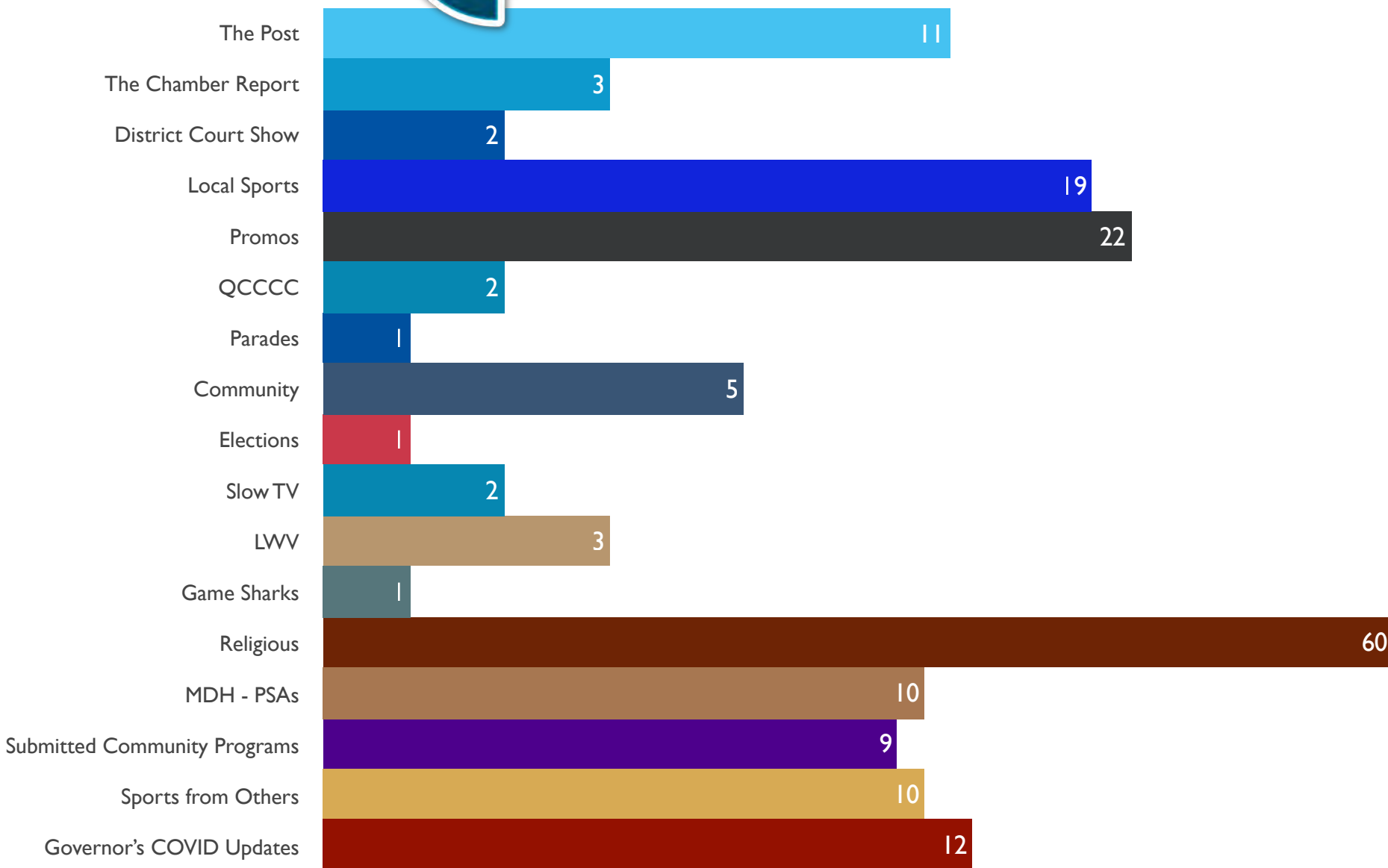


Number of New Shows - 31

2020Q4



Channel Programming Stats



Number of New Shows - 73 New Submitted Shows - 101

2020Q4

QCCCC Agenda Item

4.4 Commission Organization Items

January 7, 2021

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 2021 are:

Commission meeting or work session: \$40 per meeting

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

Commission Officers

Chair – Kurt Ulrich

Vice-Chair – Bret Heitkamp

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

_____, 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, 2021 per diem rate remains unchanged

Other Organization Items

Designate Depository – Agenda item 5.3 for January 21, 2021 commission meeting.

City CIP Payment – The 2021 member city CIP payment is \$20,000 – approved with budget action at the November 19, 2020 commission meeting.

Quad Cities Cable Communications Commission 2021 Meeting Plan

January 21

Commission Meeting
Designate depository

March 18

Commission Worksession: Programming (9:30 am)
Commission Meeting

April TBD

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

May 20

Commission Meeting

July 15

Commission Meeting

September 16

Commission Worksession: Technology (9:30 am)
Commission Meeting

October TBD

Budget Committee: 2022 Proposed Budget Review

November 18

Commission Meeting – Budget and CIP approval

December TBD

Commission/Staff Event

QCCCC Agenda Item

5.1 CenturyLink Settlement Agreement

January 4, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: CenturyLink Settlement Agreement

CenturyLink notified the Commission in February 2020 of the company's intent to exit the cable television service market. The Franchise agreement term is through 2026, requiring CenturyLink to sever the agreement. Legal Counsel and staff, with consultation of commission chair, negotiated a settlement agreement. That agreement, and a cover memo by legal counsel Bob Vose, is attached.

Staff recommends commission approval of the settlement agreement.

Action Requested: Approval of Settlement Agreement



Offices in Fifth Street Towers
150 South Fifth Street, Suite 700
Minneapolis MN 55402-1299
Saint Paul (612) 337-9300 telephone
(612) 337-9310 fax
St. Cloud <http://www.kennedy-graven.com>
Affirmative Action, Equal Opportunity
Employer

ROBERT J.V. VOSE
Attorney at Law
Direct Dial (612) 337-9275
Email: rvose@kennedy-graven.com

MEMORANDUM

Date: December 15, 2020
To: QCCCC
From: Bob Vose, Kennedy & Graven, Chartered
Re: CenturyLink

The member cities issued 10-year franchises to Qwest Broadband Services, Inc. d/b/a CenturyLink ("CenturyLink"). The franchises expire on December 21, 2026. Notwithstanding, earlier this year CenturyLink provided notice that it intends to cease providing Prism cable services to customers in the cities by the end of the year. The company intends to terminate Prism throughout the Minneapolis/St. Paul market and across the country.

CenturyLink proposed amendments to each of the cities' franchises to allow early termination. Staff has subsequently negotiated an alternate agreement with CenturyLink. Under the agreement, CenturyLink would pay \$35,000 in exchange for a right to cease providing cable service upon 90 days' written notice to the Commission. The agreement would not require franchise amendments by the members, but instead provides that the Commission will release all claims for breach of contract or any other theory due to CenturyLink's early termination. The parties would reserve and retain any claims associated with any other alleged violations of the franchises.

Under the agreement, CenturyLink will need to provide at least 60 days' notice to customers along with information about alternative video services/providers. In addition, CenturyLink must facilitate customer return of Prism video equipment at no cost. Finally, for one (1) year after giving notice of termination, CenturyLink must maintain the performance bond and letter of credit required by the franchises, and meet the indemnification and insurance requirements in the franchises.

Staff would prefer that CenturyLink vigorously compete with Comcast for the remaining term of the franchises. Unfortunately, CenturyLink is unwilling or unable to do so. Accordingly, staff recommends approval of the agreement.

FRANCHISE AGREEMENT AMENDMENT

This Franchise Agreement Amendment (the "Agreement") is entered into by and between the Quad Cities Cable Communications Commission, a municipal joint powers body, ("the Commission "), and Qwest Broadband Services, Inc. d/b/a CenturyLink (hereinafter "CenturyLink"). The Commission and CenturyLink shall sometimes be referred to herein individually as a "Party" and collectively as the "Parties."

I. RECITALS

A. The Commission is a municipal joint powers body comprised of the cities of Anoka, Andover, Champlin, and Ramsey ("the Cities"), each municipal corporations under Minnesota law. The Commission administers and enforces the cable franchises issued by the Cities and advances the cable-related interests of the Cities.

B. CenturyLink negotiated and entered into substantively identical cable franchise agreements with the Cities (together, "the Franchise").

C. By its terms, the Franchise expires on December 21, 2026 (the "Initial Term").

D. CenturyLink has ceased provision of cable services in the Cities prior to the end of the Initial Term.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, considerations, mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, and intending to be legally bound, the Parties agree as follows:

II. AGREEMENT

1. Effective Date. This Agreement shall be effective on its mutual execution by the Parties (the "Effective Date").

2. Termination of Service. The Parties agree that, except as provided in paragraph 3, CenturyLink may cease providing cable service in the Cities.

3. Removal of Facilities at Termination or Expiration of Franchise. Pursuant to Sections 3-7 of the Franchise, CenturyLink shall remove any facilities that are used exclusively to provide Cable Service. CenturyLink shall not be required to remove any facilities that are used in another of CenturyLink's or its affiliates' networks, including facilities used to provide broadband Internet access services or voice communications services. Any damage to the rights-of-way related to facilities used exclusively to provide Cable Service (if any) in the Cities shall promptly be repaired at CenturyLink's cost. In the event CenturyLink fails to make such repairs, the Cities may make the necessary repairs and CenturyLink shall pay for such repairs within thirty (30) days

of receipt of the invoice. CenturyLink's obligations pursuant to Section 9 of the Franchise to maintain a performance bond and letter of credit and provide indemnification and insurance shall remain in full force and effect for one (1) year from the date of this Agreement.

4. Franchise Renewal. CenturyLink hereby waives any and all franchise renewal rights under federal and state law. CenturyLink agrees not to seek any renewal or extension of the Franchise past the Initial Term.

5. Consideration and waiver of claims. In consideration for termination of CenturyLink's obligations pursuant to the Franchise, including PEG support obligations called for in Section 6.2 of the Franchise, CenturyLink agrees to pay thirty five thousand dollars (\$35,000) to the Commission, plus the Commission's reasonable and documented legal fees associated with preparation of this Agreement, within 30 days of the Effective Date. Both Parties agree to release all claims for breach of contract or any other theory, whether known or unknown, associated with this Agreement allowing early termination of the Franchise provided, however, that the Parties expressly reserve and retain all claims for breach of contract or any other theory associated with any other violation of, or non-compliance with, the Franchise whether arising prior to or after the date of this Agreement including specifically any alleged non-payment or underpayment of fees due pursuant to the Franchise.

6. Other Franchise Terms Remain Unchanged. Other than as set forth in this Agreement the Franchise remains unchanged.

7. Right to Make Agreement. The Parties represent, warrant and covenant that they have the right and authority to enter into and make this Agreement and those executing this Agreement have all necessary authority to execute this Agreement and bind the respective Parties.

8. Default. In the event of breach of this Agreement, the non-defaulting party may seek judicial relief from a court of competent jurisdiction. The prevailing party shall be entitled to all of its costs and expenses including reasonable attorneys' fees.

9. No Transfer. Each Party represents, warrants and covenants that it has the sole right and authority to execute this Agreement, and that it has not previously assigned or transferred, or purported to have assigned or transferred, to any corporation, entity or person, any cause of action, judgment, lien, indebtedness, damage, obligation, loss, claim, liability, or right included in this Agreement.

10. Consultation with Attorneys and Advisors. The Parties expressly acknowledge that they have consulted, or have had the opportunity to consult, with whatever consultants, attorneys or other advisors each deems is appropriate in connection with the effect of this Agreement, and each Party assumes the risk arising from not seeking further additional consultation with such advisors. This Agreement has been, and shall be construed to have been, drafted by all of the Parties, so that the rule of construing the ambiguities against the drafter shall have no force or effect.

11. Governing Law. The validity, construction, interpretation and administration of this Agreement shall be governed by the internal laws of the State of Minnesota, without regard to

the principles of conflict of laws. Any action arising out of, or relating to, this Agreement shall be filed in a court of competent jurisdiction in Minnesota. Each Party hereby consents to the jurisdiction of such courts for the purposes described in this Section.

12. Integration Clause. The Parties and/or their attorneys have engaged in negotiations resulting in the execution of this Agreement. All of those negotiations have been completed and are merged into this Agreement, which states as a final, complete, express, written and unambiguous integration exactly what the Parties have agreed. With respect to its subject matter, including without limitation all matters incorporated herein by reference, this Agreement is a complete integration and final expression of the Parties rights and duties. This Agreement is intended to be enforceable according to its written terms. There are no promises, oral agreements, representations, understandings or expectations of the Parties to the contrary.

13. Modification. Any alteration, modification or amendment to this Agreement shall be void unless in writing, signed by both Parties.

14. Severance. If, after the Effective Date of this Agreement, any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, such provision will be fully severable and the remainder of the Agreement will remain enforceable and not affected thereby.

15. Persons Bound. Except as otherwise stated herein, the terms of this Agreement shall extend to, and are binding upon, the Parties and each of their respective heirs, beneficiaries, representatives, partners, members, officers, directors, shareholders, employees, agents, and authorized successors and assigns.

16. Assignment. Neither this Agreement nor any rights, interests or obligations hereunder shall be assigned or transferred by any Party without the prior written consent of the other Party hereto. Any such assignment or transfer made without prior written consent of each Party hereto shall be null and void.

17. Headings. All headings herein are provided for convenience of reference only and do not affect the meaning or interpretation of this Agreement.

19. Execution in Multiple Counterparts. This Agreement and all documents to be executed hereunder may be executed in multiple counterparts, each of which may be treated as an original document.

20. Copies. Both facsimile and PDF copies of the executed Agreement may be treated as original documents.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names on the date of this Agreement.

QWEST BROADBAND SERVICE, INC.

**THE QUAD CITIES CABLE
COMMUNICATIONS COMMISSION**



By: Rick Gutierrez
Its: Public Policy Manager

Date: 12/30/2020

By: _____
Its: _____

Date: _____

By: _____
Its: _____

Date: _____

QCCCC Agenda Item

5.2 Audit Services

January 7, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Audit Services

The Quad Cities Cable Communications Commission completes an annual audit. The three-year audit service contract with Redpath and Company has expired. Staff consulted with Commission treasurer Dickinson regarding a contract extension. Redpath and Company provided an update of services fees and proposed contract for auditing services for fiscal years 2020, 2021, and 2022.

The proposed fee structure is \$15,200 for 2020, \$15,600 for 2021, and \$16,100 for 2022. This assumes a 3% increase each year, including the first year 2020. The previous contract extension had a 0% increase for year one and the remaining two years had an inflationary increase.

Treasurer Dickinson and staff recommend the commission approve a three-year contract with Redpath and Company.

Action Recommendation:

Approve Redpath and Company contract for audit services for 2020, 2021, and 2022.



December 7, 2020

Quad Cities Cable Communications Commission
12254 Ensign Avenue N
Champlin, MN 55316

We are pleased to confirm our understanding of the services we are to provide the Quad Cities Cable Communications Commission (the Commission) for the years ended December 31, 2020, 2021 and 2022. The scope of services includes the following:

Audit and Related Services

- We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Commission as of and for the years ended December 31, 2020, 2021 and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as a budgetary comparison schedule, to supplement the Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:
 - Budgetary Comparison Schedule – General Fund
 - Schedule of Proportionate Share of Net Pension Liability
 - Schedule of Pension Contributions

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Introductory section
- State of Minnesota Legal Compliance Audit

Nonaudit Services

- Preparation of the Annual Financial Report
- Assistance with the pension calculations (GASB 68)
- Preparation of OSA State Reporting form

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the minimum procedures for auditors as prescribed by Minnesota Statute 6.65 and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Commission's financial statements. Our report will be addressed to the Honorable Members of the Quad Cities Cable Communications Commission. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Commission or to acts by management or employees acting on behalf of the Commission.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the Commission and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Commission's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

The Minnesota Legal Compliance Audit Guide for Other Political Subdivisions requires that we test whether the auditee has complied with certain provisions of Minnesota Statutes. Our audit will include such test of the accounting records and other procedures as we consider necessary in the circumstances.

Other Services

We will also prepare the financial statements of the Commission in conformity with U.S. generally accepted accounting principles and assist with the pension calculations and OSA State Reporting form based on information provided by you and by PERA. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services and pension calculations previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financials statements that are free from material misstatements, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Commission involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Commission received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Commission complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services, pension calculations, the OSA State Reporting form and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Redpath and Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory body such as a federal agency providing direct or indirect funding or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Redpath and Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on approximately March 8, 2021 and to issue our reports no later than May 15, 2021. Andy Hering, CPA is the engagement director and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be as follows:

- | | |
|--|----------|
| • For the year ended December 31, 2020 | \$15,200 |
| • For the year ended December 31, 2021 | \$15,600 |
| • For the year ended December 31, 2022 | \$16,100 |

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 120 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on the anticipated scope of service, anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered.

The Commission acknowledges that the following circumstances may result in an increase in fees:

- New accounting standards.
- Failure by the Commission to complete the preparation work by the applicable due dates.
- Inaccurate records.
- Turnover in staff.
- Significant unanticipated or undisclosed transactions, issues or other such unforeseeable circumstances.
- Delays by the Commission causing scheduling changes or disruptions of previously scheduled timing of work (fieldwork).
- Circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit.
- Significant change in the level of activity/number of transactions.
- There is an indication of misappropriations or misuse of public funds.

We appreciate the opportunity to be of service to the Quad Cities Cable Communications Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please return a signed copy to Andy Hering via email.

Sincerely,

REDPATH AND COMPANY, LTD.

A handwritten signature in black ink that reads "Andy Hering". The signature is written in a cursive, flowing style.

Andy Hering, CPA

Response

This letter correctly sets forth the understanding of the Quad Cities Cable Communications Commission:

Management signature:

Governance (Board) signature:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Nonaudit Services

We understand the individual assigned to oversee the nonaudit services is Karen George, Executive Director, unless indicated here: _____

QCCCC Agenda Item

5.3 Designated Depository

January 4, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Designated Depository

The Minnesota Statutes sets forth the procedures for the deposit of public funds which include requiring Quad Cities Cable Communications Commission to annually designate the official depositories for Commission funds and manage the collateral pledged to such funds. Other financial institutions are, from time to time, able to pay the Commission interest rates on deposits that are greater than can be obtained from the official depository.

Staff recommends the commission designate US Bank as the official depository for 2021; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2021 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

Action Requested: Designate depository

Motion to designate US Bank as the official depository for 2021; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2021 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.