

## **Quad Cities Cable Communications Commission**

Ramsey City Hall – Council Chambers

March 18, 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 January 21, 2021 commission meeting minutes.

##### 4.2. Treasurer

4.2.1. December - January Financial Reports

4.2.1.1. Investment Report

##### 4.3. Executive Director

#### **5. General Business**

5.1. Awards Presentation

5.2. RFP: Building General Contractor

5.3. 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 public may watch the QCCCC meeting at [www.qctv.org](http://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 JANUARY 21, 2021**

### **CALL TO ORDER – 1**

Chair Ulrich called the meeting to order at 11:03 a.m. at the Ramsey City Hall.

Chair Ulrich stated that this meeting is being held in telephonic means as allowed by State Statute due to the ongoing pandemic.

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; Jamie Barthel, Andover; Tom Moe, Champlin (joined at 11:21 a.m.); and Bret Heitkamp, Champlin.

Commissioners absent: None.

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

### **APPROVAL OF AGENDA – 3**

Chair Ulrich noted that because of time constraints it has been asked that Item 5.1 be considered following the adoption of the agenda to ensure that all member cities are represented in the discussion.

Motion was made by Skogquist and seconded by Lee to approve the agenda as amended.

#### **A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Barthel</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>

**Chair Ulrich**

**aye**

**Motion carried.**

## **GENERAL BUSINESS – 5**

### **5.1 CenturyLink Settlement Agreement**

Mr. Vose commented that this is a continuation of the discussion at the special meeting in December, noting that it was tabled as one of the cities was not represented. He summarized that staff has worked out a recommended settlement with CenturyLink where CenturyLink will pay \$35,000 plus legal fees in exchange for the Commission releasing and absolving CenturyLink from potential financial liability for terminating their services in the member cities about five years early. He stated that the obligations CenturyLink would be released from would be the PEG and franchise fees as well as the non-financial obligations to provide this programming to its customers. He noted that CenturyLink only had 12 to 14 customers within the member cities and is no longer offering this video product. He stated that at the December meeting he noted that CenturyLink may discontinue its Prism service prior to the next meeting and confirmed that has occurred. He stated that CenturyLink provided notice to its customers that the Prism service was being terminated prior to the December meeting. He stated that the language relating to customer notice has been removed from the settlement agreement as the service has already been terminated. He noted that CenturyLink has also signed and returned the settlement agreement and therefore it is a matter of whether the Commission approves and signs the agreement. He stated that while they would like to see CenturyLink continue to provide competitive service within the market, it has not shown to be a viable business decision for the company. He confirmed that staff recommends approval of the agreement as proposed.

Chair Ulrich stated that this was a negotiated settlement in consultation with himself, Mr. Vose, and Ms. George and noted that there was previous discussion by the Commission in December.

Commissioner Skogquist commented that the settlement seems to be a good figure based on the past PEG and franchise fees and he is satisfied with the agreement as proposed. He stated that he has noticed that CenturyLink does not appear to fix the right-of-way to the previous condition when making disturbing the area and asked if that would fall under this Commission.

Mr. Vose stated that in the past cable franchises included right-of-way language, but the franchises now defer to the right-of-way ordinances of the member cities.

Commissioner Moe joined the meeting.

Motion was made by Dickinson and seconded by Heitkamp to approve the CenturyLink Settlement Agreement.

Further discussion: Commissioner Lee commented that CenturyLink pulling out of the cable market is evidence that the future is most likely not in landline broadcast and is something the Commission and organization should keep in mind.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Barthel</b>	<b>absent</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

## **ADMINISTRATIVE REPORTS – 4**

### **4.1 Secretary**

#### **4.1.1. Approval of meeting minutes from November 19, 2020 and December 17, 2020**

Motion was made by Lee and seconded by Dickinson to approve the November 19, 2020 and December 17, 2020 minutes as presented.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>abstain</b>
<b>Commissioner Woestehoff</b>	<b>abstain</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

### **4.2 Treasurer**

#### **4.2.1. October and November Financial Report**

##### **4.2.1.1. Investment Report**

Commissioner Dickinson stated that the October and November reports were included in the packet with revenue consistent with past years. He noted that expenditures held the line this past year noting that staff did an excellent job. He stated that they are also on a path to support future capital needs without additional bonding.

Motion was made by Heitkamp and seconded by Skogquist to accept the October and November Financial Report.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

#### **4.3 Executive Director**

Ms. George welcomed new Commissioners Moe and Woestehoff. She stated that the report includes the activity from the past few months including the negotiation of the CenturyLink agreement. She stated that staff completed a Zoom retreat in December to outline goals for 2021 that align with the Strategic Plan. She stated that the recent hire for social media has taken a new position and therefore that position has been posted with interviews to occur the next week. She stated that QCTV has begun high school sports coverage again and read a positive comment received relate to the coverage. She noted that in the quarterly statistics continue to show a high demand on viewing and therefore a dedicated server was used in order to continue to connect the community.

#### **4.4 Commission Organization Items**

Ms. George stated that the meeting time is proposed to remain the same, meeting at 11:00 a.m. every other month. She noted that the location has changed from Anoka to Ramsey City Hall and will continue in a virtual format for the time being. She noted that the per diem is proposed to stay the same and advised that all Officers are proposed to stay the same as well unless there are suggested changes. She reviewed the current slate of Officers and Committee appointments.

Motion was made by Skogquist, seconded by Dickinson, to affirm the slate of Officers, Committee appointments, meeting dates, and per diem rate as presented by staff.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

Ms. George noted that a calendar of upcoming meetings was included in the packet and advised of the worksessions proposed for March and September.

**GENERAL BUSINESS – 5 (Continued)**

**5.2 Redpath Audit Contract**

Commissioner Dickinson stated that a proposal was included for Redpath and Company to continue as the auditor for the organization and included the proposed fee schedule. He noted that fee is comparable based on the services the company provides to municipalities. He stated that one difference in the allocation of cost was that this proposal includes not only the audit but also service work, noting that most municipalities complete their own service work internally. He recommended approval of the contract extension as proposed.

Motion was made by Woestehoff and seconded by Moe to approve Redpath and Company contract for audit services for 2020, 2021 and 2022.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

### **5.3 Designate Depository**

Ms. George stated that this action is completed annually to designate the bank of record and stated that the staff recommendation was included in the report.

Motion was made by Skogquist and seconded by Dickinson 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.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Commissioner Heitkamp</b>	<b>aye</b>
<b>Commissioner Moe</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Chair Ulrich</b>	<b>aye</b>

**Motion carried.**

### **5.4 Other**

Commissioner Heitkamp referenced the audit services contract and asked the last time the organization bid that services.

Ms. George commented that she believes that service was bid three years ago. She stated that this would then be the second three-year contract.

Commissioner Dickinson confirmed that an RFP was completed three years ago.

### **ADJOURN – 6**

Time of adjournment 11:39 a.m.

Respectfully submitted,

Reviewed for approval,

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

Karen George  
Executive Director



**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of December 31, 2020

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,695,375.23
- PayPay acct	376.06
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,352,990.24
Accounts Receivable	0.00
Other current assets	6,902.00
<b>Total Current Assets</b>	<b>\$ 3,060,893.53</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 3,060,893.53</u></b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	30,508.23
Other Current Liabilities	3,180.50
<b>Total Current Liabilities</b>	<b><u>\$ 33,688.73</u></b>
<b>Equity</b>	<u>3,027,204.80</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 3,060,893.53 *</u></b>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,655,461.98

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

	Dec 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	500.00	41.63	458.37	1201.06%	2,313.12	500.00	1,813.12	462.62%
Equipment Grant		4,916.63	(4,916.63)	0.00%	60,116.02	59,000.00	1,116.02	101.89%
Franchise Fees		71,500.00	(71,500.00)	0.00%	753,674.94	858,000.00	(104,325.06)	87.84%
Interest Income	65.90	2,500.00	(2,434.10)	2.64%	25,392.52	30,000.00	(4,607.48)	84.64%
Miscellaneous Income	1,337.00	83.37	1,253.63	1603.69%	2,787.00	1,000.00	1,787.00	278.70%
PEG Fee		35,750.00	(35,750.00)	0.00%	405,080.39	429,000.00	(23,919.61)	94.42%
<b>Total Income</b>	<b>1,902.90</b>	<b>114,791.63</b>	<b>(112,888.73)</b>	<b>1.66%</b>	<b>1,249,363.99</b>	<b>1,377,500.00</b>	<b>(128,136.01)</b>	<b>90.70%</b>
<b>Expenses</b>								
A-PERA Expense	5,310.59	4,210.87	1,099.72	126.12%	49,196.18	50,530.00	(1,333.82)	97.36%
A-SS/Medicare Expense	5,949.71	4,295.62	1,654.09	138.51%	46,939.91	51,547.00	(4,607.09)	91.06%
A-Wages - Full-time	68,739.52	46,142.75	22,596.77	148.97%	552,721.35	553,713.00	(991.65)	99.82%
A-Wages - Part-time	3,518.50	10,000.00	(6,481.50)	35.19%	63,653.25	120,000.00	(56,346.75)	53.04%
Accounting / HR Services	1,432.89	1,333.37	99.52	107.46%	12,223.05	16,000.00	(3,776.95)	76.39%
Ads/Promos/Sponsorships	1,450.00	916.63	533.37	158.19%	7,320.78	11,000.00	(3,679.22)	66.55%
Andover Capital Equipment		1,083.37	(1,083.37)	0.00%	325.00	13,000.00	(12,675.00)	2.50%
Announcers Fees	300.00	1,083.37	(783.37)	27.69%	8,852.16	13,000.00	(4,147.84)	68.09%
Anoka Capital Equipment	389.04	1,083.37	(694.33)	35.91%	2,889.93	13,000.00	(10,110.07)	22.23%
Audit		1,375.00	(1,375.00)	0.00%	14,881.00	16,500.00	(1,619.00)	90.19%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.37	(208.37)	0.00%	489.00	2,500.00	(2,011.00)	19.56%
Building - Cleaning	315.00	583.37	(268.37)	54.00%	6,077.69	7,000.00	(922.31)	86.82%
Building - Insurance		316.63	(316.63)	0.00%	3,709.00	3,800.00	(91.00)	97.61%
Building - Maintenance		1,458.37	(1,458.37)	0.00%	7,914.91	17,500.00	(9,585.09)	45.23%
Building - Supplies	83.70	125.00	(41.30)	66.96%	739.36	1,500.00	(760.64)	49.29%
Car Allowance	250.00	250.00	0.00	100.00%	3,000.00	3,000.00	0.00	100.00%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	6,150.00	6,300.00	(150.00)	97.62%
Champlin Capital Equipment	84.90	1,083.37	(998.47)	7.84%	1,018.80	13,000.00	(11,981.20)	7.84%
City Sewer & Water	111.29	216.63	(105.34)	51.37%	2,855.91	2,600.00	255.91	109.84%
Commission Expense	85.90	416.63	(330.73)	20.62%	1,315.90	5,000.00	(3,684.10)	26.32%
Consulting Services	5,560.00	6,250.00	(690.00)	88.96%	22,360.00	75,000.00	(52,640.00)	29.81%
Contingency Fund		2,891.13	(2,891.13)	0.00%	0.00	34,694.00	(34,694.00)	0.00%
COVID-19	199.90		199.90		29,738.88	0.00	29,738.88	

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

	Dec 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		41.63	(41.63)	0.00%	125.36	500.00	(374.64)	25.07%
Electric Service	980.95	1,333.37	(352.42)	73.57%	12,228.78	16,000.00	(3,771.22)	76.43%
Emp / Comm Appreciation		208.37	(208.37)	0.00%	667.92	2,500.00	(1,832.08)	26.72%
Equip/Repair/Supply/Software	643.64	2,500.00	(1,856.36)	25.75%	13,553.12	30,000.00	(16,446.88)	45.18%
Federal Unempl Expense		70.87	(70.87)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	192.90	8,413.63	(8,220.73)	2.29%	79,803.89	100,964.00	(21,160.11)	79.04%
Insurance - Deductibles		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.63	(441.63)	0.00%	4,986.00	5,300.00	(314.00)	94.08%
Lawn Service		416.63	(416.63)	0.00%	4,388.00	5,000.00	(612.00)	87.76%
Legal Fees	1,515.00	2,083.37	(568.37)	72.72%	8,567.25	25,000.00	(16,432.75)	34.27%
Licenses and Permits		250.00	(250.00)	0.00%	560.00	3,000.00	(2,440.00)	18.67%
Meals		83.37	(83.37)	0.00%	353.73	1,000.00	(646.27)	35.37%
Memberships - NATOA / Others		833.37	(833.37)	0.00%	7,230.00	10,000.00	(2,770.00)	72.30%
Mileage	557.21	750.00	(192.79)	74.29%	8,868.59	9,000.00	(131.41)	98.54%
Miscellaneous Expenses		83.37	(83.37)	0.00%	2,146.95	1,000.00	1,146.95	214.70%
Natural Gas	269.86	500.00	(230.14)	53.97%	1,930.54	6,000.00	(4,069.46)	32.18%
Office Supplies / Equipment	688.34	500.00	188.34	137.67%	5,752.47	6,000.00	(247.53)	95.87%
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	7,575.60		7,575.60		12,165.81	0.00	12,165.81	
<b>Total Payroll Expenses</b>	<b>7,575.60</b>	<b>0.00</b>	<b>7,575.60</b>		<b>12,418.31</b>	<b>0.00</b>	<b>12,418.31</b>	
Payroll Expenses (ADP/HSA)	117.50	200.00	(82.50)	58.75%	1,247.50	2,400.00	(1,152.50)	51.98%
Postage	127.39	83.37	44.02	152.80%	340.74	1,000.00	(659.26)	34.07%
Printing / Copy Services		83.37	(83.37)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Professional Development		1,833.37	(1,833.37)	0.00%	4,689.06	22,000.00	(17,310.94)	21.31%
Publications		41.63	(41.63)	0.00%	159.00	500.00	(341.00)	31.80%
Ramsey Capital Equipment	132.07	1,083.37	(951.30)	12.19%	1,584.24	13,000.00	(11,415.76)	12.19%
Sales Tax		41.63	(41.63)	0.00%	63.00	500.00	(437.00)	12.60%
Secretary Services	148.00	208.37	(60.37)	71.03%	1,184.00	2,500.00	(1,316.00)	47.36%
Snow Plowing Service	582.50	500.00	82.50	116.50%	2,737.50	6,000.00	(3,262.50)	45.63%
State Unemploy Exp		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	508.51	583.37	(74.86)	87.17%	6,997.94	7,000.00	(2.06)	99.97%
Studio Sets		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%

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

	Dec 2020				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services	517.99	1,833.37	(1,315.38)	28.25%	18,178.43	22,000.00	(3,821.57)	82.63%
Temp Staff Services		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Vehicle - Equipment / Repair	2,109.30	1,250.00	859.30	168.74%	10,480.26	15,000.00	(4,519.74)	69.87%
Vehicle - Insurance		166.63	(166.63)	0.00%	1,292.00	2,000.00	(708.00)	64.60%
Vehicle - Maintenance / Gas		666.63	(666.63)	0.00%	1,527.37	8,000.00	(6,472.63)	19.09%
Waste Removal	140.29	125.00	15.29	112.23%	1,552.64	1,500.00	52.64	103.51%
Web / VOD / Int / CaTV / Phone	5,559.00	1,833.37	3,725.63	303.21%	28,219.84	22,000.00	6,219.84	128.27%
Work Comp Insurance	55.00	166.63	(111.63)	33.01%	1,872.00	2,000.00	(128.00)	93.60%
<b>Total Expenses</b>	<b>116,676.99</b>	<b>118,537.81</b>	<b>(1,860.82)</b>	<b>98.43%</b>	<b>1,090,078.49</b>	<b>1,422,448.00</b>	<b>(332,369.51)</b>	<b>76.63%</b>
<b>Net Income</b>	<b>(114,774.09)</b>	<b>(3,746.18)</b>	<b>(111,027.91)</b>	<b>3063.76%</b>	<b>159,285.50</b>	<b>(44,948.00)</b>	<b>204,233.50</b>	<b>-354.38%</b>

ZCIP - Andover	43,895.00
ZCIP - Anoka	50,895.00
ZCIP - Building	9,500.00
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>228,551.98</u>

## QCTV Bank Reconciliation

*December 2020*

Beginning Balance - 4M Statement	1,827,172.22
Less: Cleared Checks/Withdrawals	(127,797.35)
Plus: 4M Fund Interest	34.86
Plus: Bank Deposits/Credits	1,837.00
<b>Bank Balance</b>	<b>\$1,701,246.73</b>
Book Balance	1,701,246.73
<b>Adjusted Book Balance</b>	<b>1,701,246.73</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

# Quad Cities Communications Commission

## BILL PAYMENT LIST

December 2020

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/04/2020	13456	Associated Bank	-120.00
12/04/2020	13457	HealthEquity Inc.	-751.54
12/04/2020	W D	Minnesota State Retirement System	-4,487.43
12/04/2020	W D	PERA	-3,654.92
12/10/2020	13458	ACE Solid Waste, Inc.	-140.29
12/10/2020	13459	Alpha Video & Audio Inc.	-5,698.35
12/10/2020	13460	Amazon	-565.43
12/10/2020	13461	Bret Heltkamp	-40.00
12/10/2020	13462	City of Andover	-727.70
12/10/2020	13463	Comcast 2	-479.79
12/10/2020	13464	Coordinated Business Systems, LTD	-699.00
12/10/2020	13465	Erik A Skogquist	-40.00
12/10/2020	13466	Greenery Enterprises, Inc.	-290.00
12/10/2020	13467	HealthEquity Inc.	-31.60
12/10/2020	13468	Holiday Station	-162.93
12/10/2020	13469	Huebsch	-95.42
12/10/2020	13470	James Dickinson	-120.00
12/10/2020	13471	James R. Erickson	-404.85
12/10/2020	13472	Jeffrey C. Menth	-40.00
12/10/2020	13473	Joe G. Ruhland	-266.45
12/10/2020	13474	Kennedy & Graven, Chartered	-595.00
12/10/2020	13475	Kurtis G. Ulrich	-40.00
12/10/2020	13476	Lexica Communications, Inc.	-2,050.00
12/10/2020	13477	Maza Technologies, LLC	-1,580.00
12/10/2020	13478	Peter James Hayes	-120.00
12/10/2020	13479	Preferred One Insurance Co.	-7,252.58
12/10/2020	13480	T-Mobile	-122.24
12/10/2020	13481	The Lincoln National Life Ins. Co.	-600.43
12/10/2020	13482	Xcel Energy	-870.40
12/18/2020	13483	Associated Bank	-120.00
12/18/2020	13484	AT&T Mobility	-573.45
12/18/2020	13485	Aurora Consulting	-750.00
12/18/2020	13486	Boyer Trucks	-360.67
12/18/2020	13487	City of Andover	-953.50
12/18/2020	13488	Creative Forms & Concepts	-103.74
12/18/2020	13489	HealthEquity Inc.	-751.50
12/18/2020	13490	Kennedy & Graven, Chartered	-282.50
12/18/2020	13491	League of MN Cities Insurance Trust	-55.00
12/18/2020	13492	Sterling Trophy	-45.50
12/18/2020	13493	Telly Awards	-1,450.00
12/18/2020	13494	Timesavers	-148.00
12/18/2020	13495	U.S. Bank Corporate	-603.12
12/18/2020	13496	Vividly Clean Inc.	-315.00

# Quad Cities Communications Commission

## BILL PAYMENT LIST

December 2020

DATE	NUM	VENDOR	AMOUNT
12/18/2020	13497	Wendells	-40.40
12/18/2020	W D	Minnesota State Retirement System	-1,810.18
12/18/2020	W D	PERA	-3,130.38
12/30/2020	W D	Minnesota State Retirement System	-488.85
12/31/2020	W D	PERA	-3,127.76
<b>Total for Quad Cities Commission</b>			<b>\$ -47,155.90</b>

# Quad Cities Communications Commission

## Balance Sheet Summary

As of January 31, 2021

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,605,572.69
- PayPay acct	376.06
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,353,021.31
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 2,964,220.06</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 2,964,220.06</u></b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	25,656.02
Other Current Liabilities	0.00
<b>Total Current Liabilities</b>	<b><u>\$ 25,656.02</u></b>
<b>Equity</b>	<u>2,938,564.04</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 2,964,220.06 *</u></b>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,558,788.51



**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2021 - FY21 P&L**  
January - December 2021

	Jan 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Equipment Grant		5,000.00	(5,000.00)	0.00%	0.00	60,000.00	(60,000.00)	0.00%
Franchise Fees	(262,454.90)	71,500.00	(333,954.90)	-367.07%	(262,454.90)	858,000.00	(1,120,454.90)	-30.59%
Interest Income	64.46	833.33	(768.87)	7.74%	64.46	10,000.00	(9,935.54)	0.64%
Miscellaneous Income	250.00	83.33	166.67	300.01%	250.00	1,000.00	(750.00)	25.00%
PEG Fee	(140,399.94)	35,750.00	(176,149.94)	-392.73%	(140,399.94)	429,000.00	(569,399.94)	-32.73%
<b>Total Income</b>	<b>-\$ 402,540.38</b>	<b>\$ 113,208.33</b>	<b>-\$ 515,748.71</b>	<b>-355.57%</b>	<b>-\$ 402,540.38</b>	<b>\$ 1,358,500.00</b>	<b>-\$ 1,761,040.38</b>	<b>-29.63%</b>
<b>Expenses</b>								
A-PERA Expense	3,444.36	4,467.25	(1,022.89)	77.10%	3,444.36	53,607.00	(50,162.64)	6.43%
A-SS/Medicare Expense	2,860.17	4,691.25	(1,831.08)	60.97%	2,860.17	56,295.00	(53,434.83)	5.08%
A-Wages - Full-time	36,324.15	48,823.33	(12,499.18)	74.40%	36,324.15	585,880.00	(549,555.85)	6.20%
A-Wages - Part-time	2,836.75	10,000.00	(7,163.25)	28.37%	2,836.75	120,000.00	(117,163.25)	2.36%
Accounting / HR Services	1,519.98	1,333.33	186.65	114.00%	1,519.98	16,000.00	(14,480.02)	9.50%
Ads/Promos/Sponsorships		750.00	(750.00)	0.00%	0.00	9,000.00	(9,000.00)	0.00%
Andover Capital Equipment		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Announcers Fees	660.00	1,000.00	(340.00)	66.00%	660.00	12,000.00	(11,340.00)	5.50%
Anoka Capital Equipment	227.72	416.67	(188.95)	54.65%	227.72	5,000.00	(4,772.28)	4.55%
Audit		1,375.00	(1,375.00)	0.00%	0.00	16,500.00	(16,500.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	315.00	500.00	(185.00)	63.00%	315.00	6,000.00	(5,685.00)	5.25%
Building - Insurance	2,750.00	316.67	2,433.33	868.41%	2,750.00	3,800.00	(1,050.00)	72.37%
Building - Maintenance	402.27	833.33	(431.06)	48.27%	402.27	10,000.00	(9,597.73)	4.02%
Building - Supplies	47.71	125.00	(77.29)	38.17%	47.71	1,500.00	(1,452.29)	3.18%
Car Allowance	250.00	250.00	0.00	100.00%	250.00	3,000.00	(2,750.00)	8.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	525.00	6,300.00	(5,775.00)	8.33%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	84.90	5,000.00	(4,915.10)	1.70%
City Sewer & Water	110.09	216.67	(106.58)	50.81%	110.09	2,600.00	(2,489.91)	4.23%
Commission Expense		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2021 - FY21 P&L**  
January - December 2021

	Jan 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services		5,833.33	(5,833.33)	0.00%	0.00	70,000.00	(70,000.00)	0.00%
Contingency Fund		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	933.46	1,333.33	(399.87)	70.01%	933.46	16,000.00	(15,066.54)	5.83%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software		2,500.00	(2,500.00)	0.00%	0.00	30,000.00	(30,000.00)	0.00%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	12,107.52	8,615.50	3,492.02	140.53%	12,107.52	103,386.00	(91,278.48)	11.71%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,260.00	441.67	2,818.33	738.11%	3,260.00	5,300.00	(2,040.00)	61.51%
Lawn Service		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Legal Fees		2,083.33	(2,083.33)	0.00%	0.00	25,000.00	(25,000.00)	0.00%
Licenses and Permits		250.00	(250.00)	0.00%	0.00	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	4,030.00	833.33	3,196.67	483.60%	4,030.00	10,000.00	(5,970.00)	40.30%
Mileage	290.47	1,000.00	(709.53)	29.05%	290.47	12,000.00	(11,709.53)	2.42%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas	403.84	416.67	(12.83)	96.92%	403.84	5,000.00	(4,596.16)	8.08%
Office Supplies / Equipment		500.00	(500.00)	0.00%	0.00	6,000.00	(6,000.00)	0.00%
Parking Lot Maintenance		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Payroll Expenses	117.50		117.50		117.50	0.00	117.50	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	0.00	1,200.00	(1,200.00)	0.00%
Postage	37.63	41.67	(4.04)	90.30%	37.63	500.00	(462.37)	7.53%
Printing / Copy Services		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Professional Development	490.00	1,833.33	(1,343.33)	26.73%	490.00	22,000.00	(21,510.00)	2.23%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	132.07	416.67	(284.60)	31.70%	132.07	5,000.00	(4,867.93)	2.64%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax	144.00	20.83	123.17	691.31%	144.00	250.00	(106.00)	57.60%
Secretary Services	151.00	166.67	(15.67)	90.60%	151.00	2,000.00	(1,849.00)	7.55%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2021 - FY21 P&L**  
January - December 2021

	Jan 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Snow Plowing Service	630.00	500.00	130.00	126.00%	630.00	6,000.00	(5,370.00)	10.50%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	554.47	625.00	(70.53)	88.72%	554.47	7,500.00	(6,945.53)	7.39%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	311.89	1,833.33	(1,521.44)	17.01%	311.89	22,000.00	(21,688.11)	1.42%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
Vehicle - Insurance	892.00	166.67	725.33	535.19%	892.00	2,000.00	(1,108.00)	44.60%
Vehicle - Maintenance / Gas		666.67	(666.67)	0.00%	0.00	8,000.00	(8,000.00)	0.00%
Waste Removal	130.29	125.00	5.29	104.23%	130.29	1,500.00	(1,369.71)	8.69%
Web / VOD / Int / CaTV / Phone	1,925.39	1,833.33	92.06	105.02%	1,925.39	22,000.00	(20,074.61)	8.75%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
<b>Total Expenses</b>	<b>78,899.63</b>	<b>113,080.66</b>	<b>(34,181.03)</b>	<b>69.77%</b>	<b>78,899.63</b>	<b>1,356,968.00</b>	<b>(1,278,068.37)</b>	<b>5.81%</b>
<b>Net Income</b>	<b>(481,440.01)</b>	<b>127.67</b>	<b>(481,567.68)</b>	<b>-377097.21%</b>	<b>(481,440.01)</b>	<b>1,532.00</b>	<b>(482,972.01)</b>	<b>-31425.59%</b>

Thursday, Mar 04, 2021 01:07:15 PM GMT-8 - Accrual Basis

# QCTV Bank Reconciliation

## January 2021

Beginning Balance - 4M Statement

1,701,246.73

Less: Cleared Checks/Withdrawals

(92,116.42)

Plus: 4M Fund Interest

33.39

Plus: Bank Deposits/Credits

250.00

**Bank Balance**

**\$1,609,413.70**

Book Balance

1,609,413.70

**Adjusted Book Balance**

**1,609,413.70**

**Difference:**

**\$0.00**

Completed by:   MK

# Quad Cities Communications Commission

## Bill Payment List

January 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			-130.29
01/13/2021	13498	ACE Solid Waste, Inc.	-2,727.76
01/13/2021	13499	Alpha Video & Audio Inc.	-1,365.52
01/13/2021	13500	Amazon	-30.00
01/13/2021	13501	Anoka Area Chamber of Commerce	-4,475.11
01/13/2021	13502	AT&T Mobility	-130.00
01/13/2021	13503	Barna, Guzy & Steffen, LTD	-673.70
01/13/2021	13504	CenterPoint Energy	-221.38
01/13/2021	13505	City of Champlin	-968.15
01/13/2021	13506	Comcast 2	-1,734.59
01/13/2021	13507	Comcast Cable	-180.00
01/13/2021	13508	Gerald S. Thomson	-135.22
01/13/2021	13509	Greatland Corporation	-582.50
01/13/2021	13510	Greenery Enterprises, Inc.	-23.70
01/13/2021	13511	HealthEquity Inc.	-95.42
01/13/2021	13512	Huebsch	-489.00
01/13/2021	13513	Ideal Advertising	-120.00
01/13/2021	13514	James Childs	-1,232.50
01/13/2021	13515	Kennedy & Graven, Chartered	-1,580.00
01/13/2021	13516	Maza Technologies, LLC	-9,500.00
01/13/2021	13517	NAC Building Solutions	-5,597.79
01/13/2021	13518	Preferred One Insurance Co.	-122.24
01/13/2021	13519	T-Mobile	-508.51
01/13/2021	13520	The Lincoln National Life Ins. Co.	-148.00
01/13/2021	13521	Timesavers	-240.06
01/13/2021	13522	Verizon	-315.00
01/13/2021	13523	Vividly Clean Inc.	-980.95
01/13/2021	13524	Xcel Energy	-132.90
01/15/2021	13525	Associated Bank	-875.14
01/15/2021	13526	HealthEquity Inc.	-458.33
01/15/2021	W D	Minnesota State Retirement System	-3,171.46
01/15/2021	W D	PERA	-144.00
01/04/2021	WD	MN Department of Revenue	-132.90
01/29/2021	13527	Associated Bank	-875.14
01/29/2021	13528	HealthEquity Inc.	-450.00
01/29/2021	W D	Minnesota State Retirement System	-3,258.02
01/29/2021	W D	PERA	
<b>Total for Quad Cities Commission</b>			<b>\$ -43,805.28</b>

# INVESTMENT SCHEDULE

12/31/2020

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Interest Paid	Maturity / Due Date
Investments - Cash Flow Reserves							
4M Fund			-				
4M Plus			454,748.32		0.050%		
			<u>454,748.32</u>				
Investments - Building							
4M Fund			263,382.59		0.020%		
			<u>263,382.59</u>				
Investments - Capital							
4M Fund			434,859.33		0.020%		
CD - Preferred Bank	2546723D8	200,000.00	200,000.00	202,910.92	1.460%		3/2/2021
			<u>634,859.33</u>				
			<u>1,352,990.24</u>				

4.3 Executive Director's Report

March 5, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

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**40<sup>th</sup> Anniversary of the Quad Cities Cable Communications Commission!**

QCTV celebrates 40 years serving the cities of Andover, Anoka, Champlin, and Ramsey. On March 30, 1981, these four cities recognized they could do more together in partnership and created the Quad Cities Cable Communications Commission. Operating as QCTV, those 40 years have been filled with award-winning productions, community partnerships, innovative use of technology, and video coverage of 10,000 government meetings. Staff is planning a year-long recognition of this anniversary.

**CenturyLink Prism Exit**

CenturyLink provided notice of their intent to shut down Prism TV service last year. At the January 21, 2021, the commission approved the settlement agreement. CenturyLink has deactivated the Prism service in Minnesota, the settlement agreement has been fully executed, and the payment from CenturyLink has been received and processed for deposit.

**New Commissioners**

The City of Ramsey has appointed Matt Woestehoff and the City of Champlin has appointed Tom Moe. Staff has met with each new commissioner to share information about the commission's mission and strategic vision.

**Strategic Plan**

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

**2020 Audit**

The 2020 audit work is in process. Redpath and Company will be performing final audit work the week of March 8. The completed audit report will be reviewed by the Budget Committee and presented to the Commission at the May meeting.

### **Seamus Burke Appointed to Social Media Position**

QCTV completed recruitment of the Social Media position and held interviews. An offer was extended and accepted by Seamus Burke. Seamus has worked in the area of social media for local technology/training firm. Seamus started March 1, 2021.

### **Communications Consultant Report**

The Lexica Communications Phase 2 was approved by the commission in November. Seamus Burke will begin work with the consultant on Phase 2 – Communication Planning. The report will be brought before the commission at a later date.

### **Franchise Fee Audit of Comcast**

Ashpaugh & Sculco, CPAs (A&S) is making progress on the audit of Comcast fees. Expected timeline for completion is 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.

### **City CIP Grants**

Annual CIP grant notification to cities is in process. The approved 2021 amount is \$20,000 per city. Payment will be made upon receipt of the request.

### **Programming Guidelines Updated**

The programming guidelines have been reviewed and updated. These will be distributed at the commission work session in March. Staff worked on the annual programming report presentation for the March work session.

### **City Remote Meeting Management Interest**

The cities of Champlin and Ramsey have inquired about QCTV providing remote meeting management services. This item will be brought before the commission for discussion at the March work session.

### **State of the Cities**

QCTV partnered with the Chamber of Commerce to provide hybrid (in-person/remote) participation in the annual State of the Cities meeting. QCTV provided live event channel and streaming coverage using the mobile production truck.

### **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 completed.



**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 work session.

**Action Requested:**

Accept Executive Director's report.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**January 29, 2021**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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We produced 18 live government meetings and 4 were cancelled.

There is a special City Council election in Ramsey next month so we taped the two candidates with the local League of Women Voters group. The candidates were not able to come at the same date, so we taped them on separate dates. They are on our website under the Election tab.

We carried 3 live press conferences by Governor Walz.

Regular productions include 4 live episodes of “The Post” resulting in 15 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 produced “The Chamber Report” and “Game Sharks” via zoom.

Also, via Zoom we produced a show in our “Spotlight On Issue” series with the local League of Women Voters. The topic is the Impact of Distance Learning During a Pandemic.

A report on our local sports coverage by Mobile Production Producer Taylor Johnson is included in a separate memo.

We produced a new episode of “At the Half” which featured teams that do not often get covered. Included in this show is Anoka’s alpine ski team, Andover’s nordic ski team, and Champlin Park’s gymnastic team. The show is hosted by Anoka High School Student David Ayeni.

We are working on a series of QCTV promos as well as promos for our regular shows (The Chamber Report, The District Court Show, and Game Sharks.) These promos are used as cross channel promotion and are played in our weekly show “The Post”, as well.

As part of our strategic plan, under the “Engaging the Community” umbrella, we are reaching out to students and as a member of the Anoka- Hennepin STEP (Secondary Technical Education Program) advisory board, I made a presentation to students inviting them to produce PSA’s for “The Post”. They are currently working on them. A 9<sup>th</sup> grade student Levi Nicholson also requested that he shadow a producer so came by to watch us tape “The Post.”

Producer Cory Laing produced a special project called “The Letters”, about his grandfather who was in World War 2 and sent beautiful drawings back to his family. It is on our website as our “Featured Video”.

Procured programming included an episode of “Inside Healthcare”.

The city of Ramsey requested we produce a message to their employees as they were not having a holiday party. Mayor Mark Kuzma and City Administrator Kurt Ulrich, as well as Communications Manager Megan Thorstad came to our studio. As part of their address, they did a recap of business in Ramsey for 2020 and we included a clip of that in “The Post.”

### **Testimonials this month:**

“Dear Katherine Leslie, and Winter: Thank you so much for your support that QCTV provides for our outreach and education work. Through the videos you create from our content we are able to reach people across the region, and especially in the QCTV viewing area.

We appreciate your flexibility in time and place, and always enjoy the smiling faces behind the camera or running the Zoom. Your help in working with cities and having keys and knowing what's what is very useful- so much time can be lost flailing around with these things that you make so easy. And Katherine's countdowns to start our meetings help us to be ready for the show. Thanks again for all you do."

- Gretchen Sabel, President, League of Women Voters of ABC

"Thank you Cory for producing such a nice story on the restaurants of Champlin. That is so cool of you to do for all of us! Thank you so much- much appreciated. Nice work. Super cool!

- Hudy's in Champlin

"Taylor- I just wanted to let you know that your crew at Andover High School's Boys Basketball game last night impressed many people! They did a great job and set the bar high for the rest of the season. Thank you for coming and broadcasting live."

Jen Mallet- President of Andover High School Boys Basketball Club

"Katherine thank you! That was a fantastic meeting and we really appreciate your presentation on how to produce Public Service Announcements. I am so excited for the students to have this opportunity. They do amazing work and I'm really excited to see what they come up with here. I really appreciate your time today."

- Steven Yeager, Media Instructor, Anoka-Hennepin STEP

"My grandkids all play sports and they love QCTV. They- say Gramma, watch our games on the Q!"

- Mary Jane Beberg, Anoka

## QCCCC Agenda Item

### 4.3.1 Operations Report

**February 26, 2021**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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We produced 19 live government meetings and 1 was cancelled.

We carried 3 live press conferences by Governor Walz.

Regular productions include 4 live episodes of “The Post” resulting in 21 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 produced “The Chamber Report” in our studio with safety procedures in place.

Via zoom, we produced “QC Cooks”. Also, via zoom, we produced a show in our “Spotlight On Issue” series with the local League of Women Voters group. The title is “Minding Your Mental Health During a Pandemic”.

Sports coverage continued with our mobile van productions, single camera productions, and simulcasting of our sister station games. 19 games were streamed in February.

We produced live coverage of the Anoka Area Chamber of Commerce’s State of the Cities event. We used our mobile production truck for this program for the first time and it worked well.

We worked with St. Stephen's Church to produce their annual fundraiser event called "St. Stephen's 2021 Mardi Gras Gala". This show did not air on our channels.

We are working on a series of QCTV promos as well as promos for our regular shows (The Chamber Report, The District Court Show, and Game Sharks.) These promos are used as cross channel promotion and are played in our weekly show "The Post", as well.

Procured programming includes an episode of "Inside Healthcare".

**Testimonials this month:**

"Thank you for featuring our Yeti Expedition; too too cute. Much appreciated."

- Ashley Wagner, Communications Director, City of Champlin

"Taylor- Despite the sad outcome of the game, we are grateful your team was there doing a great job. Please pass on my thanks and that of other families.

- Sincerely, Jeff McGonigal, Anoka

"OH MY GOODNESS! I am screaming right now! AND WRITING IN ALL CAPS! This video is AMAZING Leslie. Oh gosh- next time you reach out, I will have no nervousness whatsoever! Honestly- this is so fun to see. You did a great job! Thank you a thousand times for this. I've already shared it with my board."

Wendy Dahlen, President of Granny's Closet

"Thank you SOO much! Response to our online bidding has been very good. Donations that came in have been off the chart generous and beautiful. We are so grateful for your help or we could not have done it this year."

- Mary Jane Beberg, St. Stephen's Church

**QCCCC Agenda Item**  
**4.3.2 Technology Report**

**March 25, 2021**

**To: Karen George, Executive Director**  
**From: John Sommer, Technology Manager**  
**Subject: January 2021 Technology Report**

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**General Items:**

Management staff conducted two rounds of interviews with applicants for the Social Media / Communications Coordinator position.

Working on a Technology Staff plan for delegating and dividing responsibility. My goal is to have one person in charge of each area with back-up available from others.

**Equipment Issues:**

**QCTV Equipment**

No issues to report for this period.

**City Equipment**

Sharp display in the Andover Council Chambers continues to work intermittently. Working to obtain warranty service from Sharp.

**Comcast Equipment**

No issues to report for this period.

**Action Requested: None.**

**QCCCC Agenda Item**  
**4.3.2 Technology Report**

**March 15, 2021**

**To: Karen George, Executive Director**  
**From: John Sommer, Technology Manager**  
**Subject: February 2021 Technology Report**

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**General Items:**

Had a project call with Alpha Video and Andover City Staff. Reviewed timeline for project installation at Andover. Met on site with Alpha staff to explain the project area and locate previously installed equipment.

Remote meeting equipment successfully installed at Andover. Alpha Video and I provided training for Andover staff. Equipment will be used at the March 2<sup>nd</sup> City Council Meeting. I will attend the meeting to offer assistance if needed.

**Equipment Issues:**

**QCTV Equipment**

No issues to report for this period.

**City Equipment**

Continuing to work on intermittent issue at Andover with the large touch display in the Council Chambers. Ran more tests and determined that the Sharp display was bad. Sharp is sending a replacement display early March.

**Comcast Equipment**

No issues to report for this period.

**Action Requested: None.**



## QCCCC Agenda Item

### 5.1 Awards Presentation

**March 3, 2021**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Awards Presentation

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QCTV celebrates 40 years serving the cities of Andover, Anoka, Champlin, and Ramsey. On March 30, 1981, these four cities recognized they could do more together in partnership and created the Quad Cities Cable Communications Commission. Operating as QCTV, those 40 years have been filled with award-winning productions, community partnerships, innovative use of technology, and video coverage of 10,000 government meetings.

It was just a year ago that QCTV pivoted to provide community connection during the global pandemic. The commission provided the direction and resources to make that pivot and staff delivered. The annual programming review demonstrates that action was well-received by our community.

The services offered by QCTV were recognized with the following awards:

- Award of Distinction – Live Community Event Coverage –
  - Live and Local: Anoka – Presented by NATOA
- Award of Excellence – Live Sports Event –
  - State Football Playoffs: Champlin Park vs Lakeville North – Presented by NATOA
- Award of Distinction – Partnership Category –
  - Laws, Lagers, Ales, and Tales – Presented by NATOA
- Award of Honor – Overall Excellence –
  - NATOA Awards Overall Entry for 2020 – Presented by NATOA
- Silver Award – Food and Beverage –
  - A Tribute to the Bauer Berry Farm – Presented by the 41st Annual Telly Awards
- Bronze Award – Government Relations –
  - Live and Local: Ramsey – Presented by the 41st Annual Telly Awards
- Bronze Award – Sports –
  - At the Half: Anoka Football – Presented by the 41st Annual Telly Awards

Congratulations to QCTV staff for their expertise and commitment. Well done!

**Action Requested:** None. Informational only.

## QCCCC Agenda Item

### 5.2 Building Contract Services RFP

**March 9, 2021**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Building and Grounds Contract Services RFP

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The QCTV building/grounds located at 12254 Ensign Avenue are owned and operated by the commission. The building was built and occupied in 2002. Over the past 19 years, capital maintenance and repairs to the building and grounds have been made on an as needed basis. Given the age of the structure, and the increasing frequency of maintenance and replacement issues, staff is recommending an architect/general contractor be hired to create and manage a capital improvement plan for the real estate.

Staff is drafting an RFP to solicit professional services to perform a needs assessment, craft a capital repair and replacement plan, and manage the capital improvements. The RFP will be circulated and proposals accepted. The proposals will be reviewed by staff and placed on a future commission agenda for further action.

**Action Requested:** None. Informational only.