

Quad Cities Cable Communications Commission

Ramsey City Hall – Council Chambers

September 16, 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 May 20, 2021, commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. April Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Liability Waiver
 - 5.2. Capital Request – Mobile Production Truck Wrap
 - 5.3. Tuition Reimbursement Request
 - 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 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 MAY 20, 2021

CALL TO ORDER – 1

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

Chair Ulrich read a statement explaining that the meeting is being held via telephonic means as allowed by State Statute because of the ongoing pandemic.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Tom Moe, Champlin (arrived at 11:05 a.m.)

Commissioners absent: Jamie Barthel, Andover; and Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director; Technology Manager John Sommer; Social Media and Communications Coordinator Seamus Burke; and Bob Vose, Commission Attorney.

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from March 18, 2021

Commissioner Skogquist referenced the worksession minutes, noting his name should be spelled, “~~Erie~~ Erik...”.

Commissioner Dickinson noted on page four, the first line, it should state, “...~~issued~~ issues...”

Motion was made by Skogquist and seconded by Dickinson to approve the March 18, 2021 minutes as amended.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

4.2 Treasurer

4.2.1. February - March Financial Reports

Commissioner Dickinson stated that the February Report was included in the packet and provided a brief overview of the March Financial Report.

Commissioner Lee referenced a cost of \$11,000 shown for subscription services and asked for additional details.

Ms. George replied that those are the monthly fees for services coming in, such as Microsoft and calendar systems. She noted that many of those system have moved from purchasing software that lasts for years and instead runs on a monthly subscription. She stated that a larger cost that came through during March was the Abode Suite.

Motion was made by Dickinson and seconded by Woestehoff to accept the February and March Financial Reports.

Commissioner Moe joined the meeting.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

4.3 Executive Director

Ms. George reported that the 40th anniversary of the Communications Commission was celebrated with a small gathering of staff and Commissioners. She noted that special programming will follow this year to recognize that milestone. She provided an update on Court of Appeals activity related to the FCC ruling related to franchise fees. She noted that they are now in the season of power outages and advised of a recent three-day outage on the QCTV channels. She provided an update on a recent presentation staff provided at a conference. She stated that operational and statistic reports were also included in the packet. She stated that many comments of thanks were received recently and read a few aloud.

Commissioner Skogquist referenced the power outages. He asked the backup systems that are in place for those instances.

Ms. George replied that she has been in contact with the City of Champlin to inform them of the challenges with power outages, noting that they are not the only business that experiences these issues in the area. She stated that while there are some sources of backup power, this was a larger outage that even caused outages on the lights along TH 169. She stated that they are also reviewing the cost effectiveness of a larger backup power supply.

GENERAL BUSINESS – 5

5.1 2020 Audit Report

Ms. George stated that the 2020 Audit has been completed with Redpath and Company.

Andy Hering, Redpath and Company, reported a clean, or unmodified, opinion for the 2020 Audit. He stated that as they concluded the audit there was discussion related the amount budget/paid to each member city as that is not known when the budget is adopted. He stated that there were no internal control findings or issues of legal noncompliance. He stated that there were no issues working with management while completing the audit.

Commissioner Dickinson stated that there is a subsequent item on the agenda to help clear up any confusion related to the capital improvement plan and payments to the cities. He commented that this was a good report.

Motion was made by Dickinson and seconded by Lee to accept the 2020 Audit Report.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

5.2 2021 Budget Amendment

Ms. George stated that as part of the audit process, the Budget Committee reviewed some of the suggestions on how the organization can be more transparent as to how the capital improvement dollars are spent. She stated that capital improvements come before the Commission on a project by project basis. She explained how this process would occur going forward, if approved today, to include the CIP items in the general fund budget. She explained how the member city distributions are determined and noted that it has been determined that the 2022 allocation would be \$20,000 to each city.

Commissioner Dickinson explained that staff was of the opinion that the CIP process was completed as a budget amendment. He noted that this would not change the process, but the reporting. He stated that if the dollars are not spent, they would roll into the fund balance. He explained how the calculation of the CIP amount is determined.

Motion was made by Dickinson and seconded by Woestehoff to amend the 2021 Operating Budget by the CIP amount of \$345,500.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Moe	aye

Commissioner Woestehoff **aye**
Chair Ulrich **aye**

Motion carried.

Motion was made by Skogquist and seconded by Dickinson to approve the 2022 member city CIP grant of \$20,000 payable first quarter 2022.

A roll call vote was performed:

Commissioner Skogquist **aye**
Commissioner Lee **aye**
Commissioner Dickinson **aye**
Commissioner Moe **aye**
Commissioner Woestehoff **aye**
Chair Ulrich **aye**

Motion carried.

5.3 Ashpaugh & Sculco Audit Report

Ms. George stated that this process began one year ago in order to review the Comcast franchise fee payments. She advised that the process was delayed because of COVID and the process has now been completed.

Mr. Vose stated that the audit report finds that Comcast has underpaid a significant amount of money, over \$230,000 from various sources. He stated that because the report is fairly dense and involves findings of underpayment in various areas, he is asking the Commission to accept the report and share that with Comcast in attempt to resolve that underpayment. He noted that the other approach would be to conclude that violations of the franchises occurred, and a notice of noncompliance could be issued, going down more a legalistic approach. He stated that staff decided to present this in steps, beginning with acceptance of the report and sharing of the findings with Comcast in attempt to find resolution. He explained that the audit undertaking was part of the formal franchise renewal process. He stated that previously the organization was attempting to use the negotiation renewal process, but that process stalled with the FCC ruling and therefore the formal process began, which is more like a formal labor agreement. He noted that part of that formal process includes an investigation/review of past performance and financial payment, which is why this audit was completed.

Motion was made by Dickinson and seconded by Lee to accept the Ashpaugh & Sculco Audit Report.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

5.4 Personnel Policy Temporary Modification

Ms. George stated that this item comes before the Commission after review by the Personnel Committee. She stated that people have taken fewer days off during the past year which has resulted in an increase in the accrual of PTO. She stated that she spoke with staff from member cities that are experiencing the same situation and was informed that they have allowed employees to keep that accrual as long as there is a written plan for how it would be used. She stated that the Personnel Committee is recommending a temporary modification to the personnel policy that would allow affected employees a 90-day extension to use PTO with a filed plan. She noted that this policy would run through the remainder of the year and stated that she would bring additional modifications to the policy back to the Commission at the end of the year.

Chair Ulrich thanked Ms. George and the Personnel Committee for their work on this issue.

Motion was made by Moe and seconded by Skogquist to approve the temporary modification to the Personnel Policy as recommended by the Personnel Committee.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye
Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

5.5 Lexica Communications Phase 2 Report

Ms. George stated that after development of the five-year Strategic Plan, Lexica Communications was contracted to assist with developing a social media and communication strategy.

Tami Wendt, Lexica Communications, commented that this is phase two of a multi-phase plan in order to assist QCTV in reacting to changing viewing habits. She stated that the first phase involved bringing a new staff member on board to assist with communications and social media, Mr. Burke.

Mr. Burke commented that they are moving into a social media first strategy for marketing and communications to make more people aware of the services that QCTV provides in programming. He stated that they also look to create deeper engagement with viewers and those served. He stated that they began with identifying the primary audiences, reviewing the demographics of each group, how the groups use social media, and the QCTV content viewed by the group. He stated that they also identified key communication vehicles in addition to those identified within phase one and reviewed those communication vehicles and the tools that would be used for each.

Ms. George stated that the full report is included in the packet. She noted that Mr. Burke has created a month by month schedule of the activities that would be completed and the metrics that would be used to determine success.

Mr. Burke provided details on the metrics that would be used to indicate success.

Ms. George noted that this will be built into the Strategic Plan. She provided more details on the concept of having a YouTube Channel and stated that more details will be brought to the Commission at the September technology worksession.

Chair Ulrich stated that it is great to see the social media strategy coming to life. He asked if there has been discussion on rebranding and/or renaming.

Ms. George stated that was discussed in the 2019 retreat and staff is working with Lexica to guide them on that topic. She stated that they will come back with that suggestion once the social media and communication strategy has been more developed.

Motion was made by Dickinson and seconded by Woestehoff to accept Lexica Communications Phase 2 Report.

A roll call vote was performed:

Commissioner Skogquist	aye
Commissioner Lee	aye
Commissioner Dickinson	aye

Commissioner Moe	aye
Commissioner Woestehoff	aye
Chair Ulrich	aye

Motion carried.

5.6 Remote Meeting Enhancement Update

Ms. George stated that staff has been diligently working with member cities related to remote meeting attendance and the applicable equipment. She stated that this is intended to be an update recognizing that additional work will be done. She stated that the State legislature has taken up consideration to continue allowing remote attendance for meetings for both members and the public and provided an overview of the two applicable legislation items that are being considered.

Mr. Sommer commented that the Commission and QCTV as a whole did a great job of pivoting to provide coverage throughout the pandemic and commended City staff from each member city for their cooperative efforts. He stated that people have now come to the expectation to continue to attend things remotely and therefore staff is reviewing the technology elements. He stated that even though the City Hall rooms and technology for each of the cities look similar, they are used differently. He stated that each of the cities have unique needs, use the rooms uniquely and therefore a one size fits all approach does not work.

Ms. George stated that within the report, technical upgrade options are provided for the Commission to review. She reviewed the different ways capital improvements have been made in the past. She asked if the Commission would like QCTV to continue to work on upgrades or delay that action awaiting guidance from the items which the legislature is considering continuing remote meeting attendance.

Chair Ulrich stated that it seems there is consensus to wait for the guidance of the State legislature.

Ms. George stated that Mr. Sommer will be pulling together a user group of staff from the different member cities in order to share some tips and best practices.

5.7 Other

There were no other comments.

ADJOURN – 6

Time of adjournment 11:58 a.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission

Balance Sheet Summary

As of April 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,741,425.16
- PayPay acct	499.22
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,010.36
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,103,184.74
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,103,184.74</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	27,046.65
Other Current Liabilities	0.04
Total Current Liabilities	<u>\$ 27,046.69</u>
Equity	<u>3,076,138.05</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,103,184.74 *</u>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,697,771.19 (\$3.3M 5-Year Cap Plan)

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

	Apr 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 18.10	\$ 41.67	\$ (23.57)	43.44%	\$ 123.16	\$ 500.00	\$ (376.84)	24.63%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees		71,500.00	(71,500.00)	0.00%	40,425.00	858,000.00	(817,575.00)	4.71%
Interest Income	37.57	833.33	(795.76)	4.51%	4,574.96	10,000.00	(5,425.04)	45.75%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	0.00	429,000.00	(429,000.00)	0.00%
Total Income	55.67	113,208.33	(113,152.66)	0.05%	106,270.65	1,358,500.00	(1,252,229.35)	7.82%
Expenses								
A-PERA Expense	3,493.95	4,467.25	(973.30)	78.21%	13,625.19	53,607.00	(39,981.81)	25.42%
A-SS/Medicare Expense	3,494.81	4,691.25	(1,196.44)	74.50%	13,428.98	56,295.00	(42,866.02)	23.85%
A-Wages - Full-time	45,414.65	48,823.33	(3,408.68)	93.02%	167,954.88	585,880.00	(417,925.12)	28.67%
A-Wages - Part-time	2,141.00	10,000.00	(7,859.00)	21.41%	14,895.75	120,000.00	(105,104.25)	12.41%
Accounting / HR Services	1,171.04	1,333.33	(162.29)	87.83%	4,596.20	16,000.00	(11,403.80)	28.73%
Ads/Promos/Sponsorships	385.00	750.00	(365.00)	51.33%	1,985.00	9,000.00	(7,015.00)	22.06%
Andover Capital Equipment	742.99	416.67	326.32	178.32%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	960.00	1,000.00	(40.00)	96.00%	3,300.00	12,000.00	(8,700.00)	27.50%
Anoka Capital Equipment	1,304.13	416.67	887.46	312.99%	2,134.12	5,000.00	(2,865.88)	42.68%
Audit	15,200.00	1,375.00	13,825.00	1105.45%	15,200.00	16,500.00	(1,300.00)	92.12%
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%	1,260.00	6,000.00	(4,740.00)	21.00%
Building - Insurance		316.67	(316.67)	0.00%	2,750.00	3,800.00	(1,050.00)	72.37%
Building - Maintenance	402.27	833.33	(431.06)	48.27%	3,140.38	10,000.00	(6,859.62)	31.40%
Building - Supplies	66.81	125.00	(58.19)	53.45%	312.10	1,500.00	(1,187.90)	20.81%
Car Allowance	250.00	250.00	0.00	100.00%	1,000.00	3,000.00	(2,000.00)	33.33%
Cell Phone - Allowance	525.00	525.00	0.00	100.00%	2,050.00	6,300.00	(4,250.00)	32.54%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	928.09	5,000.00	(4,071.91)	18.56%
City Sewer & Water	111.22	216.67	(105.45)	51.33%	442.21	2,600.00	(2,157.79)	17.01%
Commission Expense	55.00	208.33	(153.33)	26.40%	447.60	2,500.00	(2,052.40)	17.90%
Consulting Services	18,130.00	5,833.33	12,296.67	310.80%	20,890.00	70,000.00	(49,110.00)	29.84%
Contingency Fund		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%

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

	Apr 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	928.64	1,333.33	(404.69)	69.65%	3,644.94	16,000.00	(12,355.06)	22.78%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	629.59	2,500.00	(1,870.41)	25.18%	5,316.62	30,000.00	(24,683.38)	17.72%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,554.46	8,615.50	(2,061.04)	76.08%	31,407.88	103,386.00	(71,978.12)	30.38%
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%	3,260.00	5,300.00	(2,040.00)	61.51%
Lawn Service	425.00	416.67	8.33	102.00%	425.00	5,000.00	(4,575.00)	8.50%
Legal Fees	752.50	2,083.33	(1,330.83)	36.12%	1,141.50	25,000.00	(23,858.50)	4.57%
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		833.33	(833.33)	0.00%	4,030.00	10,000.00	(5,970.00)	40.30%
Mileage	727.67	1,000.00	(272.33)	72.77%	2,010.69	12,000.00	(9,989.31)	16.76%
Miscellaneous Expenses		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Natural Gas	233.38	416.67	(183.29)	56.01%	1,598.79	5,000.00	(3,401.21)	31.98%
Office Supplies / Equipment	27.44	500.00	(472.56)	5.49%	624.02	6,000.00	(5,375.98)	10.40%
Parking Lot Maintenance		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Payroll Expenses	137.50		137.50		502.50	0.00	502.50	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	0.00	1,200.00	(1,200.00)	0.00%
Postage	21.93	41.67	(19.74)	52.63%	97.30	500.00	(402.70)	19.46%
Printing / Copy Services		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Professional Development	700.00	1,833.33	(1,133.33)	38.18%	4,415.79	22,000.00	(17,584.21)	20.07%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	1,469.97	416.67	1,053.30	352.79%	1,945.99	5,000.00	(3,054.01)	38.92%
Reimbursements	0.00		0.00		0.00	0.00	0.00	
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services		166.67	(166.67)	0.00%	374.00	2,000.00	(1,626.00)	18.70%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	663.33	625.00	38.33	106.13%	2,326.74	7,500.00	(5,173.26)	31.02%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%

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

	Apr 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Subscription Services	511.89	1,833.33	(1,321.44)	27.92%	12,680.56	22,000.00	(9,319.44)	57.64%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	932.04	1,250.00	(317.96)	74.56%	1,056.39	15,000.00	(13,943.61)	7.04%
Vehicle - Insurance		166.67	(166.67)	0.00%	892.00	2,000.00	(1,108.00)	44.60%
Vehicle - Maintenance / Gas	167.99	666.67	(498.68)	25.20%	510.35	8,000.00	(7,489.65)	6.38%
Waste Removal	130.29	125.00	5.29	104.23%	531.16	1,500.00	(968.84)	35.41%
Web / VOD / Int / CaTV / Phone	3,855.14	1,833.33	2,021.81	210.28%	9,746.13	22,000.00	(12,253.87)	44.30%
Work Comp Insurance		166.67	(166.67)	0.00%	0.00	2,000.00	(2,000.00)	0.00%
Total Expenses	113,116.53	113,080.66	35.87	100.03%	362,028.33	1,356,968.00	(994,939.67)	26.68%
Net Income	\$ (113,060.86)	\$ 127.67	\$ (113,188.53)	-88557.11%	\$ (255,757.68)	\$ 1,532.00	\$ (257,289.68)	-16694.37%
 ZCIP - Andover					27,000.00			
ZCIP - Anoka					20,000.00			
ZCIP - Champlin					20,000.00			
ZCIP - Ramsey					20,000.00			
ZCIP - Studio	1,108.32				1,108.32			
	1,108.32				88,108.32			

Tuesday, May 18, 2021 07:28:04 AM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

April 2021

Beginning Balance - 4M Statement	1,862,659.75
Less: Cleared Checks/Withdrawals	(92,841.26)
Plus: 4M Fund Interest	19.24
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,769,837.73
Book Balance	1,769,837.73
Adjusted Book Balance	1,769,837.73
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

April 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
04/02/2021	13605	Gerald S. Thomson	-120.00
04/02/2021	13606	Greenery Enterprises, Inc.	-742.50
04/02/2021	13607	Holiday Station	-124.35
04/02/2021	13608	James Childs	-60.00
04/02/2021	13609	Joe G. Ruhland	-180.00
04/02/2021	13610	Peter James Hayes	-300.00
04/09/2021	13611	Associated Bank	-132.90
04/09/2021	13612	HealthEquity Inc.	-875.14
04/09/2021	W D	Minnesota State Retirement System	-450.00
04/09/2021	W D	PERA	-3,280.94
04/12/2021	13613	ACE Electrical Contractors, Inc.	0.00
04/12/2021	13614	Alpha Video & Audio Inc.	-1,017.00
04/12/2021	13615	Anoka Area Chamber of Commerce	-1,100.00
04/12/2021	13616	City of Andover	-1,045.76
04/12/2021	13617	Do All Printing	-90.00
04/12/2021	13618	LiveU Inc.	-312.48
04/12/2021	13619	Maza Technologies, LLC	-1,580.00
04/12/2021	13620	NAC Building Solutions	-695.84
04/12/2021	13621	T-Mobile	-122.24
04/12/2021	13622	Timesavers	-223.00
04/12/2021	13623	U.S. Bank Corporate	-2,174.72
04/15/2021	13624	ACE Solid Waste, Inc.	-130.29
04/15/2021	13625	AT&T Mobility	-649.91
04/15/2021	13626	Barna, Guzy & Steffen, LTD	-117.00
04/15/2021	13627	CenterPoint Energy	-233.38
04/15/2021	13628	City of Andover	-757.16
04/15/2021	13629	City of Champlin	-111.22
04/15/2021	13630	Comcast 2	-482.43
04/15/2021	13631	Comcast Cable	-900.51
04/15/2021	13632	Greenery Enterprises, Inc.	-425.00
04/15/2021	13633	Huebsch	-66.81
04/15/2021	13634	James R. Erickson	-60.00
04/15/2021	13635	NATOA	-385.00
04/15/2021	13636	Pete C. Andersen	-420.00
04/15/2021	13637	Strategic Hawks, llc	-60.00
04/15/2021	13638	Vividly Clean Inc.	-315.00
04/15/2021	13639	Xcel Energy	-852.76
04/23/2021	13640	Alliance for Community Media	-700.00
04/23/2021	13641	Amazon	-871.16
04/23/2021	13642	Associated Bank	-132.90
04/23/2021	13643	HealthEquity Inc.	-875.14
04/23/2021	13644	Kennedy & Graven, Chartered	-752.50
04/23/2021	13645	The Lincoln National Life Ins. Co.	-663.33

Quad Cities Communications Commission

Bill Payment List

April 2021

DATE	NUM	VENDOR	AMOUNT
04/23/2021	13646	Verizon	-120.03
04/23/2021	W D	Minnesota State Retirement System	-450.00
04/23/2021	W D	PERA	-3,241.12
04/29/2021	13649	HealthEquity Inc.	-79.00
04/29/2021	13650	Preferred One Insurance Co.	-6,908.17
04/29/2021	13648	Ashpaugh & Sculco, CPA's, PLC	-16,000.00
04/29/2021	13647	Alpha Video & Audio Inc.	-300.00
Total for Quad Cities Commission			\$ -51,686.69

Quad Cities Communications Commission
Balance Sheet Summary
As of May 31, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,047,488.64
- PayPay acct	535.72
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,029.30
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,409,303.66
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>\$ 3,409,303.66</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	13,954.13
Other Current Liabilities	0.05
Total Current Liabilities	<u>\$ 13,954.18</u>
Equity	<u>3,395,349.48</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 3,409,303.66 *</u></u>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,003,872.11 (\$3.3M 5-Year Cap Plan)

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

	May 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 74.40	\$ 41.67	\$ 32.73	178.55%	\$ 197.56	\$ 500.00	\$ (302.44)	39.51%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees	258,674.63	71,500.00	187,174.63	361.78%	299,099.63	858,000.00	(558,900.37)	34.86%
Interest Income	40.46	833.33	(792.87)	4.86%	4,615.42	10,000.00	(5,384.58)	46.15%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee	138,344.95	35,750.00	102,594.95	386.98%	138,344.95	429,000.00	(290,655.05)	32.25%
Total Income	397,134.44	113,208.33	283,926.11	350.80%	503,405.09	1,358,500.00	(855,094.91)	37.06%
Expenses								
A-PERA Expense	3,475.92	4,467.25	(991.33)	77.81%	17,101.11	53,607.00	(36,505.89)	31.90%
A-SS/Medicare Expense	3,701.61	4,691.25	(989.64)	78.90%	17,130.59	56,295.00	(39,164.41)	30.43%
A-Wages - Full-time	45,673.65	48,823.33	(3,149.68)	93.55%	213,628.53	585,880.00	(372,251.47)	36.46%
A-Wages - Part-time	4,586.50	10,000.00	(5,413.50)	45.87%	19,482.25	120,000.00	(100,517.75)	16.24%
Accounting / HR Services	977.70	1,333.33	(355.63)	73.33%	5,573.90	16,000.00	(10,426.10)	34.84%
Ads/Promos/Sponsorships		750.00	(750.00)	0.00%	1,985.00	9,000.00	(7,015.00)	22.06%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	840.00	1,000.00	(160.00)	84.00%	4,380.00	12,000.00	(7,620.00)	36.50%
Anoka Capital Equipment	261.14	416.67	(155.53)	62.67%	2,395.26	5,000.00	(2,604.74)	47.91%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	315.00	500.00	(185.00)	63.00%	1,575.00	6,000.00	(4,425.00)	26.25%
Building - Insurance		316.67	(316.67)	0.00%	2,750.00	3,800.00	(1,050.00)	72.37%
Building - Maintenance		833.33	(833.33)	0.00%	3,140.38	10,000.00	(6,859.62)	31.40%
Building - Supplies	49.19	125.00	(75.81)	39.35%	361.29	1,500.00	(1,138.71)	24.09%
Car Allowance	250.00	250.00	-	100.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	525.00	525.00	-	100.00%	2,575.00	6,300.00	(3,725.00)	40.87%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,012.99	5,000.00	(3,987.01)	20.26%
City Sewer & Water	112.20	216.67	(104.47)	51.78%	554.41	2,600.00	(2,045.59)	21.32%
Commission Expense		208.33	(208.33)	0.00%	447.60	2,500.00	(2,052.40)	17.90%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	22,270.00	70,000.00	(47,730.00)	31.81%
Contingency Fund		833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%

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

	May 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	947.00	1,333.33	(386.33)	71.03%	4,591.94	16,000.00	(11,408.06)	28.70%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,974.71	2,500.00	(525.29)	78.99%	7,291.33	30,000.00	(22,708.67)	24.30%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,554.46	8,615.50	(2,061.04)	76.08%	37,962.34	103,386.00	(65,423.66)	36.72%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	3,260.00	5,300.00	(2,040.00)	61.51%
Lawn Service	650.00	416.67	233.33	156.00%	1,075.00	5,000.00	(3,925.00)	21.50%
Legal Fees	388.75	2,083.33	(1,694.58)	18.66%	1,816.25	25,000.00	(23,183.75)	7.27%
Licenses and Permits		250.00	(250.00)	0.00%	-	3,000.00	(3,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	7,030.00	10,000.00	(2,970.00)	70.30%
Mileage	608.05	1,000.00	(391.95)	60.81%	2,618.74	12,000.00	(9,381.26)	21.82%
Miscellaneous Expenses	(81.48)	41.67	(123.15)	-195.54%	(81.48)	500.00	(581.48)	-16.30%
Natural Gas	173.56	416.67	(243.11)	41.65%	1,772.35	5,000.00	(3,227.65)	35.45%
Office Supplies / Equipment		500.00	(500.00)	0.00%	624.02	6,000.00	(5,375.98)	10.40%
Parking Lot Maintenance		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Payroll Expenses	137.50		137.50		640.00	-	640.00	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	-	1,200.00	(1,200.00)	0.00%
Postage	16.32	41.67	(25.35)	39.16%	113.62	500.00	(386.38)	22.72%
Printing / Copy Services		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Professional Development		1,833.33	(1,833.33)	0.00%	1,415.79	22,000.00	(20,584.21)	6.44%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.98	416.67	(284.69)	31.67%	2,077.97	5,000.00	(2,922.03)	41.56%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services	162.00	166.67	(4.67)	97.20%	536.00	2,000.00	(1,464.00)	26.80%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	608.90	625.00	(16.10)	97.42%	2,935.64	7,500.00	(4,564.36)	39.14%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	511.89	1,833.33	(1,321.44)	27.92%	13,192.45	22,000.00	(8,807.55)	59.97%

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

	May 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	230.33	1,250.00	(1,019.67)	18.43%	1,286.72	15,000.00	(13,713.28)	8.58%
Vehicle - Insurance		166.67	(166.67)	0.00%	892.00	2,000.00	(1,108.00)	44.60%
Vehicle - Maintenance / Gas	190.71	666.67	(475.96)	28.61%	701.06	8,000.00	(7,298.94)	8.76%
Waste Removal	130.29	125.00	5.29	104.23%	661.45	1,500.00	(838.55)	44.10%
Web / VOD / Int / CaTV / Phone	1,829.23	1,833.33	(4.10)	99.78%	11,575.36	22,000.00	(10,424.64)	52.62%
Work Comp Insurance		166.67	(166.67)	0.00%	-	2,000.00	(2,000.00)	0.00%
Total Expenses	77,397.01	113,080.66	(35,683.65)	68.44%	439,951.34	1,356,968.00	(917,016.66)	32.42%
Net Income	\$ 319,737.43	\$ 127.67	\$ 319,609.76	250440.53%	\$ 63,453.75	\$ 1,532.00	\$ 61,921.75	4141.89%
ZCIP - Andover	\$ 2,166.67	\$ (2,166.67)	0.00%	\$ 27,000.00	\$ 26,000.00	\$ 1,000.00	103.85%	
ZCIP - Anoka	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Building	7,875.00	(7,875.00)	0.00%	-	94,500.00	(94,500.00)	0.00%	
ZCIP - Champlin	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Master Control Equipment	3,083.33	(3,083.33)	0.00%	-	37,000.00	(37,000.00)	0.00%	
ZCIP - Mobile Vehicles & Equipment	6,875.00	(6,875.00)	0.00%	-	82,500.00	(82,500.00)	0.00%	
ZCIP - Office Equipment	2,958.33	(2,958.33)	0.00%	-	35,500.00	(35,500.00)	0.00%	
ZCIP - Portable Field Equipment	416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%	
ZCIP - Ramsey	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Studio	416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%	
	\$ -	\$ 28,791.68	\$ (28,791.68)	0.00%	\$ 88,108.32	\$ 345,500.00	\$ (257,391.68)	25.50%

QCTV Bank Reconciliation

May 2021

Beginning Balance - 4M Statement	1,769,837.73
Less: Cleared Checks/Withdrawals	(113,200.82)
Plus: 4M Fund Interest	21.52
Plus: Bank Deposits/Credits	397,057.48
Bank Balance	\$2,053,715.91
Book Balance	2,053,715.91
Adjusted Book Balance	2,053,715.91
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

May 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
05/07/2021	13651	Associated Bank	-132.90
05/07/2021	13652	HealthEquity Inc.	-875.14
05/07/2021	W D	Minnesota State Retirement System	-450.00
05/07/2021	W D	PERA	-3,260.22
05/14/2021	13653	ACE Solid Waste, Inc.	-130.29
05/14/2021	13654	Alpha Video & Audio Inc.	-1,108.32
05/14/2021	13655	AT&T Mobility	-649.91
05/14/2021	13656	CenterPoint Energy	-173.56
05/14/2021	13657	City of Andover	-1,122.97
05/14/2021	13658	City of Champlin	-112.20
05/14/2021	13659	Comcast 2	-482.43
05/14/2021	13660	Comcast Cable	-900.51
05/14/2021	13661	Huebsch	-49.19
05/14/2021	13662	Joe G. Ruhland	-300.00
05/14/2021	13663	Lexica Communications, Inc.	-750.00
05/14/2021	13664	LiveU Inc.	-5,598.52
05/14/2021	13665	Maza Technologies, LLC	-1,580.00
05/14/2021	13666	Redpath and Company	-15,200.00
05/14/2021	13667	Securitas Electronic Security Inc.	-402.27
05/14/2021	13668	Strategic Hawks, Ilc	-240.00
05/14/2021	13669	T-Mobile	-123.64
05/14/2021	13670	U.S. Bank Corporate	-742.38
05/14/2021	13671	Vividly Clean Inc.	-315.00
05/14/2021	13672	Xcel Energy	-928.64
05/21/2021	13673	Associated Bank	-132.90
05/21/2021	13674	HealthEquity Inc.	-875.14
05/21/2021	W D	Minnesota State Retirement System	-450.00
05/21/2021	W D	PERA	-3,228.17
05/27/2021	13675	Barna, Guzy & Steffen, LTD	-286.00
05/27/2021	13676	HealthEquity Inc.	-27.65
05/27/2021	13677	James R. Erickson	-240.00
05/27/2021	13678	Kennedy & Graven, Chartered	-323.75
05/27/2021	13679	Minnesota Assoc. of Community Telecommunications	-1,840.00
05/27/2021	13680	Strategic Hawks, Ilc	-60.00
05/27/2021	13681	The Lincoln National Life Ins. Co.	-608.90
05/27/2021	13682	Verizon	-120.03
Total for Quad Cities Commission			\$ -43,820.63

Quad Cities Communications Commission

Balance Sheet Summary

As of June 30, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,953,975.20
- PayPay acct	970.72
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,047.64
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,316,243.56
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>\$ 3,316,243.56</u></u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,106.36
Other Current Liabilities	0.07
Total Current Liabilities	<u>\$ 8,106.43</u>
Equity	<u>3,308,137.13</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 3,316,243.56 *</u></u>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,910,812.01 (\$3.3M 5-Year Cap Plan)

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

	Jun 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 435.00	\$ 41.67	\$ 393.33	1043.92%	\$ 632.56	\$ 500.00	\$ 132.56	126.51%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees		71,500.00	(71,500.00)	0.00%	299,099.63	858,000.00	(558,900.37)	34.86%
Interest Income	39.28	833.33	(794.05)	4.71%	4,654.70	10,000.00	(5,345.30)	46.55%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	138,344.95	429,000.00	(290,655.05)	32.25%
Total Income	474.28	113,208.33	(112,734.05)	0.42%	503,879.37	1,358,500.00	(854,620.63)	37.09%
Expenses								
A-PERA Expense	3,410.61	4,467.25	(1,056.64)	76.35%	20,511.72	53,607.00	(33,095.28)	38.26%
A-SS/Medicare Expense	4,195.18	4,691.25	(496.07)	89.43%	21,325.77	56,295.00	(34,969.23)	37.88%
A-Wages - Full-time	51,015.14	48,823.33	2,191.81	104.49%	264,643.67	585,880.00	(321,236.33)	45.17%
A-Wages - Part-time	4,945.00	10,000.00	(5,055.00)	49.45%	24,427.25	120,000.00	(95,572.75)	20.36%
Accounting / HR Services	70.00	1,333.33	(1,263.33)	5.25%	5,643.90	16,000.00	(10,356.10)	35.27%
Ads/Promos/Sponsorships	3,682.47	750.00	2,932.47	491.00%	5,667.47	9,000.00	(3,332.53)	62.97%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	987.42	1,000.00	(12.58)	98.74%	5,367.42	12,000.00	(6,632.58)	44.73%
Anoka Capital Equipment	261.16	416.67	(155.51)	62.68%	2,656.42	5,000.00	(2,343.58)	53.13%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	315.00	500.00	(185.00)	63.00%	1,890.00	6,000.00	(4,110.00)	31.50%
Building - Insurance		316.67	(316.67)	0.00%	2,750.00	3,800.00	(1,050.00)	72.37%
Building - Maintenance	115.00	833.33	(718.33)	13.80%	3,255.38	10,000.00	(6,744.62)	32.55%
Building - Supplies	135.21	125.00	10.21	108.17%	496.50	1,500.00	(1,003.50)	33.10%
Car Allowance	250.00	250.00	-	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	525.00	525.00	-	100.00%	3,100.00	6,300.00	(3,200.00)	49.21%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,097.89	5,000.00	(3,902.11)	21.96%
City Sewer & Water	201.70	216.67	(14.97)	93.09%	756.11	2,600.00	(1,843.89)	29.08%
Commission Expense		208.33	(208.33)	0.00%	447.60	2,500.00	(2,052.40)	17.90%
Consulting Services	2,130.00	5,833.33	(3,703.33)	36.51%	24,400.00	70,000.00	(45,600.00)	34.86%
Contingency Fund		833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%

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

	Jun 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,384.09	1,333.33	50.76	103.81%	5,976.03	16,000.00	(10,023.97)	37.35%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	67.98	2,500.00	(2,432.02)	2.72%	7,359.31	30,000.00	(22,640.69)	24.53%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	6,554.46	8,615.50	(2,061.04)	76.08%	44,516.80	103,386.00	(58,869.20)	43.06%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	3,260.00	5,300.00	(2,040.00)	61.51%
Lawn Service	619.00	416.67	202.33	148.56%	1,694.00	5,000.00	(3,306.00)	33.88%
Legal Fees	851.00	2,083.33	(1,232.33)	40.85%	2,667.25	25,000.00	(22,332.75)	10.67%
Licenses and Permits	400.00	250.00	150.00	160.00%	400.00	3,000.00	(2,600.00)	13.33%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	7,030.00	10,000.00	(2,970.00)	70.30%
Mileage	567.62	1,000.00	(432.38)	56.76%	3,186.36	12,000.00	(8,813.64)	26.55%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(81.48)	500.00	(581.48)	-16.30%
Natural Gas	69.96	416.67	(346.71)	16.79%	1,842.31	5,000.00	(3,157.69)	36.85%
Office Supplies / Equipment	112.99	500.00	(387.01)	22.60%	737.01	6,000.00	(5,262.99)	12.28%
Parking Lot Maintenance		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Payroll Expenses	(640.00)		(640.00)		-	-	-	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	-	1,200.00	(1,200.00)	0.00%
Postage		41.67	(41.67)	0.00%	113.62	500.00	(386.38)	22.72%
Printing / Copy Services		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Professional Development	393.87	1,833.33	(1,439.46)	21.48%	1,809.66	22,000.00	(20,190.34)	8.23%
Publications		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Ramsey Capital Equipment	131.98	416.67	(284.69)	31.67%	2,209.95	5,000.00	(2,790.05)	44.20%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services		166.67	(166.67)	0.00%	536.00	2,000.00	(1,464.00)	26.80%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	3,491.85	7,500.00	(4,008.15)	46.56%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	724.99	1,833.33	(1,108.34)	39.54%	13,917.44	22,000.00	(8,082.56)	63.26%

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

	Jun 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	352.16	1,250.00	(897.84)	28.17%	1,638.88	15,000.00	(13,361.12)	10.93%
Vehicle - Insurance		166.67	(166.67)	0.00%	892.00	2,000.00	(1,108.00)	44.60%
Vehicle - Maintenance / Gas	308.44	666.67	(358.23)	46.27%	1,009.50	8,000.00	(6,990.50)	12.62%
Waste Removal	130.29	125.00	5.29	104.23%	791.74	1,500.00	(708.26)	52.78%
Web / VOD / Int / CaTV / Phone	2,777.80	1,833.33	944.47	151.52%	14,353.16	22,000.00	(7,646.84)	65.24%
Work Comp Insurance		166.67	(166.67)	0.00%	-	2,000.00	(2,000.00)	0.00%
Total Expenses	87,686.63	113,080.66	(25,394.03)	77.54%	527,637.97	1,356,968.00	(829,330.03)	38.88%
Net Income	\$ (87,212.35)	\$ 127.67	\$ (87,340.02)	-68310.76%	\$ (23,758.60)	\$ 1,532.00	\$ (25,290.60)	-1550.82%
ZCIP - Andover	\$ 2,166.67	\$ (2,166.67)	0.00%	\$ 27,000.00	\$ 26,000.00	\$ 1,000.00	103.85%	
ZCIP - Anoka	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Building	7,875.00	(7,875.00)	0.00%	-	94,500.00	(94,500.00)	0.00%	
ZCIP - Champlin	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Master Control Equipment	3,083.33	(3,083.33)	0.00%	-	37,000.00	(37,000.00)	0.00%	
ZCIP - Mobile Vehicles & Equipment	6,875.00	(6,875.00)	0.00%	-	82,500.00	(82,500.00)	0.00%	
ZCIP - Office Equipment	2,958.33	(2,958.33)	0.00%	-	35,500.00	(35,500.00)	0.00%	
ZCIP - Portable Field Equipment	416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%	
ZCIP - Ramsey	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Studio	416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%	
	\$ -	\$ 28,791.68	\$ (28,791.68)	0.00%	\$ 88,108.32	\$ 345,500.00	\$ (257,391.68)	25.50%

QCTV Bank Reconciliation

June 2021

Beginning Balance - 4M Statement	2,053,715.91
Less: Cleared Checks/Withdrawals	(95,011.72)
Plus: 4M Fund Interest	20.94
Plus: Bank Deposits/Credits	-
Bank Balance	\$1,958,725.13
Book Balance	1,958,725.13
Adjusted Book Balance	1,958,725.13
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

June 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/01/2021	13683	Amazon	-795.77
06/01/2021	13684	Greenery Enterprises, Inc.	-650.00
06/01/2021	13685	Joe G. Ruhland	-300.00
06/01/2021	13686	Preferred One Insurance Co.	-6,908.17
06/04/2021	13687	Associated Bank	-132.90
06/04/2021	13688	HealthEquity Inc.	-500.14
06/04/2021	W D	Minnesota State Retirement System	-450.00
06/04/2021	W D	PERA	-3,267.97
06/15/2021	13689	ACE Solid Waste, Inc.	-130.29
06/15/2021	13690	AT&T Mobility	-649.91
06/15/2021	13691	Barna, Guzy & Steffen, LTD	-65.00
06/15/2021	13692	CenterPoint Energy	-69.96
06/15/2021	13693	City of Andover	-924.02
06/15/2021	13694	City of Champlin	-201.70
06/15/2021	13695	Gerald S. Thomson	-240.00
06/15/2021	13696	Holiday Station	-118.42
06/15/2021	13697	Huebsch	-50.41
06/15/2021	13698	Maza Technologies, LLC	-1,656.60
06/15/2021	13699	Prime Advertising & Design, Inc.	-2,950.32
06/15/2021	13700	T-Mobile	-123.64
06/15/2021	13701	Timesavers	-162.00
06/15/2021	13702	Timothy Anderson	-120.00
06/15/2021	13703	U.S. Bank Corporate	-510.20
06/15/2021	13704	Verizon	-120.03
06/15/2021	13705	Vividly Clean Inc.	-315.00
06/15/2021	13706	Xcel Energy	-947.00
06/18/2021	13707	Associated Bank	-132.90
06/18/2021	13708	HealthEquity Inc.	-500.14
06/18/2021	W D	Minnesota State Retirement System	-450.00
06/18/2021	W D	PERA	-3,098.49
06/25/2021	13709	Amazon	-382.89
06/25/2021	13710	Comcast 2	-532.27
06/25/2021	13711	Comcast Cable	-900.53
06/25/2021	13712	Greenery Enterprises, Inc.	-619.00
06/25/2021	13713	HealthEquity Inc.	-27.65
06/25/2021	13714	Preferred One Insurance Co.	-6,908.17
06/25/2021	13715	Strategic Hawks, llc	-339.90
06/25/2021	13716	Telly Awards	-732.15
06/25/2021	13717	The Lincoln National Life Ins. Co.	-556.21
Total for Quad Cities Commission			\$ -37,539.75

Quad Cities Communications Commission
Balance Sheet Summary
As of July 31, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,853,356.60
- PayPay acct	427.30
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,356,066.58
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,215,100.48
Fixed Assets	<u>0.00</u>
TOTAL ASSETS	<u>\$ 3,215,100.48</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,086.74
Other Current Liabilities	0.08
Total Current Liabilities	<u>\$ 8,086.82</u>
Equity	<u>3,207,013.66</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,215,100.48 *</u>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$2,809,668.93 (\$3.3M 5-Year Cap Plan)

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

	Jul 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 194.10	\$ 41.67	\$ 152.43	465.80%	\$ 826.66	\$ 500.00	\$ 326.66	165.33%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees		71,500.00	(71,500.00)	0.00%	299,099.63	858,000.00	(558,900.37)	34.86%
Interest Income	39.87	833.33	(793.46)	4.78%	4,694.57	10,000.00	(5,305.43)	46.95%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee		35,750.00	(35,750.00)	0.00%	138,344.95	429,000.00	(290,655.05)	32.25%
Total Income	233.97	113,208.33	(112,974.36)	0.21%	504,113.34	1,358,500.00	(854,386.66)	37.11%
Expenses								
A-PERA Expense	4,809.72	4,467.25	342.47	107.67%	25,321.44	53,607.00	(28,285.56)	47.24%
A-SS/Medicare Expense	5,292.25	4,691.25	601.00	112.81%	26,618.02	56,295.00	(29,676.98)	47.28%
A-Wages - Full-time	63,364.20	48,823.33	14,540.87	129.78%	328,007.87	585,880.00	(257,872.13)	55.99%
A-Wages - Part-time	7,287.50	10,000.00	(2,712.50)	72.88%	31,714.75	120,000.00	(88,285.25)	26.43%
Accounting / HR Services	2,412.54	1,333.33	1,079.21	180.94%	8,056.44	16,000.00	(7,943.56)	50.35%
Ads/Promos/Sponsorships		750.00	(750.00)	0.00%	5,667.47	9,000.00	(3,332.53)	62.97%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	540.00	1,000.00	(460.00)	54.00%	5,907.42	12,000.00	(6,092.58)	49.23%
Anoka Capital Equipment	261.16	416.67	(155.51)	62.68%	2,917.58	5,000.00	(2,082.42)	58.35%
Audit		1,375.00	(1,375.00)	0.00%	15,200.00	16,500.00	(1,300.00)	92.12%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	315.00	500.00	(185.00)	63.00%	2,205.00	6,000.00	(3,795.00)	36.75%
Building - Insurance		316.67	(316.67)	0.00%	2,750.00	3,800.00	(1,050.00)	72.37%
Building - Maintenance	402.27	833.33	(431.06)	48.27%	3,657.65	10,000.00	(6,342.35)	36.58%
Building - Supplies	50.41	125.00	(74.59)	40.33%	546.91	1,500.00	(953.09)	36.46%
Car Allowance	250.00	250.00	-	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	525.00	525.00	-	100.00%	3,625.00	6,300.00	(2,675.00)	57.54%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,182.79	5,000.00	(3,817.21)	23.66%
City Sewer & Water	461.79	216.67	245.12	213.13%	1,217.90	2,600.00	(1,382.10)	46.84%
Commission Expense	74.00	208.33	(134.33)	35.52%	521.60	2,500.00	(1,978.40)	20.86%
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	25,780.00	70,000.00	(44,220.00)	36.83%
Contingency Fund		833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%

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

	Jul 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Duplication Expenses	439.00	20.83	418.17	2107.54%	439.00	250.00	189.00	175.60%
Electric Service	1,257.33	1,333.33	(76.00)	94.30%	7,233.36	16,000.00	(8,766.64)	45.21%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software		2,500.00	(2,500.00)	0.00%	7,359.31	30,000.00	(22,640.69)	24.53%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%
Health Insurance	4,456.66	8,615.50	(4,158.84)	51.73%	48,973.46	103,386.00	(54,412.54)	47.37%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	3,260.00	5,300.00	(2,040.00)	61.51%
Lawn Service	425.00	416.67	8.33	102.00%	2,119.00	5,000.00	(2,881.00)	42.38%
Legal Fees	349.00	2,083.33	(1,734.33)	16.75%	3,016.25	25,000.00	(21,983.75)	12.07%
Licenses and Permits		250.00	(250.00)	0.00%	400.00	3,000.00	(2,600.00)	13.33%
Meals	228.00	83.33	144.67	273.61%	228.00	1,000.00	(772.00)	22.80%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	7,030.00	10,000.00	(2,970.00)	70.30%
Mileage	1,252.82	1,000.00	252.82	125.28%	4,439.18	12,000.00	(7,560.82)	36.99%
Miscellaneous Expenses	1,013.01	41.67	971.34	2431.03%	931.53	500.00	431.53	186.31%
Natural Gas		416.67	(416.67)	0.00%	1,842.31	5,000.00	(3,157.69)	36.85%
Office Supplies / Equipment	467.00	500.00	(33.00)	93.40%	1,204.01	6,000.00	(4,795.99)	20.07%
Parking Lot Maintenance		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Payroll Expenses	123.39		123.39		123.39	-	123.39	
Payroll Expenses (ADP/HSA)		100.00	(100.00)	0.00%	-	1,200.00	(1,200.00)	0.00%
Postage	85.70	41.67	44.03	205.66%	199.32	500.00	(300.68)	39.86%
Printing / Copy Services		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Professional Development	323.11	1,833.33	(1,510.22)	17.62%	2,132.77	22,000.00	(19,867.23)	9.69%
Publications	55.95	41.67	14.28	134.27%	55.95	500.00	(444.05)	11.19%
Ramsey Capital Equipment	125.58	416.67	(291.09)	30.14%	2,335.53	5,000.00	(2,664.47)	46.71%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services		166.67	(166.67)	0.00%	536.00	2,000.00	(1,464.00)	26.80%
Snow Plowing Service		500.00	(500.00)	0.00%	2,182.50	6,000.00	(3,817.50)	36.38%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	4,048.06	7,500.00	(3,451.94)	53.97%
Studio Sets		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Subscription Services	724.99	1,833.33	(1,108.34)	39.54%	14,642.43	22,000.00	(7,357.57)	66.56%

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

	Jul 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Temp Staff Services		125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	1,638.88	15,000.00	(13,361.12)	10.93%
Vehicle - Insurance		166.67	(166.67)	0.00%	892.00	2,000.00	(1,108.00)	44.60%
Vehicle - Maintenance / Gas	79.64	666.67	(587.03)	11.95%	1,089.14	8,000.00	(6,910.86)	13.61%
Waste Removal	130.29	125.00	5.29	104.23%	922.03	1,500.00	(577.97)	61.47%
Web / VOD / Int / CaTV / Phone	1,754.02	1,833.33	(79.31)	95.67%	16,107.18	22,000.00	(5,892.82)	73.21%
Work Comp Insurance		166.67	(166.67)	0.00%	-	2,000.00	(2,000.00)	0.00%
Total Expenses	101,357.44	113,080.66	(11,723.22)	89.63%	628,995.41	1,356,968.00	(727,972.59)	46.35%
Net Income	\$ (101,123.47)	\$ 127.67	\$ (101,251.14)	-79206.92%	\$ (124,882.07)	\$ 1,532.00	\$ (126,414.07)	-8151.57%
ZCIP - Andover	\$ 2,166.67	\$ (2,166.67)	0.00%	\$ 27,000.00	\$ 26,000.00	\$ 1,000.00	103.85%	
ZCIP - Anoka	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Building	7,875.00	(7,875.00)	0.00%	-	94,500.00	(94,500.00)	0.00%	
ZCIP - Champlin	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Master Control Equipment	3,083.33	(3,083.33)	0.00%	-	37,000.00	(37,000.00)	0.00%	
ZCIP - Mobile Vehicles & Equipment	6,875.00	(6,875.00)	0.00%	-	82,500.00	(82,500.00)	0.00%	
ZCIP - Office Equipment	2,958.33	(2,958.33)	0.00%	-	35,500.00	(35,500.00)	0.00%	
ZCIP - Portable Field Equipment	416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%	
ZCIP - Ramsey	1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	-	100.00%	
ZCIP - Studio	416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%	
	\$ -	\$ 28,791.68	\$ (28,791.68)	0.00%	\$ 88,108.32	\$ 345,500.00	\$ (257,391.68)	25.50%

QCTV Bank Reconciliation

July 2021

Beginning Balance - 4M Statement	1,958,725.13
Less: Cleared Checks/Withdrawals	(95,954.72)
Plus: 4M Fund Interest	20.93
Plus: Bank Deposits/Credits	737.52
 Bank Balance	 \$1,863,528.86
 Book Balance	 1,863,528.86
 Adjusted Book Balance	 1,863,528.86
 Difference:	 \$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

July 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/02/2021	13718	Associated Bank	-132.90
07/02/2021	13719	HealthEquity Inc.	-467.24
07/02/2021	W D	Minnesota State Retirement System	-450.00
07/02/2021	W D	PERA	-3,071.57
07/09/2021	13720	Andover High School	-400.00
07/09/2021	13721	AT&T Mobility	-649.91
07/09/2021	13722	City of Andover	-1,349.64
07/09/2021	13723	Gerald S. Thomson	-120.00
07/09/2021	13724	Holiday Station	-308.44
07/09/2021	13725	Huebsch	-50.41
07/09/2021	13726	Joe G. Rutland	-407.52
07/09/2021	13727	Kennedy & Graven, Chartered	-851.00
07/09/2021	13728	LiveU Inc.	-900.48
07/09/2021	13729	T-Mobile	-121.89
07/09/2021	13730	Timothy Anderson	-120.00
07/16/2021	13731	ACE Solid Waste, Inc.	-130.29
07/16/2021	13732	Associated Bank	-132.90
07/16/2021	13733	Greenery Enterprises, Inc.	-425.00
07/16/2021	13734	HealthEquity Inc.	-467.24
07/16/2021	13735	U.S. Bank Corporate	-487.62
07/16/2021	13736	Xcel Energy	-1,384.09
07/16/2021	W D	Minnesota State Retirement System	-450.00
07/16/2021	W D	PERA	-3,010.27
07/20/2021	13737	Amazon	-30.73
07/20/2021	13738	City of Champlin	-461.79
07/20/2021	13739	Comcast 2	-478.47
07/20/2021	13740	Comcast Cable	-894.13
07/20/2021	13741	Coordinated Business Systems, LTD	-467.00
07/20/2021	13742	Maza Technologies, LLC	-1,656.60
07/20/2021	13743	Verizon	-50.69
07/20/2021	13744	Vividly Clean Inc.	-315.00
07/29/2021	13745	HealthEquity Inc.	-27.65
07/29/2021	13746	Kennedy & Graven, Chartered	-115.00
07/29/2021	13747	Lexica Communications, Inc.	-750.00
07/29/2021	13748	Monarch Pest Control	-115.00
07/29/2021	13749	Peter James Hayes	-60.00
07/29/2021	13750	Preferred One Insurance Co.	-4,625.01
07/29/2021	13751	Strategic Hawks, LLC	-180.00
07/29/2021	13752	The Lincoln National Life Ins. Co.	-556.21
07/30/2021	13753	Associated Bank	-132.90
07/30/2021	13754	HealthEquity Inc.	-467.24
07/30/2021	W D	Minnesota State Retirement System	-450.00
07/30/2021	W D	PERA	-2,896.31

Quad Cities Communications Commission

Bill Payment List

July 2021

DATE	NUM	VENDOR	AMOUNT
Total for Quad Cities Commission			\$ -30,618.14

4.3 Executive Director's Report

September 8, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

City CIP Grants

The annual CIP grants to member cities for 2022 has been approved for \$20,000 to each city. Payment will be made first quarter 2022.

Temporary Telework Ended

All staff returned to the workplace for regular office hours on August 18. While the pandemic pivot included telework options, QCTV employees always functioned in a hybrid model to continue delivering high-quality services to our member cities and viewing residents. My appreciation to the commission for the flexibility during the pandemic and to the employees for their dedication and creative problem-solving over the past 18 months. QCTV provided valuable programming to keep our communities connected in uncertain times and kept focus on the strategic plan - implementing the Social Media First strategy. Great work, everyone!

AWARDS!

QCTV received an ACM Hometown Media award for a story titled Jaguar Java. This is a story about a local school that delivers coffee to teachers by developmentally challenged kids. It won in the Educational Activities Access Center Professional category.

QCTV was awarded three Bronze Telly awards. Waterfowl for Warriors won in the Nature/Wildlife category, Player Piano won in the News or News feature category, and At the Half won in the Sports category. Congratulations to all QCTV staff for their award-winning work on behalf of Andover, Anoka, Champlin, and Ramsey.

City Remote Meeting Equipment Upgrades

Prior to the pandemic, QCTV had research and presented a base plan for city hall equipment upgrades to manage remote meeting participation within the Minnesota Open Meeting law requirement and city policy. Since the pandemic, government meetings are using this technology for serving a changed need and future expectation to continue remote participation. This item was discussed by the commission at the March work session. Staff has

been meeting with city staff to assess needs unique to each city. The commission was updated at the May meeting and delayed further consideration pending changes by the state legislature to the open meeting law. Staff will present an update at the Commission work session in September.

FCC 621 Ruling Challenged in Court

This is an update on the court's decision. [City of Eugene v. FCC \(No. 19-72219\)](#): Appeals of the Third Report and Order in the cable franchise/Section 621 docket (05-311); the Court denied three Petitions for Rehearing asking for panel and/or *en banc* rehearing of the 6th Circuit [Decision](#) largely upholding the FCC's new definition of franchise fees but finding that non-monetary, cable-related franchise provisions should be valued at cost, not fair market value. No decision yet on further appeals.

City Council Presentations

QCTV Social Media Coordinator Seamus Burke joined me in presenting a QCTV overview to member city councils. The presentation celebrates the 40 year history of QCTV, reviews our strategic outlook, recaps our recent changes with a Social Media First strategy, and acknowledges the collaboration with the member cities. Three of the four presentations have been completed.

Franchise Fee Audit

Ashpaugh & Sculco, CPAs (A&S) finalized the audit of Comcast fees and the commission accepted the audit at the May meeting. The audit report has been shared with Comcast. We have received an initial response from Comcast challenging some of the findings. Staff sent to Comcast a request for payment of undisputed items and further requested company response on disputed items. Comcast requested more time to respond and that was granted. We expect a response from Comcast prior to the November Commission meeting. The toll agreement has been extended to April 2022 to secure payment.

League of Minnesota Cities Telecommunications Task Force

I participated in the LMC Telecommunications Task Force meetings. The group of staff policy leaders from across the state reviews and makes recommendations to the League's policy positions for lobbying work at the state legislature.

Personnel Updates

Jared Boyer, fulltime producer, resigned in May to change careers and become a groundskeeper for the school district. Jared first started as a part-time employee and was promoted to fulltime producer shortly thereafter. He primarily covered Anoka stories, was a graphics wiz, assisted with mobile productions, and was well-respected by staff and community members. We wish Jared all the best in his new career. The job applicant market is shifting and we have gone out to recruitment twice to fill this vacancy. Special acknowledgement to staff for covering duties during this transition.

Work Session on Technology

Each year the Commission conducts a work session in September to focus on technology initiatives. This year's agenda is looking very busy with the shift to Social Media First strategy. Topics on the agenda are Social Media/YouTube, 5-Year Capital Plan, Closed Captioning, Remote Meetings. Staff has been working diligently to craft the presentation materials for Commission discussion.

Drone Purchase

14 months ago, the commission approved \$4,000 for the purchase of a drone. The interruptions to the supply chain means this drone is just not coming on the market. We have retooled our strategy to Social Media First and it is going well. Instead of purchasing one -high-end drone, we plan to purchase smaller, less expensive drones (5) for each producer to use and one for the mobile van.

Champlin Hires Social Media employee

The City of Champlin has hired Ashley Wagner to perform social media coverage. QCTV staff has meet with Ashley to coordinate stories and services in the performance of her duties.

Champlin Social Media Plan Request

QCTV staff have crafted an option for accommodating Champlin's request for direct posting of The Post segments on Facebook. This item was discussed with all city communications staff and will be reviewed by the Commission at the September work session.

Tuition Reimbursement Request

Taylor Johnson has requested tuition reimbursement for an MBA program. This is allowed for in the Personnel Policy. I have reviewed policies and guidelines from the member cities and have drafted a report for consideration by the Commission. It is scheduled for the September Commission meeting.

Insurance Renewals

Summer is the time for QCTV insurance renewals. The General Liability policy and the Workers' Compensation policy were both renewed with the League of Minnesota Cities Insurance Trust. The Preferred One healthcare insurance renews on December 1 with open enrollment period scheduled for October.

ACM Conference Attendance

I attended the Alliance for Community Media virtual conference. It is expected the 2022 conference will be held in person.

NATOA Conference Session Moderator

The NATOA virtual conference is scheduled for late September. I coordinated a session on Engaging Consultants. The pre-recorded session will be viewed on September 23 and I will be present virtually to answer questions by conference participants.

Chamber Activities

QCTV participated in the annual Chamber Gala in May and plans to sponsor the virtual silent action for the upcoming golf tournament. The monthly show taping continues and I remain a Chamber Ambassador attending new business openings in the area.

The Post

The Post continues to grow in viewership online. Story postings on social media are performing well. I take a turn hosting the live weekly program once per month. Staff is doing an excellent job producing this program.

VideoBlocks Contract Replaced

QCTV has been subscribing to a service that provides stock footage, motion graphics, and audio/music clips. The vendor changed licensing requirements and pricing. QCTV has contracted with new vendors for cost effective video and audio clip services. Thank you to staff for making required changes to existing assets to avoid copyright issues.

Strategic Plan

Staff completed a strategic plan planning session for 2021 objectives. The 2021 objectives were reviewed by the commission 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>

40th Anniversary of the Quad Cities Cable Communications Commission!

On March 30, QCTV held a small gathering of staff and commissioners to celebrate the 40th anniversary of the station! It was a great event for employees to share their commitment to local media and the member cities. A short video of the event was posted on social media and aired in The Post. View it in the April 7 edition of The Post: <http://reflect-qctv.cablecast.tv/vod/12095-The-Post-Episode-42-04-07-2021-v1/vod.mp4>

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.

Action Requested:

Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

May 31, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of May, we produced 18 live government meetings; 3 were cancelled.

We carried 2 live press conferences by Governor Walz.

Regular productions included 4 live episodes of *The Post* involving 22 pre-produced stories and a number of local promos and PSA's featuring 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* in our studio. We produced promos for these shows that we ran in *The Post* and on social media.

Spring sports continued and we produced 8 live games. We also carried local games by sister stations CTN and CCX.

We produced a show in our series *Live and Local* called *Songs of Struggle and Triumph* at Champlin Park High School.

We taped the annual Memorial Day ceremony in Riverfront Memorial Park in Anoka that featured Mayor Phil Rice and Anoka County Sheriff James Stuart.

Procured programming including an episode of *Inside Health Care* on Covid-19 side effects and an edition of *Compass*, produced by sister station Nine North on foster care. We played an episode of *The Good Stuff*, featuring segments on family healing and soldiers. We also carried six Saints games produced by CTN as well as two Vixen football games. We carried live coverage of the orientation to the Priesthood, live from the Saint Paul Cathedral, featuring a local priest from St. Stephen's Church in Anoka.

We received word that we won an ACM Hometown Media award for a story titled *Jaguar Java*. This is a story about a local school that delivers coffee to teachers by developmentally challenged kids. It won in the Educational Activities Access Center Professional category.

We also won three Bronze Telly awards. *Waterfowl for Warriors* won in the Nature/Wildlife category, *Player Piano* won in the News or News feature category, and *At the Half* won in the Sports category.

Testimonial this month:

"Katherine and Jared- On behalf of the Alumni Club, we would like to thank you for finding a way to have Jared Boyer available to document much of our banquet. Jared was completely professional while completing his work. We enjoyed his company."

- Jim Lundeen, RJM Enterprises

"A very professional staff, a very nice facility. Well set-up. It was fun doing the TV interview with the Anoka Area Chamber of Commerce.

- Aaron Strand, Minnesota Automotive

"Great studio, Great staff!

- Nadia Giordana, QC Cooks

"Thank you for covering our spring concerts. We appreciate it!"

- Levi Armstrong Champlin Park Orchestra

“Thank you QCTV for your community programming and taping our Memorial Day ceremony. On behalf of the American Legion Post # 102 and myself, I want to thank you for Madeline Lenaburg’s contribution to the Memorial Day observance. Her reciting of “On Flanders Fields”, at the start of the ceremony was excellent and much appreciated by all.

- Doug Hookom, Commander, Anoka American Legion, Post #102

QCCCC Agenda Item

4.3.1 Operations Report

June 30, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of June, we produced 17 live government meetings; 3 were cancelled. We also assisted Andover with two meetings via Zoom and produced two neighborhood meetings for Champlin.

Regular productions included 5 live episodes of *The Post* involving 26 pre-produced stories and a number of local promos and PSA's featuring our member cities and live reports during each weekly show. These stories were re-deployed on social media per our strategic plan.

We produced 5 local graduations: Champlin Park, Andover and Anoka High Schools as well as Regional and Technical High School graduations.

We produced *The Chamber Report* and *QC Cooks* in our studio. We produced promos for these shows that we ran in *The Post* and on social media.

Spring sports wrapped up and we produced 5 live games. We also carried 8 Saints baseball games and 3 Women's Vixen football games.

We produced a concert from Heart of the City called *The Ebony, Ivory, and Spruce: The Jazz Effect*.

We produced two shows in our series *Live and Local* called *Magic 70's Sunshine Band in Ramsey* and *Salsa del Sol in Anoka*.

In our League of Women Voters Spotlight series we produced a show called *Book Talk* with Dave Durenberger and Lori Sturdevant. They discussed their book *When Republicans Were Progressive*.

Procured programming including an episode of *Inside Health Care* and an edition of *Compass*, produced by sister station Nine North on violence in the Asian community.

Several of us attended the annual ACM conference virtually. At the awards ceremony, Producer Cory Laing won an award for *Jaguar Java*, in the educational category.

Testimonial this month:

“Thank you, Leslie for recording and providing the link to your recording of our June 11th concert. This was the first professional recording made of one of our concerts and you did a great job! The guys and Jennifer appreciated being able to see their performance, and I got to enjoy it a second time.”

- Gaylen Kay Mills, Manager of Ebony, Ivory, and Spruce

“Hey gals! I just wanted to extend a huge thank you to you and your team for that awesome piece you produced on Tim Gladhill. Your segment nearly brought me to tears! Tim was such a positive light here at Ramsey and we will miss him greatly! Thanks so much for what you do!”

- Megan Thorstad, City of Ramsey

“Katherine- Excellent episode of The Post! Great to see Seamus! He did a great job!”

- Pam Bowman, City of Anoka

QCCCC Agenda Item

4.3.1 Operations Report

July 30, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of July, we produced 18 live government meetings; 4 were cancelled. We also assisted Champlin and Andover with their Zoom meetings.

Regular productions included 4 live episodes of *The Post* involving 22 pre-produced stories and a number of local promos and PSA's featuring our member cities and live reports during each weekly show. These stories were re-deployed on social media per our strategic plan.

We produced live coverage of Andover's Fun Fest Parade.

We produced *The Chamber Report* and 2 episodes of *Game Sharks* in our studio. We produced promos for these shows that we ran in *The Post* and on social media.

Summer baseball resulted in 5 live games, including one from CHS Field in St. Paul. We also carried 5 Saints baseball games and 1 Women's Vixen football game, produced by sister stations.

In our League of Women Voters Spotlight series we produced a show called *Anoka County Parks* with Anoka County Commissioner Mike Gamache and Director of Anoka County Parks Jeff Perry.

Procured programming including an episode of *Inside Health Care* and an edition of *Democratic Visions*.

We spent a considerable amount of time interviewing prospective producers and hope to have one on board soon. We held an associate producer/freelance appreciation evening that was well received.

Testimonial this month:

“Katherine- Thank you so much for allowing me to be a part of the FunFest Parade in Andover. QCTV gets better every year. It was great fun!”

- Jim Childs, Andover resident

QCCCC Agenda Item

4.3.1 Operations Report

August 31, 2021

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

In the month of August, we produced 18 live government meetings; 3 were cancelled.

Regular productions included 4 live episodes of *The Post* involving 17 pre-produced stories and a number of local promos and PSA's featuring 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 *QC Cooks* in our studio. We produced a four-part series called "Food for Thought". Our volunteer Demi Radeva hosted and brought guests from The American Heart Association, CAER Food Shelf, Thrive Nation, and Lifetime Foundation.

Fall sports started this month with Boys and Girls Soccer, Tennis, Volleyball, and Football games. We carried six Saints games and plan to carry local games by sister stations. We are working on feature stories for our "At the Half" show.

We produced 10-minute videos for our 4 member cities to run on the government channels between meetings. Each video features shots of city hall, the police station, fire station, and recognizable sites from each city.

We started our *Live and Local* series with the city of Andover and produced an hour long show at the Andover Fire Station with city staff members as

guests and roll-in stories about Andover. Up next month will be Champlin, followed by Anoka and Ramsey.

We produced a show with the local League of Women Voters called *Spotlight on Issue: Transition of the Banfill-Locke Center for the Arts to Northern Suburban Center for the Arts*.

Procured programming includes an episode of *Democratic Visions* and *Inside Healthcare*.

QCCCC Agenda Item
4.3.2 Technology Report

July 1, 2021

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

General Items:

I met with Cindy Harris from Anoka-Hennepin Schools and introduced her to CJ Luck, our Master Control Operator. We looked at the district control room, playback equipment and meeting room. We compared our Zoom participation practices.

Met with vendors and QCTV producers to find the best replacement options for royalty-free stock media services.

Technology and Production staff conducted site checks at Regional and Technical High Schools' new commencement ceremony locations. Plan to use new LiveU equipment to get two camera signals back to QCTV for switching in the studio control room.

Social Media/Communications:

Seamus presented draft of the phase two communications plan to the Commission at their May meeting. Seamus assisted Karen in drafting the QCTV Annual Member Cities Report presentation. They then presented it to the Ramsey City Council. Regular promotion of QCTV programming continued daily on Facebook and Twitter.

Community Programming Highlights: St. Paul Saints

Utilizing the Prisma Fiber ring that connects many metro area PEG stations, QCTV will once again carry live Saints home games produced by the Saints and CTN-Coon Rapids.

Equipment Issues:

QCTV Equipment

No issues to report for this period.

City Equipment

No issues to report for this period.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item
4.3.2 Technology Report

July 1, 2021

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

General Items:

Beginning of ACM remote conference. CJ, Seamus and I attended sessions.

Community Programming Highlights: High School Graduations

QCTV produced five area graduations this year. We used equipment from LiveU for all five shoots to get video back to QCTV. The Truck was used for three of the productions and the Studio Control Room for the remaining two.

Social Media/Communications:

Seamus promoted the upcoming Graduation coverage and QCTV online store. We sold more copies of these programs this year than any of the past five years. Regular promotion of QCTV programming continued daily on Facebook and Twitter. Additionally, Seamus posted Associate Producer and Producer jobs to LinkedIn and Indeed and monitored and filter applicants, passing the best fits on to Katherine and Taylor for further review.

Equipment Issues:

QCTV Equipment

Problems with one of the newer Dell workstations at QCTV. We have extended coverage for repairs. A service technician was out three times to work on the computer and replaced the motherboard and some other internal case parts. We will work with Maza Technologies to keep Dell working through the issues.

City Equipment

Andover Council Chambers. Intermittent issue with the output of the city owned PC located in the podium. Local monitor unaffected but output to the Presentation System has glitches. I went to city hall twice to check on it. Functional both times, but we will continue to monitor and work with Andover IT staff on it.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

4.3.2 Technology Report

September 9, 2021

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

General Items:

Conclusion of ACM remote conference. CJ, Seamus and I attended sessions.

Technology Staff had a virtual meeting with BizzyWeb to discuss web site issues and avenues for improvement. CJ will work on testing the Digital Downloads functionality from the QCTV webstore.

CJ and I attended an MGAP (Minnesota Government Access Producers) meeting held at Savage City Hall. We learned what some other access producers are doing with drone technology. Toured City Hall and looked at new IP video system in the Chambers.

Social Media/Communications:

The QCTV Annual Member Cities Report presentation was presented to the Andover City Council. Regular promotion of QCTV programming continued daily on Facebook and Twitter. Seamus also assisted in fit interviews for two producer candidates. When a hire was not made from these candidates, Seamus reposted the jobs on LinkedIn and Indeed and continued to monitor and filter applicants. Additionally, Seamus created a QCTV Snapchat account and attended webinars to familiarize himself with the user interface and the basics of running ads on this platform.

Equipment Issues:

QCTV Equipment

Dell workstation update. Maza Technologies created a new repair ticket with Dell. A technician came to QCTV to work on the computer and solved two of the three issues. Last recommendation was to reinstall Windows and test. We moved the workstation from Taylor's office to Tech office to minimize the effect on day-to-day Production tasks. Max from Maza Technologies reinstalled Windows and we continue to test and use the workstation.

City Equipment

Ramsey. QCTV Technology Department is working with Ramsey IT staff on Zoom equipment at Ramsey City Hall. Ramsey staffing change will have some impact on Zoom meeting management at the city level. Ramsey IT will replace Zoom computer in the Control Room with a newer machine.

Comcast Equipment

No issues to report for this period.

Action Requested: None.

4.3.2 Technology Report

September 10, 2021

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

General Items:

I meet with city meeting producer Jim and Champlin Staff (Scott and Roberta) to go over best practices for Zoom at a City Council meeting that Roberta would not be able to attend. Scott would fill in for Roberta in the Zoom management and wanted to practice.

Tech staff moved all of the studio equipment from stand-alone rack in Machine Room to the four racks that house the rest of the playback and channel infrastructure. We installed cable management trays above the racks to make future improvements to cable routing. CJ drew new machine room wiring diagram and relabeled cables that had lost their labels.

Drone Update:

In May of 2020, the QCCCC adopted QCTV's drone policy. As a part of that approval, QCTV was authorized to spend \$4000 ± 5% on a DJI Inspire 3 drone once that product was released to the market. Due to Covid-19 and the ongoing global chip shortage, the Inspire 3 drone has been delayed with no set release date. In the interest of moving forward with the use of our drone policy, which coincides with our social media first objective, QCTV has decided to purchase five smaller and less expensive DJI Mavic Air 2 drones for each of the producers and mobile production truck. This purchase will allow for more flexibility in content creation within the organization and allow our producers to have another tool in their toolbox while they are out in the field. As a part of the drone purchase, each of our producers will be required to take an FAA Part 107 safety course and obtain the FAA's Small Unmanned Aircraft System Certification prior to the operation of a QCTV drone.

Social Media/Communications:

Regular promotion of QCTV programming continued daily on Facebook and Twitter. Seamus hosted a meeting at QCTV's studio with communication staff from each member city to discuss collaboration and coordination of messaging, and ways in which QCTV can continue to be useful to them in the social media space. Additionally, Seamus coordinated with Taylor to gather quotes for a new branded wrap for our mobile production truck.

Equipment Issues:

QCTV Equipment

Outside Front Door. Controller for the electric arm stopped functioning and the door was stuck in the open position. Technician from Stanley Access Technology was out that same day and repaired the door. Needed a follow-up repair to outside access door opener.

Dell workstation update. Workstation has been working well in Tech office this past month. If any future issues arise, it is still under extended warranty.

No issues with annual fire panel and alarm inspection from Securitas contractor.

City Equipment

No issues to report for this period.

Comcast Equipment
No issues to report for this period.

Action Requested: None.

QCCCC Agenda Item

5.1 Liability Coverage Waiver

September 1, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

QCCCC obtains liability coverage from the League of Minnesota Cities Insurance Trust. The governing board must take action on a decision to waive or not waive monetary limits on tort liability. Upon the advice of QCCCC's financial services provider City of Andover, it is recommended QCCCC not waive the monetary limits.

Action Requested: Approval designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: Quad Cities Cable Communications Commission

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

QCCCC Agenda Item

5.2 Capital request – Truck Graphics Wrap

September 13, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: 2021 Budget Amendment

General Overview:

QCTV has budgeted for the redesign and replacement of our branded truck wrap. The current wrap is original to the truck which was purchased in 2008 and is beginning to show signs of wear and tear.

The new wrap will refresh and modernize existing graphics, and add critical new information to the truck wrap, including but not limited to: QCTV channel numbers, QCTV social media handles, website URL, member city information.

Pricing: We have three quotes ranging from \$3,585.00 to \$6,100.00.

Vendor	Cost
Do All Printing	\$3585.00 (+\$60/hr. removal cost TBD)
Advanced Graphix Inc.	\$3,818.00 (\$2,808 base cost, \$800 application, \$125/hour design fee - not to exceed 2-3 hrs., \$85/hour removal - not to exceed 6 hrs.
ABC Design and Graphics	\$6,100.00


Capital Budget: In the QCTV Five Year Capital Plan, we identified this expense as ZCIP – Mobile Vehicles and Equipment.

Action Requested: Approval of purchase and installation of a new branded truck wrap at an estimated cost of \$4,500.00 +/- 10%. This cost includes the removal of our existing wrap. QCTV's recommended vendor is Advanced Graphix, Inc. as we previously worked with them to design and install the wrap on our smaller mobile production van.

Re: QCTV Truck Wrap



ABC Sign Shop <sales@abcsignshop.com>

To  Seamus Burke

 You forwarded this message on 8/30/2021 1:38 PM.

Sounds Good! The cost of one box truck wrap would be right around \$6,100. If you have a fleet that need to be done we would have reduced pricing.

Trevor Olson - Graphic Designer



10501 Central Ave NE, Blaine, Mn 55434

763-780-1494 | www.ABCSignShop.com

On 8/30/2021 12:28 PM, Seamus Burke wrote:

Hi Trevor,

Thank you! I'll run it by the team.

Could we get a quote for the design and the cost of the wrap? We're currently exploring a few vendors since this is such a big project for us.

Thanks again!

Seamus

Seamus Burke

Social Media/Communications Coordinator

Quad Cities Community Television





QUOTE

ADVANCED GRAPHIX INC

3600 LABORE ROAD SUITE 3

VADNAIS HEIGHTS, MN 55110

651-490-3221 FAX 651-490-3193

www.advancedgraphix.com

QUOTE NO: 82620211

DATE: August 26, 2021

TO

QUAD CITIES COMMUNITY TV

seamus.burke@qctv.org

12254 ENSIGN AVE N

CHAMPLIN, MN 55313

SEAMUS BURKE

763-276-9868

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	8FT X 17FT WHITE BOX TRUCK		
1.00	COMPLETE NON REFLECTIVE CUSTOM GRAPHIC WRAP	2,808.00	2,808.00
1.00	APPLICATION	800.00	800.00
1.00	ARTWORK	125.00	125.00
	PER HOUR ART WORK \$125 NOT TO EXCEED 2 TO 3 HOURS		
Comments: TAXES ARE NOT INCLUDED		SUBTOTAL	\$ 3,733.00
		SALES TAX	
		SHIPPING	
		TOTAL	

Quotation prepared by: Sally Knoche Email: sally@advancedgraphix.com

To accept this quotation please sign & date below fax back to 651-490-3193 or email Sally

Signature: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

ADVANCED GRAPHIX INC

3600 LABORE ROAD SUITE 3

VADNAIS HEIGHTS, MN 55110

651-490-3221 FAX 651-490-3193

www.advancedgraphix.com

QUOTE NO: 82720212

DATE: August 27, 2021

TO

QUAD CITIES COMMUNITY TV

seamus.burke@qctv.org

12254 ENSIGN AVE N

CHAMPLIN, MN 55313

SEAMUS BURKE

763-276-9868

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	2008 BOX TRUCK		
1.00	REMOVAL \$85.00 PER HOUR NOT TO EXCEED 6 HOURS	85.00	
	POSSIBLE ADDITIONAL COST FOR ERASER WHEELS IF NEEDED		
Comments: TAXES ARE NOT INCLUDED		SUBTOTAL	
		SALES TAX	
		SHIPPING	
		TOTAL	

Quotation prepared by: Sally Knoche Email: sally@advancedgraphix.com

To accept this quotation please sign & date below fax back to 651-490-3193 or email Sally

Signature: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!

Do All Printing.com, Inc.

6360 HWY 10 NW
Ramsey, MN 55303

Estimate

Date	Estimate #
9/13/2021	13507

Name / Address
QCTV 12254 Ensign Ave N Champlin, MN 55316

Ship To
Pick Up

Rep	Due Date	Terms
TJ	9/13/2021	COD

Description	Qty	Cost	Total
1 BOX TRUCK WRAP - QC TV - 3M IJ180CV3 / 8518 1 3M CERTIFIED VEHICLE INSTALLATION 1 SHOP SUPPLIES & ENVIRONMENTAL	1	3,585.00	3,585.00T

Phone #	E-mail
7635763035	info@doallprinting.com

Subtotal \$3,585.00

Sales Tax (0.0%) \$0.00

Total \$3,585.00

Thank you for the opportunity to quote your job!
Please accept estimate in a timely manner.
Price may change at time of order.

5.3 Tuition Reimbursement Request

September 10, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Tuition Reimbursement Request

The Personnel Policy allows for tuition reimbursement. Mobile Production Coordinator Taylor Johnson has requested tuition reimbursement for his planned MBA program through Bemidji State University (see enclosed request). This request requires Commission approval or disapproval.

Policy Statement

Section 15.7 Tuition Reimbursement

To be considered for tuition reimbursement the fulltime employee must be in good standing and have been employed by QCTV for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the QCTV Executive Director, with final approval/disapproval provided by the Quad Cities Cable Communications Commission.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not), OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

QCTV will pay the cost of tuition upon successful completion (C grade or better; "pass" in a pass/fail course) of the approved course. Employees must reimburse QCTV if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from QCTV.

Employee Request

Taylor Johnson meets the qualifications set out in the policy. He has worked at QCTV for 7 years and is an employee in good standing.

I have reviewed his request. The program course work directly relates to Taylor's current position and future promotional opportunities at QCTV. A copy of the course listing is attached.

Implementation Guidelines

Proposed implementation guidelines are based on research of the four member cities tuition reimbursement practices. Copies of each city's policy and forms are available for your review upon request.

Employees requesting tuition reimbursement must submit a request for commission approvals prior to the registration of classes; and, submit a reimbursement request after successful completion of classes. Employees should be aware of the following key points:

- Employees attending an accredited college or university or post-secondary classes at accredited colleges, universities, and vocational/technical institutes can apply for reimbursement for 50% of the cost of tuition only. Examples of non-reimbursable fees include; books, student health fees, materials fees, registration fees, lab fees, technology fees, supplies, transportation/parking, entrance fees, late registration fees, and graduation fees.
- In order to be eligible for reimbursement, the degree program or classes must be deemed by the Executive Director to be job-related and a benefit to the employer before the employee registers for the class.
- Ph. D. programs are excluded from tuition reimbursement.
- Reimbursement will only be made upon receipt of a "C" or better for the course.
- Reimbursement will also be made when employees elect to take classes on a pass/fail or credit/no credit basis, subject to receipt of successful completion.
- Reimbursements for classes taken at private institutions shall not exceed the tuition charged by the Minnesota State Colleges and Universities.
- Reimbursements are on a first come, first served basis and shall not exceed \$3,000 in a calendar year.
- The employee must take all necessary steps to receive financial assistance to which the employee is otherwise entitled, such as veteran's benefits or scholarships. No reimbursement will be made for any portion of tuition for which alternative financial assistance was available. Reimbursement is after any reduction of tuition by scholarship, financial aid or other payments.

- In the event an employee leaves employment, any reimbursement for education received during the 12 months prior to leaving must be returned to QCTV.
- Reimbursement request must include a receipt from the educational institution as proof of tuition payment and a grade transcript must be submitted to the Executive Director for final approval.
- Reimbursement will be made through payroll as either a non-taxable reimbursement or taxable reimbursement; contingent upon current IRS guidelines.
- Completion of additional education is not a basis for requesting a salary increase.
- Courses should be taken outside of work hours; however, when unavoidable courses may be taken during the work day with prior approval from the Executive Director.
- QCTV reserves the right to suspend the program due to financial constraints.

Action Requested: Approval of tuition reimbursement request for Taylor Johnson's participation in the MBA program through Bemidji State using the criteria set out in this report.

Action Option: Forward request to Personnel Committee for review and recommendation to the Commission at a future meeting.

Taylor Johnson

Karen,

I am requesting the use of our tuition reimbursement program located within our personnel policy.

My plan is to attend Bemidji State University's Master of Business Administration program. This program is a part-time program and completed completely remotely. The part-time program is broken down to one 3-credit course at a time in 6-8 week durations. With a total of 30-36 credits required for the program, the expected length of the program is approximately two years. My request is to start the MBA program the second half of the 2021 fall semester.

Tuition: The current tuition at Bemidji State University for each MBA graduate credit is: \$624.21. I would request that the tuition expenses incurred from this program are reimbursed by QCTV as the program content has a direct correlation to my current job duties and potential future promotional opportunities.

I am requesting tuition reimbursement from QCTV for this program because it will:

- Provide me with more formal training in how my position has shifted into a business management role from the time I was hired in 2014.
- Enhance my current management skills as I manage our twenty associate producers and act as a leader in the organization amongst our full-time staff
- Prepare me for an opening in the operations manager position once that position becomes vacant.
- Develop my skills in sales and marketing as QCTV adapts to a revenue generating model, given our strategic plan's directive.

Please let me know if you need any further information.

Thanks,

Taylor Johnson

Mobile Production Coordinator

Work: (763) 276-9862 | Cell: (320) 260-3640

Quad Cities Community Television





ONLINE MBA

Course Sequence

All online MBA students must complete the 10 required core courses.

Below, we've outlined a recommended course sequence to help you complete the program based on a full-time schedule. Many part-time schedules can be created by taking one or two courses per semester.

Summer (6 week classes) - Students without Business/Accounting Degree

MBA 5100* Survey of Accounting and Finance Concepts

MBA 5105* Quantitative Analysis for Business

Fall (Session I - 8 week classes)

MBA 5110 Business Analytics

MBA 6100 Managerial Accounting

Fall (Session II - 8 week classes)

MBA 5130 Corporate Social Responsibility

MBA 6135 Information Systems Management

Spring (Session I - 8 week classes)

MBA 5120 Managerial Finance

MBA 6105 Organizational Behavior

Spring (Session II - 8 week classes)

MBA 5140 Global Business

MBA 6125 Marketing Management

Summer (6 week classes)

MBA 6400 Managing Human Resources

Degree Completion Course (Capstone)


MBA 6145* Strategy and Management

Total semester credits required for degree: 30

To achieve the MBA, all students must also complete a comprehensive examination ([/academics/departments/business-administration/online-mba/course-sequence/program-requirements/](https://www.bemidjistate.edu/academics/departments/business-administration/online-mba/course-sequence/program-requirements/)).

*MBA 5100 and 5105 are program prerequisites only for non-business majors, or for those found to have business deficiencies during the admissions process. These are only offered online during the summer.

*MBA 6145 is a capstone course that is offered every semester, including summer.

 Feedback about this webpage. ([/feedback/?cq_url=https://www.bemidjistate.edu/academics/departments/business-administration/online-mba/course-sequence/](https://www.bemidjistate.edu/academics/departments/business-administration/online-mba/course-sequence/))

CONTACT

U.S. Citizens:

Graduate Studies
Deputy Hall 111
1500 Birchmont Dr. NE #48
Bemidji, MN 56601-2699
(218) 755-2027
(888) 386-8464
Fax: (218) 755-2258
grad@bemidjistate.edu (<mailto:grad@bemidjistate.edu>)

taylor021@gmail.com

To: BSU-School of Graduate Studies
Subject: RE: MBA Program

From: BSU-School of Graduate Studies <grad@bemidjistate.edu>
Sent: Friday, September 10, 2021 10:00 AM
To: taylor021@gmail.com
Subject: RE: MBA Program

Taylor,

The tuition and fees for one MBA credit is \$624.21. If you are admitted, you can definitely start during the October session which begins on October 18.

George