

## **Quad Cities Cable Communications Commission**

Ramsey City Hall – Council Chambers

November 18, 2021, 11:00 AM

### **Agenda**

#### **1. Call to Order**

#### **2. Roll Call**

#### **3. Approval of Agenda**

#### **4. Administrative Reports**

##### 4.1. Secretary

4.1.1. Approval of the September 16, 2021 commission worksession and regular meeting minutes.

##### 4.2. Treasurer

4.2.1. August and September Financial Reports

##### 4.3. Executive Director

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

5.1. 2022 Operating Budget and 5-Year Capital Plan

5.2. Closed Captioning

5.3. Remote Meeting

5.4. Capital Request – Computers & Production Truck Switcher

5.5. Personnel Policy Modifications

5.6. Other

#### **6. Adjourn**

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

The regular meeting of the Quad Cities Cable Communications Commission will meet at Ramsey City Hall Council Chambers, 11 am. Some or all commissioners will be attending remotely. The public may watch the QCCCC meeting at [www.qctv.org](http://www.qctv.org) on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

## **MINUTES OF THE WORK SESSION OF SEPTEMBER 16, 2021**

### **CALL TO ORDER – 1**

Acting Chair Skogquist called the meeting to order at 9:57 a.m. at the Ramsey City Hall.

### **ROLL CALL– 2**

Commissioners present were: Eric Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Jim Dickinson, Andover; and Jamie Barthel, Andover (virtual).

Commissioners absent: Kurt Ulrich, Ramsey; Tom Moe, Champlin; and Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director; John Sommer, Technology Manager; Seamus Burke, Social Media/Communications Coordinator; and CJ Luck, Technology Support Specialist.

### **APPROVAL OF AGENDA – 3**

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

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

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Barthel</b>	<b>aye</b>
<b>Acting Chair Skogquist</b>	<b>aye</b>

**Motion carried.**

### **ANNUAL TECHNOLOGY UPDATE – 4**

#### **4.1 5 Year Capital Plan**

Mr. Sommer displayed the rolling five-year capital plan, which was recommended by the auditors and began with 2018. He stated that staff brings this to the Commission for formal approval each year. He stated that there have been a lot of supply disruptions in the past year and a national convention has been canceled for the third time in the past two years. He explained that some items may continue to be pushed off until the supply is available, and staff can see how the items work in person. He highlighted some of the updated and upgrades that will move forward in 2022.

Ms. George stated that the auditor has asked QCTV to create a rolling five-year plan and also present an amended budget to the Commission each year related to the capital improvements. She noted that following the budget amendment, staff still continues to bring the requests forward to the Commission when the actual project arises. She advised that because of the inability to purchase certain items in the current market, some of those allocated funds would roll back into the reserves. She thanked the staff that have continued to look to the future in order to plan for future expenditures.

Acting Chair Skogquist asked for an update on the City Hall control room upgrades that will occur.

Mr. Sommer provided additional information on the technology items that would be upgraded, noting that the current equipment has become outdated and therefore it is hard to find parts.

#### **4.2 Closed Captioning**

Mr. Sommer noted that this was last brought forward in 2018 and they have continued to monitor legal and technology changes. He provided details on closed captioning and explained why captioning is helpful. He also provided details on the different options for captioning and associated costs. He reviewed reasons why QCTV may choose not to caption at this time, noting that QCTV currently falls under an exemption for captioning.

Ms. George stated that the question before the Commission is whether or not to caption programming. She noted that this has been on the horizon for multiple years and discussed with the Commission as recently as two years ago. She commented that more and more municipalities are looking at this option and advised of the technological advances that have occurred to make that process easier. She stated that closed captioning and open captioning is becoming more utilized and not just by the deaf and hard of hearing community. She noted that the costs are becoming more manageable to work into the budget and asked if the Commission wants to proceed with directing staff to look into captioning live government meetings.

Commissioner Lee stated that he believes it is time to implement closed captioning as the costs have come down and this service is important to ensure that they are not discriminating against those that are deaf or hard of hearing. He asked why the option identified as *better* does not show to increase in cost while the other options do increase over time.

Mr. Sommer explained that the option identified as *better* uses artificial intelligence for only live programming while the option identified as *best* allows use for prerecorded programs as well. He noted that the two options identified as *good* involve leasing of equipment or payment for an ongoing stenographer. He stated that the *better* and *best* options would involve purchase of equipment and/or hardware or software. He noted that these were simply base cost estimates and if directed, he would work to customize and negotiate pricing.

Commissioner Lee asked if the option marked as *better* would allow for expansion to prerecorded programs in the future.

Mr. Sommer was unsure as that is a question he has not yet asked of the company.

Ms. George noted that Mr. Sommer has more detailed information, but the intent today was to gain direction from the Commission as to whether they wanted to explore closed captioning further. She noted that if desired, staff would bring back a more detailed proposal.

Commissioner Woestehoff agreed that it is time to add captioning and noted that he would like to have the option to caption live and prerecorded programs. He noted that when closed captioning is available for social media videos, they get many more views. He noted that sometimes people are in a setting where volume on a video is not appropriate and therefore closed captioning is used.

Acting Chair Skogquist stated that he also agrees that it is time to move forward on this but noted that he would be interested in seeing more detailed information on the different options.

Commissioner Dickinson agreed.

Ms. George thanked the Commission for its input and noted that staff will look to bring something back for review. She noted that they are going into the budget discussions and could potentially include this in the budget, or it could be added later as a capital improvement through a budget amendment.

#### **4.3 Social Media Guidelines (Facebook and YouTube)**

Mr. Burke provided details on the social media strategy developed as a result of the strategic plan and the communication plan that he developed with Lexica. He explained the share and be shared strategy and the direct upload option.

Ms. George stated that the share and be shared approach was recommended by Lexica. She stated that since that time Champlin has hired a communications employee that is heavily focused on social media and has hit the ground running which is how the direct upload option was developed. She noted that the direct upload option with Champlin will be used as a pilot.

Mr. Burke noted that the QCTV branding will still exist and QCTV will still be able to collect analytics on the videos. He confirmed that this method is being done as a pilot and could be discontinued.

Acting Chair Skogquist asked for details on copyright.

Ms. George stated that is a great question and will roll into the YouTube discussion. She believed that the copyright issue is effectively dealt with. She stated that QCTV has added a branded bumper on the front and back of the segments that are shared through direct upload.

Mr. Burke stated that they are also looking to place a logo bug on the programming. He did not see an issue with copyright as they are working in collaboration with the cities to post to their social media account. He displayed the social media guidelines. He provided details on the YouTube relaunch and reviewed the associated benefits. He noted that government meetings and full sporting events/programming would remain on the QCTV website while segments of programming could be viewed on YouTube as well as the website. He provided additional details on the YouTube process.

Ms. George commented that some of the sister stations are further along than QCTV. She noted that this action was recommended in the communications plan. She stated that staff believes that using YouTube will be a best practice for user interface. She noted that they will still be able to harness analytics and maintain copyright. She stated that staff would like to complete at least one year of the YouTube relaunch in order to gain a full scope of information.

Commissioner Woestehoff stated that overall, this is a wise choice. He stated that the goal would be to continue to have programming available on the QCTV website embedded through YouTube. He believed that housing videos on YouTube would save QCTV funds rather than storing the videos themselves. He asked if the embedded proposal would allow anyone to embed or only the cities.

Mr. Burke commented that the video can be embedded through the share feature which copies the video link. He noted that wherever the video is shared, QCTV

still receives those views and analytics. He stated that he had not considered file storage but noted that is a good point.

Mr. Sommer stated that the cablecast VOD server is a device at QCTV that hosts those videos. He noted that it is getting full. He stated that the other issue would be related to document retention. He stated that even if the videos were not hosted in that location, copies would still be kept. He stated that it would be nice at some point to determine whether that content is kept available to the public or sunset eventually. He stated that perhaps the video is only available for 13 months and then housed in archives.

Commissioner Woestehoff stated that housing on YouTube would save on bandwidth.

Ms. George noted that bandwidth would need to be maintained for the online live viewers.

Mr. Dickinson stated that Andover does not store the meeting videos and uses the links to QCTV.

Ms. George stated that earlier this fall they completed a how to apply for a deck permit video that was played, available on Facebook, and shared by cities. She noted that if the segment is available on YouTube, it provides additional flexibility for the cities to share that content.

Mr. Burke commented that someone would need to have an account in order to view something on Facebook, whereas anyone can view content on YouTube.

Acting Chair Skogquist stated that this seems to be a good experiment to check out this option.

Mr. Burke noted that QCTV is currently over 500 subscribers and once over 1,000 subscribers, monetization could be activated.

Commissioner Woestehoff stated that he would want to discuss how YouTube could impact the closed captioning and suggested reviewing those options together.

Mr. Burke confirmed that YouTube has a native AI closed captioning but is unsure how that would relate to live cable broadcasts.

Mr. Sommer stated that he has heard that people have used the YouTube files to generate the captioning.

#### **4.4 Remote Government Meetings Update**

Mr. Sommer stated that there have been some questions as to what should be done for non-cablecast meetings. He stated that he has reviewed some options as to what could be done for non-cablecast meetings when a QCTV employee is not available and provided examples. He stated that staff could bring back some cost estimates for the Commission to discuss.

Ms. George noted that if the cities would like to pursue that type of option, capital dollars could be allocated for that purpose.

Acting Chair Skogquist stated that he would be interested in exploring options and understanding the costs.

Commissioner Dickinson agreed.

Ms. George stated that staff will gather the information and bring back cost estimates noting that it could possibly move forward in 2022. She noted that there has been a request for QCTV staff to be available to assist with Zoom meetings but advised that QCTV does not have the staff available to do that but could instead work on training city staff members.

## **OTHER - 5**

No comments.

## **ADJOURN – 6**

Time of adjournment 11:07 a.m.

Respectfully submitted,

Reviewed for approval,

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

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Karen George  
Executive Director

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 16, 2021**

### **CALL TO ORDER – 1**

Acting Chair Skogquist called the meeting to order at 11:16 a.m. at the Ramsey City Hall.

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Matt Woestehoff, Ramsey; Jim Dickinson, Andover.

Commissioners absent: Kurt Ulrich, Ramsey; Jamie Barthel, Andover; Tom Moe, Champlin; and Bret Heitkamp, Champlin.

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

### **APPROVAL OF AGENDA – 3**

Acting Chair Skogquist noted that the posted agenda did not include the April through July financials which were included in the packet.

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

**4 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from May 20, 2021**

Motion was made by Woestehoff and seconded by Dickinson to approve the May 20, 2021 minutes as presented.

**4 ayes – 0 nays. Motion carried.**



## **4.2 Treasurer**

### **4.2.1. April through July Financial Reports**

Commissioner Dickinson focused on the July financial report, specifically the balance report and investments. He provided details on reserves and the importance of building that in order to support the five-year capital plan which would avoid a bonding situation. He provided an overview of the profit and loss statement.

Motion was made by Lee and seconded by Woestehoff to accept the April through July Financial Reports.

**4 ayes – 0 nays. Motion carried.**

## **4.3 Executive Director**

Ms. George stated that there was not a meeting in July, therefore the full reports were provided in the packet. She reported that the organization has had a great summer and \$20,000 CIP payments for member cities were approved for 2022 and should be provided in the first quarter of 2022. She stated that all the staff have returned to the office as of August 15<sup>th</sup>. She highlighted the recent awards that QCTV has received. She stated that prior to this meeting the Board conducted its annual technology work session. She stated that QCTV continues to follow the 621 ruling that was challenged in court and provided additional details.

Acting Chair Skogquist asked if there is any idea of what the impact will be from the most recent ruling.

Ms. George stated that the ruling allows the cable provider to charge a value for items that were previously considered as an in-kind service within the contract. He stated that the FCC ruling allowed the cable company to charge fair market value while the most recent challenge result has stated that should be valued at cost. She stated that there are not a lot of extra in-kind services within the QCTV franchises, therefore there will be minimal impact from that. She commented that she has been visiting the City Council from each city to provide the annual report. Regarding the Comcast franchise fee audit, she stated that things are in a holding pattern, awaiting information exchange. She stated that one fulltime employee has made a career change and after recruitment, a staff member was promoted from part-time to full-time producer. She stated that social media was discussed during the work session. She provided an update on the drone purchase, noting that they will be purchasing smaller drones that remain within the same budget allocation as the original drone selected was unavailable. She reviewed some of the positive comments received from members of the public.

Acting Chair Skogquist commented that he has noticed some aerial footage used in stories, which adds to the level of quality of the programming. He stated that there was a note within the technology report related to conversations with the School District. He asked if that was an outreach exercise or whether there was a desired outcome.

Mr. Sommer stated that he has had a great working relationship with a staff member at the School District and provided background information. He stated that he had an opportunity to introduce a new staff member to the School District staff members and review the equipment they had at that location. He stated that it was simply an opportunity to discuss technology and maintain that relationship.

## **GENERAL BUSINESS – 5**

### **5.1 Liability Waiver**

Ms. George stated that this is the annual liability coverage through the League of Minnesota Cities Insurance Trust. She stated that QCTV has always chosen to not waive the liability limits.

Motion was made by Dickinson and seconded by Lee to approve designating QCCCC does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

**4 ayes – 0 nays. Motion carried.**

### **5.2 Capital Request – Mobile Production Truck Wrap**

Ms. George stated that this is a capital request.

Mr. Burke presented a photograph of the original wrap which was put on the truck in 2008. He stated that this request would replace the wrap with updated information. He stated that staff recommends selection of Advanced Graphics as QCTV has worked with that vendor previously and a detailed bid was received.

Acting Chair Skogquist asked if the group would be comfortable moving forward or would rather delay as Champlin is not present. It was confirmed that the Commission felt comfortable moving forward today.

Motion was made by Dickinson and seconded by Woestehoff to approve purchase and installation of a new branded truck wrap at an estimated cost of \$4,500 +/- 10% using Advanced Graphix, Inc.

**4 ayes – 0 nays. Motion carried.**

### **5.3 Tuition Reimbursement Request**

Ms. George presented a detailed report for a tuition reimbursement request from an employee. She stated that the policy allows for tuition reimbursement but there is not much guidance within the policy. She stated that each member city has a tuition reimbursement policy with implementation guidelines. She noted that she used those examples to craft implementation guidelines for QCTV. She stated that this request is for a long-term MBA program that would begin this fall and that is why she brought this forward at this time. She noted that the Commission could choose to defer this to the Personnel Committee. She stated that within the implementation guidelines she has placed a cap of \$3,000 annually and would be restricted to 50 percent of the tuition costs. She reviewed the other implementation guidelines.

Commissioner Dickinson commented that it is valuable to have employees that want to take the initiative to educate themselves and that should be supported. He noted that this would be a good way to retain and support valuable employees.

Acting Chair Skogquist agreed and believed that the implementation guidelines are fitting. He asked the last time this policy has been used.

Ms. George stated that she has been with QCTV for nine years and this is the first request of this nature she has received. She commented that she believes in development of employees and highlighted some of the training and conference opportunities open to employees as well.

Commissioner Lee stated that he also agrees this is a great policy and he fully supports the request.

Commissioner Woestehoff agreed.

Motion was made by Skogquist and seconded by Dickinson to approve the tuition reimbursement request for Taylor Johnson's participation in the MBA program through Bemidji State using the criteria set out in the staff report.

**4 ayes – 0 nays. Motion carried.**

### **5.4 Other**

No additional comments.

## **ADJOURN – 6**

Time of adjournment 11:41 a.m.

Respectfully submitted,

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

Reviewed for approval,

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Karen George  
Executive Director

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

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,167,871.98
- PayPay acct	552.39
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,362,854.49
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,536,528.86</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 3,536,528.86</u></b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	5,335.82
Other Current Liabilities	0.08
<b>Total Current Liabilities</b>	<b><u>\$ 5,335.90</u></b>
<b>Equity</b>	<u>3,531,192.96</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 3,536,528.86 *</u></b>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,131,097.31 (\$4.6M 5-Year Cap Plan)

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

	Aug 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	625.09	41.67	583.42	1500.10%	1,451.75	500.00	951.75	290.35%
Equipment Grant		5,000.00	(5,000.00)	0.00%	60,897.53	60,000.00	897.53	101.50%
Franchise Fees	260,675.96	71,500.00	189,175.96	364.58%	559,775.59	858,000.00	(298,224.41)	65.24%
Interest Income	41.53	833.33	(791.80)	4.98%	4,736.10	10,000.00	(5,263.90)	47.36%
Miscellaneous Income		83.33	(83.33)	0.00%	250.00	1,000.00	(750.00)	25.00%
PEG Fee	139,212.86	35,750.00	103,462.86	389.41%	277,557.81	429,000.00	(151,442.19)	64.70%
<b>Total Income</b>	<b>400,555.44</b>	<b>113,208.33</b>	<b>287,347.11</b>	<b>353.82%</b>	<b>904,668.78</b>	<b>1,358,500.00</b>	<b>(453,831.22)</b>	<b>66.59%</b>
<b>Expenses</b>								
A-PERA Expense	3,142.96	4,467.25	(1,324.29)	70.36%	28,464.40	53,607.00	(25,142.60)	53.10%
A-SS/Medicare Expense	3,334.50	4,691.25	(1,356.75)	71.08%	29,952.52	56,295.00	(26,342.48)	53.21%
A-Wages - Full-time	38,973.10	48,823.33	(9,850.23)	79.82%	365,247.87	585,880.00	(220,632.13)	62.34%
A-Wages - Part-time	5,536.20	10,000.00	(4,463.80)	55.36%	38,984.05	120,000.00	(81,015.95)	32.49%
Accounting / HR Services		1,333.33	(1,333.33)	0.00%	8,056.44	16,000.00	(7,943.56)	50.35%
Ads/Promos/Sponsorships	430.93	750.00	(319.07)	57.46%	6,098.40	9,000.00	(2,901.60)	67.76%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	60.00	1,000.00	(940.00)	6.00%	5,967.42	12,000.00	(6,032.58)	49.73%
Anoka Capital Equipment	261.16	416.67	(155.51)	62.68%	3,178.74	5,000.00	(1,821.26)	63.57%
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%	0.00	250.00	(250.00)	0.00%
Brand Apparel	913.00	208.33	704.67	438.25%	913.00	2,500.00	(1,587.00)	36.52%
Building - Cleaning	315.00	500.00	(185.00)	63.00%	2,520.00	6,000.00	(3,480.00)	42.00%
Building - Insurance	1,400.00	316.67	1,083.33	442.10%	4,150.00	3,800.00	350.00	109.21%
Building - Maintenance	1,135.01	833.33	301.68	136.20%	4,792.66	10,000.00	(5,207.34)	47.93%
Building - Supplies	475.38	125.00	350.38	380.30%	1,022.29	1,500.00	(477.71)	68.15%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	4,100.00	6,300.00	(2,200.00)	65.08%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,267.69	5,000.00	(3,732.31)	25.35%
City Sewer & Water	439.95	216.67	223.28	203.05%	1,657.85	2,600.00	(942.15)	63.76%
Commission Expense	118.80	208.33	(89.53)	57.02%	640.40	2,500.00	(1,859.60)	25.62%

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

	Aug 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	27,160.00	70,000.00	(42,840.00)	38.80%
Contingency Fund		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Duplication Expenses	56.85	20.83	36.02	272.92%	495.85	250.00	245.85	198.34%
Electric Service	1,357.43	1,333.33	24.10	101.81%	8,590.79	16,000.00	(7,409.21)	53.69%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	513.01	2,500.00	(1,986.99)	20.52%	7,872.32	30,000.00	(22,127.68)	26.24%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	5,598.24	8,615.50	(3,017.26)	64.98%	54,571.70	103,386.00	(48,814.30)	52.78%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,548.00	441.67	1,106.33	350.49%	4,808.00	5,300.00	(492.00)	90.72%
Lawn Service	650.00	416.67	233.33	156.00%	2,769.00	5,000.00	(2,231.00)	55.38%
Legal Fees	832.50	2,083.33	(1,250.83)	39.96%	3,848.75	25,000.00	(21,151.25)	15.40%
Licenses and Permits		250.00	(250.00)	0.00%	400.00	3,000.00	(2,600.00)	13.33%
Meals		83.33	(83.33)	0.00%	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	791.34	1,000.00	(208.66)	79.13%	5,230.52	12,000.00	(6,769.48)	43.59%
Miscellaneous Expenses	1,092.98	41.67	1,051.31	2622.94%	2,024.51	500.00	1,524.51	404.90%
Natural Gas	28.57	416.67	(388.10)	6.86%	1,870.88	5,000.00	(3,129.12)	37.42%
Office Supplies / Equipment	336.66	500.00	(163.34)	67.33%	1,540.67	6,000.00	(4,459.33)	25.68%
Parking Lot Maintenance		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Payroll Expenses (ADP/HSA)	212.50	100.00	112.50	212.50%	335.89	1,200.00	(864.11)	27.99%
Postage		41.67	(41.67)	0.00%	199.32	500.00	(300.68)	39.86%
Printing / Copy Services		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Professional Development	146.33	1,833.33	(1,687.00)	7.98%	2,279.10	22,000.00	(19,720.90)	10.36%
Publications		41.67	(41.67)	0.00%	55.95	500.00	(444.05)	11.19%
Ramsey Capital Equipment	107.03	416.67	(309.64)	25.69%	2,442.56	5,000.00	(2,557.44)	48.85%
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%	0.00	2,500.00	(2,500.00)	0.00%

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

	Aug 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	4,604.27	7,500.00	(2,895.73)	61.39%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	903.99	1,833.33	(929.34)	49.31%	15,546.42	22,000.00	(6,453.58)	70.67%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	440.00	1,250.00	(810.00)	35.20%	2,078.88	15,000.00	(12,921.12)	13.86%
Vehicle - Insurance	440.00	166.67	273.33	263.99%	1,332.00	2,000.00	(668.00)	66.60%
Vehicle - Maintenance / Gas	93.41	666.67	(573.26)	14.01%	1,182.55	8,000.00	(6,817.45)	14.78%
Waste Removal	130.29	125.00	5.29	104.23%	1,052.32	1,500.00	(447.68)	70.15%
Web / VOD / Int / CaTV / Phone	1,814.91	1,833.33	(18.42)	99.00%	17,922.09	22,000.00	(4,077.91)	81.46%
Work Comp Insurance					0.00	0.00	0.00	
<b>Total Expenses</b>	<b>76,376.14</b>	<b>112,913.99</b>	<b>(36,537.85)</b>	<b>67.64%</b>	<b>705,371.55</b>	<b>1,354,968.00</b>	<b>(649,596.45)</b>	<b>52.06%</b>
<b>Net Income</b>	<b>\$ 324,179.30</b>	<b>\$ 294.34</b>	<b>\$ 323,884.96</b>	<b>110137.70%</b>	<b>\$ 199,297.23</b>	<b>\$ 3,532.00</b>	<b>\$ 195,765.23</b>	<b>5642.62%</b>
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	0.00	100.00%
ZCIP - Building		7,875.00	(7,875.00)	0.00%	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	0.00	100.00%
ZCIP - Master Control Equipment		3,083.33	(3,083.33)	0.00%	0.00	37,000.00	(37,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		6,875.00	(6,875.00)	0.00%	0.00	82,500.00	(82,500.00)	0.00%
ZCIP - Office Equipment		2,958.33	(2,958.33)	0.00%	0.00	35,500.00	(35,500.00)	0.00%
ZCIP - Portable Field Equipment		416.67	(416.67)	0.00%	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	0.00	100.00%
ZCIP - Studio		416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%
		<u>28,791.68</u>	<u>(28,791.68)</u>		<u>88,108.32</u>	<u>345,500.00</u>	<u>(257,391.68)</u>	



# **QCTV Bank Reconciliation**

## ***August 2021***

Beginning Balance - 4M Statement	1,863,528.86
Less: Cleared Checks/Withdrawals	(89,796.33)
Plus: 4M Fund Interest	22.62
Plus: Bank Deposits/Credits	400,388.82
 <b>Bank Balance</b>	 <b>\$2,174,143.97</b>
 Book Balance	 2,174,143.97
 <b>Adjusted Book Balance</b>	 <b>2,174,143.97</b>
  Difference:	  <b>\$0.00</b>

Completed by:   MK

# Quad Cities Communications Commission

## Bill Payment List

August 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/06/2021	13755	ACE Solid Waste, Inc.	-130.29
08/06/2021	13756	BizzyWeb, LLC	-29.00
08/06/2021	13757	Huebsch	-50.41
08/06/2021	13758	Securitas Electronic Security Inc.	-402.27
08/06/2021	13759	Xcel Energy	-1,257.33
08/13/2021	13760	Associated Bank	-132.90
08/13/2021	13761	HealthEquity Inc.	-467.24
08/13/2021	W D	Minnesota State Retirement System	-450.00
08/13/2021	W D	PERA	-2,947.25
08/23/2021	13762	Alpha Video & Audio Inc.	-1,440.00
08/23/2021	13763	AT&T Mobility	-649.91
08/23/2021	13764	Barna, Guzy & Steffen, LTD	-234.00
08/23/2021	13765	CenterPoint Energy	-28.57
08/23/2021	13766	City of Andover	-1,028.60
08/23/2021	13767	City of Champlin	-439.95
08/23/2021	13768	Comcast 2	-490.59
08/23/2021	13769	Comcast Cable	-875.58
08/23/2021	13770	Greenery Enterprises, Inc.	-425.00
08/23/2021	13771	HealthEquity Inc.	-27.65
08/23/2021	13772	Holiday Station	-79.64
08/23/2021	13773	Joe G. Ruhland	-180.00
08/23/2021	13774	League of MN Cities Insurance Trust	-10,157.00
08/23/2021	13775	Mayo Clinic	-1,092.98
08/23/2021	13776	Maza Technologies, LLC	-1,656.60
08/23/2021	13777	Osseo, Maple Grove, Champlin, Dayton Press	-55.95
08/23/2021	13778	T-Mobile	-92.73
08/23/2021	13779	The Lincoln National Life Ins. Co.	-556.21
08/23/2021	13780	Timothy Anderson	-120.00
08/23/2021	13781	U.S. Bank Corporate	-2,466.90
08/23/2021	13782	Verizon	-80.02
08/23/2021	13783	Vividly Clean Inc.	-315.00
08/27/2021	13784	Amazon	-909.07
08/27/2021	13785	Anoka Area Chamber of Commerce	-400.00
08/27/2021	13786	Associated Bank	-132.90
08/27/2021	13787	Clark Wire & Cable	-61.82
08/27/2021	13788	Greenery Enterprises, Inc.	-225.00
08/27/2021	13789	HealthEquity Inc.	-467.24
08/27/2021	13790	Ideal Advertising	-913.00
08/27/2021	13791	Kennedy & Graven, Chartered	-832.50
08/27/2021	13792	Preferred One Insurance Co.	-5,766.59
08/27/2021	W D	Minnesota State Retirement System	-450.00
08/27/2021	W D	PERA	-2,919.62
Total for Quad Cities Commission			\$ -41,437.31

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of September 30, 2021

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,100,440.54
- PayPay acct	335.60
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,362,872.91
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,468,899.05</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 3,468,899.05</u></b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	15,296.33
Other Current Liabilities	0.07
<b>Total Current Liabilities</b>	<b><u>\$ 15,296.40</u></b>
<b>Equity</b>	<u>3,453,602.65</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 3,468,899.05 *</u></b>

QCTV allocates fund reserves in two areas:

Operating Reserves = \$405,431.55

Capital Reserves = \$3,063,467.50 (\$4.6M 5-Year Cap Plan)

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

	Sep 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 81.90	\$ 41.67	\$ 40.23	196.54%	\$ 1,533.65	\$ 500.00	\$ 1,033.65	306.73%
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%	559,775.59	858,000.00	(298,224.41)	65.24%
Interest Income	40.53	833.33	(792.80)	4.86%	4,776.63	10,000.00	(5,223.37)	47.77%
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%	277,557.81	429,000.00	(151,442.19)	64.70%
<b>Total Income</b>	<b>122.43</b>	<b>113,208.33</b>	<b>(113,085.90)</b>	<b>0.11%</b>	<b>904,791.21</b>	<b>1,358,500.00</b>	<b>(453,708.79)</b>	<b>66.60%</b>
<b>Expenses</b>								
A-PERA Expense	3,235.70	4,467.25	(1,231.55)	72.43%	31,700.10	53,607.00	(21,906.90)	59.13%
A-SS/Medicare Expense	3,604.88	4,691.25	(1,086.37)	76.84%	33,557.40	56,295.00	(22,737.60)	59.61%
A-Wages - Full-time	39,319.39	48,823.33	(9,503.94)	80.53%	404,567.26	585,880.00	(181,312.74)	69.05%
A-Wages - Part-time	8,724.70	10,000.00	(1,275.30)	87.25%	47,708.75	120,000.00	(72,291.25)	39.76%
Accounting / HR Services	848.56	1,333.33	(484.77)	63.64%	8,905.00	16,000.00	(7,095.00)	55.66%
Ads/Promos/Sponsorships	119.07	750.00	(630.93)	15.88%	6,217.47	9,000.00	(2,782.53)	69.08%
Andover Capital Equipment		416.67	(416.67)	0.00%	822.98	5,000.00	(4,177.02)	16.46%
Announcers Fees	1,040.00	1,000.00	40.00	104.00%	7,007.42	12,000.00	(4,992.58)	58.40%
Anoka Capital Equipment	260.03	416.67	(156.64)	62.41%	3,438.77	5,000.00	(1,561.23)	68.78%
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%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	913.00	2,500.00	(1,587.00)	36.52%
Building - Cleaning	646.51	500.00	146.51	129.30%	3,166.51	6,000.00	(2,833.49)	52.78%
Building - Insurance		316.67	(316.67)	0.00%	4,150.00	3,800.00	350.00	109.21%
Building - Maintenance	983.95	833.33	150.62	118.07%	5,776.61	10,000.00	(4,223.39)	57.77%
Building - Supplies	(45.50)	125.00	(170.50)	-36.40%	976.79	1,500.00	(523.21)	65.12%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	4,575.00	6,300.00	(1,725.00)	72.62%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,352.59	5,000.00	(3,647.41)	27.05%
City Sewer & Water	178.48	216.67	(38.19)	82.37%	1,836.33	2,600.00	(763.67)	70.63%
Commission Expense		208.33	(208.33)	0.00%	640.40	2,500.00	(1,859.60)	25.62%

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

	Sep 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,380.00	5,833.33	(4,453.33)	23.66%	28,540.00	70,000.00	(41,460.00)	40.77%
Contingency Fund		833.33	(833.33)	0.00%	0.00	10,000.00	(10,000.00)	0.00%
Duplication Expenses		20.83	(20.83)	0.00%	495.85	250.00	245.85	198.34%
Electric Service	1,358.04	1,333.33	24.71	101.85%	9,948.83	16,000.00	(6,051.17)	62.18%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	613.44	2,500.00	(1,886.56)	24.54%	8,485.76	30,000.00	(21,514.24)	28.29%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	5,598.24	8,615.50	(3,017.26)	64.98%	60,169.94	103,386.00	(43,216.06)	58.20%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		441.67	(441.67)	0.00%	4,808.00	5,300.00	(492.00)	90.72%
Lawn Service	425.00	416.67	8.33	102.00%	3,194.00	5,000.00	(1,806.00)	63.88%
Legal Fees	925.00	2,083.33	(1,158.33)	44.40%	4,773.75	25,000.00	(20,226.25)	19.10%
Licenses and Permits	200.00	250.00	(50.00)	80.00%	600.00	3,000.00	(2,400.00)	20.00%
Meals		83.33	(83.33)	0.00%	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	440.44	1,000.00	(559.56)	44.04%	5,670.96	12,000.00	(6,329.04)	47.26%
Miscellaneous Expenses		41.67	(41.67)	0.00%	2,024.51	500.00	1,524.51	404.90%
Natural Gas	35.72	416.67	(380.95)	8.57%	1,906.60	5,000.00	(3,093.40)	38.13%
Office Supplies / Equipment	142.93	500.00	(357.07)	28.59%	1,683.60	6,000.00	(4,316.40)	28.06%
Parking Lot Maintenance		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Payroll Expenses (ADP/HSA)	212.50	100.00	112.50	212.50%	548.39	1,200.00	(651.61)	45.70%
Postage		41.67	(41.67)	0.00%	199.32	500.00	(300.68)	39.86%
Printing / Copy Services		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Professional Development	109.00	1,833.33	(1,724.33)	5.95%	2,388.10	22,000.00	(19,611.90)	10.86%
Publications		41.67	(41.67)	0.00%	55.95	500.00	(444.05)	11.19%
Ramsey Capital Equipment	107.03	416.67	(309.64)	25.69%	2,549.59	5,000.00	(2,450.41)	50.99%
Sales Tax		20.83	(20.83)	0.00%	144.00	250.00	(106.00)	57.60%
Secretary Services	228.75	166.67	62.08	137.25%	764.75	2,000.00	(1,235.25)	38.24%
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%

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

	Sep 2021				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	556.21	625.00	(68.79)	88.99%	5,160.48	7,500.00	(2,339.52)	68.81%
Studio Sets		416.67	(416.67)	0.00%	0.00	5,000.00	(5,000.00)	0.00%
Subscription Services	712.99	1,833.33	(1,120.34)	38.89%	16,259.41	22,000.00	(5,740.59)	73.91%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	5.99	1,250.00	(1,244.01)	0.48%	2,084.87	15,000.00	(12,915.13)	13.90%
Vehicle - Insurance		166.67	(166.67)	0.00%	1,332.00	2,000.00	(668.00)	66.60%
Vehicle - Maintenance / Gas	513.51	666.67	(153.16)	77.03%	1,696.06	8,000.00	(6,303.94)	21.20%
Waste Removal	130.29	125.00	5.29	104.23%	1,182.61	1,500.00	(317.39)	78.84%
Web / VOD / Int / CaTV / Phone	2,597.99	1,833.33	764.66	141.71%	20,520.08	22,000.00	(1,479.92)	93.27%
Work Comp Insurance	1,694.00	166.67	1,527.33	1016.38%	1,694.00	2,000.00	(306.00)	84.70%
<b>Total Expenses</b>	<b>77,712.74</b>	<b>113,080.66</b>	<b>(35,367.92)</b>	<b>68.72%</b>	<b>783,084.29</b>	<b>1,356,968.00</b>	<b>(573,883.71)</b>	<b>57.71%</b>
<b>Net Income</b>	<b>\$ (77,590.31)</b>	<b>\$ 127.67</b>	<b>\$ (77,717.98)</b>	<b>-60774.11%</b>	<b>\$ 121,706.92</b>	<b>\$ 1,532.00</b>	<b>\$ 120,174.92</b>	<b>7944.32%</b>

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	0.00	100.00%
ZCIP - Building	7,875.00	(7,875.00)	0.00%	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	0.00	100.00%
ZCIP - Master Control Equipment	3,083.33	(3,083.33)	0.00%	0.00	37,000.00	(37,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment	6,875.00	(6,875.00)	0.00%	239.63	82,500.00	(82,260.37)	0.29%
ZCIP - Office Equipment	2,958.33	(2,958.33)	0.00%	0.00	35,500.00	(35,500.00)	0.00%
ZCIP - Portable Field Equipment	416.67	(416.67)	0.00%	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	0.00	100.00%
ZCIP - Studio	416.67	(416.67)	0.00%	1,108.32	5,000.00	(3,891.68)	22.17%
<b>\$ -</b>	<b>\$ 28,791.68</b>	<b>\$ (28,791.68)</b>	<b>0.00</b>	<b>\$ 88,347.95</b>	<b>\$ 345,500.00</b>	<b>\$ (257,152.05)</b>	<b>4.26</b>

# QCTV Bank Reconciliation

## September 2021

Beginning Balance - 4M Statement	2,174,143.97
Less: Cleared Checks/Withdrawals	(71,739.84)
Plus: 4M Fund Interest	22.11
Plus: Bank Deposits/Credits	298.69
<b>Bank Balance</b>	<b>\$2,102,724.93</b>
Book Balance	2,102,724.93
<b>Adjusted Book Balance</b>	<b>2,102,724.93</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by: MK

# Quad Cities Communications Commission

## Bill Payment List

September 2021

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/10/2021	13793	Associated Bank	-132.90
09/10/2021	13794	AT&T Mobility	-697.47
09/10/2021	13795	HealthEquity Inc.	-467.24
09/10/2021	13796	Holiday Station	-93.41
09/10/2021	13797	Huebsch	-50.41
09/10/2021	13799	Peter James Hayes	-80.00
09/10/2021	13800	Stanley Access Tech LLC	-1,135.01
09/10/2021	13801	Strategic Hawks, Ilc	-60.00
09/10/2021	13802	Vividly Clean Inc.	-646.51
09/10/2021	13803	Xcel Energy	-1,357.43
09/10/2021	W D	Minnesota State Retirement System	-450.00
09/10/2021	W D	PERA	-3,058.63
09/20/2021	13805	ACE Solid Waste, Inc.	-130.29
09/20/2021	13806	CenterPoint Energy	-35.72
09/20/2021	13807	City of Andover	-848.56
09/20/2021	13808	City of Champlin	-178.48
09/20/2021	13809	Comcast Cable	-874.45
09/20/2021	13810	Electric Systems Solutions	-150.00
09/20/2021	13811	HealthEquity Inc.	-27.65
09/20/2021	13812	Maza Technologies, LLC	-1,656.60
09/20/2021	13813	Strategic Hawks, Ilc	-160.00
09/20/2021	13814	T-Mobile	-92.73
09/20/2021	13815	U.S. Bank Corporate	-1,849.36
09/20/2021	13816	Verizon	-80.04
09/24/2021	13817	Associated Bank	-132.90
09/24/2021	13818	HealthEquity Inc.	-467.24
09/24/2021	W D	Minnesota State Retirement System	-450.00
09/24/2021	W D	PERA	-2,981.37
09/10/2021	13798	League of MN Cities Insurance Trust	-1,694.00
Total for Quad Cities Commission			\$ -20,038.40



4.3 Executive Director's Report

November 5, 2021

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

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**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.

QCTV received two NATOA awards. We received Overall Excellence – Honorable Mention for our entry of comprehensive program regarding the pandemic pivot in 2020. The second award was in the community awareness category for Jaguar Java.

Congratulations to all QCTV staff for their award-winning work on behalf of Andover, Anoka, Champlin, and Ramsey.

**Personnel Updates**

Billy Austin has been promoted from part-time Associated Producer to fulltime producer. Billy brings expertise in live productions, graphics, and all production skill areas. He is assigned to cover Anoka stories and is off to a good start covering city events, council meetings, and telling human interest stories from the area. Welcome, Billy.

**Chamber Report Interview**

I was a guest on the Chamber Report this month highlighting QCTV's 40<sup>th</sup> Anniversary. You can watch the segment here: <https://www.youtube.com/watch?v=fu4M66kMdbY>

**2021 Election**

QCTV staff worked with the League of Women Voters to videotape the school board election candidate forum. All the forums were available for viewing on demand on the QCTV website and the YouTube channel. The program was also on the cable channel.

### **NATOA Virtual Conference**

I participated in the NATOA virtual conference as a session moderator. I also participated in the NATOA Virtual Annual Business Meeting as a contributing board member.

### **NATOA Board Position**

My term on the NATOA board has come to an end. The experience provided the opportunity to perform leadership duties for a national organization, drive legal and policy issues forward, and work on behalf of member agencies monitoring FCC actions and court challenges. Thank you to the commission for their support of my involvement at the national board level.

### **MACTA Conference**

QCTV staff participated in the MACTA conference held in-person in Coon Rapids. John Sommer and CJ Luck presented during a technical session.

### **2021 Budget Planning**

Staff completed 2021 operating budget planning based on Personnel Committee and Budget Committee direction.

### **Budget Committee**

The budget committee met to review the staff proposed budget and capital plan. Both items are scheduled to go before the commission for action at the November 18 meeting.

### **Personnel Committee**

The personnel committee met to review budget items, health care renewal, and personnel policy modifications regarding annual leave conversion and telework. Policy revisions are scheduled to go before the commission at the November meeting.

### **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. The Comcast response with payment of undisputed items was received in late October. Staff has met with Comcast for further discussion on the disputed audit findings and will report back to the commission at a later date. The toll agreement has been extended to April 2022 to secure payment.

### **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.

### **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.

### **Anoka Area Chamber of Commerce**

QCTV is an annual sponsor of the chamber's golf tournament. QCTV also provided coverage of the chamber's annual meeting as COVID impacted in-person attendance and this provided an opportunity for members to participate virtually. The monthly show taping continues and I remain a Chamber Ambassador attending new business openings in the area.

### **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 and September work sessions. Staff has been meeting with city staff to assess needs unique to each city. Staff will present an update at the Commission meeting in November.

### **Work Session on Technology**

The Commission technology worksession in in September focused on Social Media/YouTube, 5-Year Capital Plan, Closed Captioning, Remote Meetings.

### **Tuition Reimbursement Request Granted**

Taylor Johnson's request for tuition reimbursement for an MBA program was granted by the commission at the September meeting.

### **Insurance Renewals**

All insurance renewals have been completed.

### **Strategic Plan**

Staff continues to work on the strategic plan 2021 objectives. Staff will meet in December to review accomplishments and a report will be presented to the commission. A mid-point check-n of the 5 year plan is slated for 2022. Strategic Plan can be viewed at: <http://qctv.org/wp-content/uploads/2019/12/Strategic-Plan-and-Direction.pdf>

### **Action Requested:**

Accept Executive Director's report.

## QCCCC Agenda Item

### 4.3.1 Operations Report

**September 30, 2021**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

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In the month of September, we produced 19 live government meetings; 2 were cancelled.

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

We produced *The Chamber Report* in our studio. We produced 3 *Storytime* shows with the Anoka County Library.

Fall sports continued this month with Boys and Girls Soccer, Tennis, Volleyball, and Football games. We produced 6 van shoots and 6 "lite" (smaller crew than a van production) games. We also carried 3 games produced by our sister stations that featured our teams. We carried 7 live Saints games. We completed our "At the Half" show that features The Anoka Girls Swim and Dive team, The Andover Pep Band, and the Champlin Park Cross Country team. We also did a video on the Andover renovations at the high school with a tour by Athletic Director Eric Lehtola.

We produced live coverage of the Metro North Graduation (Adult Basic Education).

We produced live coverage of *The Happy Days Parade* and accepted their appreciation at the 9/28 Ramsey City Council meeting.

We carried a live event on 9/11 called *Day of Remembrance* produced by the Minnesota Department of Veterans Affairs. It included speeches by state senators, veterans, and military officials.

We worked with the local League of Women Voters group to produce a show called *Spotlight on Redistricting in Anoka County* elections that featured Kathy Tingelstad.

We produced *Live and Local: Champlin* at Mississippi Point Park. The show featured Champlin's city manager, mayor, fire chief and city engineer. We pre-produced packages on various stories about Champlin.

#### Testimonials:

"Thanks for all you do Katherine. We so appreciate the extra marketing. See you tomorrow at Happy Days!"

- Megan Thorstad, Communications and Event Coordinator

"Fun as always Katherine. Thanks for having us host the Happy Days Parade!"

- Scott Sibert and Josh Jungling

"Thank you so much Katherine. I appreciate all you guys do for us."

- Gretchen Sabel, President of the LWV-ABC

"Thank you, Cory, Seamus, and Katherine and your entire crew, for the opportunity this morning to host *Live and Local: Champlin*. It was a joy being back on camera with y'all. You are fun to partner with and I hope we can do it again soon."

- Ashley Wagner, Communications Director for the city of Champlin

"Cory- as always, you guys did a fantastic job!"

- Bret Heitkamp, City Administrator for the city of Champlin

**.QCCCC Agenda Item**

**4.3.1 Operations Report**

**October 30, 2021**

**To:** Karen George, Executive Director

**From:** Katherine Lenaburg, Operations Manager

**Subject: Operations Update**

---

In the month of October, we produced 17 live government meetings; 5 were cancelled. We produced 4 neighborhood meetings for the city of Champlin as paid productions.

Regular productions included 4 live episodes of *The Post* involving 23 pre-produced stories and several local promos and PSA's featuring our member cities and live reports during each weekly show. These segments are distributed on social media per our strategic plan.

We produced *The Chamber Report* and *Game Sharks* in our studio. We produced *The District Court Show* via zoom.

Fall sports continued this month with Boys and Girls Soccer, Tennis, Volleyball, and Football games. We produced 7 van shoots and 2 "lite" (smaller crew than a van production) games.

We worked with our non-profit partner, Impact Services, to produce a half hour show they used as a virtual fundraiser for their annual "Dessert First" event.

We worked with the local League of Women voters to produce 3 Candidate Forums for the Anoka Hennepin School District's school board elections.

We covered *The Annual Anti-Crime Commission Breakfast* at Greenhaven Golf Course in Anoka. This program featured Anoka Police Chief Eric Peterson and his crime statistic report as well as guest speaker Chief of Police, St. Cloud Police Department William Blair Anderson.

We produced *Live and Local: Anoka* at the Anoka Fire Station. The show featured Anoka-Champlin's fire chief, as well as city employees. We pre-produced packages on various stories about Anoka.

We covered several Anoka Halloween events: live coverage of the Big Parade of Little People, The Grande Day Parade, and the Ambassador Coronation.

Several of us attended the annual MACTA conference- some in person and some virtually.

Procured programming includes *Inside Health Care* and *Compas: Zoning Impacts Equitable Housing*, produced by sister stations.

Testimonials:

"Thank you for having me as a guest on *Live and Local: Anoka*. It was a great show and we were happy to promote the Lions club activities and recycling in Anoka."

- Vickie Violet, Waste Reduction and Recycling Board Member

"Billy did a great job on the Big Trucks, Small People story. I love Lisa LaCasse's interview- especially when she honked the horn! How fun was that? Thanks for all QCTV does to help our cities.""

- Pam Bowman, Communications Manager for the City of Anoka

"Hey Billy, Just wanted to compliment you on the creation of the open house video. You did a great job and we think you showcased our event very nicely! Thank you!"

- Tierney Peters, Community Relations Coordinator, Anoka County Sheriff's Office

"I appreciate the opportunity to work with QCTV. Taylor and crew are awesome to work with! It is the highlight of my week when I get to call a game!"

- Steve Thomson, QCTV Announcer

"Dear Karen, Thanks for going the extra mile and helping with "Meet the Candidates" for Anoka Hennepin. It must be nostalgic for you to walk through the historic touches and designs you created! It is a luxury to work with QCTV. You and your staff are professional and collaborative. League of Women Voters ABC is fortunate to work in your neighborhood."

- Linda Rodgers, League of Women Voters- ABC

"Thanks for having me as the community volunteer co-host of the Anoka Halloween Grande Day Parade. It was fun!"

- Kirk Erickson, Anoka



4.3.2 Technology Report

**November 11, 2021**

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

---

**General Items:**

Metro North ABE Graduation was held in the auditorium at Anoka High School. After a site check we decided to send one Associate Producer to the event with two cameras and two LiveUs. We connected to the auditorium's audio system and sent the two camera feeds back to QCTV where CJ ran the production from and put it live on our Community Channel.

**Equipment Issues:**

**QCTV Equipment**

No issues to report for this period.

**City Equipment**

Champlin broadcast/cablecast system: CJ found no video signal from Camera 4 to the VDesk switcher during an equipment check. CJ went to troubleshoot the issues and determined that the camera was not outputting an SDI video signal. I removed the Panasonic PTZ camera and installed an identical one from the REMO portable system. (One of the purposes of the remote system is to provide a back up to the city hall systems.) CJ was able to get the HDMI output to work but the SDI still failed. CJ contacted Panasonic to obtain an RMA for repair. We are not sure what could have caused this equipment failure.

Champlin presentation system: video only working at podium monitor. Reported by Cory. I found that multiple Crestron devices had failed and were not outputting video. Found a temporary solution that would not affect the way the system worked for the room users. Contacted Alpha Video support for assistance with troubleshooting and contacting Crestron. I will have Alpha Video test devices at their location to confirm the failure before we send the three devices to Crestron for repair. A possible cause for this failure would be an electrical power incident, but none have been identified during the period the devices failed.

**Comcast Equipment**

No issues to report for this period.

**Action Requested: None.**

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

**November 11, 2021**

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

---

**General Items:**

CJ and I gave a presentation at MACTA's 38<sup>th</sup> Annual Conference & Trade Show held remotely and in person at Bunker Hills Event Center. We presented on the topic of Remote Productions without at Truck. We highlighted a number of "QCTV Lite" live productions we have done since 2020 when the truck was unavailable or otherwise impractical.

I met with city staff this month to get more detail on city needs for remote meeting technology equipment. I visited Alpha Video to look at video conferencing hardware from different manufacturers installed in several conference rooms.

**Equipment Issues:**

**QCTV Equipment**

No issues to report for this period.

**City Equipment**

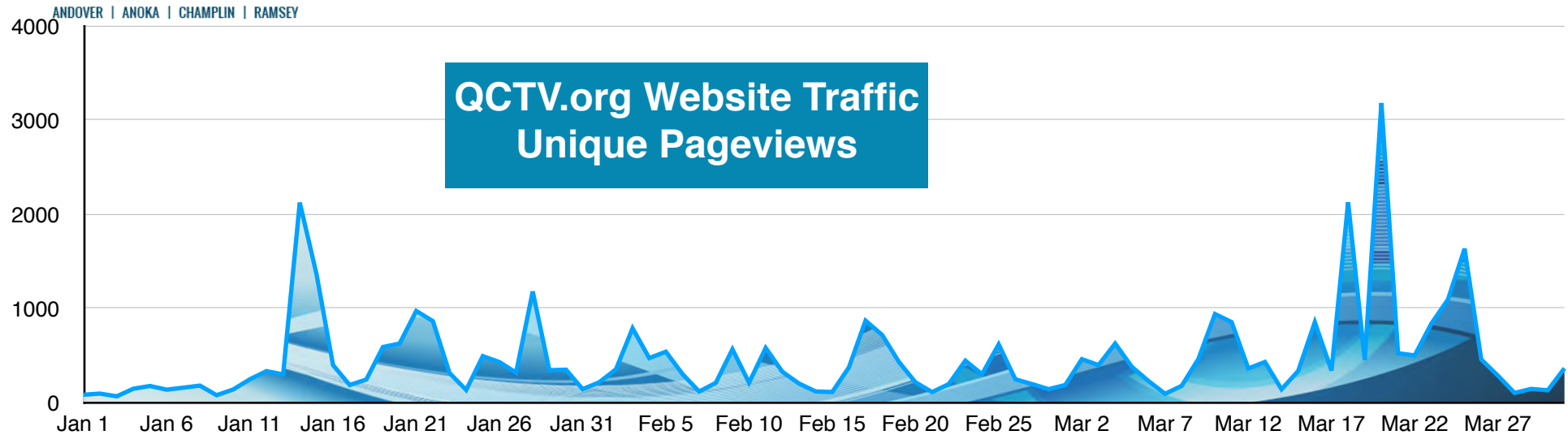
Champlin. CJ received an RMA number from Panasonic to send in camera 4 for repair. Replacement camera from REMO system still functioning as replacement. CJ will pack camera for shipment. Alpha Video tested three Crestron receivers from Champlin and confirmed that they were bad. Repair estimate for those three devices is \$650.00. We do not know what caused them to fail.

**Comcast Equipment**

CJ reported to Comcast's help desk that we have had signal quality issues with the Comcast I-Net. (The I-Net is the standard definition analog back-up to the QCTV HD signal transmission.) We observed and had corrected audio and video noise on the Anoka city hall feed and video levels on the Ramsey city hall feed. Additionally, we had subscriber issues with the city cable TV channels in Ramsey and Andover. Comcast technicians resolved both problems quickly.

**Action Requested: None.**

# 2021 Quarter 1 Programming Stats



Tweets Top Tweets Tweets and replies Promoted Impressions Engagements Engagement rate

**QCTV** @qctv · Mar 14  
TOMORROW at 12:00 @andoverhockey play @FLRANGERS after a yesterday's victory!

At 2:30 the @andovergirlshoc will play @grlightning girls for the 7AA Championship! 🏆

Join us LIVE on Facebook, on the air, or online to catch all the action! 📺

@AndHSHuskies #HuskyNation  
pic.twitter.com/bPBmu60w3K

View Tweet activity

Promote

**QCTV** @qctv · Jan 28  
Two LIVE shoots on QCTV tonight at 7:00pm!

@AnokaBasketball at @ChamplinParkHS  
Watch: Comcast HD799/SD16 (in Champlin and Anoka),  
qctv.org/champlin/, or here on Facebook!

@andoverhockey at @CPBoysHockey  
Watch: Comcast HD859/SD15, qctv.org/live, or Facebook!  
pic.twitter.com/mLj3cdeKtN

View Tweet activity

Promote

**QCTV** @qctv · Mar 17  
We've got a double-header TOMORROW NIGHT on QCTV!

At 5:00 @andovergirlshoc enter the semifinal round of the section tournament against @ERHSHockey. Then at 7:30 @andoverhockey enter sections against @ATownPuck.

Join us tomorrow:  
qctv.org/live!

View Tweet activity

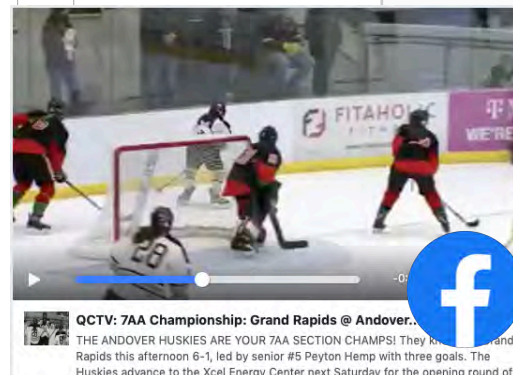
Promote



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

### Top Ways Users Find QCTV

1	Direct	7,227
2	Google search	3,189
3	From Facebook	2,112

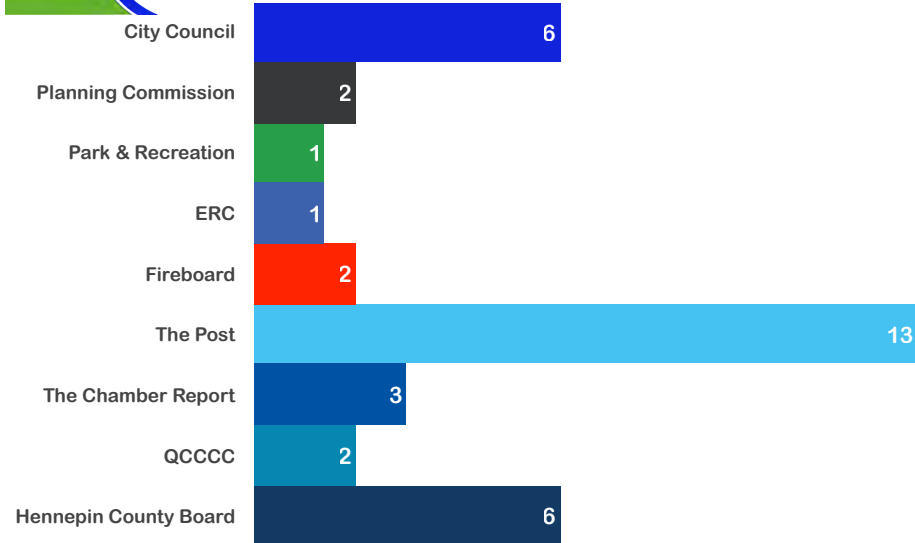
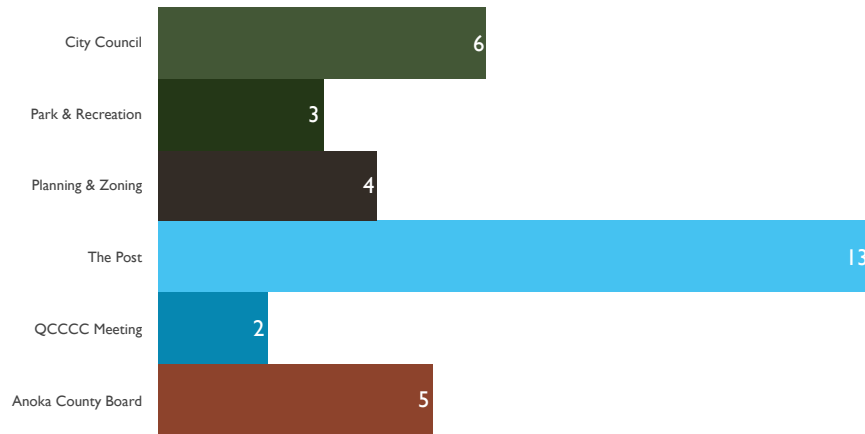


### Top 10 Pages

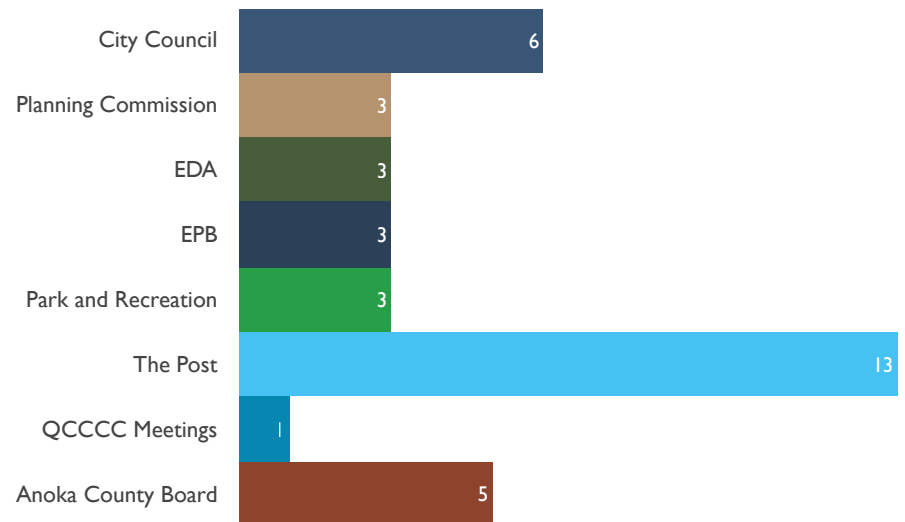
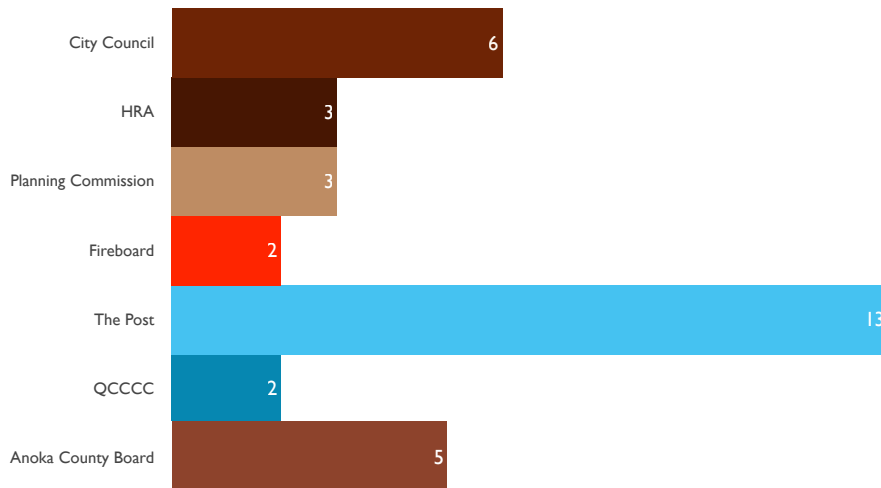
1	Homepage	7,711
2	Live - Community Channel	5,690
3	Sports	5,214
4	Program Guide	1,337
5	Andover	1,123
6	Anoka	1,482
7	Ramsey	1,039
8	Champlin	980
9	Programs	779
10	/meeting_category/ramsey/ramsey-city-council-meetings/	715

Posts	Posted Date	Estimated Reach	3s Video Views	10s Video Views	Unique 3s Video Views	Post Engagement	Average Video Watch Time
QCTV 7AA Championship: Grand Rapid...	03/20/2021 4:20 PM	7.4K	3.2K 100%	1.5K 100%	2.5K	364	0:09 / 1:07

2021 Q1



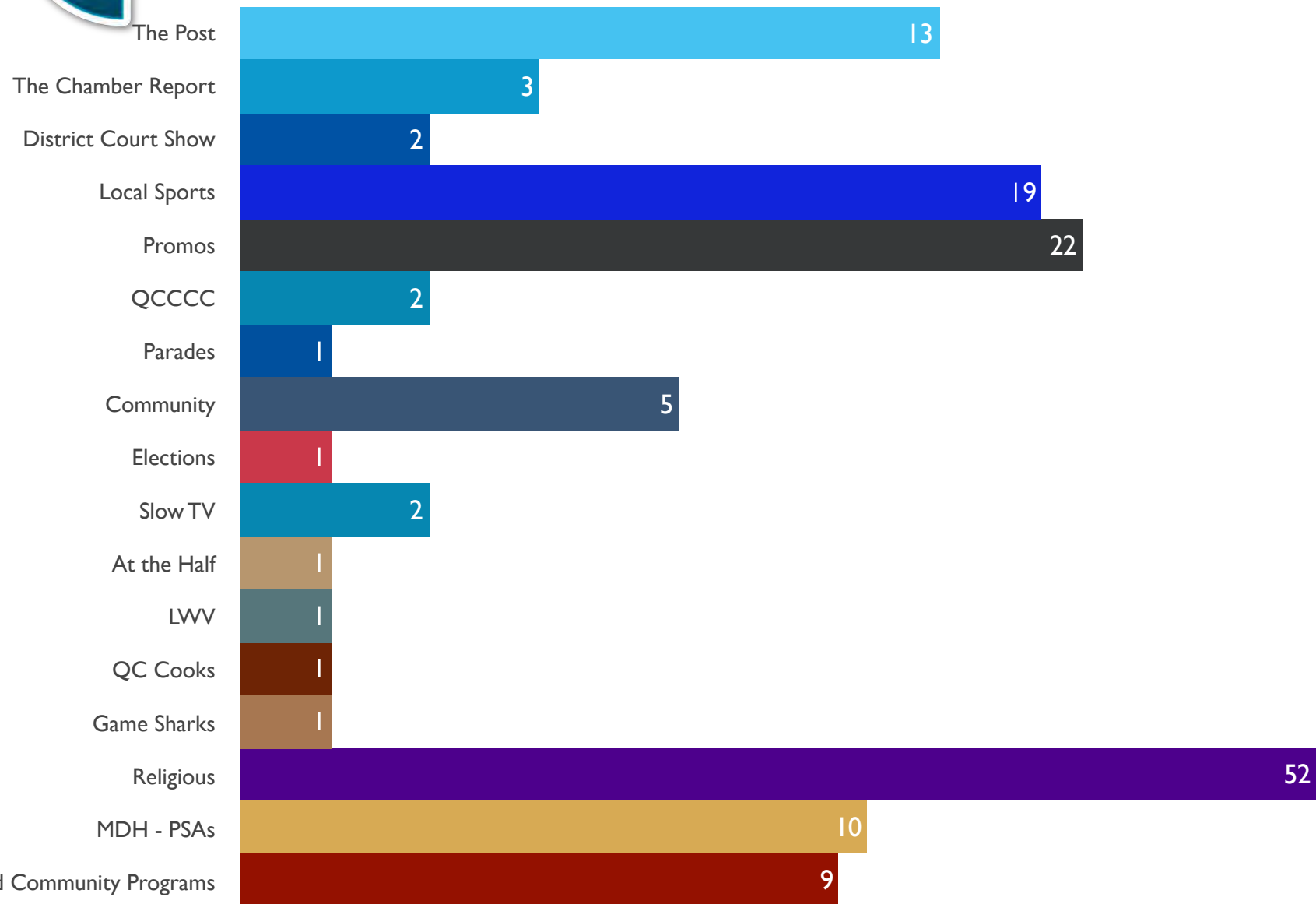
## City Channel Programming



2021 Q1



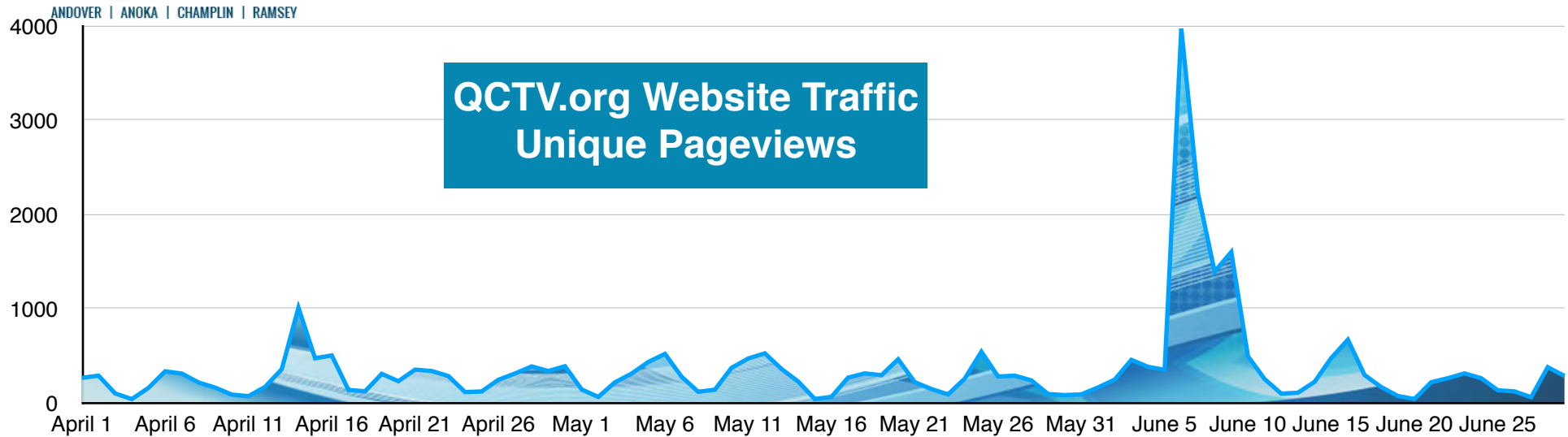
# Community Channel Programming



Number of New Shows - 73    New Submitted Shows - 101

2021 Q1

# 2021 Quarter 2 Programming Stats



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

Tweets Top Tweets Tweets and replies Promoted Impressions Engagements Engagement rate

**QCTV** @qctv - Jun 8  
7AAAA Championship Baseball: @FLRANGERS forces a second championship game tomorrow night as they defeat @andoverbaseball in a high intensity game tonight at Castle Field. The Rangers 4, Andover 2.  
@AndHSHuskies pic.twitter.com/iSBMdn9K6  
View Tweet activity

7,549 522 6.9%

**QCTV** @qctv - Jun 8  
@StPaulSaints is back on QCTV this week! This week, they take on @OMASportChasers! 🏈  
Check out the schedule below and tune in on HD859/SD15 to catch all the action!! 📺  
#SaintsBaseball #StPaulSaints #QCTV  
pic.twitter.com/YgmMDcpi7  
View Tweet activity

7,499 88 1.2%

**QCTV** @qctv - Apr 23  
Baseball: @andoverbaseball took an early lead in today's matchup. However, @JeffHSBaseball came back late in the game to come within one run, yet Andover was able to secure their 7-6 win.  
@AndHSHuskies pic.twitter.com/hvWCuE8Uy  
View Tweet activity

4,899 374 7.6%

### Top Ways Users Find QCTV.org

1	Direct	5,402
2	Searches (Google, etc.)	2,562
3	From Social Media	1,955

### Top 10 Pages

1	Homepage	6,384
2	Sports	2,532
3	Live - Community Channel	1,729
4	Graduations	1,417
5	The Post	935
6	Program Guide	876
7	Anoka	857
8	Ramsey	827
9	Programs	800
10	Andover	686

Facebook Page Reach (1)

59,090 ↑ 28.6%

7.6%

4.0K

2.0K

0

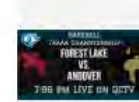
Apr 6 Apr 16 Apr 26 May 6 May 16 May 26 Jun 5 Jun 15 Jun 25



Mon Jun 7, 4:52pm  
**Anoka High School Graduation 2021- ...**  
Reach 3.5K

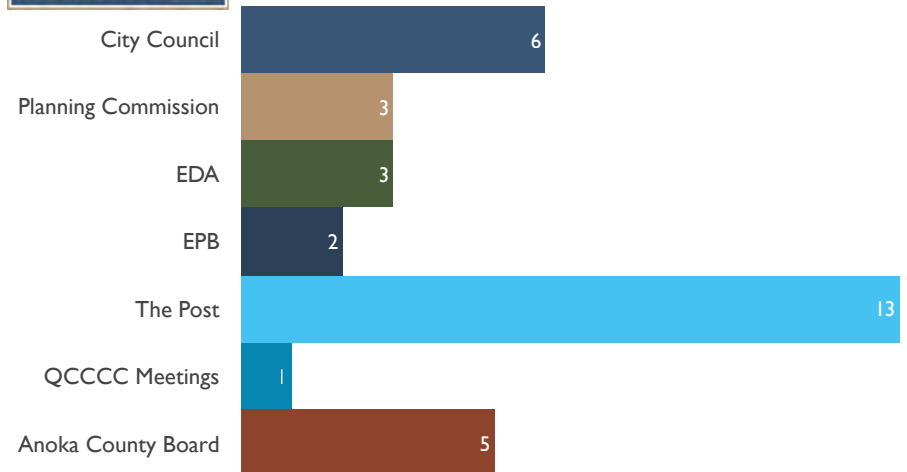
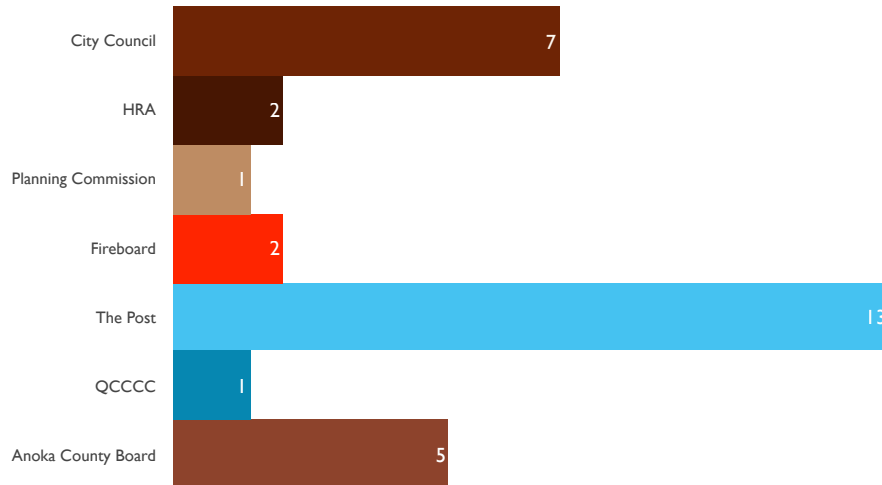
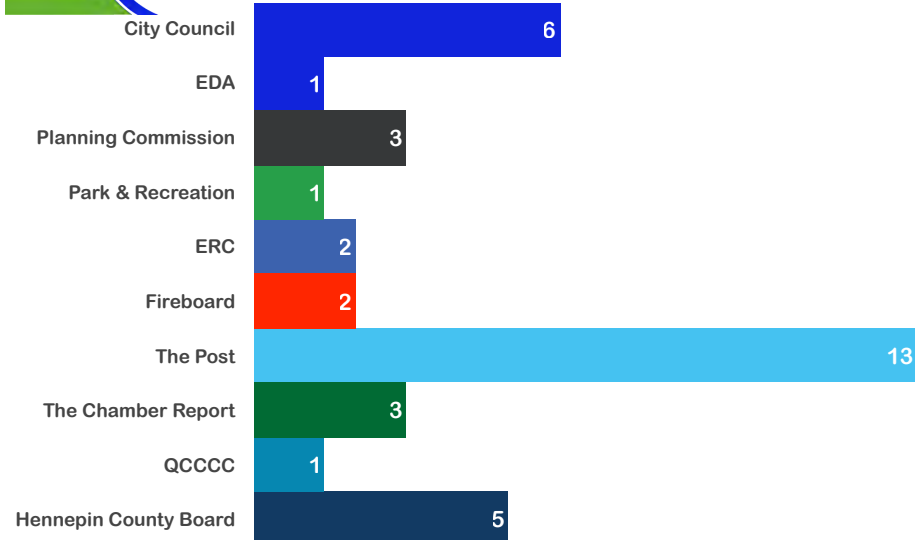
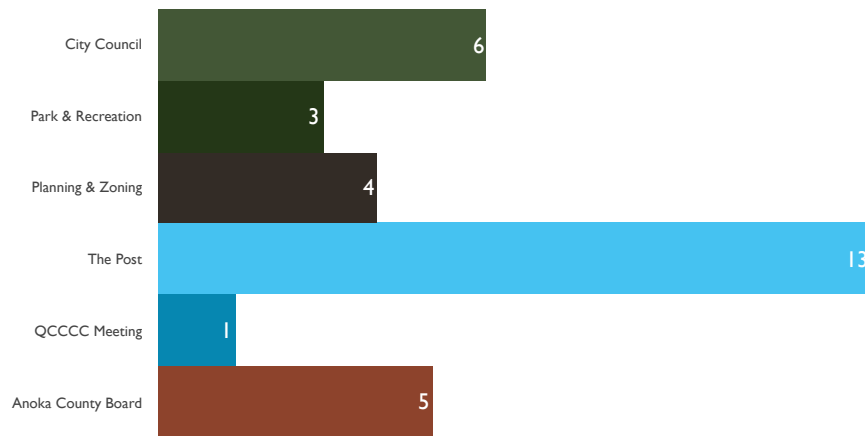


Tue Jun 15, 6:22pm  
**It's another first for Andover High Sch...**  
Reach 3.4K



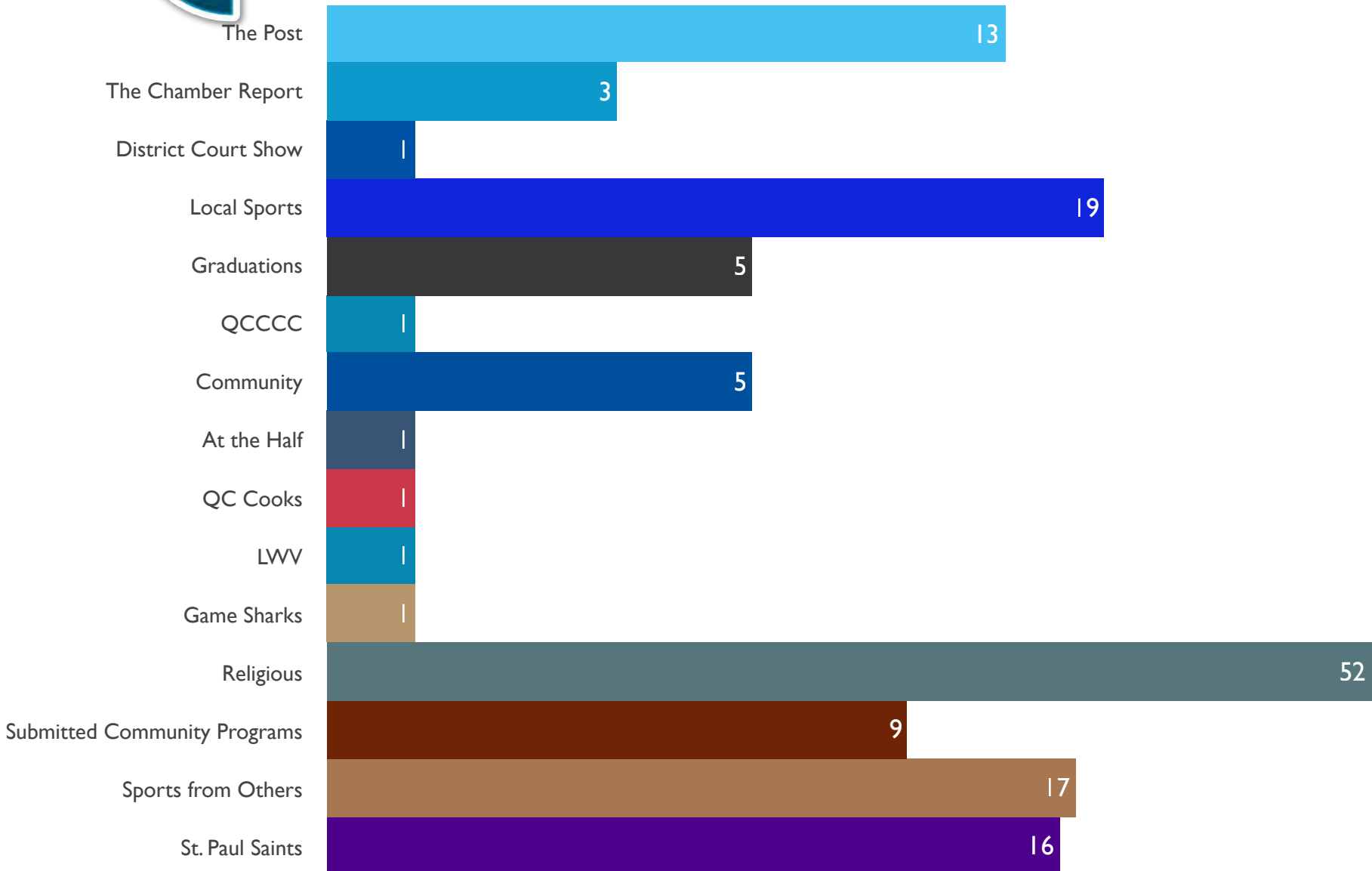
Tue Jun 8, 12:30pm  
**Tonight is the big night!! Forest Lake A...**  
Reach 2.6K

2021 Q2





# Community Channel Programming

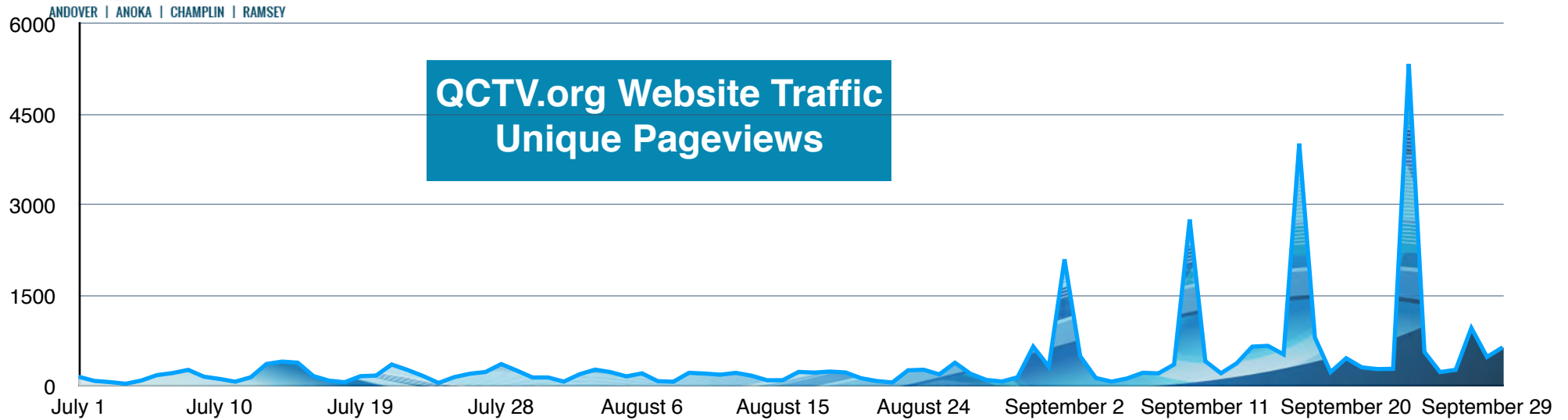


Number of New Shows - 51    New Submitted Shows - 100

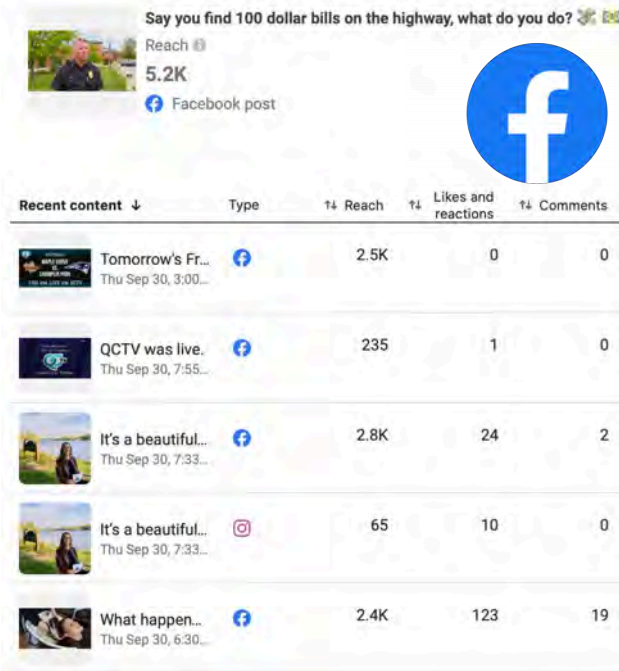
2021 Q2



# 2021 Quarter 3 Programming Stats



Top performers: Reach



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

### Top Ways Users Find QCTV.org

1	Direct	5,825
2	From Social Media	4,404
3	Searches (Google, etc.)	3,027

### Top 10 Pages

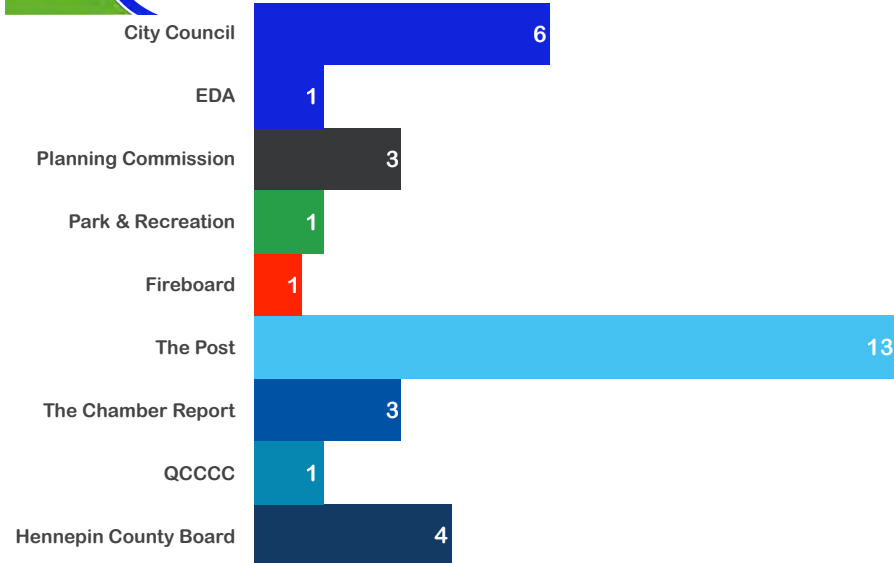
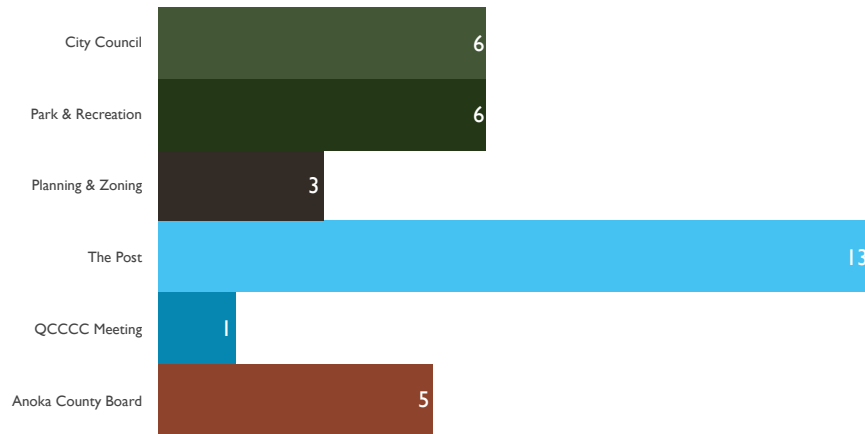
1	Homepage	6,630
2	Sports	4,515
3	Live - Community Channel	3,919
4	Andover	1,285
5	Champlin	1,225
6	Anoka	1,192
7	Ramsey	814
8	Program Guide	765
9	The Post	749
10	Programs	677

### Post Reach

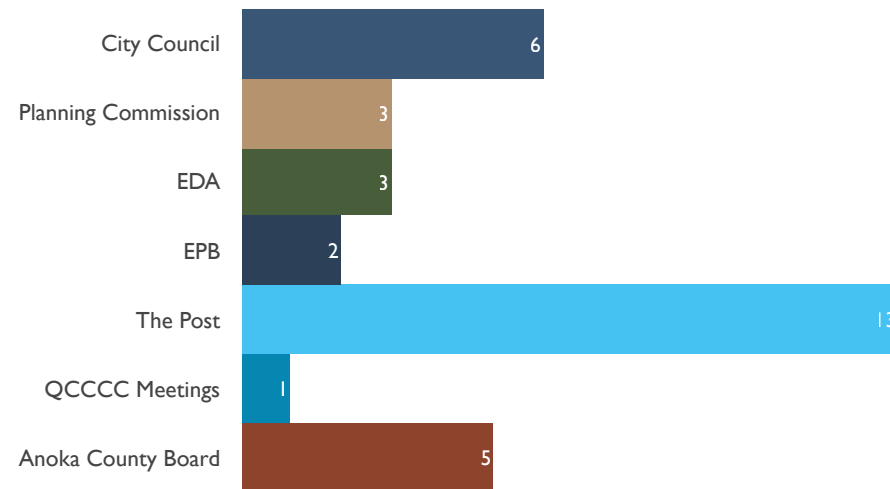
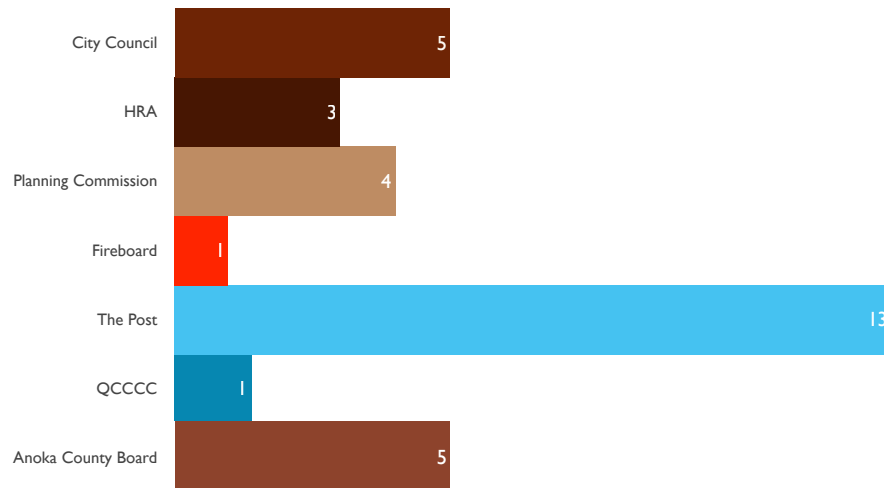
The number of people who saw any of your posts at least once. This metric is estimated.



2021 Q3



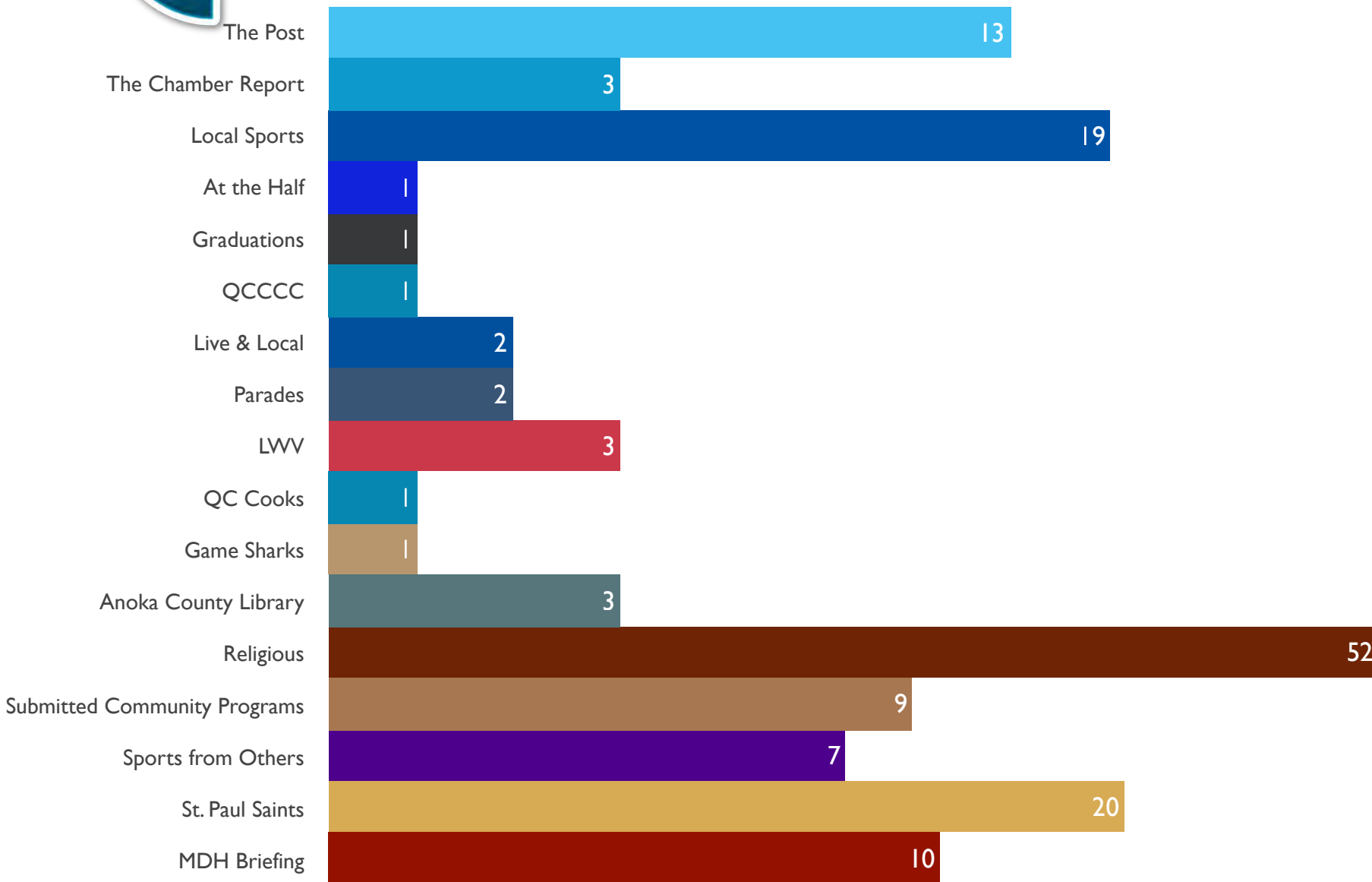
## City Channel Programming



2021 Q3



# Community Channel Programming



Number of New Shows - 46

New Submitted Shows - 98

2021 Q3

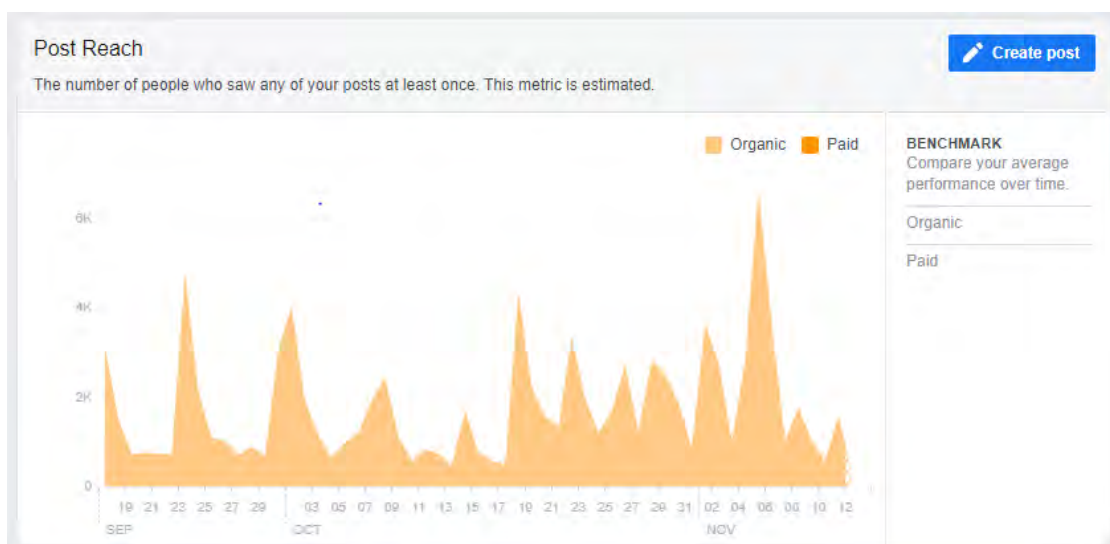
## Social Media Update and Stats (Sept-Nov 2021)

QCTV continues to post daily to Facebook, Instagram and Twitter, posting occasionally to LinkedIn as needed. Based on commission direction, QCTV also began uploading segments from its programs (including *The Post*, *The Chamber Report*, *QC Cooks* and more) to its relaunched YouTube channel. By popular demand, we also began livestreaming sporting events as well as our Anoka Halloween coverage to YouTube. We saw great success in these livestreams, with viewers regularly surpassing 300 and reaching as many as 3,300. These streams proved to be more robust than streaming to Facebook, and improved viewing quality and overall user experience. QCTV's presence on YouTube has already increased brand visibility in our communities and has improved our user experience.

Fall sports and Anoka Halloween provided QCTV with excellent opportunities to engage with our audience in new and exciting ways. We saw tremendous post engagement and reach with our coverage of fall sports playoffs, with both the Andover Huskies and the Anoka Tornadoes playing into state/sections respectively. For Anoka Halloween, we had a live social media presence at the Grande Day Parade, tweeting/posting photos to Instagram in real time. This proved a great success and showed strong community engagement, and we will be looking to have a live social media presence at community events going forward.

We have also seen strong post reach and follower growth since the last Commission meeting. In that time, we have seen 314 new Facebook followers, 20 new Instagram followers, 32 new Twitter followers, and 104 new subscribers on YouTube. Detailed charts on reach and follower growth are provided below.

### Facebook Reach:

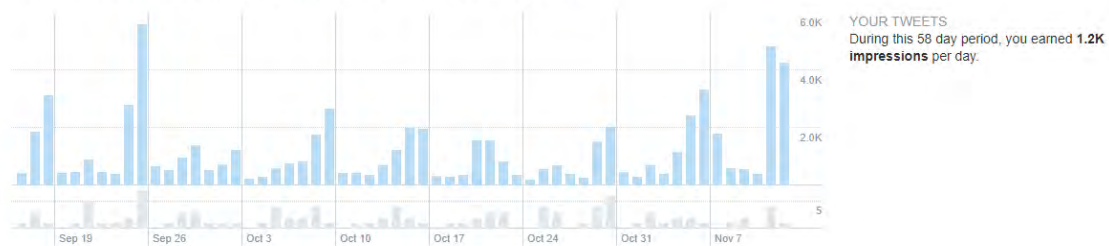


## Facebook Followers (314 new):

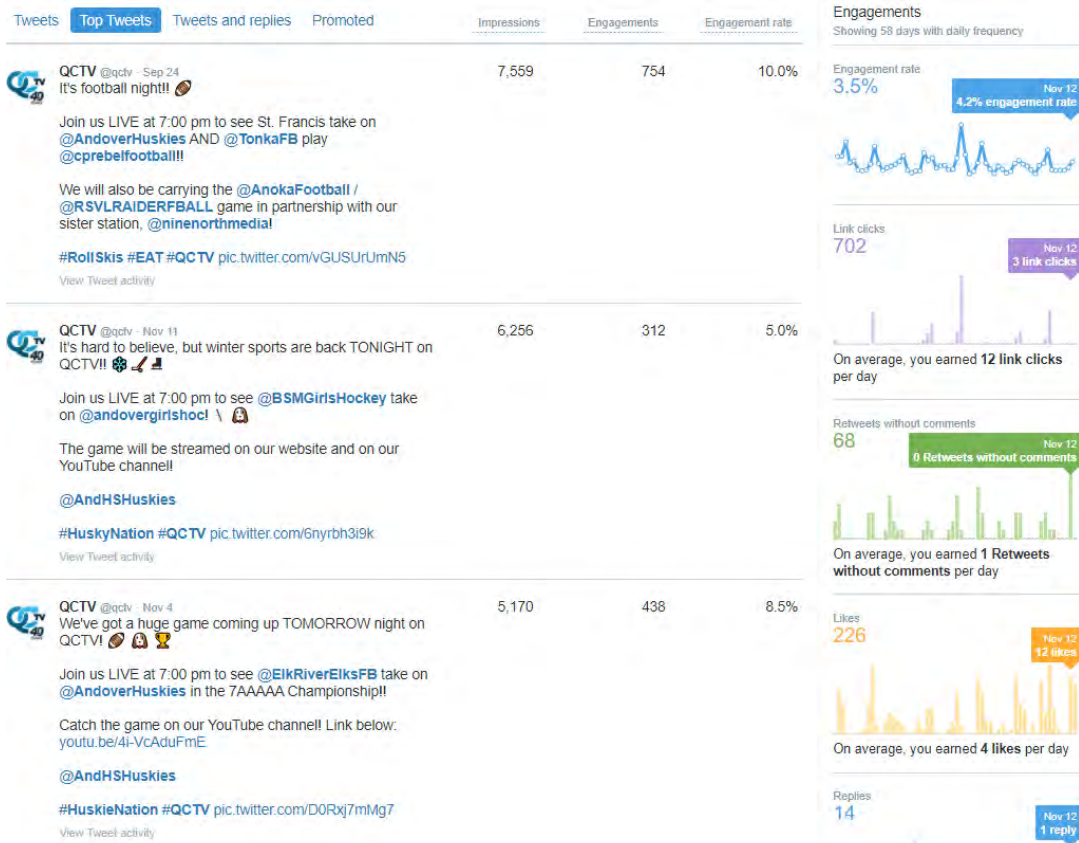


## Twitter Impressions:

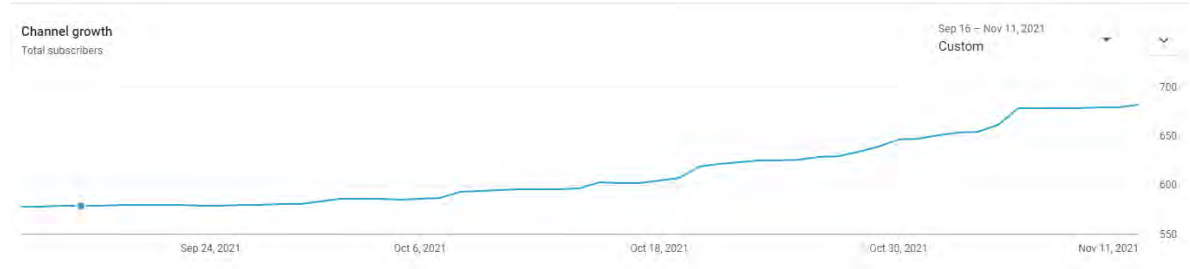
Your Tweets earned **66.0K impressions** over this 58 day period



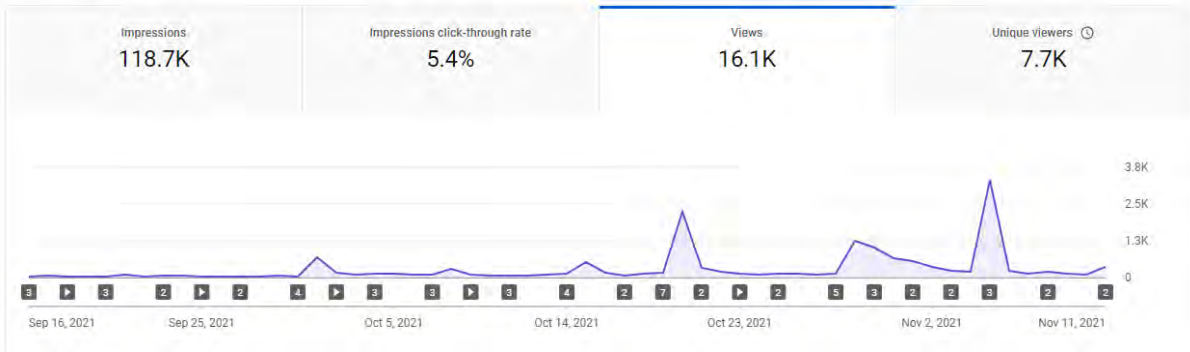
## Top Tweets:



YouTube Subscribers - 682 (104 new):



YouTube Views:



## QCCCC Agenda Item

### 5.1 2022 Budget and 5-year Capital Plan

**November 5, 2021**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2022 Budget and 5-year Capital Plan

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The 2022 Proposed Operating Budget is attached for your review and action. The proposed budget was reviewed in detail at a budget committee meeting and is recommended for approval.

The attachments detail:

- 2022 Proposed Revenue and Expense – includes 2021 budget comparison with comments
- 2017-2020 Revenue History
- 2017-2020 Expense History
- 5-Year Capital Equipment Spending Plan

Note: The proposed budget does not include expense in the contingency line item.

Commission policy calls for 25% of revenues to be held for operational reserve. Based on unaudited actual 2020 income, therefore, \$405,431.55 is the operations reserve minimum.

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018 it was a capital grant of \$20,000 per member city per year. For 2019 and 2020 it was a capital grant of \$40,00 per member city per year. The 2021 capital grant was \$20,000 per member city. Following the 2020 audit in May 2021, the Budget Committee met to review CIP payments to member cities and recommended city capital fund payments for 2022 be \$20,000 each to come from the capital plan reserves. The Budget Committee will meet following the 2021 audit to determine a recommended amount for 2023.

The 5-Year Capital Plan is enclosed for your review. The commission requested this be a “rolling” 5 year plan. You will now see the 2022 – 2026 planned capital expenditures. Requests for capital funds are approved by the commission as projects are scheduled.

The Budget Committee also recommends that adequate reserve funds be available for future needs. The investment plan adopted in 2017 continues with the categories of: cash flow reserve, city capital investment fund, QCTV building investment fund, QCTV capital investment fund, emergency fund, and unrestricted fund. Details may be found in the quarterly investment report.

**Action Requested:**

Approval of the 2022 Operating Budget, the member city capital grant of \$20,000 payable in January of 2022, and the 2022 planned capital investment.

Approve operational reserve of \$405,431.55.

**Financial Records Disclosure**

Financial records of the Quad Cities Cable Communications Commission (QCCCC) are maintained at Andover City Hall, 1685 Crosstown Boulevard NW, Andover, MN 55304. Financial custodians are Karen George, Executive Director, and Lee Brezinka, Andover Assistance Finance Director. The financial statements are audited annually by Redpath and Company.



	2022 Proposed	2021 YTD Jan to Sept	2021 Budget	Difference
<b>Income</b>				
Duplication Revenue	\$ 500.00	\$ 1,356.66	\$ 500.00	No change
Equipment Grant	\$ 60,000.00	\$ 60,897.53	\$ 60,000.00	No change
Franchise Fees *	\$ 858,000.00	\$ 559,775.59	\$ 858,000.00	No change
Interest Income	\$ 4,500.00	\$ 4,694.57	\$ 10,000.00	No change
Miscellaneous Income	\$ 500.00	\$ 250.00	\$ 1,000.00	Decrease - based on actual
PEG Fee	\$ 429,000.00	\$ 277,557.81	\$ 429,000.00	No change
Total Income	\$ 1,352,500.00	\$ 904,532.16	\$ 1,358,500.00	

<b>Expenses</b>				
A PERA	\$ 55,537.00	\$ 30,102.95	\$ 53,607.00	Increase - based on actual
A SS/Medicare Expense	\$ 58,322.00	\$ 31,739.57	\$ 56,295.00	Increase - based on actual
A Wages - Full-time	\$ 606,796.00	\$ 392,390.57	\$ 585,880.00	Increase - based on actual
A Wages - Part-time	\$ 120,000.00	\$ 36,374.75	\$ 120,000.00	No change
Accounting / HR Services	\$ 16,000.00	\$ 8,905.00	\$ 16,000.00	No change
Ads/Promos/Sponsorships	\$ 11,000.00	\$ 6,098.40	\$ 9,000.00	Increase - marketing
Andover CIP	\$ 5,000.00	\$ 822.98	\$ 5,000.00	No change
Announcers Fees	\$ 16,000.00	\$ 6,207.42	\$ 12,000.00	Increase - based on rate
Anoka CIP	\$ 5,000.00	\$ 3,438.77	\$ 5,000.00	No change
Audit	\$ 16,500.00	\$ 15,200.00	\$ 16,500.00	No change
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No change
Brand Apparel	\$ 2,500.00	\$ 913.00	\$ 2,500.00	No change
Building - Cleaning	\$ 6,000.00	\$ 3,166.51	\$ 6,000.00	No change
Building - Insurance	\$ 4,200.00	\$ 4,150.00	\$ 3,800.00	Increase - based on actual
Building - Maintenance	\$ 10,000.00	\$ 4,792.66	\$ 10,000.00	No change
Building - Supplies	\$ 1,500.00	\$ 1,022.29	\$ 1,500.00	No change
Car Allowance	\$ 3,000.00	\$ 1,750.00	\$ 3,000.00	No change
Cell Phone - Allowance	\$ 6,300.00	\$ 3,625.00	\$ 6,300.00	No change
Champlin CIP	\$ 5,000.00	\$ 1,352.59	\$ 5,000.00	No change
City Sewer & Water	\$ 2,600.00	\$ 1,836.33	\$ 2,600.00	No change
Commission Expense	\$ 2,500.00	\$ 521.60	\$ 2,500.00	No change
Consulting Services	\$ 70,000.00	\$ 28,540.00	\$ 70,000.00	No change
Contingency Fund	\$ -	\$ -	\$ 10,000.00	
Duplication Expenses	\$ 250.00	\$ 495.85	\$ 250.00	No change
Electric Service	\$ 15,000.00	\$ 8,590.79	\$ 16,000.00	Decrease - based on acutal
Emp / Comm Appreciation	\$ 2,500.00	\$ -	\$ 2,500.00	No change
Equip/Repair/Supply/Software	\$ 20,000.00	\$ 7,872.32	\$ 30,000.00	Decrease - based on acutal
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No change
Health Insurance	\$ 92,000.00	\$ 54,795.35	\$ 103,386.00	Decrease - based on acutal
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No change
Insurance - Liability / Bonds	\$ 4,800.00	\$ 4,808.00	\$ 5,300.00	Decrease - based on acutal
Lawn Service	\$ 5,000.00	\$ 2,769.00	\$ 5,000.00	No change
Legal Fees	\$ 18,000.00	\$ 3,848.75	\$ 25,000.00	Decrease - based on acutal
Licenses and Permits	\$ 3,000.00	\$ 400.00	\$ 3,000.00	No change
Meals	\$ 1,000.00	\$ 228.00	\$ 1,000.00	No change
Memberships - NATOA / Others	\$ 10,000.00	\$ 7,030.00	\$ 10,000.00	No change
Mileage	\$ 12,000.00	\$ 4,439.18	\$ 12,000.00	No change
Miscellaneous Expenses	\$ 500.00	\$ 2,024.51	\$ 500.00	No change
Natural Gas	\$ 5,000.00	\$ 1,906.60	\$ 5,000.00	No change
Office Supplies / Equipment	\$ 6,000.00	\$ 1,540.67	\$ 6,000.00	No change
Parking Lot Maintenance	\$ -	\$ -	\$ 1,000.00	Decrease - Exp in other line item
Payroll Expenses	\$ 1,000.00	\$ 335.89	\$ -	Decrease - based on acutal
Payroll Expenses (ADP/HSA)	\$ -	\$ -	\$ 1,200.00	Delete - Exp in other line item
Postage	\$ 500.00	\$ 199.32	\$ 500.00	No change
Printing / Copy Services	\$ 500.00	\$ -	\$ 500.00	No change
Professional Development	\$ 22,000.00	\$ 2,279.10	\$ 22,000.00	No change
Publications	\$ 500.00	\$ 55.95	\$ 500.00	No change
Ramsey CIP	\$ 5,000.00	\$ 2,549.59	\$ 5,000.00	No change
Reimbursements	\$ -	\$ 1,850.58	\$ -	
Sales Tax	\$ 250.00	\$ 144.00	\$ 250.00	No change
Secretary Services	\$ 2,000.00	\$ 536.00	\$ 2,000.00	No change
Snow Plowing Service	\$ 6,000.00	\$ 2,182.50	\$ 6,000.00	No change
State Unemploy Exp	\$ 2,500.00	\$ -	\$ 2,500.00	No change
STD / LTD / Life Insurance	\$ 7,500.00	\$ 4,604.27	\$ 7,500.00	No change
Studio Sets	\$ 5,000.00	\$ -	\$ 5,000.00	No change
Subscription Services	\$ 22,000.00	\$ 15,823.02	\$ 22,000.00	No change
Temp Staff Services	\$ 1,500.00	\$ -	\$ 1,500.00	No change
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 2,078.88	\$ 15,000.00	No change
Vehicle - Insurance	\$ 1,400.00	\$ 1,332.00	\$ 2,000.00	Decrease - based on acutal
Vehicle - Maintenance / Gas	\$ 7,500.00	\$ 1,332.55	\$ 8,000.00	Decrease - based on acutal
Waste Removal	\$ 1,600.00	\$ 1,182.61	\$ 1,500.00	Increase - based on actual
Web / VOD / Int / CaTV / Phone	\$ 28,000.00	\$ 18,424.62	\$ 22,000.00	Increase - based on rate
Work Comp Insurance	\$ 2,000.00	\$ 1,694.00	\$ 2,000.00	No change
Total Expenses	\$ 1,352,155.00	\$ 740,304.29	\$ 1,356,968.00	
Net Operating Income	\$ 345.00	\$ 164,227.87	\$ 1,532.00	

\* FCC 621 Ruling, may result in in-kind services value deducted from franchise payments.

	2020		2019		2018		2017	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Income</b>								
Duplication Revenue	2,313.12	\$ 500.00	\$ 1,022.29	\$ 500.00	\$ 1,317.38	\$ 1,500.00	\$ 2,356.62	\$ 1,500.00
Equipment Grant	60,116.02	\$ 59,000.00	\$ 58,649.78	\$ 58,000.00	\$ 57,275.18	\$ 57,549.00	\$ 56,428.75	\$ 56,980.00
Franchise Fees	1,016,129.84	\$ 858,000.00	\$ 1,028,693.11	\$ 858,000.00	\$ 1,054,553.84	\$ 874,248.00	\$ 1,117,505.49	\$ 874,248.00
Interest Income	25,392.52	\$ 30,000.00	\$ 52,984.33	\$ 30,000.00	\$ 39,048.85	\$ 12,000.00	\$ 15,370.59	\$ 100.00
Miscellaneous Income	2,787.04	\$ 1,000.00	\$ 2,434.89	\$ 500.00	\$ 8,389.09	\$ 1,500.00	\$ 7,242.73	
PEG Fee	545,480.33	\$ 429,000.00	\$ 553,739.82	\$ 429,000.00	\$ 567,581.19	\$ 437,125.00	\$ 629,727.29	\$ 437,125.00
<b>Total Income</b>	<b>\$ 1,652,218.87</b>	<b>\$ 1,377,500.00</b>	<b>\$ 1,697,524.22</b>	<b>\$ 1,376,000.00</b>	<b>\$ 1,728,165.53</b>	<b>\$ 1,383,922.00</b>	<b>\$ 1,828,631.47</b>	<b>\$ 1,369,953.00</b>

Expenses Account	2020			2019			2018			2017		
	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Budget
A-PERA	\$	46,015.72	\$	45,000.00	\$	42,239.29	\$	45,000.00	\$	41,097.38	\$	43,000.00
A-SS/Medicare Expense	\$	47,606.91	\$	49,925.00	\$	46,654.58	\$	49,925.00	\$	43,574.65	\$	48,600.00
A-Wages - Full-time	\$	573,288.66	\$	532,695.00	\$	529,666.82	\$	532,695.00	\$	505,128.29	\$	503,730.00
A-Wages - Part-time	\$	64,069.75	\$	119,922.00	\$	92,460.11	\$	119,922.00	\$	73,327.18	\$	119,922.00
Accounting / HR Services	\$	12,223.05	\$	15,300.00	\$	16,093.48	\$	15,300.00	\$	15,480.02	\$	15,300.00
Ads/Promos/Sponsorships	\$	7,320.78	\$	11,000.00	\$	8,108.36	\$	11,000.00	\$	8,537.52	\$	11,000.00
Andover Capital Equipment	\$	325.00	\$	5,000.00	\$	1,017.27	\$	5,000.00	\$	134.98	\$	5,000.00
Announcers Fees	\$	8,852.16	\$	13,000.00	\$	9,549.04	\$	13,000.00	\$	11,750.53	\$	13,000.00
Anoka Capital Equipment	\$	2,889.93	\$	5,000.00	\$	2,853.96	\$	5,000.00	\$	2,061.18	\$	5,000.00
Audit	\$	14,881.00	\$	16,500.00	\$	14,582.00	\$	16,500.00	\$	14,150.00	\$	16,000.00
Bank Fees / CC Fees			\$	250.00			\$	250.00			\$	250.00
Brand Apparel	\$	489.00	\$	2,500.00	\$	2,487.00	\$	2,500.00	\$	1,090.00	\$	2,500.00
Building - Cleaning	\$	6,077.69	\$	7,000.00	\$	7,331.95	\$	7,000.00	\$	6,135.00	\$	7,000.00
Building - Insurance	\$	3,709.00	\$	3,000.00	\$	2,952.00	\$	3,000.00	\$	2,724.00	\$	5,500.00
Building - Maintenance	\$	7,914.91	\$	10,000.00	\$	11,572.22	\$	10,000.00	\$	16,856.27	\$	10,000.00
Building - Supplies	\$	739.36	\$	2,000.00	\$	1,588.62	\$	2,000.00	\$	1,466.91	\$	2,000.00
Car Allowance	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00	\$	3,000.00
Cell Phone - Allowance	\$	6,150.00	\$	7,500.00	\$	7,475.00	\$	7,500.00	\$	7,350.00	\$	7,500.00
Champlin Capital Equipment	\$	1,018.80	\$	5,000.00	\$	1,912.32	\$	5,000.00	\$	1,492.27	\$	5,000.00
City Sewer & Water	\$	2,855.91	\$	2,600.00	\$	2,394.52	\$	2,600.00	\$	2,594.82	\$	2,600.00
Commission Expense	\$	1,315.90	\$	5,000.00	\$	4,681.63	\$	5,000.00	\$	1,640.36	\$	5,000.00
Consulting Services	\$	22,360.00	\$	75,000.00	\$	38,587.50	\$	75,000.00	\$	20,088.50	\$	75,000.00
Contingency Fund			\$	32,618.00			\$	32,618.00			\$	31,083.00
Duplication Expenses	\$	125.36	\$	500.00	\$	303.06	\$	500.00	\$	126.16	\$	500.00
Electric Service	\$	12,228.78	\$	18,000.00	\$	14,242.48	\$	18,000.00	\$	15,722.91	\$	18,000.00
Emp / Comm Appreciation	\$	667.92	\$	2,500.00	\$	876.93	\$	2,500.00	\$	697.49	\$	2,500.00
Equip/Repair/Supply/Software	\$	13,553.12	\$	40,000.00	\$	10,008.47	\$	40,000.00	\$	39,322.37	\$	40,000.00
Federal Unempl Expense			\$	850.00			\$	850.00			\$	850.00
Health Insurance	\$	79,803.89	\$	94,480.00	\$	87,684.78	\$	94,480.00	\$	79,601.68	\$	78,000.00
Insurance - Deductibles			\$	500.00			\$	500.00			\$	500.00
Insurance - Liability / Bonds	\$	4,986.00	\$	5,000.00	\$	4,900.00	\$	5,000.00	\$	4,934.00	\$	5,000.00
Lawn Service	\$	4,388.00	\$	5,000.00	\$	4,961.00	\$	5,000.00	\$	4,550.25	\$	5,000.00
Legal Fees	\$	8,567.25	\$	25,000.00	\$	5,239.84	\$	25,000.00	\$	8,257.76	\$	25,000.00
Licenses and Permits	\$	560.00	\$	2,000.00	\$	784.00	\$	2,000.00	\$	649.00	\$	2,000.00
Meals	\$	353.73	\$	1,000.00	\$	1,042.74	\$	1,000.00	\$	644.54	\$	1,000.00
Memberships - NATOA / Others	\$	7,230.00	\$	10,000.00	\$	5,470.00	\$	10,000.00	\$	6,960.00	\$	8,000.00
Mileage	\$	8,868.59	\$	9,000.00	\$	6,874.16	\$	9,000.00	\$	8,258.61	\$	8,000.00
Miscellaneous Expenses	\$	2,146.95	\$	1,000.00	\$	2,112.05	\$	1,000.00			\$	1,000.00
Natural Gas	\$	1,930.54	\$	6,800.00	\$	2,370.71	\$	6,800.00	\$	4,408.21	\$	6,000.00
Office Supplies / Equipment	\$	5,752.47	\$	6,000.00	\$	5,751.70	\$	6,000.00	\$	5,156.08	\$	6,000.00
Parking Lot Maintenance			\$	3,200.00			\$	3,200.00	\$	-	\$	3,200.00
Payroll Expenses	\$	252.50										
Payroll Expenses (ADP/HSA)	\$	1,247.50	\$	2,400.00	\$	1,530.00	\$	2,400.00	\$	1,057.50	\$	2,400.00
Postage	\$	340.74	\$	1,000.00	\$	1,064.16	\$	1,000.00	\$	632.44	\$	1,000.00
Printing / Copy Services			\$	1,000.00			\$	1,000.00	\$	-	\$	1,000.00
Professional Development	\$	4,689.06	\$	22,000.00	\$	11,929.15	\$	22,000.00	\$	16,008.95	\$	18,000.00
Publications	\$	159.00	\$	500.00			\$	500.00	\$	199.00	\$	500.00
Ramsey Capital Equipment	\$	1,584.24	\$	5,000.00	\$	2,303.51	\$	5,000.00	\$	1,693.49	\$	5,000.00
Reimbursements	\$	-			\$	-			\$	-		
Sales Tax	\$	63.00	\$	500.00	\$	73.00	\$	500.00	\$	167.62	\$	500.00
Secretary Services	\$	1,184.00	\$	2,500.00	\$	1,015.75	\$	2,500.00	\$	990.00	\$	2,500.00

Snow Plowing Service	\$	2,737.50	\$	5,000.00	\$	7,803.75	\$	5,000.00	\$	5,831.25	\$	4,500.00	\$	2,211.25	\$	4,500.00
State Unemploy Exp			\$	2,500.00	\$	57.95	\$	2,500.00	\$	196.75	\$	2,500.00			\$	2,500.00
STD / LTD / Life Insurance	\$	6,997.94	\$	7,500.00	\$	6,991.25	\$	7,500.00	\$	6,781.90	\$	7,500.00	\$	6,557.46	\$	8,000.00
Studio Sets			\$	10,000.00	\$	673.71	\$	10,000.00	\$	6,986.76	\$	10,000.00	\$	1,175.00	\$	10,000.00
Subscription Services/Electronic	\$	18,178.43	\$	22,000.00	\$	22,003.77	\$	22,000.00	\$	15,542.33	\$	20,000.00	\$	16,862.31	\$	20,000.00
Temp Staff Services			\$	2,500.00	\$	150.00	\$	2,500.00	\$	369.50	\$	2,500.00			\$	2,500.00
Vehicle - Equipment / Repair	\$	13,870.26	\$	15,000.00	\$	11,460.98	\$	15,000.00	\$	11,022.62	\$	15,000.00	\$	12,153.14	\$	12,500.00
Vehicle - Insurance	\$	1,292.00	\$	4,000.00	\$	1,300.00	\$	4,000.00	\$	2,973.00	\$	4,000.00	\$	3,804.00	\$	4,000.00
Vehicle - Maintenance / Gas	\$	1,527.37	\$	8,000.00	\$	8,464.66	\$	8,000.00	\$	21,697.33	\$	6,000.00	\$	5,843.83	\$	6,000.00
Waste Removal	\$	1,552.64	\$	2,000.00	\$	1,366.96	\$	2,000.00	\$	1,220.63	\$	1,500.00	\$	1,353.60	\$	1,200.00
Web / VOD / Int / CaTV / Phone	\$	28,580.93	\$	22,000.00	\$	17,104.40	\$	22,000.00	\$	14,333.13	\$	22,000.00	\$	21,162.08	\$	22,000.00
Work Comp Insurance	\$	1,872.00	\$	2,300.00	\$	1,853.00	\$	2,300.00	\$	1,744.00	\$	1,500.00	\$	1,411.00	\$	2,300.00
Operating Income	\$	1,652,218.87	\$	1,376,000.00	\$	1,697,524.22	\$	1,376,000.00	\$	1,728,165.53	\$	1,383,922.00	\$	1,828,631.47	\$	1,369,953.00
Total Expenses	\$	1,070,395.24	\$	1,337,340.00	\$	1,096,975.59	\$	1,337,340.00	\$	1,068,417.12	\$	1,275,435.00	\$	1,003,544.36	\$	1,255,494.00
Net Operating Income*	\$	581,823.63	\$	38,660.00	\$	600,548.63	\$	38,660.00	\$	659,748.41	\$	108,487.00	\$	825,087.11	\$	114,459.00

\*Net Income allocated to fund reserves in two areas: Operation Reserves and Capital Reserves.

5-Year Capital Improvement Plan is \$3.4 Million



## QCTV Five Year Capital Equipment Spending Plan

	2022	2023	2024	2025	2026	Extended
Building	\$ 116,750.00	\$ 60,000.00	\$ 10,500.00	\$ 11,000.00	\$ 35,000.00	\$ 233,250.00
Portable Field Equipment	\$ 24,000.00	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 138,000.00
City Equipment	\$ 664,000.00	\$ 80,000.00	\$ 110,000.00	\$ 120,000.00	\$ 1,280,000.00	\$ 2,254,000.00
Office	\$ 70,500.00	\$ 51,500.00	\$ 35,500.00	\$ 20,500.00	\$ 60,500.00	\$ 178,000.00
Studio	\$ 5,000.00	\$ 159,000.00	\$ 45,500.00	\$ 12,500.00	\$ 105,000.00	\$ 222,000.00
Mobile - Vehicles and Equipment	\$ 5,000.00	\$ 15,000.00	\$ 270,000.00	\$ 385,000.00	\$ 17,000.00	\$ 675,000.00
Master Control Equipment	\$ 365,000.00	\$ 160,000.00	\$ 97,000.00	\$ 90,000.00	\$ 5,000.00	\$ 712,000.00
Total	\$ 1,250,250.00	\$ 593,500.00	\$ 578,500.00	\$ 667,000.00	\$ 1,510,500.00	\$ 4,599,750.00

DRAFT

DRAFT

Category Building  
Budget Code ZCIP - Building

Description

DRAFT

Item	2022	2023	2024	2025	2026	
Architectural Study						
Roof Replacement	\$ 52,000.00					
Building Furniture	\$ 35,000.00					
Carpet (office & studio)	\$ 15,000.00					
HVAC Replacement	\$ 9,750.00	\$ 10,000.00	\$ 10,500.00	\$ 11,000.00		
Parking Lot		\$ 50,000.00				
Building Lighting (interior/exterior)						
Network/Video Cabling/Security					\$ 35,000.00	
Other	\$ 5,000.00					
Total	\$ 116,750.00	\$ 60,000.00	\$ 10,500.00	\$ 11,000.00	\$ 35,000.00	\$ 525,250.00

Category Portable Field Equipment  
Budget Code ZCIP - Portable Field Equipment  
Description

DRAFT

Item	2022	2023	2024	2025	2026	
Field ENG Cameras/Tripods	\$ 18,000.00			\$ 22,000.00		
Remote System (Switcher and Cameras)		\$ 65,000.00				
Gimbals and DSLR	\$ 5,000.00			\$ 5,000.00		
POV cameras	\$ 1,000.00			\$ 1,000.00		
Microphones		\$ 3,000.00			\$ 3,000.00	
Other			\$ 10,000.00		\$ 5,000.00	
Total	\$ 24,000.00	\$ 68,000.00	\$ 10,000.00	\$ 28,000.00	\$ 8,000.00	\$ 190,000.00

**Category** City Equipment  
**Budget Codes** ZCIP - Andover      ZCIP - Anoka      ZCIP - Champlin      ZCIP - Ramsey  
**Description**

**DRAFT**

Item	2022	2023	2024	2025	2026	
Presentation System	\$ 12,000.00				\$ 600,000.00	
Audio System				\$ 40,000.00		
Lighting System						
HD video transmission			\$ 30,000.00			
Production Equipment (Switcher, Cameras)	\$ 500,000.00				\$ 600,000.00	
Conversion and Distribution	\$ 12,000.00					
Rack Cabinets or Desk	\$ 60,000.00					
Andover*						
Anoka*						
Champlin*						
Ramsey*						
Member City Payments (\$20K per City)	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	
Total	\$ 664,000.00	\$ 80,000.00	\$ 110,000.00	\$ 120,000.00	\$ 1,280,000.00	\$ 3,237,755.00

\*Note: \$5,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.



**Category** Office Equipment  
**Budget Code** ZCIP - Office Equipment  
**Description**

**DRAFT**

Item	2022	2023	2024	2025	2026	
Laptop Computers	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	
Computer Workstations	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
Network Switches, Access Points		\$ 6,000.00			\$ 10,000.00	
Network Printer / Scanner	\$ 5,000.00					
Servers	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00			
Building Monitors/Displays		\$ 10,000.00				
Website Updates/Upgrades	\$ 35,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00	
Other			\$ -			
<b>Total</b>	<b>\$ 70,500.00</b>	<b>\$ 51,500.00</b>	<b>\$ 35,500.00</b>	<b>\$ 20,500.00</b>	<b>\$ 60,500.00</b>	<b>\$ 306,500.00</b>

**Category** Studio Equipment  
**Budget Code** ZCIP - Studio  
**Description** Equipment for the studio, located in the studio, the studio control room or the machine room. Supports Studio shoots.

DRAFT

Item	2022	2023	2024	2025	2026	
Studio Cameras					\$ 100,000.00	
PTZ Bump Cam and contoller				\$ 7,500.00		
Video Playback		\$ 20,000.00				
Video Switcher						
Program Capture Devices			\$ 4,500.00			
Graphics Computer		\$ 30,000.00				
Audio (Sound Board and Equipment)			\$ 26,000.00			
Intercom			\$ 10,000.00			
Monitors (Multiviewers)						
Waveform/Vectorscope						
Smaller Rackmount Monitors						
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels		\$ 3,000.00				
Set/Curtain/Furniture		\$ 51,000.00				
Studio Lights		\$ 50,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
<b>Total</b>	\$ 5,000.00	\$ 159,000.00	\$ 45,500.00	\$ 12,500.00	\$ 105,000.00	\$ 686,200.00

**Category** Mobile - Vehicles and Equipment  
**Budget Code** ZCIP - Truck  
**Description**

**DRAFT**

Item	2022	2023	2024	2025	2026	
Replay System			\$ 120,000.00			
Audio					\$ 7,500.00	
Camera(s), CCU, RCP and Accesories				\$ 360,000.00		
Microphones					\$ 1,000.00	
Main Graphics Computer			\$ 35,000.00			
Tripod Replacements				\$ 20,000.00		
Fiber optic upgrades		\$ 10,000.00				
Scorebox Replacement			\$ 15,000.00			
LiveU Replacement			\$ 15,000.00			
POV Camera Replacements					\$ 3,500.00	
Video Switcher			\$ 35,000.00			
Truck Rewiring/ Conversion Cards/ Distribution Amps			\$ 15,000.00			
Video Router			\$ 20,000.00			
Truck Graphics Wrap Replacement						
Monitor Display Replacement			\$ 5,000.00			
Master and back-up Recording Decks			\$ 5,000.00			
Ford F550 Production Truck*						
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
<b>Total</b>	\$ 5,000.00	\$ 15,000.00	\$ 270,000.00	\$ 385,000.00	\$ 17,000.00	\$ 1,027,000.00

\*Note: Production Truck may need to be replaced as soon as 2023 at an approximate cost of \$200,000.00

**Category** Machine Room - Master Control Equipment  
**Budget Code** ZCIP - Master Control Equipment

**Description** Includes channel playback, transmission, and conversion equipment

**DRAFT**

Item	2022	2023	2024	2025	2026	
HD File Playback Machine(s)	\$ 30,000.00			\$ 60,000.00		
Fiber access to Connect Anoka County						
SAN, DAM, Back-up Storage		\$ 35,000.00		\$ 10,000.00		
Off-site Redundancy			\$ 20,000.00			
Video Patchbays and Wiring				\$ 5,000.00		
Video Router			\$ 72,000.00			
Conversion/Distribution Amps	\$ 5,000.00					
Live Channel Encoders	\$ 30,000.00					
Channel CG/ Bulletin Board	\$ 30,000.00					
Digital Waveform/Vectroscope w. eye patter	\$ 15,000.00					
Multiviewer Replacement				\$ 10,000.00		
Closed Captioning	\$ 250,000.00	\$ 120,000.00				
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 365,000.00	\$ 160,000.00	\$ 97,000.00	\$ 90,000.00	\$ 5,000.00	\$ 982,000.00

## QCCCC Agenda Item

### 5.2 Closed Captioning

**November 5, 2021**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Closed Captioning

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Staff presented a closed captioning update at the commission work session in September. This report is a recap of that presentation for consideration by the commission and providing direction to staff for implementation.

#### **Background**

1. Captioning provides means to communicate with the deaf and hard of hearing community.
2. There is an increased expectation for open captions from viewers.
3. Technology has significantly improved making it easier and less expensive to implement.
4. Federal Mandate: 1990 Americans with Disabilities Act Title II does apply to *Television and videotape programming produced by public entities*. ADA Title II, enforced by the Department of Justice, requires local government entities and the organizations who broadcast and stream meetings on their behalf to provide "effective communication" for all constituents. There is an exemption from compliance by public entities if that service "would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens."

Staff has researched the various captioning options, both equipment and human vs artificial intelligence capturing. The most expensive option is to provide captioning using human intelligence. The other options are all based on artificial intelligence (AI) to capture the captions.

This proposal is for closed captioning of government meetings.

### Closed Captioning Options

The grid below outlines four options for implementing closed captioning of live government meetings.

	First Year Investment	Annual Operating Expenses	Total 7 Years Investment (Includes Year 1 Investment)	Captioning "Engine"
Good	\$110,000	\$81,000	\$596,000	Stenographer (Human)
Good	\$84,000	\$55,000	\$414,000	Artificial Intelligence
Better	\$207,000	\$12,000	\$279,000*	Artificial Intelligence
Best	\$238,000	\$24,000	\$382,000*	Artificial Intelligence

***\*Cost comparison between Better and Best.***

Both *Better* and *Best* have an ongoing service contract, which we recommend. *Best* also adds the ability to process files, not just live video. Drag and drop post-processing is critical even for live government meetings, as there can be issues with the original transmission that requires QCTV to reprocess the original video file prior to VOD and playback.

### Action Requested:

Direct staff to proceed with estimates for closed captioning equipment and the related services to be brought before the commission as a capital request.

**5.3 Remote Meeting Enhancement Update**

**November 12, 2021**

**To: Karen George, Executive Director**

**From: John Sommer, Technology Manager**

**Subject: Remote Meeting Enhancement Update**

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**Background:**

Pre-pandemic, QCTV was asked by the member cities to provide a technology solution to allow one member of the city council or a commission (public body) to attend a city meeting remotely over a platform of the city's choosing. Working with the cities and Alpha Video, QCTV crafted a baseline of equipment needed. The Commission approved the baseline equipment and a grant of \$7,000.00 to each city selecting implementation. Between February of 2020 and March of 2021 all cities opted to install the baseline equipment with customizations and requested the \$7,000.00 CIP grant payment from QCTV.

**Minnesota law change:**

The Statewide Emergency ended on July 1, 2021. The cities have also ended their local emergencies and return to pre-pandemic city policies on remote meetings.

The State of Minnesota has also changed some of the provisions of the open meeting statute 13D.02 including updating terminology from Interactive TV to Interactive Technology. One substantive modification to state law includes striking out text in 13D.02 subd. that said a public body could charge a person to monitor an interactive meeting remotely. The subdivision now reads, "If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location." QCTV currently web streams the cablecast meetings at no charge to viewers. Meetings are also available as VOD.

QCTV practice of live meeting distribution over cable and web streaming meets new Minnesota state statute monitoring requirement.

**Update on member cities' remote meeting practices:**

**Member City Decisions:**

Andover – Ended local emergency. Current policy is that any member of an Andover public body may attend via interactive technology, without limit, so long as at least one member of the public body is physically present. Andover policy does not limit the number of times per year a member of a public body may attend remotely. City policy asks for at least 72 hours' notice from the member wishing to participate via interactive technology.

Anoka – Ended local emergency. Reverted to current policy that allows one member of the City Council to attend a meeting remotely up to four times a year with 48 hours' notice. City Council recently extended this policy to all other City of Anoka Boards and Commissions.

Champlin – Ended local emergency. Reverted to current policy that allows any City Council member to attend remotely as long as the Presiding Officer is physically present at the regular meeting location. Champlin policy does not limit the number of times per year a City Council member may attend remotely or specify a notification period. Note that current Champlin Bylaws only apply to the City Council.

Ramsey – Ended Local emergency. Current policy allows any member of a Ramsey public body to attend a meeting via interactive technology, without limit, so long as at least one member of the public body is physically present. Ramsey policy does not limit the number of times per year a member of a public body may attend remotely. Policy asks for at least 72 hours' notice from the member wishing to participate via interactive technology.

Commonality across all member cities:

City policies does not address allowing or disallowing staff or public participation by remote means.

QCTV technical staff consulted with the original system designer Alpha Video and determined that the equipment installed at the four cities will allow compliance with the State law and City policy. In fact, Alpha Video has replicated this design at several other metro area cities since working with QCTV. Therefore, equipment installed in 2020-2021 meets current policy of member cities and revised state statute.

QCTV will continue to monitor changes to state law and request member cities notify QCTV of any remote participation policy changes.

**QCTV Producer support of cablecast meetings:**

QCTV staff provides video coverage including live cablecast, camera switching, agenda and presenter graphics, and monitoring audio. The Master Control Operator at the QCTV office monitors the live meeting feed to viewers on cable TV and streaming on the QCTV website. After the government meeting, QCTV staff downloads the recording, adds video bookmarks (parsing), uploads to Cablecast for replay on the government channel, and uploads to the QCTV website for VOD.

As cities allow multiple members of the public and staff to participate remotely this presents a challenge for city staff managing the meeting. City staff manage the content of the meeting while also needing to interact with the remote meeting platform (Zoom) to manage presenters, commenters, and view-only participants. The QCTV Producer can provide limited technical support however, their primary duties are dedicated to the live video coverage.

**Additional Options for Action:**

- City tech staff support at meetings with multiple remote participants.
- Training of city staff in Zoom management to handle complex Zoom meetings.

**Non-cablecast meetings:**

Member cities are using interactive technology to engage residents in meetings and work sessions that are not cablecast. These meetings are covered by QCTV as requested for a nominal fee. QCTV proposes that each member city determine if they desire technical equipment to be installed for city staff use to “produce” these non-cablecast meetings. Each city could select one additional room at city hall for a new independent interactive system.



**Recommended Action:**

Direct QCTV staff to craft a grant proposal to provide auxiliary meeting equipment. QCTV would continue to work with city staff to determine the system each city would prefer, then determine the approximate cost, and finally return to the Commission with a request to grant each member city the funds to fully implement the system the city chooses. QCTV technical staff will work with the city's preferred vendor to advise.

**Additional Options for Action**

- Provide direction to staff on another type of proposal to bring back to the Commission.
- Defer decision until city council cablecast equipment is redesigned and replaced per the QCTV 5 year capital plan.
- Take no action at this time and revisit in the future.
- Provide each member city the same dollar amount grant to implement, or not, the plan that best suits the city's needs.

**5.4 Capital Request – Computers**

**November 12, 2021**

**To: Karen George, Executive Director**

**From: John Sommer, Technology Manager**

**Subject: Purchase Request - Computer Workstations and Laptops**

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**General Overview:**

Technology staff has worked on replacing older workstations with newer ones over the past four years. We have been buying built to order Dell workstations for office use and a mix of Apple and Windows based hardware for portable use.

Workstations are targeted for replacement or updating every 4 to 5 years.

Laptops are scheduled for every 3 to 4 years.

**Pricing to purchase four Dell computers:**

We have quotes for three Dell tower workstations, one compact Dell computer and four monitors ranging from \$11,990.31 to \$13,358.77.

**Pricing to purchase two Apple laptops:**

We have quotes for one MacBook Pro and a MacBook Air ranging from \$5,355.30 to \$5,746.00.

**Capital Budget:**

In the QCTV Five Year Capital Plan, staff identified two items in the Office Equipment category, Laptop Computers and Computer Workstations. Commission approved the five-year plan, but all purchases still come to the Commission for individual approval. The Commission transferred reserve funds to the 2021 Operating Budget to fund capital purchases.

**Action Requested:**

Approve purchase of four Dell computers, four monitors and two Apple laptops not to exceed \$17,400.00.

**Additional Options for Action**

- Direct staff to provide more information
- Delay action for future consideration
- Approve purchase of fewer workstations or laptops

November 15<sup>th</sup>, 2021

To: Karen George, Executive Director

From: Taylor Johnson, Mobile Production Coordinator/Producer  
John Sommer, Technology Manager

Subject: Capital Expenditure Request

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### **Request for Capital Expenditure**

**Project:** Replacement of video switcher in mobile production truck.

**2024 Capital Budgeted Amount:**

Mobile Production Truck – Switcher - \$35,000

**Overview:**

During the state football quarterfinals on 11/13/21, the video switcher in the mobile production truck stopped functioning. Upon evaluation by the Ross technical support staff, it was determined that both the switcher frame and panel had issues that prevented its operability. The cause of the issue is unknown. However, it has likely failed due to age. Switchers have a normal operable lifespan of six years. Currently our mobile production switcher is seven years old.

Staff is requesting the purchase of a new video switcher using capital funds. The video switcher previously was due for replacement in 2021 per the “2018 5-year capital plan”. Staff postponed replacement to 2024 because of supply chain delays, lack of NAB equipment tradeshow to showcase new models, and that the switcher continued to function. QCTV solicited quotes from multiple vendors and the lowest cost for each item is from Alpha Video & Audio for a total cost of \$36,234.34 plus shipping.

**Expenditure: Replace failed switcher with similar**

Ross Carbonite Black 2 M/E Switcher (CBF-236): **\$21,248.17**

Ross Touchdrive Panel (TD2S-PANEL): **\$14,087.50**

Carbonite Ultra Power Supply (CUF-PSU): **\$398.67**

Estimated Shipping: \$500

Expected Life Span: 6 Years

Estimated Completion: Jan. 2022

Sufficient funds exist in the 2021 capital expenditure budget of \$345,000

**Action Considerations:**

- Approve equipment purchase as presented
- Delay equipment purchase pending further review and cancel mobile truck shoots

**Action Recommendations:**

1. **Motion to approve equipment purchases from Alpha Video & Audio in the amount of \$36,734.34 +5% for miscellaneous needs, using five-year capital plan funds.**

## QCCCC Agenda Item

### 5.5 Personnel Policy Update

**November 5, 2021**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Personnel Policy Updates

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There are two recommendation changes to the Personnel Policy:

- Annual Leave Conversion (modification of current language)
- Telework (new language)

<b><u>Annual Leave Conversion</u></b>
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The commission acted in May to allow for the temporary extension of PTO use; and requested a personnel policy update changing the date of notification for PTO Conversion. Staff crafted new language for section 10.3 and the Personnel Committee reviewed and recommends adoption.

#### **Current Policy Language**

##### **10.3 Annual Leave Conversion**

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis (subject to IRS maximum deferral regulations and Minnesota law) annually with the following conditions. Up to 40% of the annual leave balance, not to exceed eighty (80) hours, may be converted each year provided the employee has used at least 30% of his/her annual accrual during the current calendar year and has a balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December. Payment will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by accounting each year. Accounting will notify all employees in November of each year as to the dates and conversion options. The conversion will be part of the regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

## **Proposed New Language**

### **10.3 Annual Leave Conversion**

Annual leave will be eligible for conversion to cash or to a 457 deferred compensation plan on an hour-for-hour basis annually with the following conditions: 30-day written request prior to the employee's work anniversary date; up to 40% of the annual leave balance, not to exceed eighty (80) hours, may be converted each year; the employee must have used at least 30% of his/her annual accrual during the previous 12 months; and has a balance of at least 176 hours remaining after the conversion calculation is completed. This calculation will use the most recent accrual rate. Payment will be based on the employee's current hourly rate in effect at the time written request is provided and prior to any annual step increase coinciding with the work anniversary performance review.

Conversion to cash or deferred compensation will occur in December of the same calendar year of the written request with the specific payment date to be determined by accounting each year. The conversion payment will be part of the regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay. The annual leave conversion payment is subject to all taxes, IRS maximum deferred compensation regulations, Minnesota law, and is not PERA eligible.

<b><u>Telework</u></b>
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### **Background:**

QCTV adopted a temporary telework policy with the onset of the pandemic in March 2020. Telework at QCTV has always been a hybrid implementation due to the nature of the work QCTV employees perform (onsite government meetings, studio productions, mobile truck production, videotaping event and Post stories). After the Executive orders were rescinded in July 2021, QCTV staff was given 30-day notice to return to work. This draft policy is presented to the commission for consideration for the option of hybrid telework without an emergency declaration.

Telework policies can have many benefits for an organization including:

- Maximizing employee efficiency and eliminating downtime due to weather, illness, traffic, and other factors
- A strong, positive impact on employee engagement, satisfaction, and retention
- Saving on workspace needs and associated maintenance
- Reducing traffic and associated maintenance
- Positive environmental impacts from reduced car travel

## **Telework Policy Draft:**

### **Purpose**

The Quad Cities Cable Communications Commission is committed to providing excellent services for member cities and area residents, as well as attracting and retaining critical employee talent, increasing productivity and efficiency and saving on workspace and costs. A telework policy provides these benefits to the organization and is hereby adopted according to the guidelines below.

This policy governs the practice of working remotely from locations other than a QCTV facility/work site, including an employee's home. Remote work should not adversely affect other operational needs of the organization. It is voluntary for the employee and at the sole discretion of management.

### **General Guidelines**

Remote work as defined for this policy includes:

Working some scheduled hours at remote home office and some on QCTV premises or service sites.

Regardless of location, a remote worker remains responsible for all job duties, responsibilities and obligations associated with their position, even if such duties require the employee to come into QCTV or other job site while performing work remotely. Employees and supervisors should seek to find solutions to maximize benefit to the organization and to the employee.

All QCTV employees who meet the eligibility criteria will be considered for remote work on a case-by-case basis, where creative work arrangements have been shown to accomplish both work and personal goals, and meet the criteria and guidelines set forth below. Remote schedules may need to change to accommodate the needs of QCTV or when employee job duties change.

When making the decision to approve remote work, supervisors and the Executive Director will consider the following guidelines:

- The remote work arrangement must be set in advance and approved by the supervisor and the Executive Director.
- Remote work requires the same focus on job duties as if the employee were in the office; constant interruptions from household members, pets or other distractions may disqualify an employee from remote work.
- There must be adequate coverage during all standard hours.
- There must be no adverse impact on internal or external customers.
- There must be no known safety issues associated with working remotely.

- There must not be any known security issues with technology or otherwise, in order to protect nonpublic government data.
- Employees working under a Performance Improvement Plan are not eligible for remote work.
- Internal and external customers must be given direction on whom to contact in the employee's absence if the employee is not available during all business hours.
- The schedule must not result in additional overtime for the employee or co-workers.
- The employee will receive no more than eight hours of holiday pay for each QCTV holiday.
- The employee will not be allowed to work outside the State of Minnesota.
- The employee should be within 90 minutes driving distance or less than 100 miles to perform member city services.
- The supervisor or Executive Director may end the remote work arrangement at any time, with at least a 10 day notice to the employee.

Remote work arrangements may vary depending on the position and department. Supervisors are responsible for determining the work schedules within their departments, subject to the approval of the Executive Director. Because the primary focus is serving the needs of the member cities, it is important to realize remote work arrangements may not be possible for some positions.

Employees and supervisors should also consider various types of scheduling options for efficiency and productivity, including:

- Entire weeks in the office or working remotely
- Certain days in the office; remaining days working remotely
- Whether to have entire teams of employees in the office on the same day each week or at the beginning of each month

It's also important for the supervisor to consider perceptions of fairness among team members. For example, allowing one employee to work remotely every Friday may be perceived as unfair by other members of the team.

A telework agreement is to be completed and signed by the Executive Director and the employee prior to beginning any regular or extended remote work.

### **Eligibility for Flexibility in the Place of Work**

Individuals requesting remote work arrangements must be employed with QCTV for a minimum of the one-year probationary period of continuous, regular employment and be successfully performing their job duties, as determined with supervisor input.



There may be additional considerations when an employee requests remote work as a reasonable accommodation and QCTV will consider those requests on a case by case basis.

### **Supervision and Performance Evaluation**

For employees who are working remotely at least half of their schedule, supervisors must hold regular meetings to discuss work progress and issues for the first three months. These meetings can be conducted by phone, virtual computer technology or in person. Evaluation of remote worker performance beyond the initial three months will be consistent with that received by employees working at the office.

If work performance declines or becomes unsatisfactory, the remote work arrangement may be terminated at the discretion of QCTV.

### **Work Hours, Calendars and Meetings**

The employee and supervisor will agree on the number of days of remote work that will be allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, virtual computer software or email within a reasonable time period during the agreed upon work schedule. Depending on the employee's position and the needs of QVTV, the work schedule may include core hours during which the employee must be available or the schedule can include greater flexibility for the employee to work outside QVTV's normal business hours.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated by QCTV. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked in excess of 40 hours per week, will require advance approval of the supervisor. Failure to comply with this requirement may result in termination of the remote work arrangement.

Remote workers who are exempt from the overtime requirements of the FLSA must follow the QCTV's normal payroll and timekeeping policies and are generally accountable for their normal work week hours.

All remote workers must use annual leave as needed to cover periods of time off, following the QCTV's normal paid leave policies.

Remote workers are responsible for keeping their electronic calendars up to date and accessible to anyone at QCTV for all scheduled work hours.

Remote workers must attend all required meetings, including those which normally would be held on a remote workday, and are also responsible for obtaining information from optional meetings when such meetings impact their work with QCTV. Supervisors are responsible for setting expectations for their work teams

regarding whether meeting attendance will be in-person, remote or a combination, considering these guidelines:

- Meetings of a sensitive, highly interactive, or complex nature are best held entirely in-person (e.g., brainstorming, troubleshooting, project “kick-off” meetings, performance reviews, disciplinary meetings).
- Allowing some workers to attend remotely and others to attend in-person could result in perceptions of unfairness or in some employees missing out on key information (such as when the in-person staff continue to discuss the topic after remote workers log off). Supervisors need to be prepared to address these issues.
- In-person business meetings with others cannot be held at an employee’s home.

### **Work Environment and Technology**

For employees working remotely on a routine basis, the employee must establish an appropriate work environment to avoid problems associated with safety or poor ergonomics (see Appendix A for a diagram of an ergonomic work station). QCTV will not be responsible for costs associated with initial setup of the employee’s remote office such as remodeling, furniture, lighting, repairs, or modifications to the office space. Employees will be offered appropriate guidance in setting up a workstation designed for safe, comfortable work.

QCTV will provide employees with appropriate technology (e.g., computer, monitor(s), docking station, mouse, keyboard, headset) for one location, either on-site at QCTV offices or off-site. Employees who work in a hybrid remote work situation (both at the office and at home) are responsible for providing the required technology to work remotely. This includes a reliable internet connection. All QCTV-owned equipment must be returned upon termination of the remote work arrangement or at termination of employment. The QCTV Technology Department will review and approve remote home office equipment for compatibility and use.

QCTV will supply the employee with the appropriate office supplies (pens, paper, etc.) for their assigned job responsibilities. The organization will also reimburse the employee for all appropriate business-related expenses with prior approval; however, the employee may be required to come into the office in order to perform some duties such as mailing, scanning and photocopying.

### **QCTV Employment Policy and Benefits Coverage**

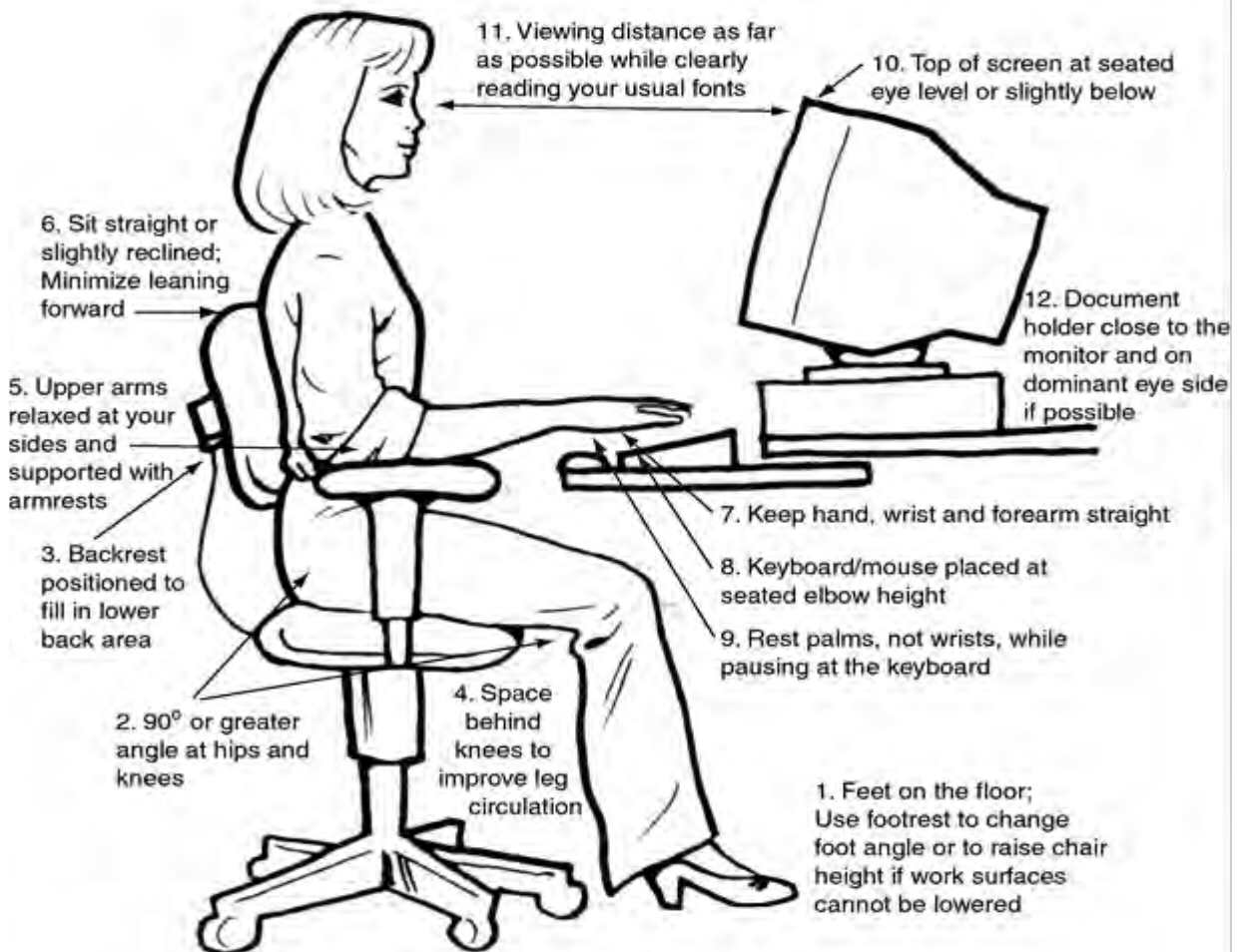
QCTV’s normal policies and procedures (for example, computer use, data practices, respectful workplace, outside employment, etc.) apply to employees working remotely. Employees should ask their supervisors if they have any questions about whether or how a particular policy applies to a remote work environment.

An employee working remotely is generally covered by QCTV's Workers' Compensation insurance while acting in the course and scope of employment and must report any injury to their supervisor as soon as possible.

## Office Ergonomics Guide Sheet

You may not be aware of it, but over time, working at your computer may be needlessly overstressing parts of your body. Sore muscles, eyestrain, tension and fatigue could be reduced by modifying your workstation.

The diagram below is an overview of an ergonomic workstation for a computer user. Ideally you should position your work surfaces and computer accessories to fit you after you are first sitting properly in your ergonomically adjusted chair.



**Action Requested:**

Approve as presented.