

## **Quad Cities Cable Communications Commission**

Anoka City Hall – Council Chambers

January 18, 2024, 11:00 AM

### **Agenda**

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

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

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

3.1. Recognition – QCTV Part-time staff

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

##### 4.1. Secretary

4.1.1. Approval of the September 21, 2023, commission regular meeting minutes.

##### 4.2. Treasurer

4.2.1. August, September, October Financial Reports

##### 4.3. Executive Director

##### 4.4. Commission Organizational Items

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

5.1. Designate depository

5.2. 2024 Operating Budget Amendment

5.3. Strategic Plan 2023 Achievements and 2024 Objectives

5.4. Other

#### **6. Adjourn**

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

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

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 21, 2023**

### **CALL TO ORDER – 1**

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

### **ROLL CALL– 2**

Commissioners present were: Erik Skogquist, Anoka (via Zoom); Greg Lee, Anoka; Matt Woestehoff, Ramsey; Dan Specht, Ramsey; Jim Dickinson, Andover; Jamie Barthel, Andover; and Jessica Tesdall, Champlin (via Zoom).

Commissioners absent: Bret Heitkamp, Champlin.

Others present included Karen George, Executive Director.

### **APPROVAL OF AGENDA – 3**

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

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of meeting minutes from May 18, 2023**

**4.1.2. Approval of meeting minutes from June 13, 2023**

**4.1.3. Approval of meeting minutes from September 11, 2023**

Motion was made by Lee and seconded by Specht to approve the minutes of the May 18, 2023 regular and worksession, June 13, 2023 Executive Committee, and September 11, 2023 Executive Committee meetings as presented.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

**4.2 Treasurer**

**4.2.1. April, May, June, July Financial Report**

Commissioner Skogquist stated that the reports are fairly typical with the exception of the interest income being over \$90,000 over the budget. He noted that the interest was budgeted very conservatively at \$1,000.

Motion was made by Dickinson and seconded by Woestehoff to accept the April, May, June and July Financial Reports.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

**4.3 Executive Director**

Ms. George reviewed highlights from her reports, including programming and awards received. She noted that various equipment replacement and installations were completed this summer, the audit has been submitted, and provided an overview on staffing changes. She commended staff for working very hard during these transitions to continue to provide excellent service to the communities.

#### **4.4 Commission Organizational Items**

Ms. George noted discussion within the previous meetings of the Executive Committee related to the committee structure and potential increases to the stipend for regular Commission meetings and Executive Committee meetings.

Chair Barthel stated that the Executive Committee recently met, continuing structural committee changes. It was determined that the other committees were not needed in lieu of the Executive Committee which will meet four to five times per year. He commented that the current stipend of \$40 per meeting has not changed for the past 20 years. He noted that they have suggested that the Commission meet four or five times per year rather than bi-monthly. He noted that the Executive Committee is represented by each City on the Commission. He stated that it was suggested to increase the Commission stipend from \$40 to \$60 per meeting and the Executive Committee stipend to \$120, noting that the Executive Committee meetings are typically two hours in length. He stated that they also discussed the additional work done by the Treasurer and Chair and there was a special stipend discussed for those positions when they meet with the Executive Director, but an amount was not proposed. He noted that the stipend increase for the Commission meetings would not have a budget impact as the number of meetings per year is decreasing. He asked for input from the Commission.

Motion was made by Dickinson and seconded by Lee to increase the Commission meeting stipend from \$40 to \$60 per meeting.

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

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>nay</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

Motion was made by Skogquist and seconded by Dickinson to set the stipend for the Executive Committee at \$120 per meeting.

Further discussion: Commissioner Specht commented that this will be a minimal impact to the budget. He commented that those that are elected serve their community at their will and do not expect to be compensated, but would support the decision of the group.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>nay</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

Chair Barthel moved to the third topic related to the Treasurer and Chair positions, noting that he is on the fence on whether that is necessary. He acknowledged that these positions do require extra work.

Commissioner Skogquist commented that the workload was discussed in the overall discussion, and he would support either decision. He acknowledged that accepting the positions of Chair or Treasurer require more work.

Chair Barthel stated that this concept was discussed at the Executive Committee but just in mention and then it was noted that this should come before the full Commission.

Commissioner Specht appreciated and valued the work of those positions and the people that volunteer to fill those positions. He commented that he would prefer to see the funds used towards programming.

Commissioner Dickinson commented that as a former officer, he understands the amount of work that is required. He stated that as a city staff person it is a different position than elected officials and therefore supports elected officials holding the officer positions. He commented that this is a way to get the elected officials involved so that it does not defer to the administrators. He commented that although elected officials choose to serve, he does not believe that this additional time should not be compensated. He noted that he has served on many boards that required time commitments outside of meetings and unless you attended the meeting, you were not compensated.

Chair Barthel stated that because they have not spoken about a potential stipend for those positions, perhaps this is deferred to the Executive Committee to develop a recommendation for the Commission to consider.

Motion was made by Dickinson and seconded by Tesdall to direct the discussion of a stipend for the Treasurer and Chair to the Executive Committee to make a recommendation to the Commission.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

Ms. George asked the date of implementation for the new stipend amounts.

Chair Barthel suggested beginning these changes on January 1, 2024 and confirmed consensus of the Commission.

Ms. George noted the proposed meeting dates for the Commission and Executive Committee in 2024.

Commissioner Specht suggested that the Executive Committee also discuss the concept that was mentioned related to the stipend and attendance, as some people do complete work outside of meetings that may not end up attending the meeting.

**GENERAL BUSINESS – 5**

**5.1 Liability Waiver**

Ms. George noted that this item is an annual action, where QCTV does not waive its monetary tort limits.

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

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>
<b>Chairperson Barthel</b>	<b>aye</b>

**Motion carried.**

**5.2 2024 Operating Budget and 5-Year Capital Plan**

Ms. George stated that within the packet is the proposed 2024 operating budget along with a four-year history of income and expenditures was also provided.

Commissioner Skogquist thanked staff for working on this earlier as they wanted to bring this forward a bit earlier than they had in the past. He stated that he and Ms. George have discussed this and went over a few changes, noting that the Executive Committee also reviewed this information. He provided a brief overview of the proposed 2024 budget and compared that to the previous year as well as input that has been incorporated from the auditor.

Ms. George commented that she met with a few of the staff members before they transitioned to gain input and they then focused on 2024 and 2025 for capital items. She noted that once the new staff members are on board, they would continue to review the capital plan for future years.

Commissioner Dickinson commented that in the past a contingency fund was used because there was not good history but because there has been good history, he agrees with not having that contingency.

Motion was made by Dickinson and seconded by Lee to approve the 2024 Operating Budget, the member city capital grant of \$20,000 payable in January of 2024, and the 2024 planned capital investment.

**A roll call vote was performed:**

<b>Commissioner Dickinson</b>	<b>aye</b>
<b>Commissioner Woestehoff</b>	<b>aye</b>
<b>Commissioner Specht</b>	<b>aye</b>
<b>Commissioner Lee</b>	<b>aye</b>
<b>Commissioner Tesdall</b>	<b>aye</b>
<b>Commissioner Skogquist</b>	<b>aye</b>

**Chairperson Barthel**                      **aye**

**Motion carried.**

**5.3 Other**

Chair Barthel thanked the QCTV staff and those involved in sports programming, acknowledging that this is a busy time of year.

**ADJOURN – 6**

Time of adjournment 11:38 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



**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of August 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts - QCTV</b>	2,154,649.79
- Google AdSense	0.00
- PayPay acct	531.13
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,661,027.26
<b>Accounts Receivable</b>	0.00
<b>Other current assets</b>	0.00
<b>Total Current Assets</b>	<b>\$ 3,821,458.18</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 3,821,458.18</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	14,687.83
<b>Other Current Liabilities</b>	134.57
<b>Total Current Liabilities</b>	<b>\$ 14,822.40</b>
<b>Equity</b>	3,806,635.78
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,821,458.18 *</b>

\*QCTV allocates fund reserves in two areas:  
Operating Reserves = \$500,000  
Capital Reserves = \$3,321,458.18 (\$4.6M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	<u>Aug 2023</u>				<u>Total</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>
<b>Income</b>								
<b>Duplication Revenue</b>	27.98	20.83	7.15	134.33%	265.23	250.00	15.23	106.09%
<b>Equipment Grant</b>		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
<b>Franchise Fees</b>	247,829.14	77,916.67	169,912.47	318.07%	496,307.50	935,000.00	(438,692.50)	53.08%
<b>Interest Income</b>	13,250.87	83.33	13,167.54	15901.68%	104,820.71	1,000.00	103,820.71	10482.07%
<b>Miscellaneous Income</b>		41.67	(41.67)	0.00%	1,611.64	500.00	1,111.64	322.33%
<b>PEG Fee</b>	131,281.36	40,364.83	90,916.53	325.24%	263,095.74	484,378.00	(221,282.26)	54.32%
<b>Total Income</b>	<b>392,389.35</b>	<b>123,833.58</b>	<b>268,555.77</b>	<b>316.87%</b>	<b>932,979.55</b>	<b>1,486,003.00</b>	<b>(553,023.45)</b>	<b>62.78%</b>
<b>Expenses</b>								
<b>A-PERA Expense</b>	3,275.01	4,813.17	(1,538.16)	68.04%	33,729.24	57,758.00	(24,028.76)	58.40%
<b>A-SS/Medicare Expense</b>	4,128.95	5,054.58	(925.63)	81.69%	37,657.23	60,655.00	(22,997.77)	62.08%
<b>A-Wages - Full-time</b>	77,429.20	52,589.00	24,840.20	147.23%	421,970.89	631,068.00	(209,097.11)	66.87%
<b>A-Wages - Part-time</b>	(23,114.79)	11,250.00	(34,364.79)	-205.46%	78,799.40	135,000.00	(56,200.60)	58.37%
<b>Accounting / HR Services</b>	1,069.02	1,375.00	(305.98)	77.75%	8,052.18	16,500.00	(8,447.82)	48.80%
<b>Ads/Promos/Sponsorships</b>	2,944.05	916.67	2,027.38	321.17%	6,189.04	11,000.00	(4,810.96)	56.26%
<b>Andover Capital Equipment</b>		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
<b>Announcers Fees</b>	560.00	1,333.33	(773.33)	42.00%	12,005.40	16,000.00	(3,994.60)	75.03%
<b>Anoka Capital Equipment</b>	131.90	416.67	(284.77)	31.66%	2,261.97	5,000.00	(2,738.03)	45.24%
<b>Audit</b>		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
<b>Bank Fees / CC Fees</b>		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
<b>Brand Apparel</b>	795.00	208.33	586.67	381.61%	795.00	2,500.00	(1,705.00)	31.80%
<b>Building - Cleaning</b>	614.93	500.00	114.93	122.99%	4,901.53	6,000.00	(1,098.47)	81.69%
<b>Building - Insurance</b>		433.33	(433.33)	0.00%	4,557.00	5,200.00	(643.00)	87.63%
<b>Building - Maintenance</b>		833.33	(833.33)	0.00%	5,489.02	10,000.00	(4,510.98)	54.89%
<b>Building - Supplies</b>	40.37	125.00	(84.63)	32.30%	1,231.01	1,500.00	(268.99)	82.07%
<b>Car Allowance</b>	250.00	250.00	0.00	100.00%	2,000.00	3,000.00	(1,000.00)	66.67%
<b>Cell Phone - Allowance</b>	375.00	525.00	(150.00)	71.43%	3,900.00	6,300.00	(2,400.00)	61.90%
<b>Champlin Capital Equipment</b>	84.90	416.67	(331.77)	20.38%	1,162.37	5,000.00	(3,837.63)	23.25%
<b>City Sewer &amp; Water</b>	478.08	216.67	261.41	220.65%	2,129.80	2,600.00	(470.20)	81.92%
<b>Commission Expense</b>		208.33	(208.33)	0.00%	133.50	2,500.00	(2,366.50)	5.34%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	<u>Aug 2023</u>				<u>Total</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>
Consulting Services		5,833.33	(5,833.33)	0.00%	11,347.50	70,000.00	(58,652.50)	16.21%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,531.42	1,250.00	281.42	122.51%	11,958.30	15,000.00	(3,041.70)	79.72%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	1,822.83	1,666.67	156.16	109.37%	11,193.21	20,000.00	(8,806.79)	55.97%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	4,859.57	8,963.00	(4,103.43)	54.22%	61,151.72	107,556.00	(46,404.28)	56.86%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	3,220.00	5,800.00	(2,580.00)	55.52%
Lawn Service	638.25	416.67	221.58	153.18%	4,509.88	5,000.00	(490.12)	90.20%
Legal Fees		1,250.00	(1,250.00)	0.00%	1,793.00	15,000.00	(13,207.00)	11.95%
Licenses and Permits		250.00	(250.00)	0.00%	850.00	3,000.00	(2,150.00)	28.33%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	191.53	1,000.00	(808.47)	19.15%	3,576.18	12,000.00	(8,423.82)	29.80%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	41.25	500.00	(458.75)	8.25%	2,366.56	6,000.00	(3,633.44)	39.44%
Office Supplies / Equipment	150.98	500.00	(349.02)	30.20%	973.47	6,000.00	(5,026.53)	16.22%
Total Payroll Expenses	200.60	0.00	200.60		702.10	0.00	702.10	
Payroll Expenses (ADP/HSA)	327.00	83.33	243.67	392.42%	2,333.00	1,000.00	1,333.00	233.30%
Postage	19.53	41.67	(22.14)	46.87%	199.63	500.00	(300.37)	39.93%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development	(2,833.66)	2,083.33	(4,916.99)	-136.02%	13,118.68	25,000.00	(11,881.32)	52.47%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,703.63	5,000.00	(3,296.37)	34.07%
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	520.00	2,000.00	(1,480.00)	26.00%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp		208.33	(208.33)	0.00%	3.20	2,500.00	(2,496.80)	0.13%
STD / LTD / Life Insurance	395.51	625.00	(229.49)	63.28%	4,844.59	7,500.00	(2,655.41)	64.59%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	<u>Aug 2023</u>				<u>Total</u>			
	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	531.93	1,833.33	(1,301.40)	29.01%	17,511.91	22,000.00	(4,488.09)	79.60%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	1,359.40	15,000.00	(13,640.60)	9.06%
Vehicle - Insurance		166.67	(166.67)	0.00%	883.00	2,000.00	(1,117.00)	44.15%
Vehicle - Maintenance / Gas	143.46	625.00	(481.54)	22.95%	2,742.22	7,500.00	(4,757.78)	36.56%
Waste Removal	159.70	150.00	9.70	106.47%	1,304.99	1,800.00	(495.01)	72.50%
Web / VOD / Int / CaTV / Phone	2,028.39	2,333.33	(304.94)	86.93%	16,103.65	28,000.00	(11,896.35)	57.51%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
<b>Total Expenses</b>	<b>79,375.87</b>	<b>118,019.74</b>	<b>(38,643.87)</b>	<b>67.26%</b>	<b>831,369.71</b>	<b>1,416,237.00</b>	<b>(584,867.29)</b>	<b>58.70%</b>
<b>Net Income</b>	<b>\$ 313,013.48</b>	<b>\$ 5,813.84</b>	<b>\$ 307,199.64</b>	<b>5383.94%</b>	<b>\$ 101,609.84</b>	<b>\$ 69,766.00</b>	<b>\$ 31,843.84</b>	<b>145.64%</b>
ZCIP - Andover		\$ 1,666.67	\$ (1,666.67)	0.00%	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building	50,568.00	18,208.33	32,359.67	277.72%	50,568.00	218,500.00	(167,932.00)	23.14%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment	13,262.50	7,208.33	6,054.17	183.99%	29,796.11	86,500.00	(56,703.89)	34.45%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	<b>\$ 63,830.50</b>	<b>\$ 65,583.34</b>	<b>\$ (1,752.84)</b>	<b>4.62</b>	<b>\$ 160,364.11</b>	<b>\$ 787,000.00</b>	<b>\$ (626,635.89)</b>	<b>4.58</b>

# Quad Cities Communications Commission

## Bill Payment List

August 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/11/2023	14700	ACE Solid Waste, Inc.	-159.70
08/11/2023	14701	Amazon Capital Services	-620.18
08/11/2023	14702	Anoka County Union Herald	-77.55
08/11/2023	14703	CenterPoint Energy	-41.25
08/11/2023	14704	City of Andover	-1,088.55
08/11/2023	14705	City of Champlin	-528.66
08/11/2023	14706	HealthEquity Inc.	-428.89
08/11/2023	14707	Iceberg Web Design	-13,262.50
08/11/2023	14708	James R. Erickson	-80.00
08/11/2023	14709	Joe G. Ruhland	-400.00
08/11/2023	14710	Mark's Lawn Service Inc.	-1,102.58
08/11/2023	14711	Maza Technologies, LLC	-3,473.30
08/11/2023	14712	Minnesota Assoc. of Community Telecommunications	-100.00
08/11/2023	14713	NAC Building Solutions	-21,300.00
08/11/2023	14714	Prime Advertising & Design, Inc.	-2,944.05
08/11/2023	14715	Securita Technology Corporation	-422.40
08/11/2023	14716	Strategic Hawks, llc	-240.00
08/11/2023	14717	Superior Sealcoat Services, Inc.	-29,268.00
08/11/2023	14718	T-Mobile	-123.64
08/11/2023	14719	Timothy Anderson	-80.00
08/11/2023	14720	U.S. Bank Corporate	-3,257.30
08/11/2023	14721	Verizon	-120.03
08/11/2023	14722	Vividly Clean Inc.	-614.93
08/11/2023	14723	Xcel Energy	-1,641.81
08/11/2023	W D	Minnesota State Retirement System	-250.00
08/11/2023	W D	PERA	-3,178.46
08/24/2023	14724	Amazon Capital Services	-1,281.81
08/24/2023	14725	Anoka Area Chamber of Commerce	-15.00
08/24/2023	14726	AT&T Mobility	-688.14
08/24/2023	14727	Barna, Guzy & Steffen, LTD	-65.00
08/24/2023	14728	Comcast 2	-502.23
08/24/2023	14729	Comcast Cable	-879.14
08/24/2023	14730	HealthEquity Inc.	-414.02
08/24/2023	14731	Huebsch	-40.37
08/24/2023	14732	The Lincoln National Life Ins. Co.	-395.51
08/25/2023	W D	Minnesota State Retirement System	-250.00
08/25/2023	W D	PERA	-2,934.90
<b>Total for Quad Cities Commission</b>			<b>\$ -92,269.90</b>

# QCTV Bank Reconciliation

## August 2023

Beginning Balance - 4M Statement	1,925,827.28
Less: Cleared Checks/Withdrawals	(154,990.30)
Plus: 4M Fund Interest	8,018.08
Plus: Bank Deposits/Credits	379,691.44
<b>Bank Balance</b>	<b>\$2,158,546.50</b>
Book Balance	2,158,546.50
<b>Adjusted Book Balance</b>	<b>2,158,546.50</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

**Quad Cities Communications Commission**  
**Balance Sheet Summary**  
As of September 30, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	2,060,465.57
- Google AdSense	55.38
- PayPay acct	599.01
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,666,174.56
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,732,544.52</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 3,732,544.52</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	7,395.09
Other Current Liabilities	134.55
<b>Total Current Liabilities</b>	<b>\$ 7,529.64</b>
<b>Equity</b>	3,725,014.88
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,732,544.52 *</b>

\*QCTV allocates fund reserves in two areas:  
Operating Reserves = \$500,000  
Capital Reserves = \$3,232,544.52 (\$4.6M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	Sep 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 67.88	\$ 20.83	\$ 47.05	325.88%	\$ 333.11	\$ 250.00	\$ 83.11	133.24%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	496,307.50	935,000.00	(438,692.50)	53.08%
Interest Income	13,320.64	83.33	13,237.31	15985.41%	118,141.35	1,000.00	117,141.35	11814.14%
Miscellaneous Income	55.38	41.67	13.71	132.90%	1,667.02	500.00	1,167.02	333.40%
PEG Fee		40,364.83	(40,364.83)	0.00%	263,095.74	484,378.00	(221,282.26)	54.32%
<b>Total Income</b>	<b>13,443.90</b>	<b>123,833.58</b>	<b>(110,389.68)</b>	<b>10.86%</b>	<b>946,423.45</b>	<b>1,486,003.00</b>	<b>(539,579.55)</b>	<b>63.69%</b>
<b>Expenses</b>								
A-PERA Expense	3,752.26	4,813.17	(1,060.91)	77.96%	37,481.50	57,758.00	(20,276.50)	64.89%
A-SS/Medicare Expense	3,809.15	5,054.58	(1,245.43)	75.36%	41,466.38	60,655.00	(19,188.62)	68.36%
A-Wages - Full-time	34,748.68	52,589.00	(17,840.32)	66.08%	456,719.57	631,068.00	(174,348.43)	72.37%
A-Wages - Part-time	15,551.29	11,250.00	4,301.29	138.23%	94,350.69	135,000.00	(40,649.31)	69.89%
Accounting / HR Services	1,628.23	1,375.00	253.23	118.42%	9,680.41	16,500.00	(6,819.59)	58.67%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	6,189.04	11,000.00	(4,810.96)	56.26%
Andover Capital Equipment		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	1,040.00	1,333.33	(293.33)	78.00%	13,045.40	16,000.00	(2,954.60)	81.53%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	2,393.87	5,000.00	(2,606.13)	47.88%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
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%	795.00	2,500.00	(1,705.00)	31.80%
Building - Cleaning	614.93	500.00	114.93	122.99%	5,516.46	6,000.00	(483.54)	91.94%
Building - Insurance	8,774.00	433.33	8,340.67	2024.78%	13,331.00	5,200.00	8,131.00	256.37%
Building - Maintenance	115.00	833.33	(718.33)	13.80%	5,604.02	10,000.00	(4,395.98)	56.04%
Building - Supplies	205.63	125.00	80.63	164.50%	1,436.64	1,500.00	(63.36)	95.78%
Car Allowance	250.00	250.00	0.00	100.00%	2,250.00	3,000.00	(750.00)	75.00%
Cell Phone - Allowance	375.00	525.00	(150.00)	71.43%	4,275.00	6,300.00	(2,025.00)	67.86%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,247.27	5,000.00	(3,752.73)	24.95%
City Sewer & Water	447.38	216.67	230.71	206.48%	2,577.18	2,600.00	(22.82)	99.12%
Commission Expense		208.33	(208.33)	0.00%	133.50	2,500.00	(2,366.50)	5.34%
Consulting Services		5,833.33	(5,833.33)	0.00%	11,347.50	70,000.00	(58,652.50)	16.21%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%



# Quad Cities Communications Commission

## Budget vs. Actuals: FY 2023 - FY23 P&L

January - December 2023

	Sep 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	2,138.37	1,250.00	888.37	171.07%	14,096.67	15,000.00	(903.33)	93.98%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	975.63	1,666.67	(691.04)	58.54%	12,168.84	20,000.00	(7,831.16)	60.84%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	3,888.21	8,963.00	(5,074.79)	43.38%	65,039.93	107,556.00	(42,516.07)	60.47%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	4,875.00	483.33	4,391.67	1008.63%	8,095.00	5,800.00	2,295.00	139.57%
Lawn Service	771.03	416.67	354.36	185.05%	5,280.91	5,000.00	280.91	105.62%
Legal Fees		1,250.00	(1,250.00)	0.00%	1,793.00	15,000.00	(13,207.00)	11.95%
Licenses and Permits	200.00	250.00	(50.00)	80.00%	1,050.00	3,000.00	(1,950.00)	35.00%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	214.71	1,000.00	(785.29)	21.47%	3,790.89	12,000.00	(8,209.11)	31.59%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	41.24	500.00	(458.76)	8.25%	2,407.80	6,000.00	(3,592.20)	40.13%
Office Supplies / Equipment	246.22	500.00	(253.78)	49.24%	1,219.69	6,000.00	(4,780.31)	20.33%
Total Payroll Expenses	0.00	0.00	0.00		702.10	0.00	702.10	
Payroll Expenses (ADP/HSA)	333.00	83.33	249.67	399.62%	2,666.00	1,000.00	1,666.00	266.60%
Postage	20.16	41.67	(21.51)	48.38%	219.79	500.00	(280.21)	43.96%
Printing / Copy Services		41.67	(41.67)	0.00%	12.87	500.00	(487.13)	2.57%
Professional Development		2,083.33	(2,083.33)	0.00%	13,118.68	25,000.00	(11,881.32)	52.47%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,809.59	5,000.00	(3,190.41)	36.19%
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services	355.75	166.67	189.08	213.45%	875.75	2,000.00	(1,124.25)	43.79%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp		208.33	(208.33)	0.00%	3.20	2,500.00	(2,496.80)	0.13%
STD / LTD / Life Insurance	395.51	625.00	(229.49)	63.28%	5,240.10	7,500.00	(2,259.90)	69.87%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	868.63	1,833.33	(964.70)	47.38%	18,380.54	22,000.00	(3,619.46)	83.55%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	1,359.40	15,000.00	(13,640.60)	9.06%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	Sep 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance	1,392.00	166.67	1,225.33	835.18%	2,275.00	2,000.00	275.00	113.75%
Vehicle - Maintenance / Gas	314.87	625.00	(310.13)	50.38%	3,057.09	7,500.00	(4,442.91)	40.76%
Waste Removal	159.70	150.00	9.70	106.47%	1,464.69	1,800.00	(335.31)	81.37%
Web / VOD / Int / CaTV / Phone	6,240.46	2,333.33	3,907.13	267.45%	22,344.11	28,000.00	(5,655.89)	79.80%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
<b>Total Expenses</b>	<b>95,064.80</b>	<b>118,019.74</b>	<b>(22,954.94)</b>	<b>80.55%</b>	<b>926,434.51</b>	<b>1,416,237.00</b>	<b>(489,802.49)</b>	<b>65.42%</b>
<b>Net Income</b>	<b>\$ (81,620.90)</b>	<b>\$ 5,813.84</b>	<b>\$ (87,434.74)</b>	<b>-1403.91%</b>	<b>\$ 19,988.94</b>	<b>\$ 69,766.00</b>	<b>\$ (49,777.06)</b>	<b>28.65%</b>
ZCIP - Andover		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.33	(18,208.33)	0.00%	50,568.00	218,500.00	(167,932.00)	23.14%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment		7,208.33	(7,208.33)	0.00%	29,796.11	86,500.00	(56,703.89)	34.45%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	<b>\$ -</b>	<b>\$ 65,583.34</b>	<b>\$ (65,583.34)</b>	<b>0.00%</b>	<b>\$ 160,364.11</b>	<b>\$ 787,000.00</b>	<b>\$ (626,635.89)</b>	<b>457.59%</b>

Thursday, Oct 26, 2023 01:33:49 PM GMT-7 - Accrual Basis

# Quad Cities Communications Commission

## Bill Payment List

September 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/01/2023	14733	B&H Photo-Video	-541.02
09/01/2023	14734	Coordinated Business Systems, LTD	-10.77
09/01/2023	14735	ODP Business Solutions, LLC	-46.99
09/01/2023	14736	United Health Care	-4,933.06
09/08/2023	14737	HealthEquity Inc.	-394.27
09/08/2023	W D	Minnesota State Retirement System	-250.00
09/08/2023	W D	PERA	-3,428.55
09/15/2023	14738	ACE Solid Waste, Inc.	-159.70
09/15/2023	14739	Alpha Video & Audio Inc.	-4,260.00
09/15/2023	14740	Amazon Capital Services	-608.87
09/15/2023	14741	AT&T Moblility	-688.14
09/15/2023	14742	CenterPoint Energy	-41.24
09/15/2023	14743	City of Andover	-1,767.05
09/15/2023	14744	City of Champlin	-478.08
09/15/2023	14745	Comcast Cable	-868.22
09/15/2023	14746	Huebsch	-49.63
09/15/2023	14747	Ideal Advertising	-795.00
09/15/2023	14748	League of MN Cities Insurance Trust	-15,041.00
09/15/2023	14749	Mark's Lawn Service Inc.	-638.25
09/15/2023	14750	Maza Technologles, LLC	-3,214.09
09/15/2023	14751	MN State High School League	-200.00
09/15/2023	14752	Monarch Pest Control	-115.00
09/15/2023	14753	Peter James Hayes	-160.00
09/15/2023	14754	Strategic Hawks, Ilc	-320.00
09/15/2023	14755	T-Mobile	-124.60
09/15/2023	14756	The Lincoln National Life Ins. Co.	-395.51
09/15/2023	14757	Timothy Anderson	-160.00
09/15/2023	14758	Verizon	-120.03
09/15/2023	14759	Vividly Clean Inc.	-614.93
09/15/2023	14760	Xcel Energy	-1,531.42
09/18/2023	14761	U.S. Bank Corporate	-1,206.41
09/22/2023	14762	HealthEquity Inc.	-394.27
09/22/2023	W D	Minnesota State Retirement System	-250.00
09/22/2023	W D	PERA	-3,575.69
09/22/2023	14763	Comcast 2	-502.23
09/22/2023	14764	Timesavers	-196.75
09/22/2023	14765	United Health Care	-3,961.70
<b>Total for Quad Cities Commssion</b>			<b>\$ -52,042.47</b>

**QCTV Bank Reconciliation**  
**September 2023**

Beginning Balance - 4M Statement	2,158,546.50
Less: Cleared Checks/Withdrawals	(105,048.25)
Plus: 4M Fund Interest	8,173.34
Plus: Bank Deposits/Credits	-
Bank Balance	\$2,061,671.59
Book Balance	2,061,671.59
Adjusted Book Balance	2,061,671.59
Difference:	\$0.00

Completed by:     MK

# Quad Cities Communications Commission

## Balance Sheet Summary

As of October 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,988,952.40
- Google AdSense	0.00
- PayPay acct	626.99
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,684,716.39
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,679,545.78</b>
<b>Fixed Assets</b>	0.00
<b>TOTAL ASSETS</b>	<b>\$ 3,679,545.78</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	13,013.56
Other Current Liabilities	134.53
<b>Total Current Liabilities</b>	<b>\$ 13,148.09</b>
<b>Equity</b>	3,666,397.69
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,679,545.78 *</b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,179,545.78 (\$4.6M 5-Year Cap Plan)

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	Oct 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 27.98	\$ 20.83	\$ 7.15	134.33%	\$ 361.09	\$ 250.00	\$ 111.09	144.44%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.67	(77,916.67)	0.00%	496,307.50	935,000.00	(438,692.50)	53.08%
Interest Income	26,606.66	83.33	26,523.33	31929.27%	144,748.01	1,000.00	143,748.01	14474.80%
Miscellaneous Income	155.63	41.67	113.96	373.48%	1,822.65	500.00	1,322.65	364.53%
PEG Fee		40,364.83	(40,364.83)	0.00%	263,095.74	484,378.00	(221,282.26)	54.32%
<b>Total Income</b>	<b>26,790.27</b>	<b>123,833.58</b>	<b>(97,043.31)</b>	<b>21.63%</b>	<b>973,213.72</b>	<b>1,486,003.00</b>	<b>(512,789.28)</b>	<b>65.49%</b>
<b>Expenses</b>								
A-PERA Expense	3,835.33	4,813.17	(977.84)	79.68%	41,316.83	57,758.00	(16,441.17)	71.53%
A-SS/Medicare Expense	3,904.96	5,054.58	(1,149.62)	77.26%	45,371.34	60,655.00	(15,283.66)	74.80%
A-Wages - Full-time	35,030.92	52,589.00	(17,558.08)	66.61%	491,750.49	631,068.00	(139,317.51)	77.92%
A-Wages - Part-time	16,520.79	11,250.00	5,270.79	146.85%	110,871.48	135,000.00	(24,128.52)	82.13%
Accounting / HR Services	1,222.50	1,375.00	(152.50)	88.91%	10,902.91	16,500.00	(5,597.09)	66.08%
Ads/Promos/Sponsorships	420.00	916.67	(496.67)	45.82%	6,609.04	11,000.00	(4,390.96)	60.08%
Andover Capital Equipment		416.67	(416.67)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	1,600.00	1,333.33	266.67	120.00%	14,885.40	16,000.00	(1,114.60)	93.03%
Anoka Capital Equipment	131.90	416.67	(284.77)	31.66%	2,525.77	5,000.00	(2,474.23)	50.52%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
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%	795.00	2,500.00	(1,705.00)	31.80%
Building - Cleaning	614.93	500.00	114.93	122.99%	6,131.39	6,000.00	131.39	102.19%
Building - Insurance		433.33	(433.33)	0.00%	13,331.00	5,200.00	8,131.00	256.37%
Building - Maintenance	422.40	833.33	(410.93)	50.69%	6,026.42	10,000.00	(3,973.58)	60.26%
Building - Supplies	49.63	125.00	(75.37)	39.70%	1,486.27	1,500.00	(13.73)	99.08%
Car Allowance	250.00	250.00	0.00	100.00%	2,500.00	3,000.00	(500.00)	83.33%
Cell Phone - Allowance	375.00	525.00	(150.00)	71.43%	4,650.00	6,300.00	(1,650.00)	73.81%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,332.17	5,000.00	(3,667.83)	26.64%
City Sewer & Water	160.86	216.67	(55.81)	74.24%	2,738.04	2,600.00	138.04	105.31%
Commission Expense	840.00	208.33	631.67	403.21%	973.50	2,500.00	(1,526.50)	38.94%
Consulting Services		5,833.33	(5,833.33)	0.00%	11,347.50	70,000.00	(58,652.50)	16.21%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	Oct 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Electric Service	1,402.62	1,250.00	152.62	112.21%	15,499.29	15,000.00	499.29	103.33%
Emp / Comm Appreciation	1,665.30	208.33	1,456.97	799.36%	1,665.30	2,500.00	(834.70)	66.61%
Equip/Repair/Supply/Software	422.31	1,666.67	(1,244.36)	25.34%	12,591.15	20,000.00	(7,408.85)	62.96%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	4,373.89	8,963.00	(4,589.11)	48.80%	69,413.82	107,556.00	(38,142.18)	64.54%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.33	(483.33)	0.00%	8,095.00	5,800.00	2,295.00	139.57%
Lawn Service	554.44	416.67	137.77	133.06%	5,835.35	5,000.00	835.35	116.71%
Legal Fees	95.00	1,250.00	(1,155.00)	7.60%	1,888.00	15,000.00	(13,112.00)	12.59%
Licenses and Permits	600.00	250.00	350.00	240.00%	1,650.00	3,000.00	(1,350.00)	55.00%
Meals	342.00	83.33	258.67	410.42%	342.00	1,000.00	(658.00)	34.20%
Memberships - NATOA / Others		833.33	(833.33)	0.00%	4,840.00	10,000.00	(5,160.00)	48.40%
Mileage	215.66	1,000.00	(784.34)	21.57%	4,006.55	12,000.00	(7,993.45)	33.39%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	45.37	500.00	(454.63)	9.07%	2,453.17	6,000.00	(3,546.83)	40.89%
Office Supplies / Equipment	3,801.94	500.00	3,301.94	760.39%	5,021.63	6,000.00	(978.37)	83.69%
Total Payroll Expenses	0.00	0.00	0.00		702.10	0.00	702.10	
Payroll Expenses (ADP/HSA)	291.00	83.33	207.67	349.21%	2,957.00	1,000.00	1,957.00	295.70%
Postage	20.16	41.67	(21.51)	48.38%	239.95	500.00	(260.05)	47.99%
Printing / Copy Services	159.48	41.67	117.81	382.72%	172.35	500.00	(327.65)	34.47%
Professional Development	2,828.24	2,083.33	744.91	135.76%	15,946.92	25,000.00	(9,053.08)	63.79%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	1,915.55	5,000.00	(3,084.45)	38.31%
Sales Tax		20.83	(20.83)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.67	(166.67)	0.00%	875.75	2,000.00	(1,124.25)	43.79%
Snow Plowing Service		500.00	(500.00)	0.00%	5,430.00	6,000.00	(570.00)	90.50%
State Unemploy Exp	19.20	208.33	(189.13)	9.22%	22.40	2,500.00	(2,477.60)	0.90%
STD / LTD / Life Insurance	395.51	625.00	(229.49)	63.28%	5,635.61	7,500.00	(1,864.39)	75.14%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	713.40	1,833.33	(1,119.93)	38.91%	19,093.94	22,000.00	(2,906.06)	86.79%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	1,359.40	15,000.00	(13,640.60)	9.06%

**Quad Cities Communications Commission**  
**Budget vs. Actuals: FY 2023 - FY23 P&L**  
 January - December 2023

	Oct 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Vehicle - Insurance		166.67	(166.67)	0.00%	2,275.00	2,000.00	275.00	113.75%
Vehicle - Maintenance / Gas	182.23	625.00	(442.77)	29.16%	3,239.32	7,500.00	(4,260.68)	43.19%
Waste Removal	159.68	150.00	9.68	106.45%	1,624.37	1,800.00	(175.63)	90.24%
Web / VOD / Int / CaTV / Phone	1,309.95	2,333.33	(1,023.38)	56.14%	23,654.06	28,000.00	(4,345.94)	84.48%
Work Comp Insurance		200.00	(200.00)	0.00%	162.00	2,400.00	(2,238.00)	6.75%
<b>Total Expenses</b>	<b>85,167.46</b>	<b>118,019.74</b>	<b>(32,852.28)</b>	<b>72.16%</b>	<b>1,011,841.97</b>	<b>1,416,237.00</b>	<b>(404,395.03)</b>	<b>71.45%</b>
<b>Net Income</b>	<b>\$ (58,377.19)</b>	<b>\$ 5,813.84</b>	<b>\$ (64,191.03)</b>	<b>-1004.11%</b>	<b>\$ (38,628.25)</b>	<b>\$ 69,766.00</b>	<b>\$ (108,394.25)</b>	<b>-55.37%</b>
ZCIP - Andover		\$ 1,666.67	\$ (1,666.67)	0.00%	\$ 20,000.00	\$ 20,000.00	\$ -	100.00%
ZCIP - Anoka		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.33	(18,208.33)	0.00%	50,568.00	218,500.00	(167,932.00)	23.14%
ZCIP - Champlin		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.33	(13,333.33)	0.00%	0.00	160,000.00	(160,000.00)	0.00%
ZCIP - Mobile Vehicles & Equipment		1,250.00	(1,250.00)	0.00%	0.00	15,000.00	(15,000.00)	0.00%
ZCIP - Office Equipment		7,208.33	(7,208.33)	0.00%	29,796.11	86,500.00	(56,703.89)	34.45%
ZCIP - Portable Field Equipment		5,666.67	(5,666.67)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.67	(1,666.67)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Studio		13,250.00	(13,250.00)	0.00%	0.00	159,000.00	(159,000.00)	0.00%
	<b>\$ -</b>	<b>\$ 65,583.34</b>	<b>\$ (65,583.34)</b>	<b>0.00</b>	<b>\$ 160,364.11</b>	<b>\$ 787,000.00</b>	<b>\$ (626,635.89)</b>	<b>4.58</b>



# Quad Cities Communications Commission

## Bill Payment List

October 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
10/02/2023	14766	Bret Heitkamp	-120.00
10/02/2023	14767	Coordinated Business Systems, LTD	-19.28
10/02/2023	14768	Daniel E. Specht	-80.00
10/02/2023	14769	Erik A Skogquist	-160.00
10/02/2023	14770	James Dickinson	-120.00
10/02/2023	14771	Jamie A. Barthel	-120.00
10/02/2023	14772	Jessica Tesdall	-80.00
10/02/2023	14773	Matthew Woestehoff	-160.00
10/06/2023	14774	HealthEquity Inc.	-394.27
10/06/2023	W D	Minnesota State Retirement System	-250.00
10/06/2023	W D	PERA	-3,566.55
10/16/2023	14775	ACE Solid Waste, Inc.	-159.68
10/16/2023	14776	City of Andover	-1,242.66
10/16/2023	14777	City of Champlin	-447.38
10/16/2023	14778	Gerald S. Thomson	-320.00
10/16/2023	14779	HealthEquity Inc.	-39.50
10/16/2023	14780	James R. Erickson	-400.00
10/16/2023	14781	Joe G. Ruhland	-560.00
10/16/2023	14782	Mark's Lawn Service Inc.	-771.03
10/16/2023	14783	Pete C. Andersen	-240.00
10/16/2023	14784	Peter James Hayes	-240.00
10/16/2023	14785	The Lincoln National Life Ins. Co.	-395.51
10/16/2023	14786	Timesavers	-159.00
10/16/2023	14787	Timothy Anderson	-320.00
10/16/2023	14788	Vividly Clean Inc.	-614.93
10/16/2023	14789	Xcel Energy	-2,138.37
10/20/2023	14790	AT&T Mobility	-688.14
10/20/2023	14791	CenterPoint Energy	-45.37
10/20/2023	14792	Comcast 2	-508.94
10/20/2023	14793	Comcast Cable	-879.14
10/20/2023	14794	HealthEquity Inc.	-394.27
10/20/2023	14795	Huebsch	-49.63
10/20/2023	14796	Minnesota Unemployment Ins.	-19.20
10/20/2023	14797	Strategic Hawks, llc	-400.00
10/20/2023	14798	Summit Fire Protection	-156.00
10/20/2023	14799	T-Mobile	-124.60
10/20/2023	14800	U.S. Bank Corporate	-1,991.54
10/20/2023	14801	Verizon	-120.03
10/20/2023	W D	Minnesota State Retirement System	-250.00
10/20/2023	W D	PERA	-3,592.77
10/30/2023	14802	B&H Photo-Video	-3,852.34
10/30/2023	14803	Puttery	-1,665.30
<b>Total for Quad Cities Commission</b>			<b>\$ -27,855.43</b>

# QCTV Bank Reconciliation

## October 2023

Beginning Balance - 4M Statement	2,061,671.59
Less: Cleared Checks/Withdrawals	(73,418.61)
Plus: 4M Fund Interest	8,064.83
Plus: Bank Deposits/Credits	211.01
<b>Bank Balance</b>	<b>\$1,996,528.82</b>
Book Balance	1,996,528.82
<b>Adjusted Book Balance</b>	<b>1,996,528.82</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:     MK

## Quad Cities Communications Commission Investment Schedule

11/30/2023

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account CD - Empower NY	1345395-1	238,250.00	238,250.00 <u>238,250.00</u>	249,876.60	4.880%	12/21/2023
Investments - Cash Flow Reserves						
4M Fund			167.41		5.318%	
4M Plus			524,887.00 <u>525,054.41</u>		5.360%	
Investments - Building						
4M Fund			384,994.53		5.318%	
no CD			- <u>384,994.53</u>			
Investments - Capital						
4M Fund			782,049.54		5.318%	
no CD			- <u>782,049.54</u>			
			<u>1,692,098.48</u>			

4.3 Executive Director's Report

**January 11, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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**Commission Meeting January 18**

The regular commission meeting is January 18, 11 am at the City of Anoka.

**Executive Committee meetings**

There were no Executive Committee meetings held in Q4.

**Strategic Plan Review and 2024 Objectives**

Aurora Consulting facilitated the 2023 review and 2024 planning retreat in December. The results report and outlook are on the January agenda for commission review.

**2023 Audit**

The audit kick off meeting is scheduled and on-site work is scheduled for the week of March 4. The executive committee will review the draft audit prior to final acceptance by the commission at the May meeting.

**2024 Budget**

The 2024 operating budget has been reviewed and a budget amendment proposal is on the January agenda. See agenda report.

**Pat Cook appointed Technology Manager**

Pat Cook reported to his new role at QCTV on October 16. Onboarding and coaching for new duties ongoing in Q4.

**Ryan Musch appointed Mobile Production Coordinator**

Ryan Musch Pearce reported to his new role at QCTV on October 16. Onboarding and coaching for new duties ongoing in Q4.

**Live and Local**

The expanded Live and Local series wrapped up in 2023. The 2024 schedule has been proposed to member cities.

### **Parades completed**

The Anoka Halloween festival coverage was completed in October. Replay is available online and on QCTV cable channels. New this year is the QCTV van appearing in the parade line up with other sponsors. This provides additional visibility to the QCTV brand and our presence in the community.

### **Statistics reporting**

With the new year and new staffing arrangement we are evaluating a new way to present stats to the commission. The intent is to ensure that we provide information that is useful and will help us track our performance and show that in a clear way. We will provide the 2023 stats to the commission at the next meeting.

If there are any metrics that are of particular interest please let us know and we will work to provide that information.

### **Social Media Updates**

Stories from QCTV programs continue to be posted on social media daily. Information about upcoming city meetings and games are also posted regularly.

Ryan Musch Pearce and Seamus Burke trained select part-time staff on social media best practices, allowing for live posting on X (formerly Twitter) during select games. QCTV now updates its social media presence during live sports coverage. Promos for many games are posted to Instagram the morning of game day. Our teams are very active on Instagram and we have seen great success posting both game promos and game highlights to this platform.

QCTV recently had a post go viral. A post containing a drone shot of the new bridge over Highway 10 at Ferry Street reached over 147,000 people on Facebook. This is the greatest reach of any of our posts on this platform.

### **Winter Sports season**

The winter sports season has been running smoothly and will wrap up in early February.

### **Staff/Commission Appreciation**

The annual event was held in November. Unfortunately, commissioners were unable to attend. The board chair has implemented a new proposal for this staff/commissioner connection. In 2024, there will be a staff/commissioner luncheon held following two regular commission meetings. Those are scheduled for May and November.

### **Earned Sick and Safe Leave**

Staff members were notified of the new state law regarding earned sick and safe leave. This new law does not impact fulltime staff as the current PTO accrual exceed state minimum. Part-time staff has been notified and payroll software updated to track accrual and use.

## **MACTA Legislative Initiative**

MACTA engaged Goff Public to assist with bringing a 2024 legislative proposal to modernize the funding structure supporting community television. This is a statewide effort and supports QCTV's goals of sustainability. It is expected that the 2024 legislative proposals that MACTA will be involved in are: a fee-based bill to replace the sales tax bill proposed last year; an Internet franchise bill that more broadly supports local control of public ROW; and, a bill that removes barriers to municipal broadband/telephone exchange networks. I am co-chair of the MACTA legislative committee that is leading this effort.

## **Federal Bills**

### ***HR 3557 – Oppose***

This bill would all but remove local authority over public ROW management. Member cities are urged to oppose this bill. Click this link to view the NATOA alert and action taken in conjunction with the National League of Cities, the United States Congress of Mayors, and The National Association of Counties. <https://www.natoa.org/news/action-alert-local-government-strongly-opposes-hr-3557-american-broadband-deployment-act###>

Click the link to learn more about the impacts on local control and ROW management if this bill becomes law: [https://www.youtube.com/watch?v=fzP\\_t\\_SPzGk&t=2s](https://www.youtube.com/watch?v=fzP_t_SPzGk&t=2s) The video was created by colleagues in New Jersey.

### ***HR 907/S340 – Support***

This bill, called the Protecting Community Television Act, is a legislative action to codify in law the local franchise authority to collect franchise fees without a franchise operator financial offset of non-monetary provisions negotiated in the franchise agreement.

The Federal Communications Commission (FCC) 2019 Franchise Fee Order (621 Order) redefined the Federal Cable Act's 5% franchise fee to include the value of most non-monetary franchise obligations as franchise fees. This change allows cable companies to reduce what they pay for the use of public property and rights-of-way. The Protecting Community Television Act (HR 907/S 340) corrects this error by clarifying franchise fees are only monetary.

## **FCC Mixed Use Rule**

A local franchise attorney recently filed a request with the FCC to amend/repeal portions of the 621 order. Specifically, the "in-kind rule" to limit noncash franchise requirements to marginal cost and repeal the "mixed use rule".

## **Website Rebuild Updates**

Work on rebuilding QCTV's website with Iceberg Web Design continues, with the project remaining on schedule. QCTV is currently reviewing page designs internally and submitting notes to Iceberg. The site development phase is next on the timeline once the designs are finalized.

### **Supplemental Revenue - Sponsorships**

A sponsor for The Chamber Report show was secured and a contract created with assistance from legal counsel. Unfortunately, the sponsor backed out one week before taping of the first show for sponsorship.

### **5-Year CIP update**

Technology Manager Pat Cook performed an in-depth review of the 5-Year CIP and has made changes. An overview of the updated plan is in the January agenda packet.

### **2024 City Election planning**

City election candidate forums with the LWV will be at QCTV studios. These forums are taped without a live audience and posted for VOD; and play on channel and online.

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

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

**Action Requested:** Accept Executive Director's report.

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

**January 11, 2024**

**To: Karen George, Executive Director**

**From: Patrick Cook, Technology Manager**

**Subject: Q4 2023 Technology Report**

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**General Items:**

I'm pleased to have joined the QCTV team on October 16, 2023. Everyone has made me feel very welcome. One of the tasks I've been working on is familiarizing myself with and updating the Five-Year Capital Equipment Plan. With the departure of Mr. Sommer and Mr. Johnson, some items that were intended to be purchased in 2023 were delayed to 2024. One of these, the LiveU system, has had issues lately and the units will no longer be fully supported. We are evaluating alternatives or simply replacing the existing units. Also slated for this year are a replacement XPression graphics system along with updated software for both the new XPression in the truck and the existing XPression in the studio.

I've also been reviewing the various subscription services we have to determine how to best deal with the ever-increasing cost as industry shifts to this type of product as a service.

**Equipment Issues:**

**QCTV Equipment**

No major issues to report for this period.

**City Equipment**

The audio system in Anoka was adjusted to provide more volume and to make sure the assistive listening devices are working optimally. There had been a tendency toward feedback when trying to bring the room volume up. We will monitor the upcoming meetings to verify it is working as desired.

**Comcast Equipment**

The School District had an outage on January 8 related to their channel feed to the Anoka hub. Comcast found the issue and resolved it in under 3 hours. I'm also working to get a couple of cable boxes replaced as they tend to hang or drop audio.

**Action Requested: None.**



## QCCCC Agenda Item

### 4.4 Commission Organization Items

**January 9, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Commission Organization Items

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#### **Meeting date and time**

The Quad Cities Cable Communications Commission meets the third Thursday of the month (designated months) at 11 am in the City of Anoka Council Chambers. See meeting schedule attached.

#### **Commissioner per diem**

The commissioners receive per diem payments for attending commission and committee meetings. Commissioners per diem rates for 2024 are:

Commission meeting or work session: \$60 per meeting

Commission committee meeting (*when not combined with regular meeting*): \$120.

#### **Commission Officers**

Chair – Jamie Barthel

Vice-Chair – Bret Heitkamp

Secretary – Matt Woestehoff

Treasurer – Erik Skogquist

#### **New Commissioner Appointed**

The city of Champlin has appointed Mayor Ryan Sabas to the Quad Cities Cable Communications Commission. Please join me in thanking Councilmember Jessica Tesdall for her service as a commissioner.

**Quad Cities Cable Communications Commission  
2024 Meeting Plan**

**January 18, 2024, 11 am**

Commission Meeting

**March 21, 2024, 10 am and 11 am**

Commission Worksession: Programming and Technology  
Commission Meeting

**April 18, 2024, 10 am**

Executive Committee Meeting

**May 16, 2024, 11 am**

Commission Meeting  
Commissioner/Staff Luncheon to follow meeting.

**August 15, 2024, 10 am**

Executive Committee Meeting

**September 19, 2024, 11 am**

Commission Meeting

**October 17, 2024, 10 am**

Executive Committee Meeting

**November 21, 2024, 11 am**

Commission Meeting  
Commissioner/Staff Luncheon to follow meeting.

**December 16, 2024, 10 am**

Executive Committee Meeting

## QCCCC Agenda Item

### 5.1 Designated Depository

**January 8, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Designated Depository

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

Staff recommends the commission designate US Bank as the official depository for 2024; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2024 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

**Action Requested:** Designate depository

Motion to designate US Bank as the official depository for 2024; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2024 for investment and cash management purposes only; and, that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

## QCCCC Agenda Item

### 5.2 2024 Budget Amendment

**January 8, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** 2024 Budget Amendment

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#### **QCTV CIP**

The Quad Cities Cable Communications Commission adopts an annual operating budget. The commission also annually reviews the 5-Year Capital Improvement Plan but then grants staff the authority to make capital purchases by project submission to the commission.

The 2024 CIP amount is projected at \$986,500. Therefore, this budget amendment will roll that into the operating budget. Both revenue and expenditure budgets will be adjusted by \$986,500. QCTV staff will continue to present each capital investment project to the commission or the executive committee for approval prior to expenditure of the capital reserve funds.

#### **Subscription Services**

Subscription Services has also increased from the original 2024 projection. There is a trend of service providers assessing monthly or annual subscriptions rather than outright purchases of subscriptions. This is the primary reason for the increase year over year in this budget item. Mr. Cook, upon reviewing the budget documents and working on the updated 5-Year Capital Improvement Plan, also identified a number of additional items that should be included in this budget line item. The largest is a software maintenance contract with our Closed Captioning provider. We did negotiate a substantial decrease from the original quote, but it exceeds that amount originally budgeted. This particular item is important as the Closed Captioning service relies on internet connectivity and interoperability and thus being up-to-date it very important. Subscription Services \$33,500 total or a difference of \$11,500.

#### **Audit Services**

Redpath and Company engagement letter included an increase in cost. After consultation with board treasurer and chair, the contract was signed to engage Redpath to perform the 2023 audit. Total cost is \$18,500. A difference of \$2,400.

**Action Requested:** Motion to amend the 2024 Operating Budget line items :

CIP \$986,500

Subscription Services \$33,500

Audit Services \$19,000



## QCTV Five Year Capital Equipment Spending Plan

	2024	2025	2026	2027	2028	Extended
Building	\$ 177,000.00	\$ 240,000.00	\$ 7,000.00	\$ 142,000.00	\$ 7,000.00	\$ 573,000.00
Portable Field Equipment	\$ 68,000.00	\$ 91,000.00	\$ 138,000.00	\$ 137,000.00	\$ 80,000.00	\$ 514,000.00
City Equipment	\$ 110,000.00	\$ 80,000.00	\$ 847,000.00	\$ 80,000.00	\$ 122,000.00	\$ 1,239,000.00
Office	\$ 66,500.00	\$ 28,000.00	\$ 23,000.00	\$ 92,000.00	\$ 42,000.00	\$ 251,500.00
Studio	\$ 206,500.00	\$ 32,500.00	\$ 171,500.00	\$ 125,000.00	\$ 25,000.00	\$ 560,500.00
Mobile - Vehicles and Equipment	\$ 111,000.00	\$ 580,000.00	\$ 17,000.00	\$ 25,000.00	\$ 15,000.00	\$ 748,000.00
Master Control Equipment	\$ 247,000.00	\$ 116,000.00	\$ 21,000.00	\$ 178,000.00	\$ 28,000.00	\$ 590,000.00
<b>Total</b>	<b>\$ 986,000.00</b>	<b>\$ 1,167,500.00</b>	<b>\$ 1,224,500.00</b>	<b>\$ 779,000.00</b>	<b>\$ 319,000.00</b>	<b>\$ 4,476,000.00</b>

**QCCCC Agenda Item**

**5.3 Strategic Plan**

**January 9, 2024**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Strategic Plan

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The Commission approved the 5-Year Strategic Plan September 2019.

Last year, the 2022 achievement report was presented to the commission and staff created the 2023 one-year objective plan. Staff completed the 2023 review of strategic plan achievements, and the report is attached. QCTV staff met with Aurora Consulting to facilitate strategic planning for 2024. The 2024 plan is attached.

**Action Requested:** Accept year four strategic plan review and 2004 objectives.



# QUAD CITIES COMMUNITY TELEVISION

ANDOVER | ANOKA | CHAMPLIN | RAMSEY

## MISSION

Connecting communities through local programming valued by residents.

## VISION

Innovative use of emerging technology for engaged communities.

## VALUES

Respect people and perspectives  
Communicate openly | Innovate for impact  
Focus on quality | Collaborate for success

## 2019 - 2023 STRATEGIC PLAN



### ENGAGING THE COMMUNITY

- Develop capacity to market QCTV.
- Leverage community partners for programming.
- Update programming content to engage the community.



### COLLABORATING FOR SUCCESS

- Define core services within legal parameters.
- Promote engagement among staff and commissioners.
- Foster collaborative working relationships between QCTV and city staff.



### INNOVATING FOR IMPACT

- Identify community needs and assess engagement.
- Diversify distribution platforms.
- Diversify revenue for sustainability.

## 2022 KEY PERFORMANCE INDICATORS

122,077

Website Hits

212

City Programs

\$586,931

City Hall Technology Investment

902,000

Impressions Across Social Media Platforms

255

Community Programs

166,867

YouTube Views



# QCTV Strategic Plan

## 2023 ACCOMPLISHMENTS

### DIRECTION 1: ENGAGING THE COMMUNITY

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#### Strategies

- A. Develop capacity to market QCTV.
- B. Leverage community partners for programming.
- C. Update programming content to engage the community.

#### 2023 Accomplishments

**Sports recaps are reformatted for new media distribution.** Completed.

**Participated in Chamber of Commerce youth initiative.** Completed. The Chamber has deferred youth outreach program until a later date.

**Explored public acknowledgment of submitted story ideas.** Completed. Producers will acknowledge submitted story ideas in *The Post* scripts when appropriate.

**10 PSAs produced for nonprofit organizations in member cities.** Completed. Have plans to continue PSA Day production in 2024.

**Expanded interstitial programming.** Completed.

**Implemented school/community equipment grants for expansion of community programming.** Completed. Revising and piloting this goal in 2024.



## DIRECTION 2: COLLABORATING FOR SUCCESS

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### Strategies

- A. Define core services within legal parameters.
- B. Promote engagement among staff and commissioners.
- C. Foster collaborative working relationships between QCTV and city staff.

### 2023 Accomplishments

**Held quarterly meetings with QCTV and city communications staff.** Completed. Ongoing for 2024.

**Updated programming guidelines to reflect city input on content.** Completed.

**Produced two "What's My Job" and two "Off the Clock" segments for each city.** Completed. Received positive feedback from member cities.

**Community announcers are acknowledged at a commission meeting.** Completed. Joe Ruhland and Jim Childs.

**Annual report distributed to cities with presentation.** Completed. Communicated 2022 accomplishments to commission and city staff. City Council presentations are scheduled rescheduled for 2024.

**Survey questions identified for member city resident survey.** Completed. Collaborated with Decision Resources to update city survey questions regarding QCTV services. Provided to member cities. Champlin survey included QCTV questions in 2023.

**Staff drone training.** Completed.

**Engaged with member cities and partners for 2024 election programming.** Completed. Solicited commission and city staff input on new approach. Launched LWV candidate school board forums at QCTV. Reported success and planning for 2024 municipal elections.



**Produced city services informational "how to" videos.** Incomplete. Planned for 2024.

**Deaf and Hard-of-hearing community notified of closed-captioning implementation.** Completed.

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## DIRECTION 3: INNOVATING FOR IMPACT

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### Strategies

- A. Identify community needs and assess engagement.
- B. Diversify distribution platforms.
- C. Diversify revenue for sustainability.

### 2023 Accomplishments

**All government meetings are closed-captioned.** Completed. Captioning of all government meetings commenced by March 2023.

**"Live and Local" produced last Wednesday of every month in 2023.** Completed. Will repeat in 2024.

**"The Post" segments include a preview for new media distribution.** Completed.

**Dedicated sponsor for each graduation obtained.** Completed.

**Sponsorship guidelines developed for all programming.** Completed.

**Targeted marketing campaign created for increased YouTube subscribers.** Achieved. Organic growth based on previous efforts proved strong. Achieved growth goal without a targeted campaign.

**Website rebuild completed.** In progress. Initiated Fall 2023 and in progress for completion mid-year 2024.

**Remote equipment implemented for 2023 fall sport season.** Completed.

**All QCTV originated content has closed captions.** Completed.



## 2023 GOALS DELAYED TO 2024

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**New set designed and installed for the studio.** *Planned for 2024.*

**Viewer survey conducted.** *Contacted Decision Resources for pre-planning. Survey delayed to 2024.*

**Hosted one community open house.** *Very successful mixer event held in 2022. Event to be planned for 2024.*

## 2023 GOALS ABANDONED

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**Land parcel business plan presented.** *Removed from goals in consultation with board chair.*



# QCTV Strategic Plan

# 2024 Implementation Plan

<b>Engaging the Community</b>	<b>March</b>	<b>June</b>	<b>Sept</b>	<b>Dec</b>
Producer meeting to pitch and evaluate new content ideas - <b>Cory: Producers, CJ, Karen, Pat, Ryan, Seamus</b>				
Pre-production planning discussion and documentation for "The Post" - <b>Cory: Producers, CJ, Karen, Pat, Ryan, Seamus</b>				
Architect engaged to evaluate building improvements (related to set design) - <b>Pat: Karen, CJ</b>				
10 PSAs produced for nonprofit organizations in member cities - <b>Leslie: Producers</b>				
Hosted one community open house - <b>Seamus: Ryan, Winter</b>				
QCTV truck at cities' big truck events - <b>Ryan: Producers</b>				
1 Piloted equipment loan program with school/community - <b>CJ: Leslie, Pat, Ryan</b>				
QCTV presence in all 4 city parades - <b>Ryan: Producers</b>				
New set designed and installed for the studio - <b>Pat: CJ, Ryan, Seamus, Winter</b>				
"The Post" has been refreshed/reimagined - <b>Cory: Producers, CJ, Karen, Pat, Ryan, Seamus</b>				
<b>Collaborating for Success</b>	<b>March</b>	<b>June</b>	<b>Sept</b>	<b>Dec</b>
Annual report distributed to cities with presentation - <b>Karen: Seamus</b>				
Produced city services informational "how to" videos - <b>Producers</b>				
Annual report written and distributed - <b>Seamus: Karen</b>				
Two staff and commissioner engagement lunches planned for the year: May, Nov - <b>Karen: Seamus</b>				
Engage with partners for 2024 election programming - <b>Leslie: CJ, Karen, Seamus</b>				
Produced two "What's My Job" segments for each city - <b>Producers</b>				
Held quarterly meetings with QCTV and city communications staff - <b>Seamus</b>				
Met with 4 city government meeting staff to review best practices - <b>Pat: CJ</b>				
<b>Innovating for Impact</b>	<b>March</b>	<b>June</b>	<b>Sept</b>	<b>Dec</b>
Program Guidelines updated with new pre-production processes - <b>Pat: CJ, Karen, Ryan, Seamus</b>				
QCTV promotional "calls to action" for social media subscribing and for sponsorship - <b>Billy: Seamus, Winter</b>				
Process changes identified to support "Social Media Now" - <b>Seamus: Producers</b>				
Website rebuild complete - <b>Seamus: CJ, Pat</b>				
Have staffing support for MACTA effort - <b>Karen</b>				
Chamber Report sponsorship reviewed and improved for expansion - <b>Seamus, Winter, Karen</b>				
Have financial support for local, state, and national orgs working to modernize funding for community television - <b>Karen</b>				
10 "Live and Local" shows produced - <b>Producers: CJ, Pat, Ryan, Seamus</b>				