

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

March 21, 2024, 11:00 AM

Agenda

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Administrative Reports

4.1. Secretary

4.1.1. Approval of the January 18, 2024, commission meeting minutes.

4.2. Treasurer

4.2.1. November, December Financial Reports

4.3. Executive Director

5. General Business

5.1. Resolution supporting legislation for Community Media and Public ROW

5.2. Morris Leatherman Subscriber Survey

5.3. Capital Request: Ross Equipment

5.4. Capital Request: A/V Equipment

5.5. Capital Request: Tree Services

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 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 on the main page streaming live the Community Channel or on Comcast Channels 859 and 15.

MINUTES OF THE REGULAR MEETING OF JANUARY 18, 2024

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 11:02 a.m. at the Anoka City Hall.

ROLL CALL– 2

Chair Barthel noted changes in membership welcoming newly appointed member Ryan Sabas, Champlin, who is not present today. He expressed appreciation to Jessica Tesdall for her service.

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

Commissioners absent: Matt Woestehoff, Ramsey; and Ryan Sabas, Champlin.

Others present included Karen George, Executive Director; and Production Coordinator Ryan Musch.

APPROVAL OF AGENDA – 3

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

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Heitkamp	aye
Commissioner Specht	aye
Commissioner Lee	aye
Commissioner Skogquist	aye
Chair Barthel	aye

Motion carried.

3.1 Recognition – QCTV Part-time Staff

Ms. George introduced Production Coordinator Ryan Musch.

Mr. Musch introduced himself noting that he began working with QCTV in 2018 and is proud to represent QCTV, its communities, and the stories of its residents. He played a short video from the Associate Producer event that was recently held where employees taped short clips explaining what they like about working at QCTV.

Chair Barthel thanked Mr. Musch for his work and for the video.

Mr. Musch commented that the crew works extremely hard in varying weather conditions, and he wanted to put faces to the names.

Commissioner Lee commented that this was a great video and thanked Ms. George for overseeing the staff at QCTV. He stated that she does a great job inspiring employees to be the best and recognize areas where improvement can occur.

Chair Barthel agreed that it was great to see some of the part-time staff that the Commission is not as familiar with.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1 Approval of meeting minutes from September 21, 2023

Motion was made by Dickinson and seconded by Lee to approve the September 21, 2023 minutes as presented.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Heitkamp	aye
Commissioner Specht	aye
Commissioner Lee	aye
Commissioner Skogquist	aye
Chair Barthel	aye

Motion carried.

4.2 Treasurer

4.2.1 August, September, October Financial Reports

Commissioner Skogquist provided a brief overview of the financial reports, noting a payment in August to Iceberg Web Design which was for the website project. He also noted the phenomenal interest that has been gained through investments and reserves. He stated that QCTV has been investing in short-term rotating CDs and noted that he is working with Ms. George and an investment consultant to take advantage of other short-term opportunities.

Motion was made by Dickinson and seconded by Lee to accept the August, September, and October Financial Reports.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Heitkamp	aye
Commissioner Specht	aye
Commissioner Lee	aye
Commissioner Skogquist	aye
Chair Barthel	aye

Motion carried.

4.3 Executive Director

Ms. George provided a brief overview of her written report highlighting activities from the fourth quarter, commending staff for filling in the gaps until new staff were brought on board in October. She noted the recent changes related to required sick and safe time as well as PERA. She noted the social media updates and advised that staff will be reviewing potential changes to the monthly statistics reporting. She highlighted items that are being watched in the coming legislative session, both locally and on the federal level.

4.4 Commission Organizational Items

Ms. George stated that annually she provides an update on the meeting times, per diem rate change, Commission officers, new appointments, and proposed meeting plan. She noted that action is not required on these items.

Chair Barthel commented that the dates are listed in the packet, but only five of those are full Commission meetings while the remainder are meetings of the Executive Committee.

GENERAL BUSINESS – 5

5.1 Designate Depository

Ms. George stated that annually the Commission designates the depositories as recommended in the Commission packet. She noted that there are no changes from previous years.

Motion was made by Dickinson and seconded by Heitkamp 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.

A roll call vote was performed:

Commissioner Dickinson	aye
Commissioner Heitkamp	aye
Commissioner Specht	aye
Commissioner Lee	aye
Commissioner Skogquist	aye
Chair Barthel	aye

Motion carried.

5.2 2024 Operating Budget Amendment

Ms. George stated that in January of each year staff typically presents a budget amendment for the proposed capital requests for the coming year. She noted that each project would continue to come forward with its own request. She stated that increases were also identified for audit services as well as subscription services and the details of those proposed amendments can be found in the packet.

Commissioner Skogquist stated that they did a review of the audit services, and this estimate is typical for this type of organization. He noted the trend for more services to be offered on subscription basis rather than the ability to purchase outright.

Motion was made by Heitkamp and seconded by Dickinson to amend the 2024 Operating Budget line items as follows: CIP \$986,500, Subscription Services \$33,500, and Audit Services \$19,000.

A roll call vote was performed:

Commissioner Dickinson	aye
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Commissioner Heitkamp aye
Commissioner Specht aye
Commissioner Lee aye
Commissioner Skogquist aye
Chair Barthel aye

Motion carried.

5.3 Strategic Plan 2023 Achievements and 2024 Objectives

Ms. George stated that each January she recaps the actions of the past year and presents the vision for the coming year. She briefly reviewed the details of her staff report which includes the mission and vision, objectives from 2023, and plan for 2024. She commented that staff did an excellent job to complete the objectives for 2023 and also did a great job in planning to accomplish the objectives for 2024. She noted that the objectives have been broken down by quarter.

Commissioner Skogquist referenced the implementation for school community grants to expand community programming and asked for more details. He recognized that there is a lot of sports programming, but noted that the School District also has its own communications department. He encouraged continuing to build that relationship.

Ms. George commented that the remote equipment implementation was for the 2023 sports season which carried forward from COVID. She noted that the light production packages that were created during COVID allow for additional shoots to occur, which has almost doubled the available coverage. She stated that this also morphs into a new goal for 2024 to pilot an equipment loan program with school community organizations to continue to expand coverage without a staff commitment.

Motion was made by Dickinson and seconded by Lee to accept year four strategic plan review and 2024 objectives.

A roll call vote was performed:

Commissioner Dickinson aye
Commissioner Heitkamp aye
Commissioner Specht aye
Commissioner Lee aye
Commissioner Skogquist aye
Chair Barthel aye

Motion carried.

5.4 Other

No additional comments.

ADJOURN – 6

Time of adjournment 11:30 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

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

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,255,948.85
- Google AdSense	93.94
- PayPay acct	629.79
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,692,098.48
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,954,021.06
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,954,021.06
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,991.30
Other Current Liabilities	134.54
Total Current Liabilities	\$ 13,125.84
Equity	3,940,895.22
TOTAL LIABILITIES AND EQUITY	\$ 3,954,021.06 *

*QCTV allocates fund reserves in two areas:
Operating Reserves = \$500,000
Capital Reserves = \$3,454,021.06 (\$4.5M 5-Year Cap Plan)

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

	Nov 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 2.80	\$ 20.83	\$ (18.03)	13.44%	\$ 363.89	\$ 250.00	\$ 113.89	145.56%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees	239,686.84	77,916.67	161,770.17	307.62%	735,994.34	935,000.00	(199,005.66)	78.72%
Interest Income	15,181.51	83.33	15,098.18	18218.54%	159,929.52	1,000.00	158,929.52	15992.95%
Miscellaneous Income	248.97	41.67	207.30	597.48%	2,071.62	500.00	1,571.62	414.32%
PEG Fee	126,955.27	40,364.83	86,590.44	314.52%	390,051.01	484,378.00	(94,326.99)	80.53%
Total Income	382,075.39	123,833.58	258,241.81	308.54%	1,355,289.11	1,486,003.00	(130,713.89)	91.20%
Expenses								
A-PERA Expense	4,538.68	4,813.17	(274.49)	94.30%	45,855.51	57,758.00	(11,902.49)	79.39%
A-SS/Medicare Expense	4,599.04	5,054.58	(455.54)	90.99%	49,970.38	60,655.00	(10,684.62)	82.38%
A-Wages - Full-time	45,110.28	52,589.00	(7,478.72)	85.78%	536,860.77	631,068.00	(94,207.23)	85.07%
A-Wages - Part-time	15,414.99	11,250.00	4,164.99	137.02%	126,286.47	135,000.00	(8,713.53)	93.55%
Accounting / HR Services	1,366.45	1,375.00	(8.55)	99.38%	12,269.36	16,500.00	(4,230.64)	74.36%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	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	2,516.35	1,333.33	1,183.02	188.73%	17,401.75	16,000.00	1,401.75	108.76%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	2,637.72	5,000.00	(2,362.28)	52.75%
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%	6,746.32	6,000.00	746.32	112.44%
Building - Insurance		433.33	(433.33)	0.00%	13,331.00	5,200.00	8,131.00	256.37%
Building - Maintenance		833.33	(833.33)	0.00%	6,026.42	10,000.00	(3,973.58)	60.26%
Building - Supplies	49.63	125.00	(75.37)	39.70%	1,535.90	1,500.00	35.90	102.39%
Car Allowance	250.00	250.00	0.00	100.00%	2,750.00	3,000.00	(250.00)	91.67%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	5,125.00	6,300.00	(1,175.00)	81.35%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,417.07	5,000.00	(3,582.93)	28.34%
City Sewer & Water	157.01	216.67	(59.66)	72.47%	2,895.05	2,600.00	295.05	111.35%
Commission Expense	252.00	208.33	43.67	120.96%	1,225.50	2,500.00	(1,274.50)	49.02%

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

	Nov 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	1,880.00	5,833.33	(3,953.33)	32.23%	16,846.50	70,000.00	(53,153.50)	24.07%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,458.37	1,250.00	208.37	116.67%	16,957.66	15,000.00	1,957.66	113.05%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	1,665.30	2,500.00	(834.70)	66.61%
Equip/Repair/Supply/Software	142.06	1,666.67	(1,524.61)	8.52%	12,733.21	20,000.00	(7,266.79)	63.67%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,146.12	8,963.00	(2,816.88)	68.57%	75,559.94	107,556.00	(31,996.06)	70.25%
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	383.35	416.67	(33.32)	92.00%	6,218.70	5,000.00	1,218.70	124.37%
Legal Fees	130.00	1,250.00	(1,120.00)	10.40%	2,018.00	15,000.00	(12,982.00)	13.45%
Licenses and Permits	900.00	250.00	650.00	360.00%	2,550.00	3,000.00	(450.00)	85.00%
Meals		83.33	(83.33)	0.00%	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	583.54	1,000.00	(416.46)	58.35%	4,590.09	12,000.00	(7,409.91)	38.25%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	145.68	500.00	(354.32)	29.14%	2,598.85	6,000.00	(3,401.15)	43.31%
Office Supplies / Equipment	320.81	500.00	(179.19)	64.16%	5,342.44	6,000.00	(657.56)	89.04%
Total Payroll Expenses	0.00	0.00	0.00		702.10	0.00	702.10	
Payroll Expenses (ADP/HSA)	297.00	83.33	213.67	356.41%	3,254.00	1,000.00	2,254.00	325.40%
Postage	77.72	41.67	36.05	186.51%	317.67	500.00	(182.33)	63.53%
Printing / Copy Services		41.67	(41.67)	0.00%	172.35	500.00	(327.65)	34.47%
Professional Development	4,984.80	2,083.33	2,901.47	239.27%	20,931.72	25,000.00	(4,068.28)	83.73%
Publications		41.67	(41.67)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	106.14	416.67	(310.53)	25.47%	2,021.69	5,000.00	(2,978.31)	40.43%
Reimbursements	0.03		0.03		0.03	0.00	0.03	
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	75.00	500.00	(425.00)	15.00%	5,505.00	6,000.00	(495.00)	91.75%
State Unemploy Exp		208.33	(208.33)	0.00%	22.40	2,500.00	(2,477.60)	0.90%

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

	Nov 2023				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	6,177.07	7,500.00	(1,322.93)	82.36%
Studio Sets		416.67	(416.67)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	1,096.31	1,833.33	(737.02)	59.80%	21,249.55	22,000.00	(750.45)	96.59%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	281.88	1,250.00	(968.12)	22.55%	1,641.28	15,000.00	(13,358.72)	10.94%
Vehicle - Insurance		166.67	(166.67)	0.00%	2,275.00	2,000.00	275.00	113.75%
Vehicle - Maintenance / Gas	316.11	625.00	(308.89)	50.58%	3,555.43	7,500.00	(3,944.57)	47.41%
Waste Removal	159.68	150.00	9.68	106.45%	1,784.05	1,800.00	(15.95)	99.11%
Web / VOD / Int / CaTV / Phone	4,646.29	2,333.33	2,312.96	199.13%	28,300.35	28,000.00	300.35	101.07%
Work Comp Insurance	2,686.00	200.00	2,486.00	1343.00%	2,848.00	2,400.00	448.00	118.67%
Total Expenses	102,899.56	118,019.74	(15,120.18)	87.19%	1,119,419.83	1,416,237.00	(296,817.17)	79.04%
Net Income	279,175.83	5,813.84	273,361.99	4801.92%	235,869.28	69,766.00	166,103.28	338.09%
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%	
	\$ -	\$ 65,583.34	\$ (65,583.34)		\$ 160,364.11	\$ 787,000.00	\$ (626,635.89)	

QCTV Bank Reconciliation *November 2023*

Beginning Balance - 4M Statement	1,996,528.82
Less: Cleared Checks/Withdrawals	(95,748.76)
Plus: 4M Fund Interest	7,799.42
Plus: Bank Deposits/Credits	366,797.14
Bank Balance	\$2,275,376.62
Book Balance	2,275,376.62
Adjusted Book Balance	2,275,376.62
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

November 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
11/03/2023	14804	B&H Photo-Video	-132.21
11/03/2023	14805	HealthEquity Inc.	-394.27
11/03/2023	14806	Mark's Lawn Service Inc.	-554.44
11/03/2023	14807	Peter James Hayes	-160.00
11/03/2023	14808	Presto Graphics	-159.48
11/03/2023	14809	Region 7AA	-600.00
11/03/2023	14810	Securita Technology Corporation	-422.40
11/03/2023	14811	Strategic Hawks, Ilc	-240.00
11/03/2023	14812	T-Mobile	-124.60
11/03/2023	W D	Minnesota State Retirement System	-250.00
11/03/2023	W D	PERA	-4,499.92
11/14/2023	14813	ACE Solid Waste, Inc.	-159.68
11/14/2023	14814	Amazon Capital Services	-466.58
11/14/2023	14815	CenterPoint Energy	-145.68
11/14/2023	14816	City of Andover	-1,420.37
11/14/2023	14817	City of Champlin	-160.86
11/14/2023	14818	Coordinated Business Systems, LTD	-36.75
11/14/2023	14819	ECM Publisher	-420.00
11/14/2023	14820	Greatland Corporation	-112.74
11/14/2023	14821	HealthEquity Inc.	-19.75
11/14/2023	14822	Joe G. Ruhland	-717.32
11/14/2023	14823	Kennedy & Graven, Chartered	-95.00
11/14/2023	14824	League of MN Cities Insurance Trust	-2,686.00
11/14/2023	14825	Maza Technologies, LLC	-2,267.50
11/14/2023	14826	Region 7AA	-900.00
11/14/2023	14827	Strategic Hawks, Ilc	-400.00
11/14/2023	14828	The Lincoln National Life Ins. Co.	-541.46
11/14/2023	14829	Timothy Anderson	-160.00
11/14/2023	14830	U.S. Bank Corporate	-4,072.30
11/14/2023	14831	United Health Care	-4,447.38
11/14/2023	14832	Vividly Clean Inc.	-614.93
11/14/2023	14833	Xcel Energy	-1,402.62
11/17/2023	14834	HealthEquity Inc.	-394.27
11/17/2023	W D	Minnesota State Retirement System	-250.00
11/17/2023	W D	PERA	-3,972.28
11/27/2023	14835	B&H Photo-Video	-12.74
11/27/2023	14836	City of Champlin	-252.00
11/27/2023	14837	Comcast 2	-508.94
11/27/2023	14838	Comcast Cable	-891.73
11/27/2023	14839	Coordinated Business Systems, LTD	-16.33
11/27/2023	14840	HealthPartners Inc	-6,219.61
11/27/2023	14841	Huebsch	-49.63
11/27/2023	14842	Pete C. Andersen	-519.03
11/27/2023	14843	RedTail Communications	-4,529.91

Quad Cities Communications Commission

Bill Payment List

November 2023

DATE	NUM	VENDOR	AMOUNT
11/27/2023	14844	Verizon	-120.03
Total for Quad Cities Commission			\$ -46,520.74

Quad Cities Communications Commission

Balance Sheet Summary

As of December 31, 2023

	Pre-Audit Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	2,145,310.93
- Google AdSense	176.40
- PayPay acct	629.79
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,699,680.74
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,851,047.86
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,851,047.86
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	38,625.10
Other Current Liabilities	134.51
Total Current Liabilities	\$ 38,759.61
Equity	3,812,288.25
TOTAL LIABILITIES AND EQUITY	\$ 3,851,047.86 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,351,047.86 (\$4.5M 5-Year Cap Plan)

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

	Dec 2023				Pre-Audit YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		20.87	(20.87)	0.00%	363.89	250.00	113.89	145.56%
Equipment Grant		5,406.25	(5,406.25)	0.00%	66,878.73	64,875.00	2,003.73	103.09%
Franchise Fees		77,916.63	(77,916.63)	0.00%	735,994.34	935,000.00	(199,005.66)	78.72%
Interest Income	28,360.84	83.37	28,277.47	34018.04%	188,290.36	1,000.00	187,290.36	18829.04%
Miscellaneous Income	648.46	41.63	606.83	1557.67%	2,720.08	500.00	2,220.08	544.02%
PEG Fee		40,364.87	(40,364.87)	0.00%	390,051.01	484,378.00	(94,326.99)	80.53%
Total Income	29,009.30	123,833.62	(94,824.32)	23.43%	1,384,298.41	1,486,003.00	(101,704.59)	93.16%
Expenses								
A-PERA Expense	6,384.78	4,813.13	1,571.65	132.65%	52,240.29	57,758.00	(5,517.71)	90.45%
A-SS/Medicare Expense	6,470.37	5,054.62	1,415.75	128.01%	56,440.75	60,655.00	(4,214.25)	93.05%
A-Wages - Full-time	67,741.90	52,589.00	15,152.90	128.81%	604,602.67	631,068.00	(26,465.33)	95.81%
A-Wages - Part-time	17,847.41	11,250.00	6,597.41	158.64%	144,133.88	135,000.00	9,133.88	106.77%
Accounting / HR Services	2,683.57	1,375.00	1,308.57	195.17%	14,952.93	16,500.00	(1,547.07)	90.62%
Ads/Promos/Sponsorships	1,100.00	916.63	183.37	120.00%	7,709.04	11,000.00	(3,290.96)	70.08%
Andover Capital Equipment		416.63	(416.63)	0.00%	483.17	5,000.00	(4,516.83)	9.66%
Announcers Fees	2,480.00	1,333.37	1,146.63	185.99%	19,881.75	16,000.00	3,881.75	124.26%
Anoka Capital Equipment	111.95	416.63	(304.68)	26.87%	2,749.67	5,000.00	(2,250.33)	54.99%
Audit		1,375.00	(1,375.00)	0.00%	16,100.00	16,500.00	(400.00)	97.58%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel	695.00	208.37	486.63	333.54%	1,490.00	2,500.00	(1,010.00)	59.60%
Building - Cleaning	614.93	500.00	114.93	122.99%	7,361.25	6,000.00	1,361.25	122.69%
Building - Insurance		433.37	(433.37)	0.00%	13,331.00	5,200.00	8,131.00	256.37%
Building - Maintenance		833.37	(833.37)	0.00%	6,026.42	10,000.00	(3,973.58)	60.26%
Building - Supplies	49.63	125.00	(75.37)	39.70%	1,585.53	1,500.00	85.53	105.70%
Car Allowance	250.00	250.00	0.00	100.00%	3,000.00	3,000.00	0.00	100.00%
Cell Phone - Allowance	475.00	525.00	(50.00)	90.48%	5,600.00	6,300.00	(700.00)	88.89%
Champlin Capital Equipment	84.90	416.63	(331.73)	20.38%	1,501.97	5,000.00	(3,498.03)	30.04%
City Sewer & Water	179.76	216.63	(36.87)	82.98%	3,074.81	2,600.00	474.81	118.26%
Commission Expense	3,414.98	208.37	3,206.61	1638.90%	4,640.48	2,500.00	2,140.48	185.62%

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

	Dec 2023				Pre-Audit YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Consulting Services	2,494.00	5,833.37	(3,339.37)	42.75%	19,340.50	70,000.00	(50,659.50)	27.63%
Duplication Expenses		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,367.28	1,250.00	117.28	109.38%	18,324.94	15,000.00	3,324.94	122.17%
Emp / Comm Appreciation		208.37	(208.37)	0.00%	1,665.30	2,500.00	(834.70)	66.61%
Equip/Repair/Supply/Software	180.99	1,666.63	(1,485.64)	10.86%	12,914.20	20,000.00	(7,085.80)	64.57%
Federal Unempl Expense		70.87	(70.87)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	(67.93)	8,963.00	(9,030.93)	-0.76%	75,492.01	107,556.00	(32,063.99)	70.19%
Insurance - Deductibles		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		483.37	(483.37)	0.00%	8,095.00	5,800.00	2,295.00	139.57%
Lawn Service		416.63	(416.63)	0.00%	6,218.70	5,000.00	1,218.70	124.37%
Legal Fees	286.00	1,250.00	(964.00)	22.88%	2,304.00	15,000.00	(12,696.00)	15.36%
Licenses and Permits		250.00	(250.00)	0.00%	2,550.00	3,000.00	(450.00)	85.00%
Meals	173.00	83.37	89.63	207.51%	515.00	1,000.00	(485.00)	51.50%
Memberships - NATOA / Others	3,000.00	833.37	2,166.63	359.98%	10,235.00	10,000.00	235.00	102.35%
Mileage	939.84	1,000.00	(60.16)	93.98%	5,529.93	12,000.00	(6,470.07)	46.08%
Miscellaneous Expenses		41.63	(41.63)	0.00%	(438.42)	500.00	(938.42)	-87.68%
Natural Gas	689.07	500.00	189.07	137.81%	3,287.92	6,000.00	(2,712.08)	54.80%
Office Supplies / Equipment	892.31	500.00	392.31	178.46%	6,234.75	6,000.00	234.75	103.91%
Total Payroll Expenses	0.00	0.00	0.00		702.10	0.00	702.10	
Payroll Expenses (ADP/HSA)	297.00	83.37	213.63	356.24%	3,551.00	1,000.00	2,551.00	355.10%
Postage	47.49	41.63	5.86	114.08%	365.16	500.00	(134.84)	73.03%
Printing / Copy Services		41.63	(41.63)	0.00%	172.35	500.00	(327.65)	34.47%
Professional Development		2,083.37	(2,083.37)	0.00%	20,931.72	25,000.00	(4,068.28)	83.73%
Publications		41.63	(41.63)	0.00%	76.75	500.00	(423.25)	15.35%
Ramsey Capital Equipment	106.14	416.63	(310.49)	25.48%	2,127.83	5,000.00	(2,872.17)	42.56%
Reimbursements	0.00		0.00		0.03	0.00	0.03	
Sales Tax		20.87	(20.87)	0.00%	25.00	250.00	(225.00)	10.00%
Secretary Services		166.63	(166.63)	0.00%	875.75	2,000.00	(1,124.25)	43.79%
Snow Plowing Service	710.70	500.00	210.70	142.14%	6,215.70	6,000.00	215.70	103.60%
State Unemploy Exp	14.45	208.37	(193.92)	6.93%	36.85	2,500.00	(2,463.15)	1.47%

Quad Cities Communications Commission

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

January - December 2023

	Dec 2023				Pre-Audit YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
STD / LTD / Life Insurance	541.46	625.00	(83.54)	86.63%	6,718.53	7,500.00	(781.47)	89.58%
Studio Sets		416.63	(416.63)	0.00%	1,443.94	5,000.00	(3,556.06)	28.88%
Subscription Services	18,904.08	1,833.37	17,070.71	1031.11%	40,153.63	22,000.00	18,153.63	182.52%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	3,603.69	1,250.00	2,353.69	288.30%	5,244.97	15,000.00	(9,755.03)	34.97%
Vehicle - Insurance		166.63	(166.63)	0.00%	2,275.00	2,000.00	275.00	113.75%
Vehicle - Maintenance / Gas	125.44	625.00	(499.56)	20.07%	3,680.87	7,500.00	(3,819.13)	49.08%
Waste Removal	20.52	150.00	(129.48)	13.68%	1,804.57	1,800.00	4.57	100.25%
Web / VOD / Int / CaTV / Phone	2,054.52	2,333.37	(278.85)	88.05%	30,354.87	28,000.00	2,354.87	108.41%
Work Comp Insurance		200.00	(200.00)	0.00%	2,848.00	2,400.00	448.00	118.67%
Total Expenses	146,964.23	118,019.86	28,944.37	124.52%	1,268,779.06	1,416,237.00	(147,457.94)	89.59%
Net Income	(117,954.93)	5,813.76	(123,768.69)	-2028.89%	115,519.35	69,766.00	45,753.35	165.58%
ZCIP - Andover		1,666.63	(1,666.63)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Anoka		1,666.63	(1,666.63)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Building		18,208.37	(18,208.37)	0.00%	50,568.00	218,500.00	(167,932.00)	23.14%
ZCIP - Champlin		1,666.63	(1,666.63)	0.00%	20,000.00	20,000.00	0.00	100.00%
ZCIP - Master Control Equipment		13,333.37	(13,333.37)	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	8,257.04	7,208.37	1,048.67	114.55%	38,053.15	86,500.00	(48,446.85)	43.99%
ZCIP - Portable Field Equipment		5,666.63	(5,666.63)	0.00%	0.00	68,000.00	(68,000.00)	0.00%
ZCIP - Ramsey		1,666.63	(1,666.63)	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%
	8,257.04	65,583.26	(57,326.22)	12.59%	168,621.15	787,000.00	(618,378.85)	21.43%

QCTV Bank Reconciliation
December 2023

Beginning Balance - 4M Statement	2,275,376.62
Less: Cleared Checks/Withdrawals	(130,773.32)
Plus: 4M Fund Interest	20,778.58
Plus: Bank Deposits/Credits	566.00
Bank Balance	\$2,165,947.88
Book Balance	2,165,947.88
Adjusted Book Balance	2,165,947.88
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission

Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/01/2023	14845	HealthEquity Inc.	-463.51
12/01/2023	W D	Minnesota State Retirement System	-250.00
12/01/2023	W D	PERA	-3,923.68
12/08/2023	14846	BizzyWeb, LLC	-1,350.00
12/11/2023	14847	ACE Solid Waste, Inc.	-20.52
12/11/2023	14848	B&H Photo-Video	-208.13
12/11/2023	14849	City of Champlin	-157.01
12/11/2023	14850	Creative Forms & Concepts	-72.92
12/11/2023	14851	HealthEquity Inc.	-27.65
12/11/2023	14852	Huebsch	-49.63
12/11/2023	14853	Mark's Lawn Service Inc.	-458.35
12/11/2023	14854	Maza Technologies, LLC	-1,761.20
12/11/2023	14855	T-Mobile	-124.60
12/11/2023	14856	The Lincoln National Life Ins. Co.	-541.46
12/11/2023	14857	Xcel Energy	-1,458.37
12/15/2023	14858	Amazon Capital Services	-484.87
12/15/2023	14859	AT&T Mobility	-1,953.98
12/15/2023	14860	CenterPoint Energy	-297.06
12/15/2023	14861	Gerald S. Thomson	-400.00
12/15/2023	14862	HealthEquity Inc.	-463.51
12/15/2023	14863	Iceberg Web Design	-4,671.88
12/15/2023	14864	Ideal Advertising	-695.00
12/15/2023	14865	James R. Erickson	-320.00
12/15/2023	14866	Joe G. Ruhland	-80.00
12/15/2023	14867	Maza Technologies, LLC	-4,678.30
12/15/2023	14868	Pete C. Andersen	-160.00
12/15/2023	14869	Peter James Hayes	-80.00
12/15/2023	14870	Strategic Hawks, llc	-240.00
12/15/2023	14871	Vividly Clean Inc.	-614.93
12/15/2023	W D	Minnesota State Retirement System	-250.00
12/15/2023	W D	PERA	-3,963.84
12/29/2023	14872	Alpha Video & Audio Inc.	-1,129.89
12/29/2023	14873	Aurora Consulting	-2,800.00
12/29/2023	14874	Barna, Guzy & Steffen, LTD	-130.00
12/29/2023	14875	City of Andover	-933.86
12/29/2023	14876	Comcast 2	-508.94
12/29/2023	14877	Comcast Cable	-880.81
12/29/2023	14878	HealthEquity Inc.	-462.49
12/29/2023	14879	U.S. Bank Corporate	-1,912.56
12/29/2023	14880	Verizon	-120.03
12/29/2023	14881	Z Systems	-2,473.80
12/29/2023	W D	Minnesota State Retirement System	-250.00
12/29/2023	W D	PERA	-4,030.81

Quad Cities Communications Commission

Bill Payment List

December 2023

DATE	NUM	VENDOR	AMOUNT
Total for Quad Cities Commission			\$ -45,853.59

4.3 Executive Director's Report

March 11, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Commission Work Session and Meeting March 21

The next commission meeting is scheduled for March 21. There will be a work session starting at 10 am followed by the regular meeting at 11 am. The work session will feature the annual 2023 statistics report and outlook for 2024. There will be a review of the capital investment plan.

Executive Committee meetings

There were no Executive Committee meetings held February.

2023 Audit

The audit staff work continued throughout February and March. On-site work is scheduled for the week of March 18. The executive committee will review the draft audit prior to final acceptance by the commission at the May meeting.

Subscriber Survey

Peter Leatherman of Morris Leatherman Company and I have met and reviewed the scope of work for a subscriber survey. This item will be on the March 21 commission agenda for review and action.

Website Rebuild Updates

Work on rebuilding QCTV's website with Iceberg Web Design continues, with a change order being approved in February. The change order was to bring an API expert onto the project at the behest of Iceberg Web Design. Integration with Cablecast proved to be more complicated than anticipated, and an expert was needed to ensure QCTV can provide the best possible website experience for our viewers. The website schedule has been altered accordingly, with a launch expected in May.

Personnel Policy

The Personnel Policy is under review and updating with Legal Counsel.

Strategic Plan

Staff is on track with the Q1 initiatives.

MACTA Day at the Capitol March 6

This annual event started with presentations on the bills of interest introduced for the 2024 legislative session. In the afternoon, I had personal meetings with 5 of the 9 local legislators. See March 21 agenda item 5.1.

2024 City Election planning

QCTV has activated the Elections tab on the web site. Click here: <http://qctv.org/elections/> Currently, the page links to QCTV-produced voter information on a variety of election topics. City election candidate forums with the LWV will be produced at QCTV studios later in the election cycle. These forums will be taped without a live audience and posted for VOD; and played on channel and online.

The Post Reimagined

Staff continues work on re-imagining The Post weekly news show. This is a 2024 objective. The Post was launched during COVID in 2020 and was a scaled back version of the original show prospectus. Staff is reviewing best practices for production and distribution for a potential relaunch in fall 2024.

Live and Local

February – State of the Cities

March – First Responders

April – Ramsey

May – Anoka

June – Andover

July – Champlin

August – Ramsey

September – Anoka

October – Champlin

November - Andover

Minnesota State High School League Post Season Play Coverage Change

The MSHSL Sections 5 and 7 (Boys and Girls Hockey) have severely limited community television station coverage options for post regular season play. The new policy for Sections 5 and 7 contracts with a Canadian firm that sells subscriptions for viewing post season games. Sport producers in the metro are meeting with MSHSL Section Regents to negotiate coverage that streams free to our viewers.

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 as needed.

Data and statistics on our 2023 social media performance were presented to the Commission during a work session, showing strong growth across QCTV's social media platforms. YouTube growth was especially strong with 33% more views (compared to 2022). QCTV also doubled its subscribers on YouTube, gaining over 1,100 om 2023.

Action Requested: Accept Executive Director's report.

4.3.2 Technology Report

March 8, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Technology Report

General Items:

We have been testing alternative live transmission equipment. The LiveU has served us well but is in need of replacement. We use this equipment to send and receive signals from city halls, truck shoots, live remotes for The Post as well as for Lite Shoots. One of the critical qualities needed is for separate units to transmit their signals in sync when received at the studio. An alternative that was tested last year could not do that. The units we are testing now are able to do so. Other considerations include ease of use and cost, including both initial and on-going.

I have been working on replacing our connection to the internet. We currently use a number of Comcast cable modems. After some convincing, Comcast agreed that we could use the fiber already connecting QCTV to the headend to purchase internet service. By eliminating the cost of the existing modems there would still be a marginal increase in our bill, but the increased speed and reliability of fiber, I believe, would be well worth it. I am exploring another alternative before I recommend we make this change.

As part of our 5-Year Capital Plan we have budgeted to improve the connections to Anoka, Andover and Ramsey. I have setup a meeting with a county network engineer to see if the Connect Anoka County fiber network reaches the cities and if we can use it. We would still need to find a way connect the QCTV office to the network but it seems there might be some reasonable options available to do this.

I joined the QCTV production crew at the Xcel Center for coverage of a quarterfinals game at the Minnesota State High School League's Girls Hockey State Tournament

Equipment Issues:

QCTV Equipment

No major issues to report for this period.

City Equipment

We are encountering a glitch in the signal path for the Anoka channel. It is very intermittent making it difficult to fix. We have it narrowed down to the machine room and are working to further isolate it.

Comcast Equipment

The School District has reported that Comcast is working on replacing the connection to the Sandburg Education Center where they hold their board meetings and where cable channel 18 originates from.

Action Requested: None.

4.3.3 Mobile Production Report

March 8, 2024

To: Karen George, Executive Director
From: Ryan Musch, Production Coordinator
Subject: Mobile Production Report

QCTV Sports Mobile Productions:

QCTV sports has had a great start to the year. QCTV Sports had the opportunity to cover a number of special events including Andover boys hockey coach Mark Manney's 300th career victory, Andover girls hockey trip to the State Tournament, the Anoka wrestling match for the Golden Shoe trophy and the special ceremony honoring Coach Todd Springer's record breaking 450th career victory, and the upcoming girls basketball section final between Anoka and Andover, and will be following the winner to State.

QCTV Mobile Productions:

QCTV mobile covered the State of the Cities in February.

QCTV Special Packages:

QCTV sports has expanded to cover school clubs, including footage and interviews with the Anoka African Dance team, Andover Chess Club, and Champlin Park Table Top gaming club, to name a few.

Tally:

- 22 Full truck shoots
- 5 Lite shoots

Action Requested: None.

QCCCC Agenda Item

5.1 Resolution supporting legislation

March 7, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Resolution supporting legislation

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. The 2024 legislative proposals that MACTA will be involved in are: a fee-based bill to replace the sales tax bill proposed last year; a Broadband franchise bill that more broadly supports local control of public ROW. Other telecommunications bills of interest are a bill that removes barriers to municipal broadband/telephone exchange networks and a net neutrality bill.

As MACTA Legislative Co-Chair, I have been working on two legislative proposals for modernizing the funding structure for Community Television: the Digital video service providers fee to support PEG, and the Equal Access to Broadband Act.

Attached to this staff report is a resolution that expresses support for these efforts. Once adopted by the commission, the resolution will be included in the upcoming member city presentations to city councils.

Action Requested: Adopt the resolution and include in city council presentations.

Below is a list of 2024 Minnesota Bills with links to the four pieces of legislation on telecommunications issues.

Digital video service providers fee to support PEG

HF 4186

<https://www.revisor.mn.gov/bills/bill.php?f=HF4186&y=2024&ssn=0&b=house>

SF 3930

<https://www.revisor.mn.gov/bills/bill.php?f=SF3930&y=2024&ssn=0&b=senate>

Equal Access to Broadband Act (Franchise Bill)

HF 4182

<https://www.revisor.mn.gov/bills/bill.php?f=HF4182&b=house&y=2024&ssn=0>

SF 4262

<https://www.revisor.mn.gov/bills/bill.php?f=SF4262&y=2024&ssn=0&b=senate>

Net Neutrality

HF 2021

<https://www.revisor.mn.gov/bills/bill.php?f=HF2021&b=house&y=2024&ssn=0>

SF 3711

<https://www.revisor.mn.gov/bills/bill.php?f=SF3711&y=2023&ssn=0&b=senate>

Municipal telco services

HF 3679

<https://www.revisor.mn.gov/bills/bill.php?f=HF3679&y=2024&ssn=0&b=house>

SF 3659

<https://www.revisor.mn.gov/bills/bill.php?f=SF3659&y=2024&ssn=0&b=senate>

RESOLUTION 03-21-2024

RESOLUTION OF SUPPORT OF STATE LEGISLATION TO MODERNIZE THE FUNDING STRUCTURE FOR LOCAL COMMUNITY PUBLIC, EDUCATION, AND GOVERNMENT (PEG) PROGRAMMING.

WHEREAS, the Quad Cities Cable Communications Commission (dba QCTV) is authorized by its four member cities (Andover, Anoka, Champlin, Ramsey) to negotiate and manage the cable franchise agreements for the four cities, and to provide local community (PEG) public, educational, and governmental programming;

WHEREAS, QCTV provides essential local coverage of community events and issues, nonprofits and charities, high school, community, and regional sports, academic programs, graduation ceremonies, businesses, chambers of commerce and tourism, school boards, city, county and state government meetings, candidate forums and election information, transportation and public infrastructure, local history, public health and education, religious services, music, arts, festivals, and other uniquely local programs that broadcast stations typically do not cover;

WHEREAS, QCTV is funded through franchise fee and PEG fee support authorized by the federal Cable Act and negotiated in the cable franchise agreements with local cable providers, which are limited to only the revenues on traditional cable tv and not on the revenue of digital video service providers (via streaming on the internet);

WHEREAS, consumer preference for streaming digital video has changed the marketplace, resulting in a steady decline of traditional cable tv subscribers and the franchise/PEG fees that support QCTV and other community programming services across the state;

WHEREAS, QCTV distributes essential local community information on multiple platforms including cable tv, online streaming, social and digital media, to provide access to all residents regardless of their socio/economic/technology resources; and

WHEREAS, the Minnesota Association of Community Telecommunications Administrators (MACTA) and the League of Minnesota Cities (LMC) support legislation to Modernize the Funding Structure for Local Community PEG Programming.

NOW, THEREFORE BE IT RESOLVED that the Quad Cities Cable Commission calls on the Minnesota Legislature to pass legislation in the 2024 legislative session to Modernize the Funding Structure for Local Community PEG Programming to offset the declining cable tv franchise and PEG fees with similar funding from digital video service providers.

BE IT FURTHER RESOLVED that the Quad Cities Cable Commission requests its representatives for Districts 31A, 31B, 34A, 34B, 35A, 35B, and senators for Districts 31, 34 35, to cosponsor and support the passage of such legislation.

Passed and adopted this ___ day of _____, 2024.

Quad Cities Cable Communications Commission

ATTEST:

Jamie Barthel, Chair

Karen A. George, Executive Director

QCCCC Agenda Item

5.2 Subscriber Survey

February 28, 2024

To: Commissioners

From: Karen George, Executive Director

Subject: Subscriber Survey

The strategic plan calls for a community survey to be conducted. The subscriber survey is a component of the review process to negotiate a franchise renewal with Comcast.

Conducting a subscriber survey will provide important information for future decision-making and it is recommended that the subscriber survey be conducted.

Local firm *The Morris Leatherman Company* conducted the Quad Cities Cable Communications Commission subscriber survey in 2006 and in 2016. The company has also conducted cable subscriber surveys for area cities and cable commissions including CTV North Suburbs, NWCT-Channel 12, North Metro TV, Coon Rapids, Eagan, Burnsville, Lakeville, and Bloomington. The company has also recently completed resident surveys for commission member city Champlin.

The Morris Leatherman Company has provided a cost estimate and contract.

The project details:

The length of the questionnaire and the size of the sample drive the cost of a survey.

- Random Telephone Sample Selection from lists provided by Comcast.
- Foreign language interviewers to speak with residents whose primary household language is not English
- 400 Completed Random Sample ($\pm 5.0\%$ at the .05 confidence level)
- 50 Question Items (approximately 10 minutes average interview time)

The total cost for this study would be \$17,000.00. Each question item beyond the initial allotment of 50 would be an additional \$150.00.

There are no additional costs. The final deliverables would include:

- ✓ Frequencies of question responses
- ✓ Volume of cross-tabulations

- ✓ Report of all other statistical methods used in this study
- ✓ Written Executive Summary, including survey findings and recommendations
- ✓ Presentation graphics, when applicable
- ✓ Formal presentation of results at a meeting of your choice

Staff recommends executing a contract with The Morris Leatherman Company.

Action options:

Option 1

Approve The Morris Leatherman Company proposal and direct staff to execute the contract. Total cost not to exceed \$20,000.

Option 2

Do not conduct a subscriber survey at this time.

Option 3

Direct staff to solicit proposals from other survey companies nationwide.

AGREEMENT

PREAMBLE

Whereas, The Morris Leatherman Company, (hereinafter referred to as MLC) offers its services to organizations in the public and private sectors for the purpose of conducting market research by telephone survey to ascertain such information as may be requested by its clients, and

Whereas, QCTV (hereinafter referred to as CLIENT) wishes to employ MLC (as an independent contractor) for the above stated purpose, MLC and CLIENT agree to the following terms, conditions, and fees governing such employment.

SERVICES

- (A.) MLC shall conduct telephone surveys: the sample size of which shall be 400 completed interviews with cable subscribers in the City of Andover, Anoka, Champlin and Ramsey.
- (B.) MLC will submit the questionnaire for the survey to CLIENT for its approval prior to the commencement of interviews. The specific details of the survey as to timing, questionnaire content, and population sample to be surveyed (except as otherwise specified in paragraph A) shall be mutually agreed upon by the parties as circumstances may require. In the event the parties fail to agree, CLIENT shall have the final authority to determine the subject matter content of the survey, while MLC shall have final authority to determine the specific wording of questions on the questionnaire and the specific individuals within the given population to be sampled. MLC shall not be obligated to ask questions of persons interviewed in addition to those questions included on the approved questionnaire or to provide data or interpretations with respect to topics or issues not covered by the questionnaire. MLC will proceed with a survey only after it receives notice of CLIENT's approval of the questionnaire.
- (C.) The survey shall be commenced as soon as is practicable following:
 - (1) Approval of the questionnaire by CLIENT, and

- (2) Downpayment of 50% of the total survey cost.
- (D.) The remaining 50% of fees will be due upon MLC furnishing to CLIENT a written report of the survey results including interpretations which may be reasonably drawn there from. At that time, CLIENT, in consultation with MLC, will schedule meetings for the presentation and discussion of these results. Further time commitments of MLC personnel deemed needed by CLIENT shall be billed upon a mutually agreed-to hourly basis prior to their execution.

FEES

- (A.) CLIENT shall remit to MLC fees in the amounts, at the times, and in the manner specified hereunder: The fee shall be \$17,000.00 for up to an 50 question survey. Each additional question will be \$150.00.
- (B.) All fees due under this agreement shall be payable by ordinary check.

PROPRIETARY RIGHTS AND DISCLOSURE

The written report required under Section II (D.) shall become the sole property of CLIENT after payment to MLC of the TOTAL AMOUNT required in Section III. The survey questionnaires and replies and all related data, materials, and information shall remain the property of MLC. MLC agrees not to divulge or use for any purpose, including but not limited to advertising and public relations, the information obtained in the survey without the written consent of CLIENT; provided, however, if the data or results of the survey are directly or indirectly made public by CLIENT or anyone else, MLC may make public the following information: the population from which the sample was taken, the method of obtaining the interviews, including the size and design of the sample, and the basis of the data if the sample is less than the total sample, the dates and times when the interviews were conducted, the exact wording of questions asked and the client's name. CLIENT agrees that if it or anyone else acting on its behalf wishes to release in whole or in part to the public by press release, speech, or otherwise, the data or results of the survey or contents of the written report, that CLIENT or such other person will first notify MLC in writing, and that there will be also stated in the release, speech, or otherwise, that the survey was done by THE MORRIS LEATHERMAN COMPANY, OF MINNEAPOLIS,

MINNESOTA. CLIENT further understands and agrees that the names and addresses of interviewers used by MLC and the names and/or addresses of persons sampled are confidential and will not be made available to CLIENT.

EXCLUSION OF WARRANTIES

MLC agrees to utilize its best efforts to ensure the accuracy of any survey by it pursuant to this Agreement. However, it is specifically understood and agreed that nothing in this Agreement, or any survey or written report furnished under Section II (D.), shall be considered as either a prediction or guarantee of the results of any election or the outcome of any event, and any representations or warranties, express or implied, to that effect are hereby excluded. In addition, TMLC shall not be responsible or liable for any failure by it to conduct any survey or render any written report if such failure results from labor disturbances, fires, floods, wars, riots, civil disturbances, and other events beyond the control of MLC.


MODIFICATIONS

Modifications of this Agreement shall not be enforceable unless in writing and signed by the party to be charged. Neither parties' waiver of any rights due him/her under this Agreement shall have the effect of waiving other or subsequent rights due hereunder.

MISCELLANEOUS

- (A.) This Agreement merges and supersedes all other agreements, verbal and written, between the parties and represents all agreements between them and binds their administrators, heirs, successors, and assignees.
- (B.) Any provision of this Agreement which may be held unenforceable shall be severable and the balance of the Agreement enforced.
- (C.) CLIENT agrees that it shall comply with all laws respecting disclosure of this Agreement.

- (D.) MLC agrees that it shall comply with all laws in connection with its performance under this Agreement.
- (E.) This agreement may be subject to amendment based upon the mutual consent of both parties.
- (F.) MLC shall indemnify and hold harmless the CLIENT and its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney's fees arising directly or indirectly out of this project.

 In witness whereof, the parties affix their signature on the ____ of _____, 2024.

By: The Morris Leatherman Company

Peter Leatherman
Managing Partner

By: QCTV

Name: _____
Title: _____

QCCCC Agenda Item

5.3 Capital Request – Ross Equipment

March 4, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Capital Request – Ross Equipment

Background

Ross XPression graphic systems are standard in the industry and add immensely to the quality of our productions. QCTV has not updated the XPression systems in the truck or the studio for several years. Previous 5-Year Capital plans included the studio XPression in 2023 and the truck in 2024. With staff changes the studio was delayed. There is also a desire to add a Ross Tria video server to the truck, which currently lacks one. Please note that Ross prices hardware (HW) and software (SW) independently. There are separate line items for each on the list to be purchased.

Overview

- **XPression Systems** – Currently the studio and truck XPression systems are both outdated, each with a different software version. This makes it complicated to move from one system to the other. This request is to upgrade the graphics systems in both the truck and the studio, having them both match and be current. The 2018 truck hardware has additional life remaining, but the 2015 studio hardware is outdated. The intent is to purchase new hardware for the truck and move the existing truck hardware into the studio. For software, Ross does provide a path to update the software without re-purchasing it, but it does require paying for missed years of software maintenance. The software for the truck was more up-to-date and it is cheaper to update it by paying for the missing years, some of which will be forgiven. For the studio it is cheaper to purchase new software. This request also pays in advance for software updates thru 2027.
- **Tria Video Server** – A new Tria video server with software would replace the one in the studio. The 2018 studio unit would then move to the truck. The old unit is still serviceable and will fill the need for a unit in the truck.
- **Ultrix AV Router Upgrades** – Upgrades to the router will provide additional capabilities including enhanced monitoring, signal processing and audio routing which will complement the new audio boards.

Project estimates

Multiple quotes were requested. Four quotes were received. A complete summary is attached.

Alpha Video	\$100,984.05
Heartland Video Systems	\$101,099.97
Z-Systems	\$106,184.01
AVI	\$113,338.13

Capital Budget

These are planned capital expenses. The amounts were budgeted in Studio, Mobile and Master Control Equipment ZCIP's.

Action Requested:

Approve the purchase of Ross Video equipment from Alpha for \$100,984.05 plus 5% for freight and necessary accessory items for a project total not to exceed **\$106,033.25**.

Alternative Actions

- Approve purchase but decline to prepay for software updates on one or both systems.
- Delay for future consideration the purchase of one or both systems.

PJC/pjc

QCTV Ross Video Equipment													
XPression			4.4328	Z-Systems		Alpha		AVI		Heartland		List Price	
Description	Make	Model	Qty	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended
Ross XPression Studio Single Channel (SW Only)	Ross	XSTS-0001	1	\$17,844.75	\$17,844.75	\$15,763.48	\$15,763.48	\$18,394.59	\$18,394.59	\$16,458.32	\$16,458.32	\$22,660.00	\$22,660.00
Ross XPression 2RU HD-SDI Chassis (HW Only)	Ross	XPN-2RU-M8	1	\$12,718.13	\$12,718.13	\$11,358.24	\$11,358.24	\$13,110.00	\$13,110.00	\$11,730.00	\$11,730.00	\$16,150.00	\$16,150.00
Ross DataLinq Server Option	Ross	XST-DLQ	1	\$4,575.38	\$4,575.38	\$4,086.15	\$4,086.15	\$4,716.35	\$4,716.35	\$4,219.89	\$4,219.89	\$5,810.00	\$5,810.00
XPression Studio Standard Edition Software Maintenance	Ross	XST3-0001-SM	6	\$4,819.50	\$28,917.00	\$5,043.96	\$30,263.76	\$5,400.00	\$32,400.00	\$4,831.58	\$28,989.48	\$5,400.00	\$32,400.00
XPression Studio Single Channel Edition Software Maintenance	Ross	XSTS-0001-SM	2	\$2,757.83	\$5,515.66	\$2,886.26	\$5,772.52	\$3,090.00	\$6,180.00	\$2,764.74	\$5,529.48	\$3,090.00	\$6,180.00
XPression DataLinq Software Maintenance - SCE	Ross	XST-DLQ-SM	2	\$709.54	\$1,419.08	\$742.58	\$1,485.16	\$795.00	\$1,590.00	\$711.32	\$1,422.64	\$795.00	\$1,590.00
XPression DataLinq Software Maintenance - Studio	Ross	XST-DLQ-SM	4	\$709.54	\$2,838.16	\$742.58	\$2,970.32	\$795.00	\$3,180.00	\$711.32	\$2,845.28	\$795.00	\$3,180.00
Ross XPression Online Commissioning - 1 Day	Ross	XPRESSION-ONL-C O 1 M-1DAY	1	\$1,438.71	\$1,438.71	\$1,505.71	\$1,505.71	\$1,612.00	\$1,612.00	\$1,442.32	\$1,442.32	\$2,100.00	\$2,100.00
Ross XPression Online Training - 1 Day	Ross	XPRESSION-ONL-1D A 1 Y	1	\$1,438.71	\$1,438.71	\$1,505.71	\$1,505.71	\$1,612.00	\$1,612.00	\$1,442.32	\$1,442.32	\$2,145.00	\$2,145.00
				Total	\$76,705.58	Total	\$74,711.05	Total	\$82,794.94	Total	\$74,079.73	Total	\$92,215.00
Tria													
Description	Make	Model	Qty	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended
Tria Express Duet Production Server Software Suite - TWO CHANNEL	Ross	TRIA-XD-2-SW	1	\$5,551.88	\$5,551.88	\$4,958.24	\$4,958.24	\$5,722.94	\$5,722.94	\$5,120.53	\$5,120.53	\$7,050.00	\$7,050.00
→ TriaExpressDUETProductionVideoServer Hardware / AVC-Intra / 38-Hour Media Storage	Ross	TRIA-XD-AVC-02-HW	1	\$9,961.88	\$9,961.88	\$8,896.70	\$8,896.70	\$10,268.82	\$10,268.82	\$9,187.89	\$9,187.89	\$12,650.00	\$12,650.00
Tria Express DUET Production Video Server: ONLINE Commissioning - 1 Day	Ross	TRIA-XD-ONL-COM-1 DAY	1	\$1,438.71	\$1,438.71	\$1,505.71	\$1,505.71	\$1,612.00	\$1,612.00	\$1,442.32	\$1,442.32	\$1,612.00	\$1,612.00
				Total	\$16,952.47	Total	\$15,360.65	Total	\$17,603.76	Total	\$15,750.74	Total	\$21,312.00
Ultrix Upgrades - Audio, MV & Control													
Description	Make	Model	Qty	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended	Cost	Extended
Ultriscap Multiviewer License	Ross	ULTRISCAPE	1	\$4,331.25	\$4,331.25	\$3,868.13	\$3,868.13	\$4,464.71	\$4,464.71	\$3,994.74	\$3,994.74	\$5,500.00	\$5,500.00
Ultriscap Multiviewer Closed Caption and Alarm License	Ross	ULTRISCAPE-CA	1	\$1,299.38	\$1,299.38	\$1,160.44	\$1,160.44	\$1,339.41	\$1,339.41	\$1,198.42	\$1,198.42	\$1,650.00	\$1,650.00
* Coax MADI transceiver SFP	Ross	SFP-MADI-COAX	0	\$212.63	\$0.00	\$189.89	\$0.00	\$219.18	\$0.00	\$196.11	\$0.00	\$270.00	\$0.00
* Coax MADI transceiver SFP	Ross	SFP-MADI-1310SM	1	\$403.20	\$403.20	\$360.09	\$360.09	\$415.62	\$415.62	\$371.87	\$371.87	\$500.00	\$500.00
Ultrisync Framesync	Ross	ULTRISYNC	2	\$433.13	\$866.26	\$386.81	\$773.62	\$446.47	\$892.94	\$399.47	\$798.94	\$550.00	\$1,100.00
Ultrisc SRC and Audio Delay on MADI License	Ross	ULTRISRC	1	\$216.56	\$216.56	\$193.41	\$193.41	\$223.24	\$223.24	\$199.74	\$199.74	\$275.00	\$275.00
* Ethernet Enabled 2RU Hi Res LCD Touchscreen Control Panel	Ross	ULTRITOUCH-2-HR	0	\$3,179.14	\$0.00	\$2,839.21	\$0.00	\$3,277.09	\$0.00	\$2,932.14	\$0.00	\$4,037.00	\$0.00
* Ethernet Enabled 18 LCD + 8 Fixed Buttons Control Panel	Ross	RCP-QE18	0	\$2,321.55	\$0.00	\$2,073.32	\$0.00	\$2,393.08	\$0.00	\$2,141.18	\$0.00	\$2,948.00	\$0.00
* Ethernet Enabled 36 LCD + 8 Fixed Buttons Control Panel	Ross	RCP-QE36	1	\$3,248.44	\$3,248.44	\$2,901.10	\$2,901.10	\$3,348.53	\$3,348.53	\$2,996.05	\$2,996.05	\$4,125.00	\$4,125.00
* Ethernet Enabled 40 Button LCD Display Control Panel	Ross	RCP-ME	2	\$926.89	\$1,853.78	\$827.78	\$1,655.56	\$955.45	\$1,910.90	\$854.87	\$1,709.74	\$1,177.00	\$2,354.00
<i>* Only one MADI SFP and two or three Control Panels will be purchased</i>				Total	\$12,218.87	Total	\$10,912.35	Total	\$12,595.35	Total	\$11,269.50	Total	\$15,504.00
Quote Total					\$105,876.92		\$100,984.05		\$112,994.05		\$101,099.97		\$129,031.00

5.4 Capital Request – AV Equipment

March 4, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Capital Request – AV Equipment

Background

The audio boards in the studio and the truck are of different make and model and operate differently from each other. Most QCTV equipment is similar, if not identical, between the truck and the studio. This request is to purchase two of the same model audio board to replace the ones currently in the truck and studio.

Additional equipment requested will be used for Lite Shoots. Lite Shoots were pioneered as the pandemic set-in and have become a valuable option for event coverage at QCTV. Lite Shoots provide a “lighter” footprint at the venue and use fewer staff members. Lite Shoots have just the cameras and announcers at the venue and leverage the production equipment present in the studio (or the truck in the garage) to provide multicamera event coverage with nearly the same quality as a full truck shoot, albeit fewer camera angles.

Overview

- **Audio Boards** – The studio board was purchased in 2018 and is due to be replaced. The truck board is newer, but it is physically larger than desired. There are also several interfaces needed along with the boards. There is a planned upgrade for the truck in 2025 and this would include rewiring much of the audio and video. This board and interfaces will set the stage for that upgrade.
- **Additional Equipment** – Also requested are new Lite Shoot announcer gear. Matching the announcer equipment that the truck uses will allow us to further shrink the physical size of the setup, match the operation of the truck announcer kit, as well as provide ready backups if either system has a failure. Additional items requested are to allow for the new audio boards to work directly with the facility AV routing system also used in the production of Lite Shoots.

Project estimates

Multiple quotes were requested. Four quotes were received. A complete summary is attached. Recommend purchasing from multiple vendors, totals listed below.

B&H Photo	\$15,429.97
Alpha Video	\$1,157.39
Heartland Video Systems	<u>\$1,002.15</u>
Total to be Purchased	\$17,589.51

Capital Budget

This is a planned capital expense. The amount was budgeted in Studio, Mobile and Master Control Equipment ZCIP line items.

Action Requested:

Approve the purchase of the quoted items from the listed vendors totaling \$17,589.51 plus 5% for freight and necessary accessory items for a project total not to exceed **\$18,468.99**.

Alternatives

An alternative would be to replace just the studio board and interfaces and move the truck board to a future purchase.

QCTV Audio and Video Equipment																				
Use In Facility	Description	Make	Model	Qty	Alpha				AVI				Heartland				B&H			
					Qty	Cost	Extended		Qty	Cost	Extended		Qty	Cost	Extended		Qty	Cost	Extended	
Primary Studio and Truck Audio boards	Allen & Heath SQ-5 48-Channel / 36-Bus Digital Mixer with 16+1 Motorized Faders	Allen & Heath	AH-SQ-5	2		\$3,226.45	\$0.00			\$3,492.15	\$0.00			\$3,841.05	\$0.00	2	\$3,116.75	\$6,233.50		
Dante for above	Allen & Heath SQ Dante Module for SQ Mixers and AHM-64 Audio Processor	Allen & Heath	AH-M-SQ-DANTE64-A	2		\$753.39	\$0.00			\$815.48	\$0.00			\$835.79	\$0.00	2	\$749.25	\$1,498.50		
Floating Dante Stagebox	Allen & Heath DT168 16x8 Dante/AES67 Audio I/O Expander	Allen & Heath	AH-DT168	1		\$2,038.66	\$0.00			\$2,206.55	\$0.00			\$2,204.21	\$0.00	1	\$2,025.62	\$2,025.62		
Truck Back Rack I/O	Allen & Heath AR2412 24x12 Main Remote Stage Rack for GLD & Qu Mixers (Black)	Allen & Heath	AH-AR2-2412-BLK	1		\$1,411.14	\$0.00			\$1,527.35	\$0.00			\$1,577.89	\$0.00	1	\$1,402.11	\$1,402.11		
Alternate Stage Box	Allen & Heath AB168 Portable AudioRack 16 x 8 Audio Interface Stage Box for GLD and Qu Digital Mixing Systems	Allen & Heath	AH-AB-168	1		\$1,136.60	\$0.00			\$1,230.20	\$0.00			\$1,225.26	\$0.00	1	\$1,129.32	\$1,129.32		
Machine Room Dante Audio Interface	Yamaha Tio1608-D2 Dante-Equipped I/O Rack	Yamaha	TIO1608-D2	1		\$1,204.78	\$0.00			\$1,275.65	\$0.00	1	\$1,002.15	\$1,002.15			\$1,171.04	\$0.00		
Small Dante Studio Mic Input Box (1 for each set)	Shure Microflex Advance 4-Channel Dante Mic/Line Audio Network Interface Unit (XLR Inputs)	Shure	AN4IN-XLR	1	1	\$461.28	\$461.28			\$488.41	\$0.00				\$0.00		\$471.96	\$0.00		
Dante to MAD1 converter for Ultrix	Ferrofis 64x64 MAD1-Dante Converter	Ferrofis	VERTO MX	1		\$1,542.22	\$0.00			\$1,583.91	\$0.00			\$1,343.40	\$0.00	1	\$1,273.32	\$1,273.32		
Rackmount for above	Ferrofis Verto Rack Ears	Ferrofis	VERTO RACK EARS	1		\$64.44	\$0.00			\$62.66	\$0.00			\$57.27	\$0.00	1	\$52.92	\$52.92		
Lite Shoot Announcer boxes	Studio Technologies MODEL 204 Dante Compatible Announcers Console with One Dante Talkback Output	Studio-Tech	Model 204	2	1	\$696.11	\$696.11			\$873.96	\$0.00			\$775.89	\$0.00			\$0.00		
Stinger Audio	Audinate Dante AVIO 2x2 AES3/EBU I/O Adapter for Dante Audio Network	Audinate	ADP-AES3-AU-2X2	2		\$181.67	\$0.00			\$198.82	\$0.00			\$198.92	\$0.00	2	\$150.12	\$300.24		
Anoucer Feed Encoder	Magewell Pro Convert SDI TX 1-Channel NDI Encoder	Magewell	64060	1		\$417.00	\$0.00			\$375.29	\$0.00			\$395.05	\$0.00	1	\$367.20	\$367.20		
Annoucer Feed Decoder	Magewell Pro Convert NDI to HDMI Decoder	Magewell	64100	1		\$443.33	\$0.00			\$375.29	\$0.00			\$395.05	\$0.00	1	\$367.20	\$367.20		
Utility NDI Enc/Dec	Kiloview N5 3G-SDI to NDI & NDI HX 2/3 Bidirectional Converter	Kiloview	N5	2		\$416.89	\$0.00			\$441.41	\$0.00			\$394.95	\$0.00	2	\$390.02	\$780.04		
						Total	\$1,157.39			Total	\$0.00			Total	\$1,002.15		Total	\$15,429.97		
										Total to be Purchased		\$17,589.51	\$879.48 (5%)	Not to Exceed		\$18,468.99				

5.5 Capital Request – Tree Removal and Replanting

March 4, 2024

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: Capital Request – Tree Removal and Replanting

Overview

The grounds around while generally clean and well maintained could use some freshening up. Also, there are several ash trees which have been infested by emerald ash borer. In the front of the building there are three large arborvitae that need some attention as well as some dead bushes that need to be removed. It is also desired to cleanup a row of trees along the southeast side of the building. These items along with a couple of other small items are reflected in this request.

Removal Estimates

Multiple quotes were requested. Yes Tree’s told us that we can simply add 3% to a quote we had previous received. That quote included the removal of two of the trees and treatment of the others. Pioneer Tree Service quoted only the removal of the ash trees. Brothers Tree Service’s quote most closely reflects the work we are requesting be done.

Brothers Tree Service	\$4,900
Pioneer Tree Service	\$4,250
Yes Trees	\$5,800

Tree Replacement

At this moment I only have estimates to replace the trees. Saplings range from \$55 to \$80 (tree+labor). Young trees are \$150 to \$800. Mature trees are \$1,000 to \$2,000 and up.

Six Young Trees (TBA)	\$4,800
Six Mature Trees (TBA)	\$12,000

Capital Budget

This item is a planned capital expense. The amount was budgeted in the Building Infrastructure ZCIP. There is sufficient money budgeted for replacement greenery in a future project.

Action Requested:

- Approve Brothers Tree Service to perform the tree removal and other work for \$4,900.
- Approve planting of up to six replacement trees not to exceed \$12,000

Alternatives

An alternative would be to treat the Ash tree's but this would then need to be repeated every two years and success is not guaranteed.