

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

September 18, 2025, 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 minutes from July 17, 2025, commission meeting; and,
September 3, 2025 Executive Committee meeting.

4.2. Treasurer

- 4.2.1. June, July Financial Reports

4.3. Executive Director

4.4. Introduction of staff and presentation of awards

5. General Business

5.1. Liability Waiver

5.2. 2026 Operating Budget and 5-Year Capital Plan

5.3. Other

6. Adjourn

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

The regular meeting of the Quad Cities Cable Communications Commission will meet at 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 JULY 17, 2025

CALL TO ORDER – 1

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

Chair Barthel introduced the newest member of the Commission, Champlin City Administrator Jenny Max.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Greg Lee, Anoka; Brian Hagen, Ramsey; Dan Specht, Ramsey; Sarah Cotton, Andover; Jamie Barthel, Andover; Jessica Tesdall, Champlin; and Jenny Max, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director; and Pat Cook, Technology Manager.

APPROVAL OF AGENDA – 3

Motion was made by Tesdall and seconded by Hagen to approve the agenda as presented.

8 ayes – 0 nays. Motion carried.

ADMINISTRATIVE REPORTS – 4

4.1 Secretary

4.1.1. Approval of meeting minutes from April 16, 2025

Motion was made by Skogquist and seconded by Cotton to approve the April 16, 2025, minutes as presented.

8 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1. March, April, and May Financial Reports

Commissioner Skogquist briefly highlighted elements of the financial reports and provided comparisons to the previous year.

Motion was made by Lee and seconded by Tesdall to accept the March, April, and May Financial Reports.

8 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George provided updates on topics of interest to QCTV at the most recent legislative session and provided additional highlights related to staffing.

Chair Barthel commented that the new website has been live and was very impressed by the quick turnaround of the new vendor. He noted that the website looks great.

GENERAL BUSINESS – 5

5.1 Election of Open Officer Seat

Chair Barthel noted that former Commissioner Heitkamp was the Vice Chair of the Commission and, as an officer, a member of the Executive Committee. He noted that a representative from Champlin is needed in an officer position, and it would be nice to have another City Administrator on the Executive Committee to provide a balance.

Commissioner Max confirmed that she would be willing to serve as Vice Chair.

Motion was made by Tesdall and seconded by Cotton to elect Jenny Max as Vice Chair of the Commission.

8 ayes – 0 nays. Motion carried.

5.2 2024 Audit Report

Andy Hering, Redpath and Company, presented the results of the 2024 audit, reporting a clean, or unmodified opinion.

Chair Barthel thanked Mr. Hering and his associates for taking QCTV on as a client, recognizing the small size of the organization compared to their other clients.

Motion was made by Skogquist and seconded by Hagen to accept the 2024 Audit Report.

8 ayes – 0 nays. Motion carried.

5.3 Capital Purchase - Cameras

Ms. George presented a planned capital request to replace the Sony cameras, lenses, and supplemental equipment for the production truck. She reviewed the research that was completed prior to bidding the equipment.

Mr. Cook reported that they used a sealed bid process, with five responders, of which three followed the bidding process. He stated that these are the main production cameras used in the truck. He provided an update on the lifespan of the existing equipment and noted that the new cameras are also capable of being upgraded for changes in technology. He stated that new cables and accessory items are needed in addition to the bid equipment. He recommended approval of the Alpha bid with the additional cost for cables and necessary accessory items as presented.

Commissioner Skogquist asked if there is residual value in the existing equipment.

Mr. Cook replied that there would be some value, but the equipment would be more valuable to the organization as spare equipment or for reuse, rather than through resale.

Commissioner Max commented that it is good to see that the item is coming in under budget, which shows proper planning of the organization.

Commissioner Specht asked if there is an upgrade plan for the equipment at the studio.

Mr. Cook provided additional information on the different types of cameras used by the organization, noting that the studio cameras were last replaced in 2018.

Chair Barthel asked if staff is comfortable with the vendor.

Mr. Cook confirmed that Alpha is one of the larger vendors and the organization has had positive experiences with the vendor in the past.

Motion was made by Max and seconded by Skogquist to approve the purchase of Sony Cameras and Canon Lenses, including alternate viewfinders, from Alpha for \$329,991.05, including shipping, plus 10% for camera cables and necessary accessory items for a project total not to exceed \$362,990.16.

8 ayes – 0 nays. Motion carried.

5.3 Other

Chair Barthel thanked everyone for attending today, recognizing that they typically do not meet during the summer months.

ADJOURN – 6

Motion was made by Lee and seconded by Max to adjourn the meeting at 11:27 a.m.

8 ayes – 0 nays. Motion carried.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF SEPTEMBER 3, 2025

CALL TO ORDER – 1

Acting Chair Max called the meeting to order at 1:07 p.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Jenny Max, Champlin; Erik Skogquist, Anoka; and Brian Hagen, Ramsey.

Commissioners absent: Jamie Barthel, Andover.

Others present included Karen George, Executive Director.

2026 OPERATING BUDGET AND 5-YEAR CAPITAL PLAN – 3

3.1 Opearting Budget/ 5 Year CIP Plan/Member City CIP Grant

Ms. George provided historical data related to PEG and Franchise Fees and estimated a trend line projected through the end of 2025. She asked that the Committee start to think about how to plan services with the declining revenue and related impact on QCTV. She stated that she would prefer to be thoughtful and strategic as the steeper decline comes, and provided details on the path that similar organizations have chosen to follow. She reviewed information related to assumptions for staffing, staffing compensation, and benefits that were used to create the budget. She provided additional details on how duties have been shifted to other staff members as needed.

Ms. George reviewed the proposed 2026 budget with the Committee, providing additional information on the line items and proposed changes and answering questions. The Committee provided input on the line items as proposed. She stated that the proposed budget would have a deficit based on the projected revenue and expense information. She recognized that QCTV does have a healthy fund balance, which will allow the organization the time necessary to further discuss future options and strategies. She noted that the discussion will begin at the upcoming commission retreat.

Commissioner Skogquist stated that the organization has submitted a deficit budget in the past, but by the end of that year, the organization did not end in deficit. He recognized that Ms. George had been doing a great job budgeting in the past years to build up the funds necessary to plan for this decline in revenue.

Ms. George confirmed the proposed changes to the budget based on the input of the Committee. She noted that the proposed budget will go before the full Commission at its next meeting.

The Committee requested that a calendar invite be sent out via email for upcoming meetings.

Commissioner Skogquist asked the other members to confirm that their city budgets do not include the typical \$20,000 member city capital grant. It was noted that the 2025 payment came with a letter stating that the payout should not be expected in future years.

Acting Chair Max confirmed.

Motion was made by Skogquist and seconded by Hagen to recommend adoption of the proposed 2026 budget as reflected with the change to update investment income to reflect current investments.

3 ayes – 0 nays. Motion carried.

PERSONNEL UPDATE – 4

Ms. George provided an update on staffing and noted legal review of an issue.

STRATEGIC PLAN RETREAT – SET DATE – 5

Ms. George stated that she would like to set a date for a strategic plan retreat in October. She noted that in the past, they have done a retreat with both the Commission and staff, but would like to focus this retreat on just the Commission in October, with a follow-up meeting with staff in December to set strategic objectives. She noted the option for two half-days or one full day.

It was decided to hold the retreat in two half-days. The potential dates of October 6th, 9th, 20th, 27th, and 30th were agreed upon. Ms. George noted that she would poll the members of the Commission and the facilitator to find the best dates. A suggested time of 9 a.m. to 1:30 p.m. was provided, and it was noted that a potential location would be verified for availability.

COMMISSION/STAFF APPRECIATION EVENT – SET DATE – 6

Ms. George welcomed any ideas the Commission may have for commission/employee appreciation and reviewed past activities and locations. It was noted that the event would be scheduled for November or early December.

OTHER – 7

No comments.

ADJOURN – 8

Time of adjournment 2:32 p.m.

Respectfully submitted,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Reviewed for approval,

Karen George
Executive Director

Quad Cities Communications Commission

Balance Sheet Summary

As of June 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,869,495.58
- Google AdSense	101.84
- PayPay acct	135.33
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,826,835.97
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	<u>\$ 3,701,818.72</u>
 Fixed Assets	 <u>0.00</u>
 TOTAL ASSETS	 <u><u>\$ 3,701,818.72</u></u>
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	31,260.73
Other Current Liabilities	0.01
Total Current Liabilities	<u>\$ 31,260.74</u>
 Equity	 <u>3,670,557.98</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 3,701,818.72 *</u></u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,201,818.72 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jun 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 51.31	\$ 8.33	\$ 42.98	615.97%	\$ 121.26	\$ 100.00	\$ 21.26	121.26%
Equipment Grant		5,858.33	(5,858.33)	0.00%	70,834.04	70,300.00	534.04	100.76%
Franchise Fees		75,000.00	(75,000.00)	0.00%	209,607.82	900,000.00	(690,392.18)	23.29%
Interest Income	10,698.87	8,333.33	2,365.54	128.39%	48,545.52	100,000.00	(51,454.48)	48.55%
Miscellaneous Income	2,281.84	250.00	2,031.84	912.74%	4,137.34	3,000.00	1,137.34	137.91%
PEG Fee		39,583.33	(39,583.33)	0.00%	110,604.10	475,000.00	(364,395.90)	23.29%
Total Income	13,032.02	129,033.32	(116,001.30)	10.10%	443,850.08	1,548,400.00	(1,104,549.92)	28.67%
Expenses								
A-PERA Expense	4,605.33	5,015.00	(409.67)	91.83%	30,313.81	60,180.00	(29,866.19)	50.37%
A-SS/Medicare Expense	4,756.63	5,114.42	(357.79)	93.00%	29,512.37	61,373.00	(31,860.63)	48.09%
A-Wages - Full-time	51,408.49	54,355.33	(2,946.84)	94.58%	311,556.42	652,264.00	(340,707.58)	47.77%
A-Wages - Part-time	11,348.48	12,500.00	(1,151.52)	90.79%	78,403.48	150,000.00	(71,596.52)	52.27%
Accounting / HR Services	1,633.96	2,083.33	(449.37)	78.43%	13,507.19	25,000.00	(11,492.81)	54.03%
Ads/Promos/Sponsorships	2,271.28	916.67	1,354.61	247.78%	5,678.28	11,000.00	(5,321.72)	51.62%
Andover Capital Equipment		416.67	(416.67)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
Announcers Fees	376.90	1,333.33	(956.43)	28.27%	9,017.10	16,000.00	(6,982.90)	56.36%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	918.96	5,000.00	(4,081.04)	18.38%
Audit	19,129.40	1,583.33	17,546.07	1208.18%	19,129.40	19,000.00	129.40	100.68%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	478.95	541.67	(62.72)	88.42%	2,845.80	6,500.00	(3,654.20)	43.78%
Building - Insurance		583.33	(583.33)	0.00%	5,212.00	7,000.00	(1,788.00)	74.46%
Building - Maintenance		833.33	(833.33)	0.00%	5,573.68	10,000.00	(4,426.32)	55.74%
Building - Supplies	251.72	125.00	126.72	201.38%	565.14	1,500.00	(934.86)	37.68%
Car Allowance		250.00	(250.00)	0.00%	1,250.00	3,000.00	(1,750.00)	41.67%
Cell Phone - Allowance	500.00	575.00	(75.00)	86.96%	3,000.00	6,900.00	(3,900.00)	43.48%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	562.31	5,000.00	(4,437.69)	11.25%
City Sewer & Water	429.95	250.00	179.95	171.98%	1,552.27	3,000.00	(1,447.73)	51.74%
Commission Expense		208.33	(208.33)	0.00%	(54.25)	2,500.00	(2,554.25)	-2.17%
Consulting Services	1,247.00	4,166.67	(2,919.67)	29.93%	8,729.00	50,000.00	(41,271.00)	17.46%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,666.60	1,666.67	(0.07)	100.00%	8,625.76	20,000.00	(11,374.24)	43.13%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	396.18	1,250.00	(853.82)	31.69%	6,776.17	15,000.00	(8,223.83)	45.17%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%

Quad Cities Communications Commission

Budget vs. Actuals: FY 2025 - FY25 P&L

January - December 2025

	Jun 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Health Insurance	6,945.18	8,174.58	(1,229.40)	84.96%	53,292.29	98,095.00	(44,802.71)	54.33%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		582.67	(582.67)	0.00%	3,019.00	6,992.00	(3,973.00)	43.18%
Lawn Service	773.09	416.67	356.42	185.54%	1,726.67	5,000.00	(3,273.33)	34.53%
Legal Fees	412.00	1,250.00	(838.00)	32.96%	1,451.00	15,000.00	(13,549.00)	9.67%
Licenses and Permits	250.00	333.33	(83.33)	75.00%	2,650.00	4,000.00	(1,350.00)	66.25%
Meals		83.33	(83.33)	0.00%	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others		1,250.00	(1,250.00)	0.00%	8,000.00	15,000.00	(7,000.00)	53.33%
Mileage	477.64	583.33	(105.69)	81.88%	1,736.78	7,000.00	(5,263.22)	24.81%
Miscellaneous Expenses	(160.19)	41.67	(201.86)	-384.43%	(278.66)	500.00	(778.66)	-55.73%
Natural Gas	89.50	291.67	(202.17)	30.69%	2,103.28	3,500.00	(1,396.72)	60.09%
Office Supplies / Equipment	10.03	500.00	(489.97)	2.01%	782.78	6,000.00	(5,217.22)	13.05%
Payroll Expenses (ADP/HSA)	299.00	250.00	49.00	119.60%	1,794.00	3,000.00	(1,206.00)	59.80%
Postage	30.09	41.67	(11.58)	72.21%	166.41	500.00	(333.59)	33.28%
Printing / Copy Services		41.67	(41.67)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development	1,362.96	2,250.00	(887.04)	60.58%	9,209.23	27,000.00	(17,790.77)	34.11%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%	688.84	5,000.00	(4,311.16)	13.78%
Sales Tax		4.17	(4.17)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services		125.00	(125.00)	0.00%	384.50	1,500.00	(1,115.50)	25.63%
Snow Plowing Service		541.67	(541.67)	0.00%	1,050.00	6,500.00	(5,450.00)	16.15%
State Unemploy Exp		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	541.46	558.33	(16.87)	96.98%	3,790.22	6,700.00	(2,909.78)	56.57%
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	4,770.89	4,208.33	562.56	113.37%	46,634.32	50,500.00	(3,865.68)	92.35%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,650.83	1,250.00	400.83	132.07%	2,835.62	15,000.00	(12,164.38)	18.90%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,002.00	1,500.00	(498.00)	66.80%
Vehicle - Maintenance / Gas	148.23	625.00	(476.77)	23.72%	1,590.97	7,500.00	(5,909.03)	21.21%
Waste Removal		125.00	(125.00)	0.00%	532.21	1,500.00	(967.79)	35.48%
Web / VOD / Int / CaTV / Phone	1,873.24	2,375.00	(501.76)	78.87%	13,511.89	28,500.00	(14,988.11)	47.41%
Total Expenses	120,277.63	122,283.67	(2,006.04)	98.36%	700,506.14	1,467,404.00	(766,897.86)	47.74%
Net Income	\$ (107,245.61)	\$ 6,749.65	\$ (113,995.26)	-1588.91%	\$ (256,656.06)	\$ 80,996.00	\$ (337,652.06)	-316.87%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jun 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
ZCIP - Andover		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Anoka		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Building		8,750.00	(8,750.00)	0.00%	0.00	105,000.00	(105,000.00)	0.00%
ZCIP - Champlin		2,083.33	(2,083.33)	0.00%	20,000.00	25,000.00	(5,000.00)	80.00%
ZCIP - Master Control Equipment		10,708.33	(10,708.33)	0.00%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment	321.30	54,875.00	(54,553.70)	0.59%	15,432.94	658,500.00	(643,067.06)	2.34%
ZCIP - Office Equipment		2,333.33	(2,333.33)	0.00%	28,000.00	28,000.00	0.00	100.00%
ZCIP - Portable Field Equipment		5,083.33	(5,083.33)	0.00%	0.00	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Studio		9,683.33	(9,683.33)	0.00%	0.00	116,200.00	(116,200.00)	0.00%
	\$ 321.30	\$ 99,766.64	\$ (99,445.34)		\$ 159,387.52	\$ 1,197,200.00	\$ (1,037,812.48)	

QCTV Bank Reconciliation

July 2025

Beginning Balance - 4M Statement	1,889,980.24
Less: Cleared Checks/Withdrawals	(121,687.98)
Plus: 4M Fund Interest	4,116.56
Plus: Bank Deposits/Credits	101.84
Bank Balance	\$1,772,510.66
Book Balance	1,772,510.66
Adjusted Book Balance	1,772,510.66
Difference:	\$0.00

Completed by: AH

Quad Cities Communications Commission

Bill Payment List

July 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
07/03/2025	15576	Joe G. Ruhland	-400.00
07/11/2025	15577	HealthEquity Inc.	-446.43
07/11/2025	W D	Minnesota State Retirement System	-600.00
07/11/2025	W D	PERA	-3,808.44
07/21/2025	15583	CenterPoint Energy	-59.08
07/21/2025	15580	AT&T Mobility	-382.30
07/21/2025	15601	The Lincoln National Life Ins. Co.	-432.60
07/21/2025	15581	B&H Photo-Video	-76.32
07/21/2025	15584	City of Andover	-1,658.80
07/21/2025	15599	Redpath and Company	-19,129.40
07/21/2025	15598	Peter James Hayes	-216.90
07/21/2025	15579	Amazon Capital Services	-1,564.36
07/21/2025	15585	City of Champlin	-429.95
07/21/2025	15589	HealthEquity Inc.	-23.70
07/21/2025	15596	Minnesota Assoc. of Community Telecommunications	-800.00
07/21/2025	15588	Coordinated Business Systems, LTD	-18.92
07/21/2025	15586	Comcast 2	-619.89
07/21/2025	15602	U.S. Bank Corporate	-3,700.68
07/21/2025	15592	Kennedy & Graven, Chartered	-400.00
07/21/2025	15590	HealthPartners Inc	-5,996.04
07/21/2025	15593	Lucky Clover, Inc.	-478.95
07/21/2025	15604	Xcel Energy	-1,666.60
07/21/2025	15594	Lynde Enterprises, Inc.	-614.29
07/21/2025	15578	ACE Solid Waste, Inc.	-108.84
07/21/2025	15600	T-Mobile	-125.40
07/21/2025	15603	Verizon	-120.03
07/21/2025	15597	Monarch Pest Control	-130.00
07/21/2025	15587	Comcast Cable	-889.44
07/21/2025	15582	Barna, Guzy & Steffen, LTD	-312.00
07/21/2025	15595	Maza Technologies, LLC	-1,767.40
07/21/2025	15591	Joe G. Ruhland	-160.00
07/25/2025	15605	HealthEquity Inc.	-446.43
07/25/2025	W D	Minnesota State Retirement System	-600.00
07/25/2025	W D	PERA	-4,006.06
Total for Quad Cities Commission			\$ -52,189.25

Quad Cities Communications Commission

Balance Sheet Summary

As of July 31, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,765,965.23
- Google AdSense	40.75
- PayPay acct	135.33
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,833,410.56
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	<u>\$ 3,604,801.87</u>
 Fixed Assets	 <u>0.00</u>
 TOTAL ASSETS	 <u>\$ 3,604,801.87</u>
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	96,144.22
Other Current Liabilities	0.01
Total Current Liabilities	<u>\$ 96,144.23</u>
 Equity	 <u>3,508,657.64</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 3,604,801.87 *</u>

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,104,801.87 (\$4.5M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jul 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 8.33	\$ (8.33)	0.00%	\$ 121.26	\$ 100.00	\$ 21.26	121.26%
Equipment Grant		5,858.33	(5,858.33)	0.00%	70,834.04	70,300.00	534.04	100.76%
Franchise Fees		75,000.00	(75,000.00)	0.00%	209,607.82	900,000.00	(690,392.18)	23.29%
Interest Income	10,691.15	8,333.33	2,357.82	128.29%	59,236.67	100,000.00	(40,763.33)	59.24%
Miscellaneous Income	40.75	250.00	(209.25)	16.30%	4,178.09	3,000.00	1,178.09	139.27%
PEG Fee		39,583.33	(39,583.33)	0.00%	110,604.10	475,000.00	(364,395.90)	23.29%
Total Income	10,731.90	129,033.32	(118,301.42)	8.32%	454,581.98	1,548,400.00	(1,093,818.02)	29.36%
Expenses								
A-PERA Expense	4,186.33	5,015.00	(828.67)	83.48%	34,500.14	60,180.00	(25,679.86)	57.33%
A-SS/Medicare Expense	4,250.24	5,114.42	(864.18)	83.10%	33,762.61	61,373.00	(27,610.39)	55.01%
A-Wages - Full-time	45,996.00	54,355.33	(8,359.33)	84.62%	357,552.42	652,264.00	(294,711.58)	54.82%
A-Wages - Part-time	9,960.43	12,500.00	(2,539.57)	79.68%	88,363.91	150,000.00	(61,636.09)	58.91%
Accounting / HR Services	1,615.76	2,083.33	(467.57)	77.56%	15,122.95	25,000.00	(9,877.05)	60.49%
Ads/Promos/Sponsorships		916.67	(916.67)	0.00%	5,678.28	11,000.00	(5,321.72)	51.62%
Andover Capital Equipment		416.67	(416.67)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
Announcers Fees	720.00	1,333.33	(613.33)	54.00%	9,737.10	16,000.00	(6,262.90)	60.86%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	1,030.91	5,000.00	(3,969.09)	20.62%
Audit		1,583.33	(1,583.33)	0.00%	19,129.40	19,000.00	129.40	100.68%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	478.95	541.67	(62.72)	88.42%	3,324.75	6,500.00	(3,175.25)	51.15%
Building - Insurance		583.33	(583.33)	0.00%	5,212.00	7,000.00	(1,788.00)	74.46%
Building - Maintenance	595.72	833.33	(237.61)	71.49%	6,169.40	10,000.00	(3,830.60)	61.69%
Building - Supplies	129.46	125.00	4.46	103.57%	694.60	1,500.00	(805.40)	46.31%
Car Allowance	250.00	250.00	0.00	100.00%	1,500.00	3,000.00	(1,500.00)	50.00%
Cell Phone - Allowance	600.00	575.00	25.00	104.35%	3,600.00	6,900.00	(3,300.00)	52.17%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	647.21	5,000.00	(4,352.79)	12.94%
City Sewer & Water	243.19	250.00	(6.81)	97.28%	1,795.46	3,000.00	(1,204.54)	59.85%
Commission Expense		208.33	(208.33)	0.00%	(54.25)	2,500.00	(2,554.25)	-2.17%
Consulting Services	1,247.00	4,166.67	(2,919.67)	29.93%	9,976.00	50,000.00	(40,024.00)	19.95%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,786.50	1,666.67	119.83	107.19%	10,412.26	20,000.00	(9,587.74)	52.06%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	94.68	1,250.00	(1,155.32)	7.57%	6,870.85	15,000.00	(8,129.15)	45.81%
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jul 2025			
	Actual	Budget	over Budget	% of Budget
Health Insurance	5,914.22	8,174.58	(2,260.36)	72.35%
Insurance - Deductibles		41.67	(41.67)	0.00%
Insurance - Liability / Bonds		582.67	(582.67)	0.00%
Lawn Service	489.29	416.67	72.62	117.43%
Legal Fees	400.00	1,250.00	(850.00)	32.00%
Licenses and Permits		333.33	(333.33)	0.00%
Meals		83.33	(83.33)	0.00%
Memberships - NATOA / Others		1,250.00	(1,250.00)	0.00%
Mileage	329.38	583.33	(253.95)	56.47%
Miscellaneous Expenses		41.67	(41.67)	0.00%
Natural Gas	59.08	291.67	(232.59)	20.26%
Office Supplies / Equipment	18.92	500.00	(481.08)	3.78%
Payroll Expenses (ADP/HSA)	321.00	250.00	71.00	128.40%
Postage	19.98	41.67	(21.69)	47.95%
Printing / Copy Services		41.67	(41.67)	0.00%
Professional Development	805.00	2,250.00	(1,445.00)	35.78%
Publications		41.67	(41.67)	0.00%
Ramsey Capital Equipment	105.96	416.67	(310.71)	25.43%
Sales Tax		4.17	(4.17)	0.00%
Secretary Services	172.00	125.00	47.00	137.60%
Snow Plowing Service		541.67	(541.67)	0.00%
State Unemploy Exp		208.33	(208.33)	0.00%
STD / LTD / Life Insurance	432.60	558.33	(125.73)	77.48%
Studio Sets		291.67	(291.67)	0.00%
Subscription Services	1,222.20	4,208.33	(2,986.13)	29.04%
Temp Staff Services		125.00	(125.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%
Vehicle - Insurance		125.00	(125.00)	0.00%
Vehicle - Maintenance / Gas		625.00	(625.00)	0.00%
Waste Removal	108.84	125.00	(16.16)	87.07%
Web / VOD / Int / CaTV / Phone	1,747.80	2,375.00	(627.20)	73.59%
Work Comp Insurance		208.33	(208.33)	0.00%
Total Expenses	84,497.38	122,492.00	(37,994.62)	68.98%
Net Income	\$ (73,765.48)	\$ 6,541.32	\$ (80,306.80)	-1127.68%

	YTD			
	Actual	Budget	over Budget	% of Budget
Health Insurance	59,206.51	98,095.00	(38,888.49)	60.36%
Insurance - Deductibles	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	3,019.00	6,992.00	(3,973.00)	43.18%
Lawn Service	2,215.96	5,000.00	(2,784.04)	44.32%
Legal Fees	1,851.00	15,000.00	(13,149.00)	12.34%
Licenses and Permits	2,650.00	4,000.00	(1,350.00)	66.25%
Meals	0.00	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	8,000.00	15,000.00	(7,000.00)	53.33%
Mileage	2,066.16	7,000.00	(4,933.84)	29.52%
Miscellaneous Expenses	(278.66)	500.00	(778.66)	-55.73%
Natural Gas	2,162.36	3,500.00	(1,337.64)	61.78%
Office Supplies / Equipment	801.70	6,000.00	(5,198.30)	13.36%
Payroll Expenses (ADP/HSA)	2,115.00	3,000.00	(885.00)	70.50%
Postage	186.39	500.00	(313.61)	37.28%
Printing / Copy Services	84.99	500.00	(415.01)	17.00%
Professional Development	10,014.23	27,000.00	(16,985.77)	37.09%
Publications	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	794.80	5,000.00	(4,205.20)	15.90%
Sales Tax	20.00	50.00	(30.00)	40.00%
Secretary Services	556.50	1,500.00	(943.50)	37.10%
Snow Plowing Service	1,050.00	6,500.00	(5,450.00)	16.15%
State Unemploy Exp	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	4,222.82	6,700.00	(2,477.18)	63.03%
Studio Sets	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	47,856.52	50,500.00	(2,643.48)	94.77%
Temp Staff Services	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	2,835.62	15,000.00	(12,164.38)	18.90%
Vehicle - Insurance	1,002.00	1,500.00	(498.00)	66.80%
Vehicle - Maintenance / Gas	1,590.97	7,500.00	(5,909.03)	21.21%
Waste Removal	641.05	1,500.00	(858.95)	42.74%
Web / VOD / Int / CaTV / Phone	15,259.69	28,500.00	(13,240.31)	53.54%
Work Comp Insurance	0.00	2,500.00	(2,500.00)	0.00%
Total Expenses	785,003.52	1,469,904.00	(684,900.48)	53.41%
Net Income	\$ (330,421.54)	\$ 78,496.00	\$ (408,917.54)	-420.94%

Quad Cities Communications Commission
Budget vs. Actuals: FY 2025 - FY25 P&L
January - December 2025

	Jul 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
ZCIP - Andover		\$ 2,083.33	\$ (2,083.33)	0.00%	\$ 25,800.00	\$ 25,000.00	\$ 800.00	103.20%
ZCIP - Anoka		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Building		8,750.00	(8,750.00)	0.00%	0.00	105,000.00	(105,000.00)	0.00%
ZCIP - Champlin		2,083.33	(2,083.33)	0.00%	20,000.00	25,000.00	(5,000.00)	80.00%
ZCIP - Master Control Equipment		10,708.33	(10,708.33)	0.00%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment	\$ 88,134.86	54,875.00	33,259.86	160.61%	330,714.27	658,500.00	(327,785.73)	50.22%
ZCIP - Office Equipment		2,333.33	(2,333.33)	0.00%	28,000.00	28,000.00	0.00	100.00%
ZCIP - Portable Field Equipment		5,083.33	(5,083.33)	0.00%	0.00	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey		2,083.33	(2,083.33)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Studio		9,683.33	(9,683.33)	0.00%	0.00	116,200.00	(116,200.00)	0.00%
	<u>\$ 88,134.86</u>	<u>\$ 99,766.64</u>	<u>\$ (11,631.78)</u>		<u>\$ 474,668.85</u>	<u>\$ 1,197,200.00</u>	<u>\$ (722,531.15)</u>	

Tuesday, Aug 26, 2025 01:06:47 PM GMT-7 - Accrual Basis

QCTV Bank Reconciliation

June 2025

Beginning Balance - 4M Statement	1,986,544.84
Less: Cleared Checks/Withdrawals	(103,448.47)
Plus: 4M Fund Interest	4,359.57
Plus: Bank Deposits/Credits	2,524.30
Bank Balance	\$1,889,980.24
Book Balance	1,889,980.24
Adjusted Book Balance	1,889,980.24
Difference:	\$0.00

Completed by: *AH*

Quad Cities Communications Commission

Bill Payment List

June 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
06/06/2025	15548	Lucky Klover, Inc.	-478.95
06/06/2025	15549	Lynde Enterprises, Inc.	-489.29
06/06/2025	15540	B&H Photo-Video	-246.16
06/06/2025	15551	T-Mobile	-249.20
06/06/2025	15539	Amazon Capital Services	-255.97
06/06/2025	15543	Gemini Creative	-9,880.00
06/06/2025	15544	Gerald S. Thomson	-400.00
06/06/2025	15545	HealthEquity Inc.	-23.70
06/06/2025	15550	Maza Technologies, LLC	-1,767.40
06/06/2025	15541	Coordinated Business Systems, LTD	-40.55
06/06/2025	15552	U.S. Bank Corporate	-4,318.67
06/06/2025	15547	Kennedy & Graven, Chartered	-200.00
06/06/2025	15542	Curtis P. Cardinal	-80.00
06/13/2025	15559	HealthPartners Inc	-7,027.00
06/13/2025	15560	James R. Erickson	-160.00
06/13/2025	15554	CenterPoint Energy	-89.50
06/13/2025	15565	Xcel Energy	-1,508.59
06/13/2025	15553	AT&T Mobility	-382.30
06/13/2025	15563	The Lincoln National Life Ins. Co.	-541.46
06/13/2025	15562	Lynde Enterprises, Inc.	-158.80
06/13/2025	15561	LiveU Inc.	-5,741.96
06/13/2025	15555	City of Andover	-2,627.53
06/13/2025	15564	Verizon	-120.05
06/13/2025	15557	ECM Publisher	-132.30
06/13/2025	15558	HealthEquity Inc.	-486.58
06/13/2025	15556	Comcast 2	-619.97
06/13/2025	W D	Minnesota State Retirement System	-600.00
06/13/2025	W D	PERA	-4,522.06
06/20/2025	15569	Comcast Cable	-889.40
06/20/2025	15568	City of Champlin	-305.51
06/20/2025	15570	ECM Publisher	-189.00
06/20/2025	15567	Barna, Guzy & Steffen, LTD	-281.00
06/20/2025	15566	Anoka Area Chamber of Commerce	-500.00
06/27/2025	15573	HealthEquity Inc.	-486.58
06/27/2025	15572	Coordinated Business Systems, LTD	-10.03
06/27/2025	15575	Z Systems	-3,945.03
06/27/2025	15571	Cintas Corporation	-163.74
06/27/2025	15574	Kennedy & Graven, Chartered	-100.00
06/27/2025	W D	Minnesota State Retirement System	-600.00
06/27/2025	W D	PERA	-4,074.57
Total for Quad Cities Commission			\$ -54,692.85
Not Specified			
06/06/2025	15546	Joe G. Ruhland	0.00

Quad Cities Communications Commission

Bill Payment List

June 2025

DATE	NUM	VENDOR	AMOUNT
Total for Not Specified			\$0.00

INVESTMENT SCHEDULE

7/31/2025

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account						
4M Fund			\$ 776,106.82		4.230%	35147-102
4M Plus			302,253.84		4.254%	
			<u>1,078,360.66</u>			
CD - Western Alliance Bank, CA	1376104-1	244,600.00	244,600.00	249,824.41	4.169%	9/15/25
CD - Financial Federal Bank, TN	1358132-1	227,600.00	227,600.00	249,843.69	4.900%	1/16/26
CD - First National Bank, AR	1358133-1	221,950.00	221,950.00	249,867.08	4.189%	1/19/27
			<u>694,150.00</u>			
			<u>\$ 1,772,510.66</u>			
Investments - Cash Flow Reserves						35147-103
4M Fund			\$ 179.59		4.230%	
4M Plus			568,922.56		4.254%	
no investments			-			
			<u>569,102.15</u>			
Investments - Building						
4M Fund			417,080.69		4.230%	35147-104
no investments			-			
			<u>417,080.69</u>			
Investments - Capital						
4M Fund			847,227.72		4.230%	35147-105
no investments			-			
			<u>847,227.72</u>			
			<u>\$ 1,833,410.56</u>			

QCCCC Agenda Item

4.3 Executive Director's Report

September 9, 2025

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

Awards

QCTV received an award from NATOA for live sports coverage and an EMMY nomination for a Post story. This is the first time QCTV has received an EMMY nomination. The awards will be presented at the September 18 meeting.

Insurance renewals

The annual insurance renewals have been processed. Workers Comp insurance has been invoiced, the general liability insurance is in underwriting.

2026 Operating Budget

The draft operating budget and 5 Year CIP plan was completed and presented to the budget was reviewed by the executive committee. The budget is scheduled for commission review and approval at the September 18 meeting.

Capital Projects

The camera system was approved by the commission on July 17. Equipment was ordered and arrived. Installation is in final stage.

Audit

The audit was accepted by the commission at the July 17 meeting. The audit was filled with the Secretary of State by the June 30 requirement.

5-Year Strategic Visioning

The next five-year visioning for QCTV will begin with a commission retreat. Commissioners will meet two, half days in October. This will be followed by a staff retreat in December to review 2025 accomplishments and set the 2026 objectives based on the vision set by the commission.

Investments

The CD investments continue to be monitored for reinvestment with the laddering each six months.

Franchise Fee Decline

The franchise fees now have a declining trend line. QCTV service area was at a manageable decline until 2024 Q3 and Q4. First quarter 2025 payments continued the downward trend. Total decline 2017 to 2024 is now at 22.16% in franchise fees and 21.84% in PEG fees. QCTV has been managing with single digit decreases until Q3 2024. From Q1 to Q4 in 2024, the overall decline was 8.67% (note the Q3 decline was a greater decline due to live sports coverage cancellation with a slight rebound of revenues in Q4).

NATOA Annual Conference

QCTV staff members Cory Laing, Pat Cook, and Karen George attended the NATOA annual conference in August.

Action Requested: Accept Executive Director's report.

QCCCC Technology Report

September 12, 2025

To: Karen George, Executive Director
From: Patrick Cook, Technology Manager
Subject: Technology Report

General Items:

- During a couple of the heavy rain events earlier in the summer, we had water making its way into the wall above the windows in the conference room. A couple of holes in the masonry wall above an exterior light were discovered. They have been calked and I'm working on getting that light and the other exterior lights replaced.
- The purchase of the Sony cameras for the truck has been successfully executed. The cameras have arrived and were installed just this last week. The procurement process included sealed, competitive bids.
- I've been working with production staff to set up a podcast-style set in the studio.
- I attended the Annual NATOA conference in August.
- After a playback system update, we encountered an issue where live city streams were not present on the website. Once notified, CJ worked to fix the issues. He shared a work-a-round and the site was back to normal late that evening.
-

Equipment Issues:

QCTV Equipment

An Osmo "gimbal" camera was accidentally dropped. As it no longer functions, a replacement has been ordered. As a staff we've discussed best practices to avoid this from happening again.

City Equipment

The batteries have been replaced in the city hall UPSs. They typically need replacing every 3-4 years.

Comcast Equipment

No issues to report.

Action Requested: None.

QCCCC Agenda Item

4.3.2a Operations Report

September 10, 2025

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Operations Update – June

In the month of June, we produced 12 live government meetings; 9 were cancelled.

Regular productions included 3 live episodes of *The Post* that includes 20 pre-produced stories and community calendar. Here is a rundown of the stories we produced promoting our member cities:

June 4:

Andover Arbor day/Recycling day
Anoka Cannabis Company Groundbreaking
Champlin Farmers Market Promo
Ramsey Central Park Playground
Sports Recap

June 11:

Andover Memorial Day Recap
Anoka Girls Flag Football
Champlin QCTV Concert Promo
Ramsey intro to Pickleball
Andover Lacrosse Spring 2025

June 18:

Andover- UMN Kim Sullivan Turfgrass
Anoka - K9 Bravo Park Fundraiser
Champlin FHF Parade Highlight

Ramsey SUR by Vita Bella Ribbon Cutting Sports Recap

June 25:

Live and Local: Andover

Groundbreaking Silver Crest Development

Sandhill Nursey and Greenhouse

Andover Nature Preserves

Metropolitan Mosquito Control District

These stories were re-deployed on social media per our strategic plan.

We produced *The Chamber Report* in our studio.

In sports we produced 3 games with 3 more cancelled due to weather.

The Anoka-Hennepin high school graduations were held at 3M Mariucci Arena and at Goodrich field. QCTV production truck was the dedicated broadcaster for all Graduations at Mariucci and provided a timelapse feed to the Star Tribune.

We also carried a Sandburg Regional High School and Anoka-Hennepin Technical High School graduations. Including Anoka-Hennepin Tech College, Anoka-Hennepin Community College, and North Metro Adult Basic Education: QCTV covered 9 graduation in total.

We covered and participated in the Father Hennepin Parade.

The mobile production truck also participated in the Anoka-Hennepin Big Truck event allowing children and families to get a look inside the truck.

Testimonial this month:

“Hi Leslie,

That was awesome! You did a great job capturing the spirit of the kids and the event! I can't wait to show Abby when she gets home from school :)

I even have one of Olive's "Cutey Crafts" bunny stickers on my desk. And a bumblebee keychain... and Abby has a large bumblebee and some bracelets.... lol. It's a good experience.

Thanks!!”

-Kim, Rum River Library Kids Craft Show

“Billy,

Thank you for the wonderful video to help promote the fundraiser for Bravo! You do such great work at pulling everything together and producing memorable and meaningful videos/productions. We are so fortunate to have you as a producer.

Thank you for all you do for Anoka!”

-Pam Bowman, Anoka K-9 video

“The video is AWESOME, thank you for sharing!!”

-Jason M.C. O’Higgins, Crosstown Landing Groundbreaking

QCCCC Agenda Item

4.3.2b Operations Report

September 10, 2025

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Operations Update – July

In the month of July, we produced 15 live government meetings including the QCCCC meeting; 9 were cancelled.

Regular productions included 4 live episodes of *The Post* that includes 24 pre-produced stories and community calendar. Here is a rundown of the stories we produced promoting our member cities:

July 2:

Andover Silvercrest Senior Living Groundbreaking
Anoka Aquatic Center Rules of the Pool
Champlin Big Trucks Promo
Ramsey NW Food Truck Festival
Sports Recap-Anoka Athena 2025-Maddy Freking

July 9:

Andover farmers market promo
Anoka Farmers Market on the Rum + Concert Series
Champlin Farmers Market
Ramsey Police in the Park
Sports Recap-Andover Athena-Makenzie Jones

July 16:

Andover Fun Fest recap
Anoka River Fest
Champlin Recycling

Ramsey Backyard farming
Sports Recap- Champlin Park Athena-Abby Hibbs

July 23:

Andover Movie in the Park promo
Anoka County Fair promo
Champlin Paws in the Park Promo
Ramsey Two Rivers art Fair
Sports Recap: Sports Sponsor Promo

July 30:

Live and Local: Public Works Spotlight
Andover Reserving City Park Shelters
Anoka Lead and Copper
Champlin Water Tower
Ramsey New Developments

These stories were re-deployed on social media per our strategic plan.

We produced *The Chamber Report*, *Gamesharks* and held a PSA day that had 4 community organizations participate, yielding 9 new PSAs.

Mobile productions produced 2 games with 3 more cancelled due to weather. 3 city summer concerts were covered.

Full time staff attended the MACTA conference held at CCX Media studios where we attended workshops and met with vendors. We brought our remote system "lite shoot" to display to the other stations.

Testimonial this month:

“Good afternoon Leslie,

Great work on the Pine Hills shelter video, turned out great! Do you have a copy of it or a link that we could use on our social media?

Thank you again.”

-Jason Baumunk | Parks & Streets Operations Manager

QCCCC Agenda Item

4.3.2c Operations Report

September 10, 2025

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Operations Update – August

In the month of August, we produced 18 live government meetings; 1 was cancelled.

Regular productions included 3 live episodes of *The Post* that includes 20 pre-produced stories and community calendar. Here is a rundown of the stories we produced promoting our member cities:

August 6:

- Andover Nature Preserves walk
- Anoka L&L Lead and Copper
- Champlin Water Tower Climb
- Ramsey Game Fair Promo

August 13:

- Andover RC Action at CC
- Anoka Classic Car Show
- Champlin Concert Recap
- Ramsey Park Profile- Elmcrest Park
- QCTV Sports Sponsor promo

August 20:

- Andover Movie in the Park recap
- Anoka Backpack Giveaway
- Champlin Cory Puppy Prison Mini Doc
- Ramsey Business Appreciation Golf Tournament

Sports Sponsor promo

June 25:

Live and Local: Champlin

Social Workers

How to Submit Feedback

Shed fest Promo

Paws in Park

These stories were re-deployed on social media per our strategic plan.

We produced *The Chamber Report* in our studio.

In mobile productions 4 high school sports events and 2 city summer concerts.

A crew fall training day was held for the truck Associate Producers to prepare for the upcoming high school sports season. Topics covered were proper camera equipment operation, rain gear practice, lite shoot, and truck operations.

We received delivery from Sony of our new camera systems for the production truck. Installation of the systems was preformed in early September, greatly improving the quality of the broadcast.

Testimonial this month:

“Leslie,

This is so great!! Thank you so much for coming out and sharing this with me. The whole nature preserve commission was thrilled to see it, and I just sent it out to all our hikers, too. Hope you are enjoying the last bit of summer! “

-Emily Thomsen, Martin’s Meadows Hike video

“Ahhhh Leslie!! You're the best!!

Thank you for the invite to do this. Lot's of positive feedback on this and you and your team did a GREAT job!!

I will definitely keep you posted on any future events!!

Thanks again! You're always so kind! We appreciate you!”

-Greg, Andover Lions

“Thank you Leslie! The video looks amazing and I’ve already been sharing it. It was great working with you guys!”

-Kate, board of Anoka Hennepin Educational Foundation, and also a high school student

“Leslie

I was so over the moon with how it turned out. You guys are so appreciated. This is not anything we could have even begun to attempt.

We do have a couple of new things coming up, I will keep you in the loop!

Thank you!”

-Vicki, Anoka Lions

“Thanks to the athletes from both schools for a splendid game. Also, thanks to director Trinity Thompson & Co. for an excellent broadcast. I appreciated the unyielding focus on the players, and the closeups were intelligently chosen and gave us a good sense of what was happening on field level. Highly enjoyable.”

-@graciemcc, YouTube comments

"Cory

I apologize for not reaching out to you earlier about the utility videos that you created. Thank you for your help spreading the word about the outstanding crew I work with. I'm extremely appreciative of your and Ashley's efforts to bring this to fruition. I've watched and rewatched the 3 videos you have made about Champlin utilities, they all tie together and are "fantastic". The combination of the operator role, treatment process, and the tower climb videos tell the story that I wanted the community hear. Water treatment itself happens under the radar of most people, and the overall responsibility and complexity of the processes is not understood. Over the past weeks, I have received rave reviews from colleagues, family, and friends on the top notch videos you have put together. Hats off to you for sharing your talents and for your continued commitment to our community. It was extremely fun climbing the water tower and now with Ashley's GoPro footage we can share, her excitement during the climb, with the community.

Great Job!!! cannot thank you two enough"

-Dave, city of Champlin

QCCCC Agenda Item

5.1 Liability Coverage Waiver

September 5, 2025

To: Commissioners

From: Karen George, Executive Director

Subject: Liability Coverage Waiver

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

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

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

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

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

LMCIT Member Name: _____

Check one:

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

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

Date of member's governing body meeting: _____

Signature: _____

Position: _____

QCCCC Agenda Item

5.2 2026 Budget and 5-year Capital Plan

September 5, 2025

To: Commissioners

From: Karen George, Executive Director

Subject: 2026 Budget and 5-year Capital Plan

The 2026 Proposed Operating Budget is attached for your review and action. The proposed budget is the result of input from the executive committee.

The attachments detail:

- 2026 Proposed Revenue and Expense – includes 2025 budget comparison with comments
- 2020-2024 Revenue History
- 2020-2024 Expense History
- 5-Year Capital Equipment Spending Plan

The Commission provided direction to staff to begin member city capital funds payments in 2017. For 2017 and 2018, it was a capital grant of \$20,000 per member city per year. For 2019 and 2020, it was a capital grant of \$40,00 per member city per year. The 2021 – 2025 capital grant was \$20,000 per member city. The Executive Committee met to review CIP payments to member cities and recommended that city capital fund payments cease, citing declining revenues. Notice was provided to member cities in February 2025 of its potential.

The 5-Year Capital Plan is enclosed for your review. Requests for capital funds are approved by the commission as projects are scheduled.

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

Action Requested:

Approval of the 2026 Operating Budget and the 2026 planned capital investment.

Financial Records Disclosure

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

	2026 Budget	2025YTD (Jan-Jul)	2025Budget	Difference
Income				
Duplication Revenue	\$ 100.00	\$ 121.26	\$ 100.00	No Change
Equipment Grant	\$ 72,250.00	\$ 70,834.04	\$ 70,300.00	Increase - CPI 2%
Franchise Fees *	\$ 756,000.00	\$ 209,607.82	\$ 900,000.00	Decrease - based on trend
Interest Income	\$ 150,000.00	\$ 48,545.52	\$ 100,000.00	Increase - based on actual
Miscellaneous Income	\$ 3,000.00	\$ 4,137.34	\$ 3,000.00	No Change
PEG Fee	\$ 395,000.00	\$ 110,604.10	\$ 475,000.00	Decrease - based on trend
Total Income	\$ 1,376,350.00	\$ 443,850.08	\$ 1,548,400.00	
Expenses				
A PERA	\$ 61,030.00	\$ 34,500.14	\$ 60,180.00	Increase - based on payroll
A SS/Medicare Expense	\$ 69,410.00	\$ 33,762.61	\$ 61,373.00	Increase - MNFAM w50% /costshare
A Wages - Full-time	\$ 629,723.00	\$ 358,152.42	\$ 652,264.00	Decrease - reduction of 1 FT to PT
A Wages - Part-time	\$ 184,000.00	\$ 88,363.91	\$ 150,000.00	Increase - moved Social Media .65 FTE
Accounting / HR Services	\$ 26,500.00	\$ 13,507.19	\$ 25,000.00	Increase - based on actual (60% increase since 2024)
Ads/Promos/Sponsorships	\$ 4,300.00	\$ 5,678.28	\$ 11,000.00	Decrease - 60% - ads/awards/sponsorships
Andover CIP	\$ 1,000.00	\$ 52.91	\$ 5,000.00	Decrease - based on actual
Announcers Fees	\$ 16,000.00	\$ 9,417.10	\$ 16,000.00	No Change
Anoka CIP	\$ 1,000.00	\$ 1,030.91	\$ 5,000.00	Decrease - based on actual
Audit	\$ 19,700.00	\$ 19,129.40	\$ 19,000.00	Increase - based on quote
Bank Fees / CC Fees	\$ 250.00	\$ -	\$ 250.00	No Change
Brand Apparel	\$ 2,500.00	\$ -	\$ 2,500.00	No Change
Building - Cleaning	\$ 6,500.00	\$ 3,324.75	\$ 6,500.00	No Change
Building - Insurance	\$ 7,000.00	\$ 5,212.00	\$ 7,000.00	No Change
Building - Maintenance	\$ 10,000.00	\$ 5,703.68	\$ 10,000.00	No Change
Building - Supplies	\$ 1,500.00	\$ 644.52	\$ 1,500.00	No Change
Car Allowance	\$ 3,600.00	\$ 1,250.00	\$ 3,000.00	Increase - \$50 per month
Cell Phone - Allowance	\$ 5,400.00	\$ 3,000.00	\$ 6,900.00	Decrease - based on actual
Champlin CIP	\$ 1,000.00	\$ 647.21	\$ 5,000.00	Decrease - based on actual
City Sewer & Water	\$ 3,300.00	\$ 1,552.27	\$ 3,000.00	Increase - based on actual
Commission Expense	\$ 2,500.00	\$ (54.25)	\$ 2,500.00	No Change
Consulting Services	\$ 25,000.00	\$ 8,729.00	\$ 50,000.00	Decrease - 50% reduced service contracts
Duplication Expenses	\$ 250.00	\$ -	\$ 250.00	No Change
Electric Service	\$ 20,000.00	\$ 10,412.26	\$ 20,000.00	No Change
Emp / Comm Appreciation	\$ 2,500.00	\$ -	\$ 2,500.00	No Change
Equip/Repair/Supply/Software	\$ 15,000.00	\$ 6,776.17	\$ 15,000.00	No Change
Federal Unempl Expense	\$ 850.00	\$ -	\$ 850.00	No Change
Health Insurance	\$ 99,253.00	\$ 59,312.03	\$ 98,095.00	Increase - based on actual (reduction of 1 FT)
Insurance - Deductibles	\$ 500.00	\$ -	\$ 500.00	No Change
Insurance - Liability / Bonds	\$ 6,992.00	\$ 3,019.00	\$ 6,992.00	No Change
Lawn Service	\$ 5,000.00	\$ 2,190.96	\$ 5,000.00	No Change
Legal Fees	\$ 10,000.00	\$ 1,851.00	\$ 15,000.00	Decrease - based on actual
Licenses and Permits	\$ 4,000.00	\$ 2,650.00	\$ 4,000.00	No Change
Meals	\$ 1,000.00	\$ -	\$ 1,000.00	No Change
Memberships - NATOA / Others	\$ 7,500.00	\$ 8,000.00	\$ 15,000.00	Decrease - 50% eliminated 2 memberships
Mileage	\$ 5,000.00	\$ 1,736.78	\$ 7,000.00	Decrease - based on actual
Miscellaneous Expenses	\$ 500.00	\$ (278.66)	\$ 500.00	No Change
Natural Gas	\$ 3,500.00	\$ 2,162.36	\$ 3,500.00	No Change
Office Supplies / Equipment	\$ 5,000.00	\$ 801.70	\$ 6,000.00	Decrease - based on actual
Payroll Expenses	\$ 3,900.00	\$ 1,794.00	\$ 3,000.00	Increase - based on actual
Postage	\$ 500.00	\$ 166.41	\$ 500.00	No Change
Printing / Copy Services	\$ 500.00	\$ 84.99	\$ 500.00	No Change
Professional Development	\$ 25,000.00	\$ 10,009.23	\$ 27,000.00	Decrease - based on actual
Publications	\$ -	\$ -	\$ 500.00	Decrease - based on actual
Ramsey CIP	\$ 1,000.00	\$ 794.80	\$ 5,000.00	Decrease - based on actual
Reimbursements	\$ -	\$ 579.38	\$ -	
Sales Tax	\$ 50.00	\$ 20.00	\$ 50.00	No Change
Secretary Services	\$ 1,500.00	\$ 384.50	\$ 1,500.00	No Change
Snow Plowing Service	\$ 6,000.00	\$ 1,050.00	\$ 6,500.00	Decrease - based on actual
State Unemploy Exp	\$ 2,500.00	\$ -	\$ 2,500.00	No Change
STD / LTD / Life Insurance	\$ 5,350.00	\$ 4,222.82	\$ 6,700.00	Decrease - based on actual
Studio Sets	\$ 3,500.00	\$ -	\$ 3,500.00	No Change
Subscription Services	\$ 46,510.00	\$ 46,634.32	\$ 50,500.00	Decrease - change in services
Temp Staff Services	\$ -	\$ -	\$ 1,500.00	Decrease - based on actual
Vehicle - Equipment / Repair	\$ 15,000.00	\$ 2,835.62	\$ 15,000.00	No Change
Vehicle - Insurance	\$ 1,500.00	\$ 1,002.00	\$ 1,500.00	No Change
Vehicle - Maintenance / Gas	\$ 5,500.00	\$ 1,590.97	\$ 7,500.00	Decrease - based on actual
Waste Removal	\$ 1,500.00	\$ 641.05	\$ 1,500.00	No Change
Web / VOD / Int / CaTV / Phone	\$ 24,624.00	\$ 14,838.44	\$ 28,500.00	Decrease - VoIP
Work Comp Insurance	\$ 2,702.00	\$ -	\$ 2,500.00	Increase - based on actual
ZCIP - Andover		\$ 25,800.00		
ZCIP - Anoka		\$ 25,800.00		
ZCIP - Building		\$ -		
ZCIP - Champlin		\$ 20,000.00		
ZCIP - Master Control Equipment		\$ 18,554.58		
ZCIP - Mobile Vehicles & Equip		\$ 15,432.94		
ZCIP - Office Equipment		\$ 28,000.00		
ZCIP - Portable Field Equipment		\$ -		
ZCIP - Ramsey		\$ 25,800.00		
ZCIP - Studio		\$ -		
Total Expenses	\$ 1,415,194.00	\$ 938,273.70	\$ 1,469,904.00	
Net Operating Income	\$ (38,844.00)	\$ (494,423.62)	\$ 78,496.00	

	2024		2023		2022		2021		2020	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Income										
Duplication Revenue	\$ 267.03	\$ 250.00	\$ 363.89	\$ 250.00	\$ 440.98	\$ 500.00	\$ 1,587.05	\$ 500.00	\$ 2,313.12	\$ 500.00
Equipment Grant	\$ 69,018.85	\$ 70,000.00	\$ 66,878.73	\$ 64,875.00	\$ 61,856.02	\$ 60,000.00	\$ 60,897.53	\$ 60,000.00	\$ 60,116.02	\$ 59,000.00
Franchise Fees	\$ 865,366.24	\$ 935,000.00	\$ 972,565.50	\$ 935,000.00	\$ 1,015,895.79	\$ 858,000.00	\$ 1,087,889.65	\$ 858,000.00	\$ 1,016,129.84	\$ 858,000.00
Interest Income	\$ 192,697.51	\$ 40,000.00	\$ 188,290.36	\$ 1,000.00	\$ 47,593.21	\$ 4,500.00	\$ 4,901.75	\$ 10,000.00	\$ 25,392.52	\$ 30,000.00
Miscellaneous Income	\$ 25,356.33	\$ 500.00	\$ 3,158.39	\$ 500.00	\$ 37,551.38	\$ 500.00	\$ 5,146.82	\$ 1,000.00	\$ 2,787.04	\$ 1,000.00
PEG Fee	\$ 458,107.96	\$ 484,378.00	\$ 515,283.16	\$ 484,378.00	\$ 540,355.65	\$ 429,000.00	\$ 552,525.03	\$ 429,000.00	\$ 545,480.33	\$ 429,000.00
Uncategorized Income					\$ 163,283.62					
Total Income	\$ 1,610,813.92	\$ 1,530,128.00	\$ 1,746,540.03	\$ 1,486,003.00	\$ 1,866,976.65	\$ 1,352,500.00	\$ 1,712,947.83	\$ 1,358,500.00	\$ 1,652,218.87	\$ 1,377,500.00

Expenses Account	2024			2023			2022			2021			2020		
	Actual	Budget		Actual	Budget		Actual	Budget		Actual	Budget		Actual	Budget	
A-PERA	\$ 60,649.48	\$ 56,664.00		\$ 52,240.29	\$ 57,758.00		\$ 49,219.79	\$ 55,537.00		\$ 43,727.83	\$ 53,607.00		\$ 46,015.72	\$ 45,000.00	
A-SS/Medicare Expense	\$ 57,394.28	\$ 57,798.00		\$ 57,513.75	\$ 60,655.00		\$ 52,891.51	\$ 58,322.00		\$ 47,811.19	\$ 56,295.00		\$ 47,606.91	\$ 49,925.00	
A-Wages - Full-time	\$ 624,171.29	\$ 612,025.00		\$ 616,000.67	\$ 631,068.00		\$ 570,536.90	\$ 606,796.00		\$ 569,874.50	\$ 585,880.00		\$ 573,288.66	\$ 532,695.00	
A-Wages - Part-time	\$ 134,131.27	\$ 143,500.00		\$ 146,613.88	\$ 135,000.00		\$ 130,146.28	\$ 120,000.00		\$ 74,432.05	\$ 120,000.00		\$ 64,069.75	\$ 119,922.00	
Accounting / HR Services	\$ 23,001.45	\$ 16,500.00		\$ 14,952.93	\$ 16,500.00		\$ 12,239.73	\$ 16,000.00		\$ 12,834.40	\$ 16,000.00		\$ 12,223.05	\$ 15,300.00	
Ads/Promos/Sponsorships	\$ 12,909.12	\$ 11,000.00		\$ 7,709.04	\$ 11,000.00		\$ 8,957.93	\$ 11,000.00		\$ 10,511.47	\$ 9,000.00		\$ 7,320.78	\$ 11,000.00	
Andover Capital Equipment	\$ -	\$ 5,000.00		\$ 483.17	\$ 5,000.00		\$ 82.50	\$ 5,000.00		\$ 822.98	\$ 5,000.00		\$ 325.00	\$ 5,000.00	
Announcers Fees	\$ 15,419.76	\$ 16,000.00		\$ 19,881.75	\$ 16,000.00		\$ 15,623.84	\$ 16,000.00		\$ 10,607.42	\$ 12,000.00		\$ 8,852.16	\$ 13,000.00	
Anoka Capital Equipment	\$ 1,343.40	\$ 5,000.00		\$ 2,749.67	\$ 5,000.00		\$ 1,579.30	\$ 5,000.00		\$ 4,222.25	\$ 5,000.00		\$ 2,889.93	\$ 5,000.00	
Audit	\$ 18,622.00	\$ 19,000.00		\$ 16,100.00	\$ 16,500.00		\$ 15,721.93	\$ 16,500.00		\$ 15,200.00	\$ 16,500.00		\$ 14,881.00	\$ 16,500.00	
Bank Fees / CC Fees	\$ -	\$ 250.00		\$ -	\$ 250.00		\$ -	\$ 250.00		\$ -	\$ 250.00		\$ -	\$ 250.00	
Brand Apparel	\$ 1,214.00	\$ 2,500.00		\$ 1,490.00	\$ 2,500.00		\$ 1,307.00	\$ 2,500.00		\$ 1,716.00	\$ 2,500.00		\$ 489.00	\$ 2,500.00	
Building - Cleaning	\$ 6,164.86	\$ 7,200.00		\$ 7,361.25	\$ 6,000.00		\$ 7,146.85	\$ 6,000.00		\$ 4,905.40	\$ 6,000.00		\$ 6,077.69	\$ 7,000.00	
Building - Insurance	\$ 8,458.00	\$ 6,833.00		\$ 7,481.00	\$ 5,200.00		\$ 5,062.00	\$ 4,200.00		\$ 4,150.00	\$ 3,800.00		\$ 3,709.00	\$ 3,000.00	
Building - Maintenance	\$ 15,931.48	\$ 10,000.00		\$ 6,026.42	\$ 10,000.00		\$ 8,624.61	\$ 10,000.00		\$ 6,484.42	\$ 10,000.00		\$ 7,914.91	\$ 10,000.00	
Building - Supplies	\$ 1,082.95	\$ 1,500.00		\$ 1,585.53	\$ 1,500.00		\$ 1,333.54	\$ 1,500.00		\$ 1,522.02	\$ 1,500.00		\$ 739.36	\$ 2,000.00	
Car Allowance	\$ 2,946.05	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	
Cell Phone - Allowance	\$ 6,000.00	\$ 6,600.00		\$ 5,600.00	\$ 6,300.00		\$ 6,300.00	\$ 6,300.00		\$ 6,120.00	\$ 6,300.00		\$ 6,150.00	\$ 7,500.00	
Champlin Capital Equipment	\$ 1,018.80	\$ 5,000.00		\$ 1,501.97	\$ 5,000.00		\$ 1,332.26	\$ 5,000.00		\$ 3,684.61	\$ 5,000.00		\$ 1,018.80	\$ 5,000.00	
City Sewer & Water	\$ 2,862.66	\$ 3,000.00		\$ 3,074.81	\$ 2,600.00		\$ 2,587.61	\$ 2,600.00		\$ 2,797.42	\$ 2,600.00		\$ 2,855.91	\$ 2,600.00	
Commission Expense	\$ 6,091.59	\$ 2,500.00		\$ 4,640.48	\$ 2,500.00		\$ 2,781.57	\$ 2,500.00		\$ 2,508.40	\$ 2,500.00		\$ 1,315.90	\$ 5,000.00	
Consulting Services	\$ 30,717.00	\$ 70,000.00		\$ 19,340.50	\$ 70,000.00		\$ 28,517.00	\$ 70,000.00		\$ 34,960.00	\$ 70,000.00		\$ 22,360.00	\$ 75,000.00	
Contingency Fund										\$ (6.80)	\$ 10,000.00		\$ -	\$ 32,618.00	
Duplication Expenses	\$ -	\$ 250.00		\$ -	\$ 250.00		\$ -	\$ 250.00		\$ 517.75	\$ 250.00		\$ 125.36	\$ 500.00	
Electric Service	\$ 17,497.28	\$ 20,000.00		\$ 18,324.94	\$ 15,000.00		\$ 17,525.58	\$ 15,000.00		\$ 13,287.72	\$ 16,000.00		\$ 12,228.78	\$ 18,000.00	
Emp / Comm Appreciation	\$ 328.65	\$ 2,500.00		\$ 1,665.30	\$ 2,500.00		\$ 1,490.00	\$ 2,500.00		\$ 260.00	\$ 2,500.00		\$ 667.92	\$ 2,500.00	
Equip/Repair/Supply/Software	\$ 10,620.15	\$ 20,000.00		\$ 12,914.20	\$ 20,000.00		\$ 23,500.29	\$ 20,000.00		\$ 16,978.57	\$ 30,000.00		\$ 13,553.12	\$ 40,000.00	
Federal Unempl Expense	\$ -	\$ 850.00		\$ -	\$ 850.00		\$ -	\$ 850.00		\$ -	\$ 850.00		\$ -	\$ 850.00	
Health Insurance	\$ 79,099.31	\$ 86,457.00		\$ 75,492.01	\$ 107,556.00		\$ 73,766.99	\$ 92,000.00		\$ 78,424.20	\$ 103,386.00		\$ 79,803.89	\$ 94,480.00	
Insurance - Deductibles	\$ 27.65	\$ 500.00		\$ -	\$ 500.00		\$ -	\$ 500.00		\$ -	\$ 500.00		\$ -	\$ 500.00	
Insurance - Liability / Bonds	\$ 4,759.00	\$ 5,000.00		\$ 4,844.00	\$ 5,800.00		\$ 4,704.00	\$ 4,800.00		\$ 4,808.00	\$ 5,300.00		\$ 4,986.00	\$ 5,000.00	
Lawn Service	\$ 3,527.48	\$ 7,000.00		\$ 6,218.70	\$ 5,000.00		\$ 4,830.50	\$ 5,000.00		\$ 4,344.00	\$ 5,000.00		\$ 4,388.00	\$ 5,000.00	
Legal Fees	\$ 7,822.50	\$ 15,000.00		\$ 2,304.00	\$ 15,000.00		\$ 4,530.00	\$ 18,000.00		\$ 6,498.75	\$ 25,000.00		\$ 8,567.25	\$ 25,000.00	
Licenses and Permits	\$ 2,000.00	\$ 3,000.00		\$ 2,550.00	\$ 3,000.00		\$ 1,050.00	\$ 3,000.00		\$ 1,200.00	\$ 3,000.00		\$ 560.00	\$ 2,000.00	
Meals	\$ -	\$ 1,000.00		\$ 515.00	\$ 1,000.00		\$ 238.30	\$ 1,000.00		\$ 228.00	\$ 1,000.00		\$ 353.73	\$ 1,000.00	
Memberships - NATOA / Others	\$ 9,030.00	\$ 10,000.00		\$ 10,235.00	\$ 10,000.00		\$ 5,325.00	\$ 10,000.00		\$ 11,125.00	\$ 10,000.00		\$ 7,230.00	\$ 10,000.00	
Mileage	\$ 4,934.08	\$ 7,000.00		\$ 5,529.93	\$ 12,000.00		\$ 3,884.00	\$ 12,000.00		\$ 6,385.18	\$ 12,000.00		\$ 8,868.59	\$ 9,000.00	
Miscellaneous Expenses	\$ -	\$ 500.00		\$ -	\$ 500.00		\$ 57.07	\$ 500.00		\$ 7,203.51	\$ 500.00		\$ 2,146.95	\$ 1,000.00	
Natural Gas	\$ 2,619.09	\$ 3,500.00		\$ 3,287.92	\$ 6,000.00		\$ 3,693.79	\$ 5,000.00		\$ 2,911.68	\$ 5,000.00		\$ 1,930.54	\$ 6,800.00	
Office Supplies / Equipment	\$ 2,796.01	\$ 6,000.00		\$ 6,234.75	\$ 6,000.00		\$ 6,678.19	\$ 6,000.00		\$ 3,769.02	\$ 6,000.00		\$ 5,752.47	\$ 6,000.00	
Parking Lot Maintenance							\$ -	\$ -		\$ -	\$ 1,000.00		\$ -	\$ 3,200.00	
Payroll Expenses	\$ 93.42	\$ -					\$ 527.00	\$ 1,000.00		\$ 187.00	\$ -		\$ 252.50		
Payroll Expenses (ADP/HSA)	\$ 3,598.00	\$ 3,000.00		\$ 3,551.00	\$ 1,000.00		\$ 2,895.00	\$ -		\$ 968.39	\$ 1,200.00		\$ 1,247.50	\$ 2,400.00	
Postage	\$ 311.93	\$ 500.00		\$ 365.16	\$ 500.00		\$ 373.69	\$ 500.00		\$ 276.70	\$ 500.00		\$ 340.74	\$ 1,000.00	
Printing / Copy Services	\$ 58.44	\$ 500.00		\$ 172.35	\$ 500.00		\$ 120.12	\$ 500.00		\$ 275.85	\$ 500.00		\$ -	\$ 1,000.00	
Professional Development	\$ 14,084.22	\$ 27,000.00		\$ 20,931.72	\$ 25,000.00		\$ 22,002.56	\$ 22,000.00		\$ 6,202.20	\$ 22,000.00		\$ 4,689.06	\$ 22,000.00	
Publications	\$ -	\$ 500.00		\$ 76.75	\$ 500.00		\$ -	\$ 500.00		\$ 116.90	\$ 500.00		\$ 159.00	\$ 500.00	
Ramsey Capital Equipment	\$ 1,273.68	\$ 5,000.00		\$ 2,127.83	\$ 5,000.00		\$ 1,464.93	\$ 5,000.00		\$ 2,870.68	\$ 5,000.00		\$ 1,584.24	\$ 5,000.00	
Reimbursements	\$ 490.91	\$ -		\$ 0.03	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
Sales Tax	\$ 27.00	\$ 250.00		\$ 25.00	\$ 250.00		\$ 99.00	\$ 250.00		\$ 144.00	\$ 250.00		\$ 63.00	\$ 500.00	
Secretary Services	\$ 1,336.00	\$ 2,000.00		\$ 875.75	\$ 2,000.00		\$ 921.75	\$ 2,000.00		\$ 915.75	\$ 2,000.00		\$ 1,184.00	\$ 2,500.00	
Snow Plowing Service	\$ 2,702.47	\$ 6,500.00		\$ 6,215.70	\$ 6,000.00		\$ 6,360.50	\$ 6,000.00		\$ 3,872.50	\$ 6,000.00		\$ 2,737.50	\$ 5,000.00	
State Unemploy Exp	\$ -	\$ 2,500.00		\$ 36.85	\$ 2,500.00		\$ 144.38	\$ 2,500.00		\$ -	\$ 2,500.00		\$ -	\$ 2,500.00	
STD / LTD / Life Insurance	\$ 5,956.06	\$ 7,500.00		\$ 6,718.53	\$ 7,500.00		\$ 6,627.80	\$ 7,500.00		\$ 6,829.11	\$ 7,500.00		\$ 6,997.94	\$ 7,500.00	
Studio Sets	\$ -	\$ 3,500.00		\$ 1,443.94	\$ 5,000.00		\$ 1,449.30	\$ 5,000.00		\$ 125.99	\$ 5,000.00		\$ -	\$ 10,000.00	
Subscription Services/Electronic	\$ 29,236.40	\$ 33,500.00		\$ 40,153.63	\$ 22,000.00		\$ 20,409.96	\$ 22,000.00		\$ 19,298.98	\$ 22,000.00		\$ 18,178.43	\$ 22,000.00	
Temp Staff Services	\$ -	\$ 1,500.00		\$ -	\$ 1,500.00		\$ -	\$ 1,500.00		\$ -	\$ 1,500.00		\$ -	\$ 2,500.00	
Vehicle - Equipment / Repair	\$ 12,219.70	\$ 15,000.00		\$ 5,244.97	\$ 15,000.00		\$ 15,991.83	\$ 15,000.00		\$ 5,031.86	\$ 15,000.00		\$ 13,870.26	\$ 15,000.00	
Vehicle - Insurance	\$ 1,428.00	\$ 1,500.00		\$ 1,347.00	\$ 2,000.00		\$ 1,331.00	\$ 1,400.00		\$ 1,332.00	\$ 2,000.00		\$ 1,292.00	\$ 4,000.00	
Vehicle - Maintenance / Gas	\$ 3,148.86	\$ 7,500.00		\$ 3,680.87	\$ 7,500.00		\$ 4,784.80	\$ 7,500.00		\$ 2,064.23	\$ 8,000.00		\$ 1,527.37	\$ 8,000.00	
Waste Removal	\$ 1,089.94	\$ 2,400.00		\$ 1,804.57	\$ 1,800.00		\$ 2,134.59	\$ 1,600.00		\$ 1,574.26	\$ 1,500.00		\$ 1,552.64	\$ 2,000.00	
Web / VOD / Int / CaTV / Phone	\$ 28,688.31	\$ 28,000.00		\$ 30,354.87	\$ 28,000.00		\$ 35,627.05	\$ 28,000.00		\$ 33,307.60	\$ 22,000.00		\$ 28,580.93	\$ 22,000.00	
Work Comp Insurance	\$ 2,968.00	\$ 2,600.00		\$ 2,848.00	\$ 2,400.00		\$ 2,354.00	\$ 2,000.00		\$ 1,742.00	\$ 2,000.00		\$ 1,872.00	\$ 2,300.00	
SUBTOTAL:	\$ 1,283,901.98	\$ 1,400,177.00		\$ 1,273,437.38			\$ 1,201,885.12								
ZCIP - Andover	\$ 20,000.00	\$ -		\$ 20,000.00	\$ 20,000.00		\$ 135,192.11								
ZCIP - Anoka	\$ 20,000.00	\$ -		\$ 20,000.00	\$ 20,000.00		\$ 134,927.24								
ZCIP - Building	\$ 138,524.81	\$ 177,000.00		\$ 50,568.00	\$ 218,500.00		\$ 11,000.00								
ZCIP - Champlin	\$ 20,000.00	\$ -		\$ 20,000.00	\$ 20,000.00		\$ 135,879.10								
ZCIP - Master Control Equipment	\$ 12,732.91	\$ 247,000.00		\$ -	\$ 160,000.00		\$ 59,877.42								
ZCIP - Mobile Vehicles & Equip	\$ 68,036.65	\$ 111,000.00		\$ -	\$ 15,000.00		\$ 14,561.17								
ZCIP - Office Equipment	\$ -	\$ 68,500.00		\$ 38,053.15	\$ 86,500.00		\$ 8,948.54								
ZCIP - Portable Field Equipment	\$ 57,944.11	\$ 68,000.00		\$ -	\$ 68,000.00		\$ 61,959.20								
ZCIP - Ramsey	\$ 20,000.00	\$ -		\$ 20,000.00	\$ 20,000.00		\$ 134,058.67								
ZCIP - Studio	\$ 52,375.97	\$ 206,500.00		\$ -	\$ 159,000.00										
Operating Income	\$ 1,610,813.92	\$ 1,530,128.00		\$ 1,746,540.03	\$ 1,486,003.00		\$ 1,866,976.65	\$ 1,352,500.00		\$ 1,712,947.83	\$ 1,358,500.00		\$ 1,652,218.87	\$ 1,376,000.00	
Total Expenses	\$ 1,693,516.43														



QCTV Five Year Capital Equipment Spending Plan

	2026	2027	2028	2029	2030	Extended
Building	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ -	\$ 170,000.00
Portable Field Equipment	\$ 45,000.00	\$ 3,000.00	\$ 55,000.00	\$ 10,000.00	\$ 44,000.00	\$ 157,000.00
City Equipment	\$ 6,000.00	\$ 27,000.00	\$ 670,000.00	\$ 6,000.00	\$ -	\$ 709,000.00
Office	\$ 33,500.00	\$ 64,000.00	\$ 21,000.00	\$ 79,000.00	\$ 41,500.00	\$ 239,000.00
Studio	\$ 51,500.00	\$ 28,000.00	\$ 187,500.00	\$ 150,000.00	\$ -	\$ 417,000.00
Mobile - Vehicles and Equipment	\$ 141,500.00	\$ 440,000.00	\$ 139,000.00	\$ 115,000.00	\$ 45,000.00	\$ 880,500.00
Master Control Equipment	\$ 252,500.00	\$ 308,000.00	\$ 60,000.00	\$ 25,000.00	\$ 36,000.00	\$ 681,500.00
Total	\$ 615,000.00	\$ 870,000.00	\$ 1,217,500.00	\$ 385,000.00	\$ 166,500.00	\$ 3,254,000.00

Category Building
Budget Code ZCIP - Building

Description QCTV Building Infrastructure

Item	2026	2027	2028	2029	2030	
Architectural Study						
Roof Replacement						
Building Furniture			\$ 25,000.00			
Carpet (office & studio)						
HVAC Replacement	\$ 45,000.00					
Generator						
Parking Lot	\$ 5,000.00					
Building Lighting (interior/exterior)						
Building Security/Card Access			\$ 60,000.00			
Network/Video Cabling	\$ 35,000.00					
Other						
Total	\$ 85,000.00	\$ -	\$ 85,000.00	\$ -	\$ -	\$ 275,000.00

Category Portable Field Equipment
Budget Code ZCIP - Portable Field Equipment
Description Field equipment used by staff

Item	2026	2027	2028	2029	2030	
Field ENG Cameras/Tripods	\$ 22,000.00				\$ 30,000.00	
Cinema Style Camera				\$ 10,000.00		
Gimbals/Specialty			\$ 30,000.00		\$ 10,000.00	
Lite/Remote System (Switcher and Cameras)	\$ 20,000.00					
Portable HD Transmission Encoders			\$ 25,000.00			
AI Cameras/Community Programming Grant						
POV cameras/Drones		\$ 3,000.00			\$ 4,000.00	
Microphones	\$ 3,000.00					
Other						
Total	\$ 45,000.00	\$ 3,000.00	\$ 55,000.00	\$ 10,000.00	\$ 44,000.00	\$ 174,000.00

Category City Equipment

Budget Codes ZCIP - Andover ZCIP - Anoka ZCIP - Champlin ZCIP - Ramsey

Description Equipment infrastructure and maintenance improvements for city meeting coverage and distribution

Item	2026	2027	2028	2029	2030	
Presentation System			\$ 600,000.00			
Audio System			\$ 40,000.00			
Lighting System						
HD video transmission			\$ 30,000.00			
Production Equipment (Switcher, Cameras)		\$ 12,000.00				
Conversion and Distribution		\$ 15,000.00				
Rack Cabinets or Desk						
Andover*	\$ 1,500.00			\$ 1,500.00		
Anoka*	\$ 1,500.00			\$ 1,500.00		
Champlin*	\$ 1,500.00			\$ 1,500.00		
Ramsey*	\$ 1,500.00			\$ 1,500.00		
Member City Payments (\$20K per City)						
Total	\$ 6,000.00	\$ 27,000.00	\$ 670,000.00	\$ 6,000.00	\$ -	\$ 809,000.00

*Note: \$1,000 is allocated annually for each city in the Operating Budget for miscellaneous equipment repairs and minor replacements.

Category Office
Budget Code ZCIP - Office Equipment
Description Planned replacement of office support equipment
 Industry standard office resources to fulfill the mission of QCTV

Item	2026	2027	2028	2029	2030	
Laptop Computers	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00	
Computer Workstations	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Non-Core Network Switches, Access Points	\$ 1,500.00		\$ 2,000.00		\$ 2,000.00	
Network Printer / Scanner		\$ 5,000.00				
Servers	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00	\$ 15,000.00	
Building Monitors/Displays	\$ 1,500.00					
Website Updates/Upgrades		\$ 25,000.00		\$ 45,000.00	\$ 5,000.00	
Other						
Total	\$ 33,500.00	\$ 64,000.00	\$ 21,000.00	\$ 79,000.00	\$ 41,500.00	\$ 225,500.00

Category Studio
Budget Code ZCIP - Studio

Description Equipment to support studio shoots; located in the studio, the studio control room or the machine room

Item	2026	2027	2028	2029	2030	
Studio Cameras			\$ 120,000.00			
PTZ Bump Cam and controller			\$ 7,500.00			
Video Playback			\$ 25,000.00			
Video Switcher	\$ 27,000.00		\$ 15,000.00			
Master and Back-up Recording Devices	\$ 4,500.00			\$ 5,000.00		
Graphics Computer		\$ 16,000.00	\$ 20,000.00			
Audio (Sound Board and Equipment)						
Intercom				\$ 20,000.00		
Monitors (Multiviewers)						
Waveform/Vectorscope	\$ 5,000.00					
Smaller Rackmount Monitors		\$ 2,000.00				
Video/Audio Cabling						
Audio/Video Distribution/Conversion						
Video Router						
Router Control Panels	\$ 5,000.00			\$ 5,000.00		
Set/Curtain/Furniture				\$ 120,000.00		
Studio Lights	\$ 10,000.00	\$ 10,000.00				
Other						
Total	\$ 51,500.00	\$ 28,000.00	\$ 187,500.00	\$ 150,000.00	\$ -	\$ 533,200.00

Category Mobile - Vehicles and Equipment

Budget Code ZCIP - Truck

Description Planned equipment upgrades and replacement

Keeping the production truck to current broadcasting standards and replaces equipment at the end of its life

Item	2026	2027	2028	2029	2030	
Video Playback Server	\$ 30,000.00					
Replay System	\$ 80,000.00		\$ 10,000.00			
Audio	\$ 2,000.00					
Intercom (new in 2025)	\$ 5,000.00			\$ 10,000.00		
Camera(s), CCU, RCP and Accesories			\$ 75,000.00	\$ 25,000.00		
Microphones	\$ 1,000.00		\$ 2,500.00		\$ 1,000.00	
Main Graphics Computer				\$ 75,000.00		
Tripod Replacements		\$ 5,000.00			\$ 30,000.00	
Fiber optic upgrades	\$ 10,000.00	\$ 20,000.00			\$ 10,000.00	
Scorebox Replacement/Updates						
LiveU Replacement			\$ 15,000.00			
POV Camera Replacements	\$ 3,500.00		\$ 4,000.00		\$ 4,000.00	
Video Switcher			\$ 15,000.00			
Truck Rewiring/ Conversion Cards/ Distribution	\$ 7,500.00		\$ 7,500.00			
Video Router						
Truck Graphics Wrap Replacement		\$ 15,000.00				
Monitor Display Replacement			\$ 10,000.00			
Master and Back-up Recording Devices	\$ 2,500.00			\$ 5,000.00		
Ford F550 Production Truck*		\$ 400,000.00				
Other						
Total	\$ 141,500.00	\$ 440,000.00	\$ 139,000.00	\$ 115,000.00	\$ 45,000.00	\$ 1,494,000.00

*Note: Production Truck may need to be replaced as soon as 2027 at an approximate cost of \$400,000.00

Category Master Control Equipment
Budget Code ZCIP - Master Control Equipment
Description Includes channel playback, transmission, and conversion equipment

Planned equipment replacement and upgrades to signal delivery necessary for HD programming

Item	2026	2027	2028	2029	2030	
HD File Playback Machine(s)		\$ 60,000.00				
Extend networking to Anoka county cities	\$ 60,000.00	\$ 60,000.00				
DAM, SAN, MAM Back-up Storage	\$ 85,000.00	\$ 30,000.00	\$ 12,000.00		\$ 15,000.00	
Network Switches	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00		
Off-site Redundancy			\$ 12,000.00			
Video Patchbays and Wiring	\$ 9,500.00	\$ 3,000.00			\$ 10,000.00	
Video Router	\$ 20,000.00	\$ 10,000.00				
Conversion/Distribution Amps	\$ 6,000.00		\$ 6,000.00		\$ 6,000.00	
Live Channel Encoders		\$ 35,000.00				
Channel CG/ Bulletin Board		\$ 35,000.00				
Digital Waveform/Vectroscope w. eye pattern	\$ 20,000.00		\$ 5,000.00			
Multiviewer Replacement	\$ 12,000.00					
Live Transmission Decoder (LiveU)			\$ 20,000.00			
Closed Captioning		\$ 60,000.00				
Machine Room UPS(s)	\$ 25,000.00			\$ 10,000.00		
Other	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	
Total	\$ 252,500.00	\$ 308,000.00	\$ 60,000.00	\$ 25,000.00	\$ 36,000.00	\$ 774,000.00