

## **Quad Cities Cable Communications Commission**

Anoka City Hall – Council Chambers

November 20, 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 September 18, 2025, commission meeting.

##### 4.2. Treasurer

4.2.1. August, September Financial Reports

##### 4.3. Executive Director

4.4. Introduction of staff and presentation of awards

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

5.1. 2026 Capital Spending Plan Overview

5.2. Other

#### **6. Adjourn**

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

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

## **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2025**

### **CALL TO ORDER – 1**

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

### **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; Pat Cook, Technology Manager; and Ryan Musch-Pearce, Production Manager.

### **APPROVAL OF AGENDA – 3**

Motion was made by Cotton and seconded by Skogquist to approve the agenda as presented.

**8 ayes – 0 nays. Motion carried.**

### **ADMINISTRATIVE REPORTS – 4**

#### **4.1 Secretary**

##### **4.1.1. Approval of minutes from July 17, 2025, Commission meeting and September 3, 2025, Executive Committee meeting**

Motion was made by Tesdall and seconded by Skogquist to approve the July 17, 2025, Commission meeting as presented.

**8 ayes – 0 nays. Motion carried.**

Motion was made by Max and seconded by Hagen to approve the minutes of the September 3, 2025, Executive Committee meeting as presented.

**8 ayes – 0 nays. Motion carried.**

#### **4.2 Treasurer**

##### **4.2.1. June and July Financial Reports**

Commissioner Skogquist provided a brief summary of the written reports from June and July, including investment information.

Motion was made by Cotton and seconded by Tesdall to accept the June and July Financial Reports.

**8 ayes – 0 nays. Motion carried.**

#### **4.3 Executive Director**

Ms. George provided an overview of her written report and shared some recently received testimonials.

#### **4.4 Introduction of Staff and Presentation of Awards**

Ms. George recognized the staff members present at the meeting and highlighted recent awards received.

Chair Barthel recognized the staff for their phenomenal work and dedication.

### **GENERAL BUSINESS – 5**

#### **5.1 Liability Waiver**

Ms. George presented the annual request for the Commission to consider the liability waiver.

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

**8 ayes – 0 nays. Motion carried.**

#### **5.2 2026 Operating Budget and Five-Year Capital Plan**

Ms. George presented the proposed 2026 budget, which includes the proposed revenue and expenditure information. She noted the other supporting information included in the Commission packet. She recognized the capital grants the cities

typically receive and noted that those are not planned to continue due to the declining revenue and, therefore, were not included in the proposed budget.

Commissioner Tesdall commented that the loss of the capital grants is something that Champlin will feel. She appreciated the items that Champlin was able to fund with that contribution and asked the Commission to reconsider capital grants in the future. She referenced a line item, ZCIP, and noted that Champlin has \$20,000 allocated while the other cities have \$25,800. She asked for clarification on the difference.

Mr. Cook explained how the cities are connected to QCTV. He explained that QCTV has direct fiber to Champlin, while the other cities utilize the LiveView technology to provide that connection. He explained that this is the reason for the discrepancy.

Commissioner Skogquist stated that historically, capital has been paid for through good budgeting and excess revenue. He noted the changes in viewing, which have impacted franchise fees and revenue. He recognized the work of Ms. George to continue to evaluate immediate needs and items that can be delayed to allow the Commission to complete more strategic planning.

Chair Barthel agreed that they should continue to have the conversation about capital grants, but also recognized the decreasing revenue trend and need to continue to plan appropriately for the future.

Motion was made by Tesdall and seconded by Skogquist to approve the 2026 Operating Budget and the 2026 Planned Capital Investment.

**8 ayes – 0 nays. Motion carried.**

### **5.3 Other**

No comments.

## **ADJOURN – 6**

Motion was made by Hagen and seconded by Cotton to adjourn the meeting.

**8 ayes – 0 nays. Motion carried.**

Time of adjournment 11:21 a.m.

Respectfully submitted,

Reviewed for approval,

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

Karen George  
Executive Director

# Quad Cities Communications Commission

## Balance Sheet Summary

As of August 31, 2025

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,674,485.22
- Google AdSense	114.17
- PayPay acct	135.33
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,839,997.51
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,519,982.23</b>
<b>Fixed Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 3,519,982.23</u></b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	21,557.21
Other Current Liabilities	0.00
<b>Total Current Liabilities</b>	<b><u>\$ 21,557.21</u></b>
<b>Equity</b>	<u>3,498,425.02</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>\$ 3,519,982.23 *</u></b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$3,019,982.23 (\$4.5M 5-Year Cap Plan)

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

	Aug 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
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	201,751.57	75,000.00	126,751.57	269.00%	411,359.39	900,000.00	(488,640.61)	45.71%
Interest Income	10,319.83	8,333.33	1,986.50	123.84%	69,556.50	100,000.00	(30,443.50)	69.56%
Miscellaneous Income	73.42	250.00	(176.58)	29.37%	4,251.51	3,000.00	1,251.51	141.72%
PEG Fee	106,438.87	39,583.33	66,855.54	268.90%	217,042.97	475,000.00	(257,957.03)	45.69%
<b>Total Income</b>	<b>\$ 318,583.69</b>	<b>\$ 129,033.32</b>	<b>\$ 189,550.37</b>	<b>246.90%</b>	<b>\$ 773,165.67</b>	<b>\$ 1,548,400.00</b>	<b>\$ (775,234.33)</b>	<b>49.93%</b>
<b>Expenses</b>								
A-PERA Expense	4,361.09	5,015.00	(653.91)	86.96%	38,861.23	60,180.00	(21,318.77)	64.57%
A-SS/Medicare Expense	4,435.74	5,114.42	(678.68)	86.73%	38,198.35	61,373.00	(23,174.65)	62.24%
A-Wages - Full-time	48,150.60	54,355.33	(6,204.73)	88.58%	405,703.02	652,264.00	(246,560.98)	62.20%
A-Wages - Part-time	10,481.81	12,500.00	(2,018.19)	83.85%	98,845.72	150,000.00	(51,154.28)	65.90%
Accounting / HR Services		2,083.33	(2,083.33)	0.00%	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	800.00	1,333.33	(533.33)	60.00%	10,537.10	16,000.00	(5,462.90)	65.86%
Anoka Capital Equipment	866.95	416.67	450.28	208.07%	1,897.86	5,000.00	(3,102.14)	37.96%
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%	3,803.70	6,500.00	(2,696.30)	58.52%
Building - Insurance		583.33	(583.33)	0.00%	5,212.00	7,000.00	(1,788.00)	74.46%
Building - Maintenance	183.95	833.33	(649.38)	22.07%	6,353.35	10,000.00	(3,646.65)	63.53%
Building - Supplies	164.48	125.00	39.48	131.58%	1,259.16	1,500.00	(240.84)	83.94%
Car Allowance	250.00	250.00	0.00	100.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	350.00	575.00	(225.00)	60.87%	3,950.00	6,900.00	(2,950.00)	57.25%
Champlin Capital Equipment	298.69	416.67	(117.98)	71.69%	945.90	5,000.00	(4,054.10)	18.92%
City Sewer & Water	375.72	250.00	125.72	150.29%	2,171.18	3,000.00	(828.82)	72.37%
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%	11,223.00	50,000.00	(38,777.00)	22.45%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,603.16	1,666.67	(63.51)	96.19%	12,015.42	20,000.00	(7,984.58)	60.08%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	222.43	1,250.00	(1,027.57)	17.79%	7,093.28	15,000.00	(7,906.72)	47.29%

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

	Aug 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,429.70	8,174.58	(1,744.88)	78.65%	65,636.21	98,095.00	(32,458.79)	66.91%
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	464.29	416.67	47.62	111.43%	2,680.25	5,000.00	(2,319.75)	53.61%
Legal Fees		1,250.00	(1,250.00)	0.00%	1,851.00	15,000.00	(13,149.00)	12.34%
Licenses and Permits		333.33	(333.33)	0.00%	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		583.33	(583.33)	0.00%	2,066.16	7,000.00	(4,933.84)	29.52%
Miscellaneous Expenses	(217.33)	41.67	(259.00)	-521.55%	(495.99)	500.00	(995.99)	-99.20%
Natural Gas	49.98	291.67	(241.69)	17.14%	2,212.34	3,500.00	(1,287.66)	63.21%
Office Supplies / Equipment	490.00	500.00	(10.00)	98.00%	1,291.70	6,000.00	(4,708.30)	21.53%
Payroll Expenses (ADP/HSA)	321.00	250.00	71.00	128.40%	2,436.00	3,000.00	(564.00)	81.20%
Postage		41.67	(41.67)	0.00%	186.39	500.00	(313.61)	37.28%
Printing / Copy Services		41.67	(41.67)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development	2,968.30	2,250.00	718.30	131.92%	12,982.53	27,000.00	(14,017.47)	48.08%
Publications		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	319.75	416.67	(96.92)	76.74%	1,114.55	5,000.00	(3,885.45)	22.29%
Reimbursements	263.41		263.41		263.41	0.00	263.41	
Sales Tax		4.17	(4.17)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services		125.00	(125.00)	0.00%	556.50	1,500.00	(943.50)	37.10%
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	487.03	558.33	(71.30)	87.23%	4,709.85	6,700.00	(1,990.15)	70.30%
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	958.86	4,208.33	(3,249.47)	22.78%	48,815.38	50,500.00	(1,684.62)	96.66%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	1,835.61	1,250.00	585.61	146.85%	4,671.23	15,000.00	(10,328.77)	31.14%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,002.00	1,500.00	(498.00)	66.80%
Vehicle - Maintenance / Gas	136.63	625.00	(488.37)	21.86%	1,727.60	7,500.00	(5,772.40)	23.03%
Waste Removal	207.68	125.00	82.68	166.14%	848.73	1,500.00	(651.27)	56.58%
Web / VOD / Int / CaTV / Phone	2,000.12	2,375.00	(374.88)	84.22%	17,259.81	28,500.00	(11,240.19)	60.56%
Work Comp Insurance	2,702.00	208.33	2,493.67	1296.98%	2,702.00	2,500.00	202.00	108.08%
<b>Total Expenses</b>	<b>93,687.60</b>	<b>122,492.00</b>	<b>(28,804.40)</b>	<b>76.48%</b>	<b>879,091.20</b>	<b>1,469,904.00</b>	<b>(590,812.80)</b>	<b>59.81%</b>



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

	Aug 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Net Income	\$ 224,896.09	\$ 6,541.32	\$ 218,354.77	3438.08%	(105,925.53)	78,496.00	(184,421.53)	-134.94%
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	227,830.63	54,875.00	172,955.63	415.18%	338,296.43	658,500.00	-320,203.57	51.37%
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%
	\$ 227,830.63	\$ 99,766.64	\$ 128,063.99	415.2%	\$ 482,251.01	\$ 1,197,200.00	\$ (714,948.99)	555.4%

Tuesday, Oct 28, 2025 01:26:06 PM GMT-7 - Accrual Basis

## QCTV Bank Reconciliation

### August 2025

Beginning Balance - 4M Statement	1,772,510.66
Less: Cleared Checks/Withdrawals	(395,663.09)
Plus: 4M Fund Interest	3,732.88
Plus: Bank Deposits/Credits	308,645.44
<b>Bank Balance</b>	<b>\$1,689,225.89</b>
Book Balance	1,689,225.89
<b>Adjusted Book Balance</b>	<b>1,689,225.89</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:    *AH*

# Quad Cities Communications Commission

## Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
08/08/2025	15608	James R. Erickson	-240.00
08/08/2025	15609	Joseph Electronics	-6,898.00
08/08/2025	15611	Timesavers	-172.00
08/08/2025	15606	Alpha Video & Audio Inc.	-81,236.86
08/08/2025	15607	HealthEquity Inc.	-446.43
08/08/2025	15610	Maza Technologies, LLC	-1,767.40
08/08/2025	W D	Minnesota State Retirement System	-600.00
08/08/2025	W D	PERA	-4,159.10
08/14/2025	15615	Lucky Klover, Inc.	-478.95
08/14/2025	15613	AT&T Mobility	-382.30
08/14/2025	15614	City of Champlin	-243.19
08/14/2025	15612	ACE Solid Waste, Inc.	-207.68
08/14/2025	15616	T-Mobile	-125.40
08/22/2025	15627	HealthPartners Inc	-6,511.52
08/22/2025	15621	CenterPoint Energy	-49.98
08/22/2025	15634	Xcel Energy	-1,786.50
08/22/2025	15628	Lynde Enterprises, Inc.	-489.29
08/22/2025	15620	B&H Photo-Video	-1,561.54
08/22/2025	15623	City of Andover	-1,635.74
08/22/2025	15630	Securita Technology Corporation	-465.72
08/22/2025	15629	Peter James Hayes	-80.00
08/22/2025	15633	Verizon	-120.03
08/22/2025	15625	Comcast Cable	-889.44
08/22/2025	15619	Amazon Capital Services	-391.89
08/22/2025	15618	Alpha Video & Audio Inc.	-227,901.47
08/22/2025	15626	HealthEquity Inc.	-470.13
08/22/2025	15631	Strategic Hawks, Ilc	-160.00
08/22/2025	15624	Comcast 2	-621.36
08/22/2025	15632	U.S. Bank Corporate	-1,066.75
08/22/2025	15622	Cintas Corporation	-164.48
08/22/2025	W D	Minnesota State Retirement System	-600.00
08/22/2025	W D	PERA	-3,981.63
Total for Quad Cities Commission			\$ -345,904.78

# Quad Cities Communications Commission

## Balance Sheet Summary

As of September 30, 2025

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Bank Accounts - QCTV	1,534,379.54
- Google AdSense	195.58
- PayPay acct	149.88
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,855,267.04
Accounts Receivable	0.00
Other current assets	0.00
<b>Total Current Assets</b>	<b>\$ 3,395,242.04</b>
 <b>Fixed Assets</b>	 0.00
 <b>TOTAL ASSETS</b>	 <b>\$ 3,395,242.04</b>
 <b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	26,150.04
Other Current Liabilities	0.02
<b>Total Current Liabilities</b>	<b>\$ 26,150.06</b>
 <b>Equity</b>	 3,369,091.98
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 3,395,242.04 *</b>

\*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$2,895,242.04 (\$4.5M 5-Year Cap Plan)

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

	Sep 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Income</b>								
Duplication Revenue	\$ 14.55	\$ 8.33	\$ 6.22	174.67%	\$ 135.81	\$ 100.00	\$ 35.81	135.81%
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%	411,359.39	900,000.00	(488,640.61)	45.71%
Interest Income	13,949.87	8,333.33	5,616.54	167.40%	83,506.37	100,000.00	(16,493.63)	83.51%
Miscellaneous Income	155.43	250.00	(94.57)	62.17%	4,406.94	3,000.00	1,406.94	146.90%
PEG Fee		39,583.33	(39,583.33)	0.00%	217,042.97	475,000.00	(257,957.03)	45.69%
<b>Total Income</b>	<b>\$ 14,119.85</b>	<b>\$ 129,033.32</b>	<b>\$ (114,913.47)</b>	<b>10.94%</b>	<b>\$ 787,285.52</b>	<b>\$ 1,548,400.00</b>	<b>\$ (761,114.48)</b>	<b>50.85%</b>
<b>Expenses</b>								
A-PERA Expense	4,619.53	5,015.00	(395.47)	92.11%	43,480.76	60,180.00	(16,699.24)	72.25%
A-SS/Medicare Expense	4,728.03	5,114.42	(386.39)	92.45%	42,926.38	61,373.00	(18,446.62)	69.94%
A-Wages - Full-time	48,546.96	54,355.33	(5,808.37)	89.31%	454,249.98	652,264.00	(198,014.02)	69.64%
A-Wages - Part-time	13,855.67	12,500.00	1,355.67	110.85%	112,701.39	150,000.00	(37,298.61)	75.13%
Accounting / HR Services	3,763.79	2,083.33	1,680.46	180.66%	18,886.74	25,000.00	(6,113.26)	75.55%
Ads/Promos/Sponsorships	1,163.20	916.67	246.53	126.89%	6,841.48	11,000.00	(4,158.52)	62.20%
Andover Capital Equipment		416.67	(416.67)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
Announcers Fees	2,800.00	1,333.33	1,466.67	210.00%	13,337.10	16,000.00	(2,662.90)	83.36%
Anoka Capital Equipment	111.95	416.67	(304.72)	26.87%	2,009.81	5,000.00	(2,990.19)	40.20%
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%	4,282.65	6,500.00	(2,217.35)	65.89%
Building - Insurance	2,620.00	583.33	2,036.67	449.15%	7,832.00	7,000.00	832.00	111.89%
Building - Maintenance	130.00	833.33	(703.33)	15.60%	6,483.35	10,000.00	(3,516.65)	64.83%
Building - Supplies	50.08	125.00	(74.92)	40.06%	1,309.24	1,500.00	(190.76)	87.28%
Car Allowance		250.00	(250.00)	0.00%	1,750.00	3,000.00	(1,250.00)	58.33%
Cell Phone - Allowance	400.00	575.00	(175.00)	69.57%	4,350.00	6,900.00	(2,550.00)	63.04%
Champlin Capital Equipment	84.90	416.67	(331.77)	20.38%	1,030.80	5,000.00	(3,969.20)	20.62%
City Sewer & Water	380.57	250.00	130.57	152.23%	2,551.75	3,000.00	(448.25)	85.06%
Commission Expense	9.00	208.33	(199.33)	4.32%	(45.25)	2,500.00	(2,545.25)	-1.81%
Consulting Services	3,747.00	4,166.67	(419.67)	89.93%	14,970.00	50,000.00	(35,030.00)	29.94%
Duplication Expenses		20.83	(20.83)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,737.50	1,666.67	70.83	104.25%	13,752.92	20,000.00	(6,247.08)	68.76%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	4,521.95	1,250.00	3,271.95	361.76%	11,615.23	15,000.00	(3,384.77)	77.43%

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

	Sep 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Federal Unempl Expense		70.83	(70.83)	0.00%	0.00	850.00	(850.00)	0.00%
Health Insurance	6,429.70	8,174.58	(1,744.88)	78.65%	72,065.91	98,095.00	(26,029.09)	73.47%
Insurance - Deductibles		41.67	(41.67)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	1,344.00	582.67	761.33	230.66%	4,363.00	6,992.00	(2,629.00)	62.40%
Lawn Service	464.29	416.67	47.62	111.43%	3,144.54	5,000.00	(1,855.46)	62.89%
Legal Fees	3,385.00	1,250.00	2,135.00	270.80%	5,236.00	15,000.00	(9,764.00)	34.91%
Licenses and Permits		333.33	(333.33)	0.00%	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	520.69	583.33	(62.64)	89.26%	2,586.85	7,000.00	(4,413.15)	36.96%
Miscellaneous Expenses		41.67	(41.67)	0.00%	(495.99)	500.00	(995.99)	-99.20%
Natural Gas	49.94	291.67	(241.73)	17.12%	2,262.28	3,500.00	(1,237.72)	64.64%
Office Supplies / Equipment	293.47	500.00	(206.53)	58.69%	1,585.17	6,000.00	(4,414.83)	26.42%
Payroll Expenses (ADP/HSA)	340.50	250.00	90.50	136.20%	2,776.50	3,000.00	(223.50)	92.55%
Postage	49.58	41.67	7.91	118.98%	235.97	500.00	(264.03)	47.19%
Printing / Copy Services		41.67	(41.67)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development	1,037.18	2,250.00	(1,212.82)	46.10%	14,019.71	27,000.00	(12,980.29)	51.92%
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%	1,220.51	5,000.00	(3,779.49)	24.41%
Reimbursements	0.00		0.00		263.41	0.00	263.41	
Sales Tax		4.17	(4.17)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services	384.50	125.00	259.50	307.60%	941.00	1,500.00	(559.00)	62.73%
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	487.03	558.33	(71.30)	87.23%	5,196.88	6,700.00	(1,503.12)	77.57%
Studio Sets		291.67	(291.67)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	1,518.86	4,208.33	(2,689.47)	36.09%	50,334.24	50,500.00	(165.76)	99.67%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair	703.90	1,250.00	(546.10)	56.31%	5,375.13	15,000.00	(9,624.87)	35.83%
Vehicle - Insurance	516.00	125.00	391.00	412.80%	1,518.00	1,500.00	18.00	101.20%
Vehicle - Maintenance / Gas		625.00	(625.00)	0.00%	1,727.60	7,500.00	(5,772.40)	23.03%
Waste Removal	114.11	125.00	(10.89)	91.29%	962.84	1,500.00	(537.16)	64.19%
Web / VOD / Int / CaTV / Phone	1,938.61	2,375.00	(436.39)	81.63%	19,198.42	28,500.00	(9,301.58)	67.36%
Work Comp Insurance		208.33	(208.33)	0.00%	2,702.00	2,500.00	202.00	108.08%
<b>Total Expenses</b>	<b>113,432.40</b>	<b>122,492.00</b>	<b>(9,059.60)</b>	<b>92.60%</b>	<b>992,523.60</b>	<b>1,469,904.00</b>	<b>(477,380.40)</b>	<b>67.52%</b>

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

	Sep 2025				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Net Income	(99,312.55)	6,541.32	(105,853.87)	-1518.23%	(205,238.08)	78,496.00	(283,734.08)	-261.46%
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	30,020.49	54,875.00	-24,854.51	54.71%	368,316.92	658,500.00	-290,183.08	55.93%
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%
	\$ 30,020.49	\$ 99,766.64	\$ (69,746.15)	54.71%	\$ 512,271.50	\$ 1,197,200.00	\$ (684,928.50)	560.0%

Tuesday, Oct 28, 2025 01:26:06 PM GMT-7 - Accrual Basis

## QCTV Bank Reconciliation

### *September 2025*

Beginning Balance - 4M Statement	1,689,225.89
Less: Cleared Checks/Withdrawals	(141,799.44)
Plus: 4M Fund Interest	7,635.34
Plus: Bank Deposits/Credits	114.17
<b>Bank Balance</b>	<b>\$1,555,175.96</b>
Book Balance	1,555,175.96
<b>Adjusted Book Balance</b>	<b>1,555,175.96</b>
<b>Difference:</b>	<b>\$0.00</b>

Completed by:    *AH*



# Quad Cities Communications Commission

## Bill Payment List

September 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
09/05/2025	15652	Timothy Anderson	-80.00
09/05/2025	15653	Xcel Energy	-1,603.16
09/05/2025	15646	Lynde Enterprises, Inc.	-464.29
09/05/2025	15635	ACE Solid Waste, Inc.	-114.11
09/05/2025	15639	B&H Photo-Video	-818.76
09/05/2025	15648	Peter James Hayes	-160.00
09/05/2025	15651	T-Mobile	-125.40
09/05/2025	15637	Amazon Capital Services	-207.29
09/05/2025	15640	City of Champlin	-375.72
09/05/2025	15642	Gerald S. Thomson	-160.00
09/05/2025	15636	Alpha Video & Audio Inc.	-684.16
09/05/2025	15643	HealthEquity Inc.	-470.13
09/05/2025	15638	Anoka Area Chamber of Commerce	-20.00
09/05/2025	15647	Maza Technologies, LLC	-1,767.40
09/05/2025	15649	Strategic Hawks, Ilc	-160.00
09/05/2025	15641	Coordinated Business Systems, LTD	-19.82
09/05/2025	15644	Joe G. Ruhland	-240.00
09/05/2025	15645	League of MN Cities Insurance Trust	-2,702.00
09/05/2025	15650	Summit Fire Protection	-183.95
09/05/2025	W D	Minnesota State Retirement System	-600.00
09/05/2025	W D	PERA	-4,381.26
09/12/2025	15655	CenterPoint Energy	-49.94
09/12/2025	15658	Lucky Clover, Inc.	-478.95
09/12/2025	15654	AT&T Mobility	-382.30
09/12/2025	15659	The Lincoln National Life Ins. Co.	-974.06
09/12/2025	15656	City of Andover	-1,963.36
09/12/2025	15657	Comcast 2	-621.36
09/19/2025	15660	HealthEquity Inc.	-446.43
09/19/2025	W D	Minnesota State Retirement System	-600.00
09/19/2025	W D	PERA	-4,241.84
09/25/2025	15667	HealthPartners Inc	-6,511.52
09/25/2025	15663	B&H Photo-Video	-3,999.30
09/25/2025	15673	Verizon	-120.03
09/25/2025	15669	Monarch Pest Control	-130.00
09/25/2025	15665	Comcast Cable	-889.44
09/25/2025	15662	Amazon Capital Services	-185.94
09/25/2025	15670	Sterling Trophy	-9.00
09/25/2025	15671	Timesavers	-212.50
09/25/2025	15661	Alpha Video & Audio Inc.	-30,020.49
09/25/2025	15666	Coordinated Business Systems, LTD	-17.42
09/25/2025	15672	U.S. Bank Corporate	-4,192.06
09/25/2025	15664	Cintas Corporation	-150.24
09/25/2025	15668	League of MN Cities Insurance Trust	-13,435.00

# Quad Cities Communications Commission

## Bill Payment List

September 2025

DATE	NUM	VENDOR	AMOUNT
Total for Quad Cities Commission			\$ -84,968.63

## QCCCC Agenda Item

### 4.3 Executive Director's Report

**November 10, 2025**

**To:** Commissioners

**From:** Karen George, Executive Director

**Subject:** Executive Director's Report

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#### **Awards**

QCTV received the Anoka Area Chamber of Commerce – Business of the Year award. QCTV and producer Cory Laing received a regional EMMY award for a package featuring a local Champlin business. This is the first time QCTV has received an EMMY award. The awards will be presented at the November 20 meeting.

#### **Insurance renewals**

The general liability insurance has been renewed as has the health insurance.

#### **2026 Operating Budget**

The 2026 operating budget and 5 Year CIP plan was approved by the commission at the September 18 meeting.

#### **Capital Projects**

The camera system for the production truck was installed and used for fall sports coverage.

#### **5-Year Strategic Visioning**

Commissioners meet two, half days in October to complete the next five-year visioning for QCTV. The staff retreat is scheduled for late November with a December follow-up 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 and second quarter 2025 payments continued the downward trend.

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

## QCCCC Agenda Item

### 4.3.1a Operations Report

**September 30, 2025**

**To:** Karen George, Executive Director

**From:** Ryan Musch, Production Manager

**Subject: Operations Update September, 2025**

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In the month of September, we produced 16 live government meetings; 3 were cancelled. And also we covered the QCCC meeting.

Regular productions included 3 live episodes of *The Post* and our monthly *Live and Local*. That includes 17 pre-produced stories and the weekly community calendar. Here is a rundown of the stories we produced promoting our member cities:

September 3: The Post

Andover Alternative Urban Areawide Review

Anoka Safe Road Zone Campaign

Champlin Report a Concern

Ramsey Business Appreciation Golf Tournament

Champlin Football Preview

September 10: The Post

Andover CC Skating Lessons 2025

Anoka Walk to Honor Promo

Champlin Artisan Market Promo

Ramsey Walk with a Naturalist

Andover Football Preview

September 17: The Post

Andover Alternative Urban Areawide Review

Anoka Safe Road Zone Campaign

Champlin Report a Concern  
Ramsey Business Appreciation Golf Tournament  
Andover Cross Country Preview

June 25: Live & Local Ramsey  
Creative Flow art center  
Ceramic memories  
Ramsey photo contest  
Gabby Poor Live Artist

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

We produced 2 episodes of *That Sports Show*, which aggregates all sports recaps and team packages produced over the previous weeks.

We produced *The Chamber Report* and *Gamesharks* in studio.

In mobile productions we covered 17 high school athletic events, including the first meeting in Football in 9 years between Andover and Anoka.

We participated in and covered the Ramsey Happy Days parade.

**Testimonial this month:**

“AHHHHH!!!! It's so amazing. I'm tearing up. Yall are great. I will make sure to share. Thanks for doing such beautiful work and reaching out to cover this new adventure for us:

Mak - Rum River Art Center – Executive Director

“It was so great meeting you today, Leslie. Thank you for time today and for helping me forget the camera was rolling 😊”

Thanks,

Emily Robinson -Director -Creative Flow Art Center

“The announcers rock!!!!!! Thank you, when you come to the games it is amazing and the family's appreciate it.”

Brandon Dobratz - [brandon.d@apdmn.com](mailto:brandon.d@apdmn.com) – website comment

## QCCCC Agenda Item

### 4.3.1b Operations Report

**October 5, 2025**

**To:** Karen George, Executive Director

**From:** Ryan Musch, Production Manager

**Subject: Operations Update**

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In the month of October, we produced 17 live government meetings; 3 were cancelled.

Regular productions included 4 live episodes of *The Post* that includes 20 pre-produced stories and a live report during each weekly show. Here is a rundown of the stories we produced promoting our member cities:

October 1: The Post

Andover - Andover fire department open house 2025

Anoka - Vintage Fest & Pumpkin Expo

Champlin - Champlin Business Connections 2025 Promo

Ramsey - A Slow Moment with Ramsey

Sports – Anoka Football Special

October 8: The Post

Andover- Andover Round Barn 10th Year Anniversary recap

Anoka- Hope 4 Youth Darkest Night 4k

Champlin - Champlin Girls Swim and Dive

Ramsey- Ramsey Blvd now open

Sports – Recap Football Anoka vs Champlin

October 15:

Andover- Andover Sheriff open house recap

Anoka- Discover Anoka Wicked Window Walkabout

Champlin- Champlin Thanksgiving Bingo

Ramsey- Ramsey Halloween at Fire Station 2  
Sports – Anoka Dance Team

October 22: The Post

Live and Local: Festivals!

Andover- LWV Friend of the League award

Anoka- Anoka Halloween Preview 2025

Champlin- Champlin Fire Training Video

Ramsey- Ramsey- Park Profile- Central Park

Sports – Recap Volleyball sections Duluth East vs Andover

October 29: Live and Local from Andover Fire Station #1

Andover Stories featured:

Andover Fire Recruitment

Bunker Hills Stables Fall colors

New 911 Emergency Call center

Thuney's Haunted Graveyard

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

In sports we produced 11 games in total, with 4 of those games being Live section playoff coverage. Covered all home football games, and featured girls Swim and Dive.

We produce the Anoka Area Chamber of Commerce Annual Breakfast which also featured a tribute to retiring President Pete Turok.

We covered The League of Women Voters town hall held at Andover City hall.

We produced multiple programs for Anoka Halloween including, The Pumpkin Bowl, Big Parade of Little People, Grand Day Parade, the Ambassador Coronation, and the min-Pumpkin Bowl.

QCTV producer Cory Laing won an Emmy for his Champlin Package “Building Connections at Bricks and Minifigs”

**Testimonial this month:**

“Leslie,

I have just heard so many compliments about the program last night, I wanted you to know it was a real hit! I heard no negatives and even had a call today. People just really want to hear from their elected officials and when they are willing to do something like this, they show up. I am guessing the program will have a lot of views and it tells me we need to look at doing more programs of this type.

I know the facility is not as easy for you with hauling equipment and setting up. However, perhaps it felt more welcoming to all the guests? About half or more of those in the room were not League members.

**THANK YOU** so very much for your work on this town hall event!

Please share this thank you with your co-worker Pat.”

Julie (League of Women’s Voters)



**November 13, 2025**

**To: Karen George, Executive Director**  
**From: Patrick Cook, Technology Manager**  
**Subject: Technology Report – Oct & Nov 2025**

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**General Items:**

- I worked with various producers on new technology and production techniques. A more in-depth description is attached.
- Podcast mics and boom arms have been deployed.
- The newly purchased Sony truck cameras were commissioned in early October.

**Equipment Issues:**

**QCTV Equipment**

I received reports of several tripod issues. I'm working on a comprehensive inventory of the tripods. It seems we have many generations currently in circulation, and while that's not a bad thing, it does pose some problems in keeping track of what is broken and what is just old.

We encountered an issue with the website. It was not displaying city meetings in our Production Calendar. It was discovered that a plugin could not handle the number of city meetings that we were exporting from our playback automation system. The plugin was updated, and the problem was resolved.

**City Equipment**

We brought an audio engineer to look at the feedback issue at Anoka. After some adjustments, reports are that the system is not feeding back as it was before.

CJ Luck performed the following maintenance at the City Halls

- The lenses on all cameras at all city halls were cleaned.
- Andover: Power cycled the HELO, and it functions now. Reset the control room equipment after a power outage.
- Anoka: Camera 3 was swapped with a backup so more testing/troubleshooting can be done on it in the shop. He also checked and tested monitor cables but could not locate the problem. A replacement cable was ordered and will be installed.
- Champlin: Camera 5 was swapped with a backup as it had soft focus.

#### Comcast Equipment

After a power outage, a device in the Anoka head end had to be reset.

Regarding Comcast's request that the Commission consider using dark fiber in lieu of the legacy I-Net, there was some confusion as to whether Andover City Hall currently had fiber. The other three City Halls already have Comcast fiber present. I met a Comcast contractor at City Hall along with Scott Allen, the city IT Manager, and it was discovered that there indeed was fiber present. It had been previously installed so Connexus Energy could connect to Comcast at their leased office on the City Hall campus. We are waiting to hear from Comcast on the next step.

**Action Requested: None.**

PJC/pjc

# QCCCC Technology Report

## Attachment

### New Production Technology & Techniques – Pat Cook

#### Laptop Production System

I've worked with QCTV producer Leslie Sauer in producing two episodes of her League of Women Voters show using new production technology. The tech utilizes a laptop, production software, and an AV input/output card. This allows for live-to-tape productions, significantly reducing the amount of post-production needed before the show can be submitted for distribution. In the past, when she used multiple cameras, she would have to take the raw recordings and edit the show to combine the cameras and other elements into the finished production.



One episode was a three-camera, six-microphone panel discussion, shot on location at the Andover Community Center. In this case, the hardware and software allowed for the cameras to be switched and audio to be mixed live. While the show was only recorded, it could have been presented live on the channel and the internet if desired.



The second episode was the opposite, in that it was entirely virtual within Zoom. The same tech allowed for the show to be switched live, as if each participant had their own camera, bypassing Zoom's "auto" mode of selecting who most people see based on audio. The advantage of this for Leslie is that she could choose who was "on-air" without Zoom changing the focus due to an extraneous noise or cough. It also allowed for advanced effects, not found in the native Zoom recording. These included a Picture-in-Picture view of the presenter and their presentation. It allowed Leslie to actively decide whether to show both, or just the presentation, or just the presenter. Identical to how we produce other shows, including city council meetings.

With these two examples, there is one other use case that we are looking forward to producing. That is a hybrid production, where we incorporate multiple live cameras AND remote Zoom participants.

The benefits of this system over our existing Remote system is that it is much more portable. The truck is still the Gold Standard for on-location live production, and our "Lite Shoots", where the cameras are remote but the production is switched back at our facility, are still a good lower-cost method when used. But this system will provide some additional capabilities and flexibility when we need it.



### Studio Production – New Look

I've continued to work with producers on updating the look and production techniques for Game Sharks. These updates are done with an eye towards how we can integrate them into other studio productions and podcasts. The new look not only includes relocating the Game Sharks desk to in front of the control room window, providing a compelling technology-laden backdrop, but also the use of picture-in-picture (PiP), motion backgrounds, motion visual effects, and dynamic graphics. The new episodes have also been shot live-to-tape, thus eliminating much of the post-production time that previous episodes required.

I enjoy pushing the technology. I always try to keep in mind techniques and technology that will not only enhance the visual appeal but also help streamline the production process.

PJC/pjc

5.1 Capital Spending Plan Overview

**November 13, 2025**

**To:** Karen George, Executive Director

**From:** Patrick Cook, Technology Manager

**Subject:** Capital Spending Plan Overview

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**2026 Capital Spending Plan Overview**

In September 2025 the board approved the 2026 operating budget and the 5-year capital plan. The 2026 projected capital spending plan total is \$615,000. There were also several capital projects that were suspended or delayed in 2025. Below is an outlook of the planned capital expenditures; some may require additional budget amendments in the future.

Category	Total Amount In 2026 Plan
ZCIP - Building	\$85,000
ZCIP - Portable Field Equipment	\$45,000
ZCIP - City	\$6,000
ZCIP - Office Equipment	\$33,500
ZCIP - Studio	\$51,500
ZCIP - Mobile - Vehicles and Equipment	\$141,500
(Held from 2025)	(\$155,000)
ZCIP - Master Control Equipment	\$252,500

**General Background**

Current state-of-the-art video production uses a format and resolution of 4K or greater. Currently, QCTV targets finished programs and projects to be 1080p for portable productions and 1080i for studio and truck productions. While our playback system can accept 1080p productions, it is set to output 1080i regardless of the source resolution or format due to the current routing infrastructure in Master Control. Comcast actually downscales our signal to 720p for our HD channels. Our website does allow for 1080p distribution video on demand (VOD). We also send YouTube streams in 1080 resolution, interlaced or progressive, depending on the source of the production, i.e. truck, studio, remote or edited piece. Only the portable camcorders at QCTV are currently natively 4K

capable. Producers can record and edit in 4K, but we only distribute video in 1080i/p, so we mostly use the lower resolution for efficiency.

As it relates to the truck and studio, our near-term goal is to move to 1080p in both places. Many of the recommendations below move us toward that goal. A path to 4K production in the future is also considered.

### **ZCIP - Building**

Building items include the possibility that the studio HVAC unit may need to be replaced. It is the last of the original units; the rest have been replaced in the past 5 years. The intent would be to only replace it if it fails. Also in Building are amounts to update the network wiring in the building to accommodate the faster network speeds afforded by the network switches purchased [late last year?] and for crack sealing in the parking lot, which was new in 2023.

### **ZCIP - Portable Field Equipment**

Items listed for 2026 include new camcorders for producers and Lite Shoots, as well as some new microphones. The current producer camcorders were purchased in 2018. The current Lite Shoot cameras were the previous producer camcorders, and thus, a handful of years older. Generally, once camcorders started using solid state media, as opposed to tapes, they last quite a bit longer. However, time and general wear and tear are catching up with them. The existing producer camcorders can and have been used as Lite Shoot cameras, but they lack some of the features that are desirable as we continue to refine this type of production.

### **ZCIP - City**

There are no specific items identified. The city production systems had major upgrades in 2018 for presentation and audio systems, and in 2022 for production equipment. The systems are currently working well. We also have a spare unit for each of the major pieces of equipment so we can quickly swap a non-functional piece with a spare, then work on getting the broken unit repaired or replaced. Other items related to live meeting production include the transmission equipment and Closed Captioning. We replaced the transmission equipment over the last two years. The Closed Captioning equipment was new in 2022 and we continue to keep it up to date.

### **ZCIP - Office Equipment**

Items included are desktop editing workstations (qty 4), a laptop computer, non-core network switches, and a server. The previous direction was to replace servers and computers incrementally to lessen the likelihood that many of them would fail and need to be replaced simultaneously. We have generally done this with the servers and mass storage, but we deferred workstation purchases in 2024. Units were considered for late 2025, but with the changing direction and funding, it was decided to again defer these for 2026 consideration.

## **ZCIP - Studio**

### *Background*

Currently, the studio is capable of 1080i video resolutions. Note, the “i” stands for interlaced. At this time, most professional video production is done in a progressive format, with 1080p or 4K resolutions. We are working towards moving the format of studio productions to 1080p. Many devices used in the studio, including the production switcher and Ultrix A/V router, are capable of 1080p. The studio cameras can be set to 1080p but are also capable of up-conversion to 4K.

Also note that at QCTV, the line between “Studio” and “Master Control” items can be somewhat blurred. Most of the electronics for the studio equipment are contained in Master Control. As such, there is overlap between the projects in the Studio and Master Control. Case in point, the proposed new switcher/router puts the electronics for the switcher inside the router chassis.

### *Project 1 - Switcher/Router*

At present, the video switcher electronics and the two A/V routers housed in Master Control are three separate boxes. One of the existing routers is primarily used for the playback automation system (discussed in ZCIP - Master Control). This is the oldest and not upgradable. The other router is used for studio productions and is very upgradable. There are numerous cables between the two routers, as well as tie-lines between the production switcher and router. This project intends to consolidate all of these items into a single, unified chassis. This greatly simplifies cabling and allows for better signal management and unified control. This project would leverage the previously purchased Ross Ultrix FR5 chassis to combine the functions of the studio switcher and all of the facility routing, including playback. The initial scope of this project was to combine the two routers, but it became apparent that by upgrading the switcher electronics at the same time, it would greatly simplify the wiring, and would not significantly increase the cost.

### *Miscellaneous Items*

These include the addition of some new LED lights to the studio, the purchase of new master and backup recording devices, as well as the purchase of a new test monitor for control room use.

## **ZCIP - Mobile - Vehicles and Equipment**

### *Background*

Similar to the studio, but arguably more important, the desire is to move the truck to 1080p productions from the current 1080i. The recently purchased truck cameras were purchased as 1080p with an upgrade path to 4K. The rest of the truck equipment, with a couple of exceptions, can currently be configured for 1080p productions. We will be implementing this shortly. This will be our new benchmark



Relative to the 2025 capital improvement plan, the list of equipment in this category is extensive, but it really boils down to a few major projects.

#### *Project 1 - Production Infrastructure (Deferred from 2025)*

This project is to update the video infrastructure in the truck. Items include a new switcher/router, terminal equipment (video glue), monitors, and fiber optic items. This comprehensive update of the production system should have a lifespan that is at least as long as the new cameras and would allow for a path to 4K productions. Included in this would be an enhanced intercom system. The intercom system was also deferred from 2025.

#### *Project 2 - Replay System*

The current replay system was purchased in 2019. The current system should be capable of 1080p, however, our initial tests were unsuccessful. The manufacturer assures us that only a software update is needed. This replacement was scheduled for 2026, a number of years ago, due to the age and anticipated condition of the existing unit. A new system would be either 4K or at least have a 4K upgrade path. Due to the complexity of this system, it is one of the most expensive single items in the truck.

#### *Project 3 - Video Playback Server*

The current playback server is actually the old studio server. Originally purchased in 2018, it was moved to the truck when the studio unit was replaced in 2024. Previously, the truck was relying on the replay system for video playback. This scenario proved awkward. Having a dedicated playback server has enhanced truck productions. The current unit is the one major item that is not capable of 1080p. The short-term plan to achieve our 1080p benchmark has us using format converters to convert the server's inputs and outputs from 1080i to 1080p. This should work, but some video artifacts may be present. The primary impetus for replacing the existing server is both its age and its inability to work natively in 1080p.

#### *Miscellaneous Items*

There are also several smaller items listed for truck capital purchases this year, including microphones and audio enhancements, master and backup recording devices, and specialty point-of-view (POV) cameras

### **ZCIP - Master Control Equipment**

#### *Background*

The Machine Room contains Master Control Equipment, as well as the electronics for the Studio Control Room. The primary Master Control-centric project is listed above. Below is a description of how it relates to Master Control and our playback automation.

#### **Project 1 - AV Router Consolidation**

This project would eliminate the old playback router by adding cards to the existing Ultrix FR5 chassis. This is the same chassis that is proposed to house the new switcher

electronics noted above. The existing automation router is showing its age and has become somewhat temperamental. By combining the routing operations for the studio and playback, as well as the switcher electronics, the wiring becomes greatly simplified, and the cost is not significantly higher than just replacing the old router.

**Action Requested:**