

Quad Cities Cable Communications Commission

Anoka City Hall – Council Chambers

March 19, 2026 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 January 15, 2026, commission meeting.
 - 4.2. Treasurer
 - 4.2.1. December, January Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. CIP Request - Truck Intercom
 - 5.2. CIP Request – Master Control Electrical Power/Security Cameras
 - 5.3. CIP Request – Studio Electrical Power
 - 5.4. Executive Director Retirement
 - 5.5. Other
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF JANUARY 15, 2026

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; Ryan Musch-Pearce, Production Manager; and Scott Lepak, Commission Attorney.

APPROVAL OF AGENDA – 3

Motion was made by Lee and seconded by Tesdall 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 November 20, 2025

Motion was made by Skogquist and seconded by Hagen to approve the November 20, 2025, minutes as presented.

8 ayes – 0 nays. Motion carried.

4.2 Treasurer

4.2.1 October and November Financial Reports

Commissioner Skogquist provided a brief overview of the two financial reports, highlighting income, expenses, and the comparison to the budgeted amounts.

Motion was made by Max and seconded by Cotton to accept the October and November Financial Reports.

8 ayes – 0 nays. Motion carried.

4.3 Executive Director

Ms. George provided an overview of her written report, recognizing the great work of staff throughout 2025. She thanked the Board and staff for their participation in the planning retreats during the last quarter. She noted the anticipated coverage of municipal elections and provided additional information on recent events, programming, and other staff reports within the packet.

Commissioner Skogquist referenced the election information and the podcast format, which would provide a recap of Council meetings. He asked if there would be any conflicts with the podcast and those elected officials who would be running for reelection.

Ms. George explained that the podcast is more about how something is distributed. She commented that there is still production, and it is more about the setting, noting that the podcast set is at QCTV and a podcast can then be distributed on the QCTV channels, YouTube channel, and other podcast streaming services. She stated that a 2026 platform objective was created to provide a quick recap of Council meetings and urged the Commission not to get caught up on the word podcast. She stated that many cities are already sharing a quick recap of Council actions on their social media pages, and if the cities are interested in the podcast offering, QCTV staff would work with the communications staff for the city. She reviewed the policy regarding elected officials, noting that they would continue to receive coverage for the official duties, and once a sitting elected official has filed to run for office, they would not do additional pieces such as profile pieces or things outside of their official city role.

4.4 Commission Organizational Items

Ms. George stated that each January, the Commission is asked to review and take the necessary actions. She noted that the meeting plan for the coming year was included, and this is informational, as actions are typically taken following a municipal election year unless changes are desired.

5.1 Designate Depository

Ms. George stated that each year the Commission must designate depositories, and she recommended approval of the action as specified within the packet.

Motion was made by Cotton and seconded by Lee to designate US Bank as the official depository for 2026; that the PMA Financial Network, Inc. (Minnesota Municipal Money Market Fund) be designated as additional depository for 2026 for investment and cash management purposes only; and that the Commission Board of Directors is hereby designated as the approval authority for the release and acceptance of all collateral to be held by the organization in conjunction with Commission funds on deposit with authorized institutions.

8 ayes – 0 nays. Motion carried.

5.2 Strategic Plan 2030, 2025 Achievements, and 2026 Objectives

Ms. George thanked the Commission for its involvement in the strategic planning. She reviewed the information that is before the Commission for approval today related to the Strategic Plan, and provided a brief overview of the 2025 achievements and 2026 objectives.

Chair Barthel recognized the time that was spent developing the Strategic Plan and acknowledged the challenges ahead for the organization.

Commissioner Hagen referenced the vision statement and asked if changes would be necessary at this time or whether that change should be made in the future.

Ms. George stated that they have not lost sight of the rebranding but believe that there are additional items to be completed prior to the rebranding. She noted that once the rebranding is completed, the vision statement and other necessary documents could be updated with the rebrand.

Commissioner Skogquist acknowledged the work of staff following the Commission retreat and asked for more information on the staff portion.

Ms. George commented that this is the third Strategic Plan, and there is not a lot of turnover; therefore, staff are involved, aware, and have a great skillset for reviewing the goals from the Board to identify the objectives necessary to complete those. She reviewed the benefits of reviewing the plan every five years to make necessary updates. She noted that the consultant who facilitated the Commission retreat also facilitated the staff retreat, which is helpful for consistency. She commented that staff were also supportive of moving in the same direction the Commission desired and was able to identify the individual steps needed over time

to accomplish the larger goal. She anticipated that rebranding would take place partway through year two.

Motion was made by Specht and seconded by Max to approve the 2030 Five-Year Strategic Plan and accept the 2025 Strategic Plan Review and 2026 Objectives.

8 ayes – 0 nays. Motion carried.

5.3 Personnel Policy Update

Ms. George stated that the policy update is regarding the new law, which took effect January 1, 2026, and was already planned for in the budget. She noted that QCTV would be using the State plan for 2026 and would reevaluate whether to use a private plan for the next year. She noted that the decision was also made to cost-share the benefit 50/50 between the organization and the employee. She noted that the State law impacts the short-term disability coverage that is offered to employees, and Mr. Lepak is present to provide more information.

Mr. Lepak reported that the Paid Family Medical Leave Act (PFMLA) went into effect on January 1, 2026, and explained the difference between that and the sick and safe time previously added by the State. He provided additional information on how the PFML is funded and used by employees, and how QCTV has chosen to provide the initial coverage. He noted that the State will make considerable tweaks as this moves forward and continues to be implemented. He noted that, to some extent, this replaces short-term disability and sick leave, and therefore, he has recommended that short-term disability be removed from the policy. He provided a brief overview of the proposed policy changes, including intermittent and supplemental leave.

Commissioner Max asked if employees can supplement to make themselves whole.

Mr. Lepak confirmed that is available under the proposed policy.

Commissioner Max asked if there were any concerns from staff with the proposed changes.

Ms. George stated that QCTV does not have sick leave and instead uses PTO, and the PTO would be used to supplement and get to the full wage. She stated that there have been a few staff meetings to review this when the law first came out, and then again when they discussed the cost-share. She stated that the first deduction from employee paychecks was made last Friday, and she sent out follow-up information to employees explaining that deduction and the proposal to

eliminate short-term disability. She stated that she has not received any additional questions from staff.

Commissioner Skogquist asked for more information on whether this would impact or benefit part-time employees, as those employees do not accrue PTO.

Mr. Lepak stated that the PFMLA was intended to primarily impact folks who normally do not have leave through employers, such as the service industry. He confirmed that part-time employees are covered under the PFMLA.

Commissioner Skogquist asked and received confirmation that the part-time employees would have a deduction from their paycheck for the PFML and asked how that would be utilized and how those payments would be determined.

Mr. Lepak explained that the amount paid to an employee is based on their amount earned and their hours worked; therefore, a part-time employee would not receive the same amount as a full-time employee. He noted that a part-time employee could also utilize earned sick and safe time.

Commissioner Cotton asked and received confirmation that while there is an option to supplement with PTO or earned sick and safe time, an employee would not need to do that.

Mr. Lepak confirmed that an employee does not have to supplement, and it would be the choice of the employee.

Motion was made by Skogquist and seconded by Cotton to approve the updated Personnel Policy.

8 ayes – 0 nays. Motion carried.

5.4 Pay Equity Report

Ms. George stated that every two years, the organization complies with the pay equity required by the State. She stated that QCTV has complied in all the years that she has worked with the organization, it is posted in the break room, and she is bringing it forward to the Commission for transparency.

Motion was made by Cotton and seconded by Lee to accept the Pay Equity Report.

8 ayes – 0 nays. Motion carried.

5.5 CIP – Network Equipment

Ms. George presented a capital request and explained details of the proposed machine room project, which has been changed from the original plan of one large project to a phased approach over time. She recommended approval as presented.

Motion was made by Skogquist and seconded by Max to approve the purchase of network equipment for the lowest quoted price of \$4,810.24 plus five percent for freight and necessary accessory items for a project total not to exceed \$5,050.75.

8 eyes – 0 nays. Motion carried.

5.6 Other

None.

ADJOURN – 6

Motion was made by Lee and seconded by Tesdall to adjourn the meeting.

8 eyes – 0 nays. Motion carried.

Time of adjournment 11:39 a.m.

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 MARCH 10, 2026

CALL TO ORDER – 1

Chair Barthel called the meeting to order at 1:45 p.m. at the Anoka City Hall.

ROLL CALL– 2

Commissioners present were: Erik Skogquist, Anoka; Brian Hagen, Ramsey (via Zoom); Jamie Barthel, Andover; and Jenny Max, Champlin.

Commissioners absent: None.

Others present included Karen George, Executive Director.

EXECUTIVE DIRECTOR RETIREMENT – 3

Chair Barthel provided background information.

Ms. George and the Committee discussed transition planning.

The Committee provided direction on the preferred transitioning plan.

OTHER – 4

No comments.

ADJOURN – 5

Motion was made by Max and seconded by Skogquist to adjourn the meeting at 2:17 p.m.

4 ayes – 0 nays. Motion carried.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission Balance Sheet Summary

As of December 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,490,276.32
- Google AdSense	142.58
- PayPay acct	208.09
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,864,627.33
Accounts Receivable	0.00
Other current assets	8,955.00
Total Current Assets	\$ 3,369,459.32
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,369,459.32
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,887.32
Other Current Liabilities	0.00
Total Current Liabilities	\$ 6,887.32
Equity	3,362,572.00
TOTAL LIABILITIES AND EQUITY	\$ 3,369,459.32 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$2,869,459.32 (\$3.2M 5-Year Cap Plan)

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

	Dec 2025				YTD - Unaudited			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue		\$ 8.37	\$ (8.37)	0.00%	\$ 194.02	\$ 100.00	\$ 94.02	194.02%
Equipment Grant		5,858.37	(5,858.37)	0.00%	70,834.04	70,300.00	534.04	100.76%
Franchise Fees		75,000.00	(75,000.00)	0.00%	606,019.53	900,000.00	(293,980.47)	67.34%
Interest Income	7,972.00	8,333.37	(361.37)	95.66%	108,198.98	100,000.00	8,198.98	108.20%
Miscellaneous Income	69.62	250.00	(180.38)	27.85%	4,773.56	3,000.00	1,773.56	159.12%
PEG Fee		39,583.37	(39,583.37)	0.00%	319,721.29	475,000.00	(155,278.71)	67.31%
Total Income	8,041.62	129,033.48	(120,991.86)	6.23%	1,109,741.42	1,548,400.00	(438,658.58)	71.67%
Expenses								
A-PERA Expense	4,419.08	5,015.00	(595.92)	88.12%	59,376.11	60,180.00	(803.89)	98.66%
A-SS/Medicare Expense	4,890.85	5,114.38	(223.53)	95.63%	59,531.72	61,373.00	(1,841.28)	97.00%
A-Wages - Full-time	54,789.04	54,355.37	433.67	100.80%	630,075.28	652,264.00	(22,188.72)	96.60%
A-Wages - Part-time	9,705.11	12,500.00	(2,794.89)	77.64%	156,044.25	150,000.00	6,044.25	104.03%
Accounting / HR Services	1,638.66	2,083.37	(444.71)	78.65%	22,244.19	25,000.00	(2,755.81)	88.98%
Ads/Promos/Sponsorships		916.63	(916.63)	0.00%	7,504.02	11,000.00	(3,495.98)	68.22%
Andover Capital Equipment		416.63	(416.63)	0.00%	52.91	5,000.00	(4,947.09)	1.06%
Announcers Fees	480.00	1,333.37	(853.37)	36.00%	15,737.10	16,000.00	(262.90)	98.36%
Anoka Capital Equipment	111.95	416.63	(304.68)	26.87%	2,505.66	5,000.00	(2,494.34)	50.11%
Audit		1,583.37	(1,583.37)	0.00%	19,129.40	19,000.00	129.40	100.68%
Bank Fees / CC Fees		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Brand Apparel		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Building - Cleaning	478.95	541.63	(62.68)	88.43%	6,847.98	6,500.00	347.98	105.35%
Building - Insurance		583.37	(583.37)	0.00%	7,832.00	7,000.00	832.00	111.89%
Building - Maintenance	1,593.28	833.37	759.91	191.19%	8,542.35	10,000.00	(1,457.65)	85.42%
Building - Supplies	50.08	125.00	(74.92)	40.06%	1,573.14	1,500.00	73.14	104.88%
Car Allowance	643.20	250.00	393.20	257.28%	2,893.20	3,000.00	(106.80)	96.44%
Cell Phone - Allowance	450.00	575.00	(125.00)	78.26%	5,700.00	6,900.00	(1,200.00)	82.61%
Champlin Capital Equipment	749.02	416.63	332.39	179.78%	1,949.62	5,000.00	(3,050.38)	38.99%
City Sewer & Water	472.85	250.00	222.85	189.14%	3,418.21	3,000.00	418.21	113.94%
Commission Expense	1,200.00	208.37	991.63	575.90%	2,884.60	2,500.00	384.60	115.38%
Consulting Services	1,247.00	4,166.63	(2,919.63)	29.93%	23,711.00	50,000.00	(26,289.00)	47.42%
Duplication Expenses		20.87	(20.87)	0.00%	0.00	250.00	(250.00)	0.00%
Electric Service	1,267.42	1,666.63	(399.21)	76.05%	17,514.56	20,000.00	(2,485.44)	87.57%
Emp / Comm Appreciation		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	57.28	1,250.00	(1,192.72)	4.58%	11,672.51	15,000.00	(3,327.49)	77.82%
Federal Unempl Expense		70.87	(70.87)	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

	Dec 2025				YTD - Unaudited			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Health Insurance	7,304.98	8,174.62	(869.64)	89.36%	93,118.05	98,095.00	(4,976.95)	94.93%
Insurance - Deductibles		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Insurance - Liability / Bonds		582.63	(582.63)	0.00%	4,363.00	6,992.00	(2,629.00)	62.40%
Lawn Service		416.63	(416.63)	0.00%	3,608.83	5,000.00	(1,391.17)	72.18%
Legal Fees	100.00	1,250.00	(1,150.00)	8.00%	5,764.00	15,000.00	(9,236.00)	38.43%
Licenses and Permits	300.00	333.37	(33.37)	89.99%	3,850.00	4,000.00	(150.00)	96.25%
Meals		83.37	(83.37)	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	220.50	583.37	(362.87)	37.80%	3,269.00	7,000.00	(3,731.00)	46.70%
Miscellaneous Expenses		41.63	(41.63)	0.00%	(627.93)	500.00	(1,127.93)	-125.59%
Natural Gas	353.40	291.63	61.77	121.18%	2,759.35	3,500.00	(740.65)	78.84%
Office Supplies / Equipment	21.95	500.00	(478.05)	4.39%	4,439.43	6,000.00	(1,560.57)	73.99%
Payroll Expenses (ADP/HSA)		250.00	(250.00)	0.00%	3,614.28	3,000.00	614.28	120.48%
Postage		41.63	(41.63)	0.00%	261.87	500.00	(238.13)	52.37%
Printing / Copy Services		41.63	(41.63)	0.00%	84.99	500.00	(415.01)	17.00%
Professional Development		2,250.00	(2,250.00)	0.00%	14,019.71	27,000.00	(12,980.29)	51.92%
Publications		41.63	(41.63)	0.00%	0.00	500.00	(500.00)	0.00%
Ramsey Capital Equipment	105.96	416.63	(310.67)	25.43%	1,538.39	5,000.00	(3,461.61)	30.77%
Reimbursements	0.00		0.00		263.41	0.00	263.41	
Sales Tax		4.13	(4.13)	0.00%	20.00	50.00	(30.00)	40.00%
Secretary Services		125.00	(125.00)	0.00%	1,113.00	1,500.00	(387.00)	74.20%
Snow Plowing Service	525.00	541.63	(16.63)	96.93%	1,575.00	6,500.00	(4,925.00)	24.23%
State Unemploy Exp		208.37	(208.37)	0.00%	0.00	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	487.03	558.37	(71.34)	87.22%	6,657.97	6,700.00	(42.03)	99.37%
Studio Sets		291.63	(291.63)	0.00%	0.00	3,500.00	(3,500.00)	0.00%
Subscription Services	520.40	4,208.37	(3,687.97)	12.37%	52,651.11	50,500.00	2,151.11	104.26%
Temp Staff Services		125.00	(125.00)	0.00%	0.00	1,500.00	(1,500.00)	0.00%
Vehicle - Equipment / Repair		1,250.00	(1,250.00)	0.00%	6,887.09	15,000.00	(8,112.91)	45.91%
Vehicle - Insurance		125.00	(125.00)	0.00%	1,518.00	1,500.00	18.00	101.20%
Vehicle - Maintenance / Gas		625.00	(625.00)	0.00%	1,957.63	7,500.00	(5,542.37)	26.10%
Waste Removal	114.11	125.00	(10.89)	91.29%	1,305.17	1,500.00	(194.83)	87.01%
Web / VOD / Int / CaTV / Phone	1,857.86	2,375.00	(517.14)	78.23%	25,018.59	28,500.00	(3,481.41)	87.78%
Work Comp Insurance		208.37	(208.37)	0.00%	2,823.00	2,500.00	323.00	112.92%
Total Expenses	96,154.96	122,492.00	(26,337.04)	78.50%	1,316,592.75	1,469,904.00	(153,311.25)	89.57%
Net Income	\$ (88,113.34)	\$ 6,541.48	\$ (94,654.82)	-1346.99%	\$ (206,851.33)	\$ 78,496.00	\$ (285,347.33)	-263.52%

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

	Dec 2025				YTD - Unaudited			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
ZCIP - Andover		\$ 2,083.37	\$ (2,083.37)	0.00%	\$ 25,800.00	\$ 25,000.00	\$ 800.00	103.20%
ZCIP - Anoka		2,083.37	(2,083.37)	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		2,083.37	(2,083.37)	0.00%	20,000.00	25,000.00	(5,000.00)	80.00%
ZCIP - Master Control Equipment		10,708.37	(10,708.37)	0.00%	18,554.58	128,500.00	(109,945.42)	14.44%
ZCIP - Mobile Vehicles & Equipment		54,875.00	(54,875.00)	0.00%	373,223.65	658,500.00	(285,276.35)	56.68%
ZCIP - Office Equipment		2,333.37	(2,333.37)	0.00%	28,000.00	28,000.00	0.00	100.00%
ZCIP - Portable Field Equipment		5,083.37	(5,083.37)	0.00%	0.00	61,000.00	(61,000.00)	0.00%
ZCIP - Ramsey		2,083.37	(2,083.37)	0.00%	25,800.00	25,000.00	800.00	103.20%
ZCIP - Studio		9,683.37	(9,683.37)	0.00%	0.00	116,200.00	(116,200.00)	0.00%
	\$ -	\$ 99,766.96	\$ (99,766.96)		\$ 517,178.23	\$ 1,197,200.00	\$ (680,021.77)	

QCTV Bank Reconciliation

December 2025

Beginning Balance - 4M Statement	1,605,580.53
Less: Cleared Checks/Withdrawals	(98,678.54)
Plus: 4M Fund Interest	2,036.72
Plus: Bank Deposits/Credits	
Bank Balance	\$1,508,938.71
Book Balance	1,508,938.71
Adjusted Book Balance	1,508,938.71
Difference:	\$0.00

Completed by: *AH*

Bill Payment List

Quad Cities Communications Commission

December 1-31, 2025

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
12/12/2025	15761	Lucky Klover, Inc.	-478.95
12/12/2025	15768	Xcel Energy	-1,078.80
12/12/2025	15753	Blake Sorem	-80.00
12/12/2025	15762	Lynde Enterprises, Inc.	-175.00
12/12/2025	15752	ACE Solid Waste, Inc.	-114.11
12/12/2025	15764	Peter James Hayes	-80.00
12/12/2025	15766	T-Mobile	-125.40
12/12/2025	15757	Greatland Corporation	-156.78
12/12/2025	15760	Joseph Electronics	-801.39
12/12/2025	15755	City of Champlin	-242.40
12/12/2025	15767	Timesavers	-172.00
12/12/2025	15756	Gerald S. Thomson	-80.00
12/12/2025	15758	HealthEquity Inc.	-470.13
12/12/2025	15763	Maza Technologies, LLC	-1,767.40
12/12/2025	15754	Cintas Corporation	-50.08
12/12/2025	15759	Joe G. Ruhland	-160.00
12/12/2025	15765	Region 7AA	-300.00
12/12/2025	W D	Minnesota State Retirement System	-600.00
12/12/2025	W D	PERA	-4,150.38
12/23/2025	15780	Jamie A. Barthel	-300.00
12/23/2025	15779	HealthPartners Inc	-7,399.28
12/23/2025	15773	CenterPoint Energy	-353.40
12/23/2025	15770	AT&T Mobility	-382.30
12/23/2025	15783	The Lincoln National Life Ins. Co.	-487.03
12/23/2025	15774	City of Andover	-1,638.66
12/23/2025	15777	Daniel E. Specht	-240.00
12/23/2025	15785	Verizon	-120.03
12/23/2025	15776	Comcast Cable	-897.70
12/23/2025	15769	Amazon Capital Services	-57.28
12/23/2025	15772	Bret Heitkamp	-60.00
12/23/2025	15781	Jessica Tesdall	-180.00
12/23/2025	15771	Aurora Consulting	-5,000.00
12/23/2025	15775	Comcast 2	-630.24
12/23/2025	15784	U.S. Bank Corporate	-2,552.93
12/23/2025	15782	Kennedy & Graven, Chartered	-100.00
12/23/2025	15778	Erik A Skogquist	-420.00
12/26/2025	15787	HealthEquity Inc.	-447.25
12/26/2025	W D	Minnesota State Retirement System	-600.00
12/26/2025	W D	PERA	-4,098.60
Total for Quad Cities Commission			-\$37,047.52
TOTAL			-\$37,047.52

Quad Cities Communications Commission Balance Sheet Summary

As of January 31, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,430,087.28
- Google AdSense	56.06
- PayPay acct	259.40
- US Bank Reserve	5,000.00
- Petty Cash	250.00
- Investments	1,870,451.76
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 3,306,104.50
Fixed Assets	0.00
TOTAL ASSETS	\$ 3,306,104.50
 LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	30,214.77
Other Current Liabilities	383.25
Total Current Liabilities	\$ 30,598.02
Equity	3,275,506.48
TOTAL LIABILITIES AND EQUITY	\$ 3,306,104.50 *

*QCTV allocates fund reserves in two areas:

Operating Reserves = \$500,000

Capital Reserves = \$2,806,104.50 (\$3.2M 5-Year Cap Plan)

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - December 2026

	Jan 2026				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	\$ 51.31	\$ 8.33	\$ 42.98	615.97%	\$ 51.31	\$ 100.00	\$ (48.69)	51.31%
Equipment Grant		6,020.83	(6,020.83)	0.00%	-	72,250.00	(72,250.00)	0.00%
Franchise Fees	(182,473.16)	63,000.00	(245,473.16)	-289.64%	(182,473.16)	756,000.00	(938,473.16)	-24.14%
Interest Income	(16,209.35)	12,500.00	(28,709.35)	-129.67%	(16,209.35)	150,000.00	(166,209.35)	-10.81%
Miscellaneous Income	56.06	250.00	(193.94)	22.42%	56.06	3,000.00	(2,943.94)	1.87%
PEG Fee	(96,387.36)	32,916.67	(129,304.03)	-292.82%	(96,387.36)	395,000.00	(491,387.36)	-24.40%
Total Income	(294,962.50)	114,695.83	(409,658.33)	-257.17%	(294,962.50)	1,376,350.00	(1,671,312.50)	-21.43%
Expenses								
A-PERA Expense	4,355.71	5,085.83	(730.12)	85.64%	4,355.71	61,030.00	(56,674.29)	7.14%
A-SS/Medicare Expense	3,001.94	5,784.17	(2,782.23)	51.90%	3,001.94	69,410.00	(66,408.06)	4.32%
A-Wages - Full-time	30,365.18	52,476.92	(22,111.74)	57.86%	30,365.18	629,723.00	(599,357.82)	4.82%
A-Wages - Part-time	7,064.28	15,333.33	(8,269.05)	46.07%	7,064.28	184,000.00	(176,935.72)	3.84%
Accounting / HR Services		2,208.33	(2,208.33)	0.00%	-	26,500.00	(26,500.00)	0.00%
Ads/Promos/Sponsorships		358.33	(358.33)	0.00%	-	4,300.00	(4,300.00)	0.00%
Andover Capital Equipment		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Announcers Fees	880.00	1,333.33	(453.33)	66.00%	880.00	16,000.00	(15,120.00)	5.50%
Anoka Capital Equipment	111.95	83.33	28.62	134.35%	111.95	1,000.00	(888.05)	11.20%
Audit		1,641.67	(1,641.67)	0.00%	-	19,700.00	(19,700.00)	0.00%
Bank Fees / CC Fees		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Brand Apparel		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Building - Cleaning	478.95	541.67	(62.72)	88.42%	478.95	6,500.00	(6,021.05)	7.37%
Building - Insurance	5,240.00	583.33	4,656.67	898.29%	5,240.00	7,000.00	(1,760.00)	74.86%
Building - Maintenance	489.00	833.33	(344.33)	58.68%	489.00	10,000.00	(9,511.00)	4.89%
Building - Supplies	50.08	125.00	(74.92)	40.06%	50.08	1,500.00	(1,449.92)	3.34%
Car Allowance	300.00	300.00	-	100.00%	300.00	3,600.00	(3,300.00)	8.33%
Cell Phone - Allowance	450.00	450.00	-	100.00%	450.00	5,400.00	(4,950.00)	8.33%
Champlin Capital Equipment	84.90	83.33	1.57	101.88%	84.90	1,000.00	(915.10)	8.49%
City Sewer & Water	219.17	275.00	(55.83)	79.70%	219.17	3,300.00	(3,080.83)	6.64%
Commission Expense		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Consulting Services	1,247.00	2,083.33	(836.33)	59.86%	1,247.00	25,000.00	(23,753.00)	4.99%
Duplication Expenses		20.83	(20.83)	0.00%	-	250.00	(250.00)	0.00%
Electric Service	1,476.75	1,666.67	(189.92)	88.60%	1,476.75	20,000.00	(18,523.25)	7.38%
Emp / Comm Appreciation		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
Equip/Repair/Supply/Software	266.08	1,250.00	(983.92)	21.29%	266.08	15,000.00	(14,733.92)	1.77%
Federal Unempl Expense		70.83	(70.83)	0.00%	-	850.00	(850.00)	0.00%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - December 2026

	Jan 2026				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Health Insurance	7,304.98	8,271.08	(966.10)	88.32%	7,304.98	99,253.00	(91,948.02)	7.36%
Insurance - Deductibles		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Insurance - Liability / Bonds	2,683.00	582.67	2,100.33	460.47%	2,683.00	6,992.00	(4,309.00)	38.37%
Lawn Service		416.67	(416.67)	0.00%	-	5,000.00	(5,000.00)	0.00%
Legal Fees		833.33	(833.33)	0.00%	-	10,000.00	(10,000.00)	0.00%
Licenses and Permits		333.33	(333.33)	0.00%	-	4,000.00	(4,000.00)	0.00%
Meals		83.33	(83.33)	0.00%	-	1,000.00	(1,000.00)	0.00%
Memberships - NATOA / Others	5,110.00	625.00	4,485.00	817.60%	5,110.00	7,500.00	(2,390.00)	68.13%
Mileage	165.59	416.67	(251.08)	39.74%	165.59	5,000.00	(4,834.41)	3.31%
Miscellaneous Expenses		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Natural Gas		291.67	(291.67)	0.00%	-	3,500.00	(3,500.00)	0.00%
Office Supplies / Equipment	93.77	416.67	(322.90)	22.50%	93.77	5,000.00	(4,906.23)	1.88%
Payroll Expenses (ADP/HSA)		325.00	(325.00)	0.00%	-	3,900.00	(3,900.00)	0.00%
Postage		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Printing / Copy Services		41.67	(41.67)	0.00%	-	500.00	(500.00)	0.00%
Professional Development	225.00	2,083.33	(1,858.33)	10.80%	225.00	25,000.00	(24,775.00)	0.90%
Publications		-	-		-	-	-	
Ramsey Capital Equipment	105.96	83.33	22.63	127.16%	105.96	1,000.00	(894.04)	10.60%
Reimbursements	-				-	-	-	
Sales Tax		4.17	(4.17)	0.00%	-	50.00	(50.00)	0.00%
Secretary Services	178.00	125.00	53.00	142.40%	178.00	1,500.00	(1,322.00)	11.87%
Snow Plowing Service	250.00	500.00	(250.00)	50.00%	250.00	6,000.00	(5,750.00)	4.17%
State Unemploy Exp		208.33	(208.33)	0.00%	-	2,500.00	(2,500.00)	0.00%
STD / LTD / Life Insurance	487.03	445.83	41.20	109.24%	487.03	5,350.00	(4,862.97)	9.10%
Studio Sets	294.98	291.67	3.31	101.13%	294.98	3,500.00	(3,205.02)	8.43%
Subscription Services	520.40	3,875.83	(3,355.43)	13.43%	520.40	46,510.00	(45,989.60)	1.12%
Temp Staff Services		-	-		-	-	-	
Vehicle - Equipment / Repair	67.48	1,250.00	(1,182.52)	5.40%	67.48	15,000.00	(14,932.52)	0.45%
Vehicle - Insurance	1,032.00	125.00	907.00	825.60%	1,032.00	1,500.00	(468.00)	68.80%
Vehicle - Maintenance / Gas	218.25	458.33	(240.08)	47.62%	218.25	5,500.00	(5,281.75)	3.97%
Waste Removal	114.11	125.00	(10.89)	91.29%	114.11	1,500.00	(1,385.89)	7.61%
Web / VOD / Int / CaTV / Phone	1,737.47	2,052.00	(314.53)	84.67%	1,737.47	24,624.00	(22,886.53)	7.06%
Work Comp Insurance		225.17	(225.17)	0.00%	-	2,702.00	(2,702.00)	0.00%
Total Expenses	76,669.01	117,932.80	(41,263.79)	65.01%	76,669.01	1,415,194.00	(1,338,524.99)	5.42%
Net Income	\$ (371,631.51)	\$ (3,236.97)	\$ (368,394.54)	11480.85%	\$ (371,631.51)	\$ (38,844.00)	\$ (332,787.51)	956.73%

Quad Cities Communications Commission
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
 January - December 2026

	Jan 2026				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
ZCIP - Andover	\$ -	\$ 125.00	\$ (125.00)	0.00%	\$ -	\$ 1,500.00	\$ (1,500.00)	0.00%
ZCIP - Anoka	-	125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
ZCIP - Building	1,047.14	7,083.33	(6,036.19)	14.78%	1,047.14	85,000.00	(83,952.86)	1.23%
ZCIP - Champlin	-	125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
ZCIP - Master Control Equipment	3,148.54	21,041.67	(17,893.13)	14.96%	3,148.54	252,500.00	(249,351.46)	1.25%
ZCIP - Mobile Vehicles & Equipment	-	11,791.67	(11,791.67)	0.00%	-	141,500.00	(141,500.00)	0.00%
ZCIP - Office Equipment	-	2,791.67	(2,791.67)	0.00%	-	33,500.00	(33,500.00)	0.00%
ZCIP - Portable Field Equipment	-	3,750.00	(3,750.00)	0.00%	-	45,000.00	(45,000.00)	0.00%
ZCIP - Ramsey	-	125.00	(125.00)	0.00%	-	1,500.00	(1,500.00)	0.00%
ZCIP - Studio	-	4,291.67	(4,291.67)	0.00%	-	51,500.00	(51,500.00)	0.00%
	<u>\$ 4,195.68</u>	<u>\$ 51,250.01</u>	<u>\$ (47,054.33)</u>		<u>\$ 4,195.68</u>	<u>\$ 615,000.00</u>	<u>\$ (610,804.32)</u>	

Tuesday, Mar 03, 2026 09:17:23 AM GMT-8 - Accrual Basis

QCTV Bank Reconciliation

January 2026

Beginning Balance - 4M Statement	1,508,938.71
Less: Cleared Checks/Withdrawals	(87,157.35)
Plus: 4M Fund Interest	24,321.22
Plus: Bank Deposits/Credits	142.58
Bank Balance	\$1,446,245.16
Book Balance	1,446,245.16
Adjusted Book Balance	1,446,245.16
Difference:	\$0.00

Completed by: *AH*

Bill Payment List

Quad Cities Communications Commission

January 2026

DATE	NUM	VENDOR	AMOUNT
Quad Cities Commission			
01/09/2026	15788	HealthEquity Inc.	-446.43
01/09/2026	W D	Minnesota State Retirement System	-600.00
01/09/2026	W D	PERA	-3,709.77
01/21/2026	15796	HealthPartners Inc	-7,399.28
01/21/2026	15797	James R. Erickson	-240.00
01/21/2026	15802	National Assoc. of Telecommunications Officers	-1,610.00
01/21/2026	15806	Timothy Anderson	-80.00
01/21/2026	15799	Lucky Clover, Inc.	-478.95
01/21/2026	15807	Xcel Energy	-1,267.42
01/21/2026	15792	AT&T Mobility	-387.30
01/21/2026	15805	The Lincoln National Life Ins. Co.	-487.03
01/21/2026	15800	Lynde Enterprises, Inc.	-350.00
01/21/2026	15789	ACE Solid Waste, Inc.	-114.11
01/21/2026	15803	Peter James Hayes	-80.00
01/21/2026	15804	T-Mobile	-125.40
01/21/2026	15808	Yale Mechanical	-1,593.28
01/21/2026	15791	Amazon Capital Services	-9.98
01/21/2026	15793	City of Champlin	-230.45
01/21/2026	15790	Alpha Video & Audio Inc.	-664.12
01/21/2026	15795	HealthEquity Inc.	-23.70
01/21/2026	15801	Maza Technologies, LLC	-1,767.40
01/21/2026	15794	Coordinated Business Systems, LTD	-11.97
01/21/2026	15798	Joe G. Ruhland	-80.00
01/23/2026	15809	HealthEquity Inc.	-446.43
01/23/2026	W D	Minnesota State Retirement System	-600.00
01/23/2026	W D	PERA	-4,420.94
Total for Quad Cities Commission			-\$27,223.96

INVESTMENT SCHEDULE

1/31/2026

Description	Cusip Number	Purchase Price	Carrying Cost	Maturity Amount	Interest Rate	Maturity / Due Date
Cash - Operating Account						
4M Fund			\$ 440,215.62		3.675%	35147-102
4M Plus			308,379.54		3.684%	
			<u>748,595.16</u>			
CD - Solera National Bank, CO	1385455-1	239,900.00	239,900.00	249,789.08	4.122%	8/14/2026
CD - First National Bank, AR	1358133-1	221,950.00	221,950.00	249,867.08	4.189%	1/19/2027
CD - Cornerstone Bank, NE	1388228-1	235,800.00	235,800.00	249,698.39	3.940%	3/16/2027
			<u>697,650.00</u>			
			<u>\$ 1,446,245.16</u>			
Investments - Cash Flow Reserves						
4M Fund			\$ 183.27		3.675%	35147-103
4M Plus			580,452.85		3.684%	
no investments			-			
			<u>580,636.12</u>			
Investments - Building						
4M Fund			425,495.25		3.675%	35147-104
no investments			-			
			<u>425,495.25</u>			
Investments - Capital						
4M Fund			864,320.39		3.675%	35147-105
no investments			-			
			<u>864,320.39</u>			
			<u>\$ 1,870,451.76</u>			

4.3 Executive Director's Report

March 9, 2026

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's Report

OCTV "Behind the Scenes" Promo – A must watch!

Staffer Tony D'Antonio produced a cinematic-style promo about QCTV. Please take a few moments to view this promo of the work we do here at QCTV.

<https://www.youtube.com/watch?v=d2Xj-uY6MfQ>

2026 City Elections

The municipal election cycle will be kicking off in 2026. There will be a special election in the City of Champlin Ward 3 on May 12 with candidate filings due March 19. Commission will review the programming guidelines in March 19.

2026 Election Coverage

Election candidate forums have a sponsoring organization. All candidate forums videotaped by QCTV (and in some cases sister station productions) will be available for viewing on demand on the QCTV website and the YouTube channel. The programs will playback on the cable channel. The 2030 strategic plan calls for election coverage post-election. It is in the 2026 staff objectives.

Live and Local

Live and Local planning for 2026:

February 3, 2026: State of the City Presentations

March 25th, 2026: Ramsey

April 29th, 2026: Champlin

May 27th, 2026: Anoka

June 24th, 2026: Andover

July 29th, 2026: Combined/Joint-Powers

August 26th, 2026: Ramsey

September 30th, 2026: Anoka

October 28th, 2026: Champlin

November 25th, 2026: Andover

The Post Reinvented

Staff has been working on revision to the weekly news program *The Post*. Beginning in April, *The Post* will transition to a desk/podcast style of delivery with a focus on one community which includes one package. The three member cities not featured in that week's *The Post Podcast* will continue to have a weekly package distributed to social media. The podcast will be distributed on various podcast platforms with a vertical reel for promotion.

Investments

There are currently 5 CDs active in the investment ladder. One CD matured in January, and two CDs were invested in March. The staggered maturity dates are every three to six months.

State of the City – Live and Local

QCTV staff produced a special edition of Live and Local: State of the City. This annual event is hosted by the Anoka Area Chamber of Commerce and production services by QCTV.

The Chamber Report – New!

The long-running Chamber Report has a new format. Staff work with the Chamber to revamp the program to be a podcast style with shorter segments. A pilot was completed in January and the new format debuted in February.

Personnel Policy Notification/Short Term Disability Insurance

The revised personnel Policy was implemented. Fulltime staff have completed acknowledgement verification. The short-term disability insurance through Lincoln Financial was terminated as the state program is now in effect.

Appraisal report

The League of Minnesota Cities Insurance Trust completed an inspection and appraisal report. The report is on file at QCTV offices. The building appraisal value is \$2,825,100 and contents value is \$1,601,000.

Tours

Lincoln School visited the QCTV studios for an in-depth tour of studio operations, master control, mobile production truck, and drones. Two groups were circulated through multiple interaction locations assisted by staff. Up next month is a tour by senior citizens from Champlin!

MACTA Legislative Update

The MACTA legislative team is working on the reintroduction of the Equitable Access to Broadband Act and a news bill to address the challenges with the Minnesota State High School League for community television station coverage of local high school sports.

Executive Director Retirement Announced

I completed a comprehensive Leadership Transition Plan for consideration by the commission. The retirement announcement allows for a timeline to recruit and on-board a new leader for the organization.

Compliments

Jimmy and Billy,

As always, wonderful job on The Post – and especially for the excellent Anoka Tree Lighting segment! Thanks to the entire team at QCTV for all your hard work, making my job easier, making Anoka look so great, and highlighting valuable community organizations!

You are the best!!!

Pam Bowman

Action Requested: Accept Executive Director's report.

QCCCC Agenda Item

4.3.1 Operations Report

January 2026

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Operations Update

In the month of January, we produced 17 live government meetings; 5 were cancelled.

Regular productions included 4 live episodes of *The Post* that includes 20 pre-produced stories and the weekly Community Calander update.

January 7: The Post

Andover – Andover Library Naloxone Awareness

Anoka – NorthStar Transit Changes

Champlin – Copy

Ramsey – Coffey with Council

Sports – Champlin Park Girls Basketball Season Update

January 14: The Post

Andover – City Photo Contest

Anoka – Winterfest Skate Promo

Champlin – Outdoor Skating

Ramsey – Frost Fest

Sports – Recap Girls Hockey River Cities vs Anoka

January 21: The Post

Andover – Crooked Lake Ice Carousel

Anoka – C.A.R.E. Grant Program

Champlin – City Promo

Ramsey- Photo Contest the People’s Choice

Sports – Recap Boys Hockey Rogers vs Andover

Special Feature- QCTV Behind the Scenes

January 28: The Post

Andover- Fire Push-In Ceremony

Anoka- Cannabis Co Ribbon Cutting

Champlin- Glow Party Promo

Ramsey- City Boards and Commission Recruitment promo

Sports – Recap Girls Hockey Rogers vs Andover

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

In sports we produced 15 games live in total. 2 episodes of *That Sports Show* were released featuring 5 packages produced spotlighting the local teams, produced by the sports staff.

The Pilot for the new *The Chamber Report* was filmed with new AACC President Nikki Kalvin.

Anoka Police Chief Andy Youngquist came into our studio to give a statement about what residents should know about local law enforcement's role during the accelerated presence of ICE in our community. The video carried 20k view on Facebook.

QCCCC Agenda Item

4.3.1 Operations Report

February 2026

To: Karen George, Executive Director

From: Ryan Musch, Production Manager

Subject: Operations Update

In the month of February, we produced 13 live government meetings; 4 were cancelled.

Regular productions included 4 live episodes of *The Post* that includes 20 pre-produced stories and the weekly Community Calendar update.

February 4: The Post

Andover – Andover Fire Dept Awards Night

Anoka – Anoka PD “What you need to know”

Champlin – Champlin Yeti Challenge

Ramsey – Ramsey Puzzle Competition

Sports – Champlin Park Wrestling

February 11: The Post

Andover – Andover Lions Bag Fundraiser

Anoka – Anoka Cannabis Co. Ribbon Cutting

Champlin – Lunch with the Mayor

Ramsey – Frost Fest Recap

Sports – Andover Boys Basketball

February 18: The Post

Andover – Community Center Roller Skate Promo

Anoka – Anoka Farmers Market call to Vendors

Champlin – Champlin State of the Cities Recap

Ramsey- Ramsey Business Expo

Sports – Recap Girls Hockey Grand Rapids vs Andover

February 25: The Post

Andover- Friends of Library Book Sale Feb 2026

Anoka- Anoka Podcast Preview

Champlin- Champlin Boat Lottery Promo

Ramsey- Ramsey Live and Local Promo

Sports – Recap Girls Basketball Anoka vs Andover

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

In sports we produced 17 games live in total, including 6 section games and the MSHSL Girls Hockey State Quarterfinal on tape delay. 2 episodes of *That Sports Show* were released featuring 3 packages produced spotlighting the local teams and recaps of the games, produced by the sports staff.

We broadcast the *State of the Cities 2026* at Green Haven Golf Club

Game Sharks recorded a new episode in early February.

Anoka Mayor Eric Skogquist came into studio to tape an episode for the new “City Podcast”

February Testimonials

"Hi Billy,

Just wanted to say thank you for a job well done with the first Anoka podcast! It turned out great.

Have a great weekend! Thanks for all you do."

-Pam Bowman City of Anoka

"Thank you! They kids were excited to watch themselves"

-Jacob Gottlieb Northtown Library

*Winter
What a pleasure meeting you and working side
by side at the gala. I have to say... I walked in
knowing absolutely nothing about chair covers and
walked out feeling like a semi-professional
banquet ninja. Who knew I had such hidden
talents 😊*

*Thank you for a fun day. If I can ever help
your production company in any way, just let
me know. Until our paths cross again. Keep
reaching for the stars.*

Alex Pavlov
10945 Club West Pkwy. #100 Blaine, MN 55449 651-500-6000
AlexPavlov@EdinaRealty.com



-Alex Pavlov Chamber Ambassador

"Leslie,

You guys did a fantastic job, that was way less embarrassing than I was expecting. You guys are great at editing!

If you guys are looking for any footage of the turnover from Ice to Turf as well let me know I will attach our schedule. Time lapses of it are really cool."

-Sean Larson Andover Community Center Facility Coordinator

QCCCC Technology Report

4.3.2 Technology Report

March 10, 2026

To: Karen George, Executive Director
From: Patrick Cook, Technology Manager
Subject: Technology Report – Jan-Mar 2026

General Items:

- I worked with our insurance company to update our equipment inventory.
- The door access system was successfully upgraded to a new controller after the service provider notified us that the old one would no longer be compatible with their system.
- Network updates continue. We are slowly migrating the producers and AP's to 10Gbs connections. The initial users are reporting a noticeable performance improvement.

Building Issues:

- The fire alarm system has indicated a fault a number of times. Securitas, the system monitoring and maintenance company, were out and performed their annual inspection and found no issues, however we still had two fault states. I will keep monitoring.
- The bottle filler on the water fountain failed and had to be replaced.

Equipment Issues:

QCTV Equipment

- The NAS storage issue I reported in January has been resolved. There is sufficient free space on our primary storage and plenty of room on the expansion storage.
- The playback system video router has continued to periodically drop its network connection.

City Equipment

- The Champlin audio project reported in my last report, continues. I just received a quote on installing additional speakers in the overflow area and lobby. In the interim, the portable speaker remains to provide better sound to the back of the room.
- The control computer at Champlin had been slow and hanging recently. CJ installed the spare computer while it was being worked on. CJ spent time troubleshooting and optimizing it and the computer is now running better.

Comcast Equipment

The analog backup signal from Andover Hall is currently scrambled. We are working with Comcast to restore the signal.

Action Requested: None.

PJC/pjc

QCCCC Agenda Item

5.1 CIP Request – Truck Intercom

March 10, 2026

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: CIP Request – Truck Intercom

Background

The intercom system in the truck, or any production facility, allows for crew members to take direction and communicate with each other. The current truck system was purchased in 2018 and has served well. However, we are now experiencing a number of problems with it. Also, as the complexity of our productions increase, the existing party-line system is not always up to the task. This project is to replace the core elements of the intercom system. The updated components will provide for direct connections between crew members, thus facilitating better communication than the old party-line system does. It also has updated IP/network connections better suited to a modern production facility.

Recommendation:

Purchase one new Clear-Com Arcadia Central Station and four new V-Series IrisX: 12 Key panels.

Capital Budget:

These items were originally planned for 2025. Late in the year, after the 2026 budget and capital plan were adopted at the September 18, 2025 meeting, it was decided to postpone this and a number of other major purchases and revisit them in 2026. Please see my report “5.1. 2026 Capital Spending Plan Overview” from the November 2025 meeting. In it I discussed the items that were planned for purchase in 2026 as well as items that may be requested from the 2025 plan in 2026. The Truck Intercom is a part of this group as part of ZCIP – Mobile Vehicle and Equipment.

Action Requested:

1. Amend the 2026 budget in the amount of \$29,155.97 to allow for the purchase of the truck Intercom equipment from the *ZCIP – Mobile Vehicle and Equipment* category.
2. Approve the purchase, from the ZCIP – Mobile Vehicle Equipment category, of intercom equipment from Alpha for the lowest quoted price of \$27,767.59 plus 5% for freight and necessary accessory items for a project total not to exceed **\$29,155.97**.

Alternative Actions

- Direct staff to evaluate alternate technologies or devices to serve this need.
- Delay for future consideration.

PJC/pjc

QCCCC Agenda Item

5.2 CIP Request – Master Control Electrical Power/Security Cameras

March 10, 2026

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: CIP Request – Master Control Electrical Power/Security Cameras

Background

Master Control is the nerve center of our operation. As such, it needs clean, reliable power. Currently, there are numerous mini-tower UPSs, many of which have failed or are failing. Also, many of the power strips in the equipment racks are hard-wired directly to circuit breakers. This means anything plugged into these power strips cannot be connected to a UPS. Lastly, the newer UPSs we recommend using require a 20A outlet. Currently, this requires a 20A to 15A plug adapter. This project would be for the purchase of 6 new rack-mounted UPSs and to add additional 20A circuits to the equipment. This project would also include new exterior security cameras, one located on the front of the building and the other on the garage side of the building. The electrical contractor would be tasked with installing the garage side camera, as it requires drilling through the exterior block wall of the building.

Recommendation:

To purchase new UPSs and have a contractor add circuits in Master Control. Also, purchase new exterior security cameras and have the garage side camera installed by the contractor.

Capital Budget:

The items included in this request are in the 5-Year Capital Plan for purchase in 2026 under *ZCIP – Machine Room*. Multiple quotes were received.

Action Requested:

1. Authorize staff to purchase new UPSs and security cameras from B&H for a total of \$8,658.20 plus 5% for necessary accessory items for a purchase total not to exceed **\$9,091.11**.
2. Authorize staff to hire Holton Electric to perform the work as described in *Quote 8392 - Server Room UPS Power*, including alternate, for \$4,096.25 plus 10% for contingency, for an installation total not to exceed **\$4,505.88**.
The project not-to-exceed total for equipment and installation is **\$13,596.99**.

Alternative Actions

- Direct staff to evaluate other options or vendors.
- Delay for future consideration.

PJC/pjc

QCCCC Agenda Item

5.3 CIP Request – Studio Electric Power

March 10, 2026

To: Karen George, Executive Director

From: Patrick Cook, Technology Manager

Subject: CIP Request – Studio Electric Power

Background

As we update the look of our studio productions, we have chosen to reorient where some of the sets are located within the space. As such, we have put a set in front of the control room windows. In doing so, it became apparent that there were insufficient electrical outlets on the wall and on the lighting grid. This project will move a lighting grid outlet from the far wall to above the new “control room” set. This will allow for direct connection of lights on the grid to the lighting system for control and power. We will also add outlets on the studio wall in two locations. One behind the “control room” set and one next to the existing “Post” set. These outlets will eliminate the need to run extension cords in front of doorways and generally provide better power connections in the studio.

Recommendation:

To perform electrical updates in the studio to better suit our current production needs.

Capital Budget:

The items included in this request are in the 5-Year Capital Plan for purchase in 2026 under ZCIP – Studio category.

Action Requested:

Authorize staff to hire Holton Electric to perform the work as described in *Quote 9036 - Quad Cities - Studio Work* for \$2,236.87 plus a 10% contingency for a project total not to exceed **\$2,460.56**, to be allocated to the ZCIP – Studio category.

Alternative Actions

- Direct staff to evaluate options or vendors.
- Delay for future consideration.

PJC/pjc

5.4 Executive Director Retirement

March 12, 2026

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director Retirement

After 14 years of leadership with QCTV, I have announced my planned retirement for summer 2026. It has been a fulfilling career over the past 45 years, and the capstone was leading QCTV since 2014. I appreciate the commission leadership, as well as city staff, employee, and community support. We have worked collaboratively to advance QCTV's mission of providing government meeting transparency, community event coverage, local sports, and franchise administration for the member cities of Andover, Anoka, Champlin, and Ramsey. QCTV is prepared for this leadership transition with a new 2030 vision and strategic plan, stable fiscal resources for operations and capital investment, and a talented and dedicated staff.

The Executive Committee met to review a leadership transition report and recommends the commission:

- Authorize the Executive Committee to act on behalf of the Commission on all matters related to the Executive Director retirement, recruitment, hiring, and onboarding.
- Direct the Executive Director to execute a contract with the City of Ramsey for Human Resources services for the recruitment process.
- Appoint the Ramsey City Administrator, Brian Hagen, as the key contact for inquiries related to the Executive Director recruitment process.

These actions will support the leadership transition for operational continuity, executive recruitment, and onboarding of QCTV's next Executive Director.

Recruitment Process Overview

The City of Ramsey has offered to provide recruitment services for the commission. A scope of services report was provided to the city outlining expectations for the recruitment process.

The contract with the City of Ramsey would include development of a position profile and recruitment narrative, targeted outreach, active candidate sourcing, applicant screening, interview support, and assistance through final selection and onboarding.

Key features of the proposed process include:

- development of a customized recruitment and marketing plan
- targeted outreach to community media, telecommunications, local government, nonprofit, and executive leadership networks
- screening of applicants based on minimum and preferred qualifications, leadership competencies, and organizational fit
- consultant presentation of a semi-finalist pool with written candidate summaries
- structured semi-finalist and finalist interview processes with scoring tools and evaluation rubrics
- support for reference checks, background review, selection, and onboarding

Projected contract budget is a range of \$8,000 to \$15,000, depending on recruitment reach, assessment tools, and related services. The anticipated timeline calls for contract execution in April 2026, active recruitment in May 2026, screening in June 2026, interviews in July 2026, selection and contract negotiation in August 2026, and a new Executive Director start date in September 2026.

The proposed job description has been completed and reviewed by the Executive Committee. The next Executive Director should bring strong executive leadership experience, budget and staff management skills, excellent public communication abilities, and the capacity to lead in a public-service, intergovernmental environment. Preferred experience includes public access television or media operations, municipal governance familiarity, digital media strategy, and revenue development.

Action Requested:

Motion to approve the Executive Committee recommendations as presented, including authorization of the Executive Committee to act on behalf of the Commission on matters related to the Executive Director retirement, recruitment, hiring, and onboarding; direction to execute a contract with the City of Ramsey for Human Resources services; and appointment of the Ramsey City Administrator as the key contact for recruitment inquiries.