

Quad Cities Cable Communications Commission
Anoka City Hall – Council Chambers

October 16, 2014, 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 September 18, 2014 commission meeting minutes.
 - 4.2. Treasurer
 - 4.2.1. August Financial Reports
 - 4.3. Executive Director
- 5. General Business**
 - 5.1. Transfer of Ownership
 - 5.2. Audit Services
 - 5.3. Capital Equipment Purchase
 - 5.4. Other
- 6. Adjourn**

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 18, 2014

CALL TO ORDER - 1

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

ROLL CALL- 2

Commissioners present were: Carl Anderson, Anoka; Tim Cruikshank, Anoka; John LeTourneau, Ramsey; Kurt Ulrich, Ramsey; Jim Dickinson, Andover; and Julie Trude, Andover.

Commissioners absent and excused: Bret Heitkamp, Champlin; and Eric Johnson, Champlin.

Others present included Karen George, Executive Director; and Steve Ulrich, Technical Director.

APPROVAL OF AGENDA - 3

Motion was made by Anderson and seconded by Trude to approve the agenda as presented.

6 ayes - 0 nays. Motion carried.

ADMINISTRATIVE REPORTS - 4

4.1 Secretary

4.1.1. Approval of meeting minutes of the work session meeting and regular Commission meeting from August 21, 2014

Motion was made by Trude and seconded by LeTourneau to approve the August 21, 2014 work session and regular session minutes as presented.

6 ayes - 0 nays. Motion carried.

4.2 Treasurer

4.2.1. July Financial Reports

Commissioner Dickinson had nothing further to add to the written report.

Motion was made by Anderson and seconded by LeTourneau to accept the July Financial Reports.

6 ayes – 0 nays. Motion carried

4.3 Executive Director

Ms. George introduced two staff members that have recently been promoted within the organization, the first to a full-time associate producer position and the second to a part-time associate producer position. She stated that QCTV has been mixing up the program offerings and played a clip from the Live and Local back to school special program, which was recorded the previous day. She highlighted her written report including the franchise renewal process with Comcast. She advised that the financial audit and technical audits have begun, noting that this data will help the organization negotiate throughout the franchise process. She did not have any new information regarding the Comcast transfer of ownership process, with the exception that Comcast has extended the review period to mid-December rather than October. She stated that QCTV has sent the first two months of invoices for review of the transfer of ownership to Comcast. She noted that Comcast has 30 days to pay those bills under the current franchise.

Commissioner Trude stated that she was able to submit comments about the process through the FCC website as an individual. She questioned if areas of concern had been identified through the financial audit.

Ms. George advised that the request was sent to Comcast and the deadline for Comcast response expired the previous day. She stated that they did not receive the information but she did get a response from Comcast that they would like to work on the matter.

Commissioner Trude questioned if QCTV has received communication from the CEO of the new organization that would take over this market from Comcast under the transfer of ownership process.

Ms. George stated that there has not been any communication from that company. She advised that the company has been renamed from Midwest Cable to Great Land Connections.

GENERAL BUSINESS – 5

5.1 2014 Election Coverage

Ms. George stated that the League of Women Voters has recently changed their schedule and noted that the website contains the updated election coverage schedule.

5.2 Website Development

Ms. George stated that QCTV has had a website with Marketplace Plus for a number of years and noted that updates would now be needed. She explained that the new updates would ensure that the content could be viewed on multiple platforms. She advised that media bookmarking would also be a new feature through the update process. She stated that an RFP was posted and advised that although there were multiple bids received there was only one qualified vendor, BizzyWeb. She highlighted the other updated features that would be provided through this new vendor as well as a collaborative effort with another local organization that would provide a cost savings of approximately \$4,000. She advised that if the full web development were paid in full there would be an additional cost savings of \$1,500.

Acting Chairperson Ulrich asked for additional information on the process QCTV followed, as this is a large contract.

Ms. George noted that she spoke with several vendors and found BizzyWeb the most qualified to handle the highly technical video needs of QCTV.

Commissioner LeTourneau stated that he agrees with the scope of services but expressed concern with paying the total amount up front. He stated that in his opinion the entire amount should not be paid up front, as he felt that option would provide flexibility and another form of accountability.

Commissioner Trude agreed that option would provide accountability, especially when working with a small business.

Ms. George reviewed the pay timeline, should the balance not be paid up front. She noted that if the Commission were to approve a not to exceed amount she would like some flexibility as certain items had not been fully determined.

Acting Chairperson Ulrich recommended including a ten percent contingency.

Commissioner Trude noted that updates were made to several city websites recently and asked if staff reached out to member cities for input.

Ms. George confirmed that she did follow that path but found that the vendors that provide services for city websites do not have the ability to handle the highly technical video content.

Commissioner Dickinson confirmed that a contract would also be involved that would address ownership of the end product.

Motion was made by Trude and seconded by Dickinson to authorize the Executive Director to enter into a contract with BizzyWeb as outlined in the report with a not to exceed amount of \$31,678.75, with a ten percent contingency for issues that may arise.

6 ayes – 0 nays. Motion carried.

ADJOURN – 6

Time of adjournment 11:28 a.m.

Respectfully submitted,

Reviewed for approval,

Amanda Staple
Recording Secretary
TimeSaver Off Site Secretarial, Inc.

Karen George
Executive Director

Quad Cities Communications Commission
Balance Sheet Summary
As of August 31, 2014

	Total
ASSETS	
Current Assets	
Bank Accounts - QCTV	1,132,635.27
- PayPay acct	535.02
- US Bank Reserve	5,000.00
Accounts Receivable	0.00
Other current assets	0.00
Total Current Assets	\$ 1,138,170.29
Fixed Assets	0.00
TOTAL ASSETS	\$ 1,138,170.29
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	12,158.83
Other Current Liabilities	-26.34
Total Current Liabilities	\$ 12,132.49
Equity	1,126,037.80
TOTAL LIABILITIES AND EQUITY	\$ 1,138,170.29

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - August, 2014

	Aug 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Duplication Revenue	33.38	208.00	(174.62)	16.05%	2,346.31	1,664.00	682.31	141.00%
Equipment Grant		4,218.00	(4,218.00)	0.00%	0.00	33,744.00	(33,744.00)	0.00%
Franchise Fees	246,921.05	74,340.00	172,581.05	332.15%	490,576.36	594,720.00	(104,143.64)	82.49%
Interest Income	14.96	8.00	6.96	187.00%	106.49	64.00	42.49	166.39%
Miscellaneous Income		416.00	(416.00)	0.00%	4,122.61	3,328.00	794.61	123.88%
PEG Fee	123,460.45	37,170.00	86,290.45	332.15%	245,288.40	297,360.00	(52,071.60)	82.49%
Total Income	370,429.84	116,360.00	254,069.84	318.35%	742,440.17	930,880.00	(188,439.83)	79.76%
Expenses								
Accounting / HR Services	2,608.34	1,500.00	1,108.34	173.89%	11,559.43	12,000.00	(440.57)	96.33%
Ads/Promos/Sponsorships	100.00	570.00	(470.00)	17.54%	3,468.32	4,560.00	(1,091.68)	76.06%
Andover Capital Equipment	150.56	416.00	(265.44)	36.19%	583.13	3,328.00	(2,744.87)	17.52%
Announcers Fees	265.00	1,436.00	(1,171.00)	18.45%	5,710.00	11,488.00	(5,778.00)	49.70%
Anoka Capital Equipment		416.00	(416.00)	0.00%	742.22	3,328.00	(2,585.78)	22.30%
Audit		1,216.00	(1,216.00)	0.00%	14,600.00	9,728.00	4,872.00	150.08%
AV Equip / Repair / Supply / Software	230.26	4,157.00	(3,926.74)	5.54%	2,840.63	33,256.00	(30,415.37)	8.54%
Bank Fees / CC Fees		41.00	(41.00)	0.00%	0.00	328.00	(328.00)	0.00%
Brand Apparel		166.00	(166.00)	0.00%	0.00	1,328.00	(1,328.00)	0.00%
Building - Cleaning	407.65	416.00	(8.35)	97.99%	3,261.20	3,328.00	(66.80)	97.99%
Building - Insurance		241.00	(241.00)	0.00%	1,576.00	1,928.00	(352.00)	81.74%
Building - Maintenance	376.83	583.00	(206.17)	64.64%	3,590.12	4,664.00	(1,073.88)	76.98%
Building - Supplies	55.60	250.00	(194.40)	22.24%	1,150.15	2,000.00	(849.85)	57.51%
Car Allowance	250.00	250.00	0.00	100.00%	2,000.00	2,000.00	0.00	100.00%
Cell Phone - Allowance	75.00	241.00	(166.00)	31.12%	1,095.00	1,928.00	(833.00)	56.79%
Champlin Capital Equipment		416.00	(416.00)	0.00%	348.90	3,328.00	(2,979.10)	10.48%
City Sewer & Water	269.16	333.00	(63.84)	80.83%	786.67	2,664.00	(1,877.33)	29.53%
Commission Expense		291.00	(291.00)	0.00%	1,690.79	2,328.00	(637.21)	72.63%
Computer Equip / Repair / Supply / Software	1,232.07	2,385.00	(1,152.93)	51.66%	7,956.14	19,080.00	(11,123.86)	41.70%
Consulting Services	3,750.00	4,166.00	(416.00)	90.01%	10,250.00	33,328.00	(23,078.00)	30.75%
Contingency Fund		2,166.00	(2,166.00)	0.00%	0.00	17,328.00	(17,328.00)	0.00%
Dues and Subscriptions	99.00		99.00		99.00	0.00	99.00	
Duplication Expenses	26.95	300.00	(273.05)	8.98%	1,095.48	2,400.00	(1,304.52)	45.65%
Electric Service	1,465.47	1,458.00	7.47	100.51%	10,460.08	11,664.00	(1,203.92)	89.68%
Emp / Comm Appreciation		208.00	(208.00)	0.00%	1,447.16	1,664.00	(216.84)	86.97%
Federal Unempl Expense	37.29		37.29		992.25	0.00	992.25	
Health Insurance	1,200.42	2,733.00	(1,532.58)	43.92%	23,733.66	21,864.00	1,869.66	108.55%
Health Insurance - Opt Out		400.00	(400.00)	0.00%	1,200.00	3,200.00	(2,000.00)	37.50%
Insurance - Deductibles		41.00	(41.00)	0.00%	0.00	328.00	(328.00)	0.00%
Insurance - Liability / Bonds		580.00	(580.00)	0.00%	4,643.00	4,640.00	3.00	100.06%
Lawn Service	613.56	291.00	322.56	210.85%	3,246.36	2,328.00	918.36	139.45%
Legal Fees	1,572.50	2,500.00	(927.50)	62.90%	7,765.95	20,000.00	(12,234.05)	38.83%
Legislative Lobbying		138.00	(138.00)	0.00%	0.00	1,104.00	(1,104.00)	0.00%
Licenses and Permits		83.00	(83.00)	0.00%	0.00	664.00	(664.00)	0.00%
Meals	55.13	83.00	(27.87)	66.42%	352.35	664.00	(311.65)	53.06%
Memberships - NATOA / Others		456.00	(456.00)	0.00%	2,611.16	3,648.00	(1,036.84)	71.58%
Mileage	361.15	416.00	(54.85)	86.81%	2,220.27	3,328.00	(1,107.73)	66.71%
Miscellaneous Expenses		375.00	(375.00)	0.00%	215.29	3,000.00	(2,784.71)	7.18%
Natural Gas	33.45	191.00	(157.55)	17.51%	2,225.95	1,528.00	697.95	145.68%
Office Supplies / Equipment	313.66	708.00	(394.34)	44.30%	2,773.10	5,664.00	(2,890.90)	48.96%
Parking Lot Maintenance		416.00	(416.00)	0.00%	0.00	3,328.00	(3,328.00)	0.00%
Payroll Expenses (ADP)	324.95	433.00	(108.05)	75.05%	3,623.10	3,464.00	159.10	104.59%
PERA	2,213.07	4,281.00	(2,067.93)	51.70%	22,101.63	34,248.00	(12,146.37)	64.53%
Postage	88.04	83.00	5.04	106.07%	608.42	664.00	(55.58)	91.63%
Printing / Copy Services		166.00	(166.00)	0.00%	1,592.60	1,328.00	264.60	119.92%

Quad Cities Communications Commission
Budget vs. Actuals: 2014 Budget - FY14 P&L
 January - August, 2014

	Aug 2014				YTD			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Professional Development	1,241.62	1,425.00	(183.38)	87.13%	9,913.62	11,400.00	(1,486.38)	86.96%
Publications		59.00	(59.00)	0.00%	0.00	472.00	(472.00)	0.00%
Ramsey Capital Equipment	58.40	416.00	(357.60)	14.04%	400.72	3,328.00	(2,927.28)	12.04%
Sales Tax		166.00	(166.00)	0.00%	561.00	1,328.00	(767.00)	42.24%
Secretary Services	228.50	150.00	78.50	152.33%	1,027.00	1,200.00	(173.00)	85.58%
Snow Plowing Service		250.00	(250.00)	0.00%	3,205.00	2,000.00	1,205.00	160.25%
SS/Medicare Expense	2,440.87	4,518.00	(2,077.13)	54.03%	26,687.19	36,144.00	(9,456.81)	73.84%
State Unemploy Exp			0.00		22,276.12	0.00	22,276.12	
STD / LTD / Life Insurance	445.44	387.00	58.44	115.10%	3,258.21	3,096.00	162.21	105.24%
Studio Sets		166.00	(166.00)	0.00%	529.50	1,328.00	(798.50)	39.87%
Subscription Services	55.00	250.00	(195.00)	22.00%	2,247.31	2,000.00	247.31	112.37%
Vehicle - Equipment / Repair	121.37	1,577.00	(1,455.63)	7.70%	8,105.98	12,616.00	(4,510.02)	64.25%
Vehicle - Insurance		250.00	(250.00)	0.00%	1,849.00	2,000.00	(151.00)	92.45%
Vehicle - Maintenance / Gas	127.50	525.00	(397.50)	24.29%	1,842.02	4,200.00	(2,357.98)	43.86%
Wages - Full-time	28,905.60	28,367.00	538.60	101.90%	253,807.99	226,936.00	26,871.99	111.84%
Wages - Part-time	3,397.90	0.00	3,397.90		7,365.33	0.00	7,365.33	
Wages - PT - Comm Prog		4,071.00	(4,071.00)	0.00%	17,461.93	32,568.00	(15,106.07)	53.62%
Wages - PT - Gov't Prog		8,203.00	(8,203.00)	0.00%	30,254.48	65,624.00	(35,369.52)	46.10%
Wages - PT - Office Support		2,504.00	(2,504.00)	0.00%	9,143.99	20,032.00	(10,888.01)	45.65%
Wages - PT - Sports Prog		6,880.00	(6,880.00)	0.00%	20,616.94	55,040.00	(34,423.06)	37.46%
Wages - PT - Tech Support		5,721.00	(5,721.00)	0.00%	18,100.66	45,768.00	(27,667.34)	39.55%
Waste Removal	130.31	108.00	22.31	120.66%	1,420.98	864.00	556.98	164.47%
Web / VOD / Int / CaTV / Phone	1,180.58	1,350.00	(169.42)	87.45%	8,917.15	10,800.00	(1,882.85)	82.57%
Work Comp Insurance		258.00	(258.00)	0.00%	2,039.00	2,064.00	(25.00)	98.79%
Total Expenses	56,508.20	105,597.00	(49,088.80)	53.51%	617,246.63	844,776.00	(227,529.37)	73.07%
Net Operating Income	313,921.64	10,763.00	303,158.64	2916.67%	125,193.54	86,104.00	39,089.54	145.40%
Net Income	313,921.64	10,763.00	303,158.64	2916.67%	125,193.54	86,104.00	39,089.54	145.40%
 Capital Improvement Plan								
ZCIP - Network Servers					6,782.65			
 City CIP Payments								
Andover Capital Equipment					47,750.00			
Anoka Capital Equipment					25,764.00			
Champlin Capital Equipment					30,000.00			
Ramsey Capital Equipment					50,000.00			
					<u>153,514.00</u>			

QCTV Bank Reconciliation
August 2014

Beginning Balance - 4M Statement	820,102.73
Less: Cleared Checks/Withdrawals	(56,905.97)
Plus: 4M Fund Interest	14.96
Plus: Bank Deposits/Credits	370,381.50
Bank Balance	\$1,133,593.22
Book Balance	1,133,593.22
Adjusted Book Balance	1,133,593.22
Difference:	\$0.00

Completed by: MK

Quad Cities Communications Commission Reconciliation Report

Quad Cities Commission, Period Ending **08/31/2014**

Reconciled on: 09/12/2014 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Lee Brezinka

Summary

Statement Beginning Balance	820,102.73
Checks and Payments cleared	-56,905.97
Deposits and Other Credits cleared	+370,396.46
Statement Ending Balance	1,133,593.22
Uncleared transactions as of 08/31/2014	-957.95
Register Balance as of 08/31/2014	1,132,635.27
Uncleared transactions after 08/31/2014	-67,635.06
Register Balance as of 09/12/2014	1,065,000.21

Details

Checks and Payments cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/09/2014	Bill Payment	10445	Laura E. Houle	-200.00
07/18/2014	Bill Payment	10453	Brian J. Ingle	-40.00
07/25/2014	Journal	07B - 2014MK		-166.15
07/29/2014	Bill Payment	10468	Fran Zeuli	-3,500.00
07/29/2014	Bill Payment	10467	David S. Washburn	-40.00
07/29/2014	Bill Payment	10469	Joe G. Ruhland	-75.00
08/01/2014	Bill Payment	10477	Verizon Wireless	-70.08
08/01/2014	Bill Payment	10471	Comcast Cable	-191.28
08/01/2014	Bill Payment	10470	B&H Photo-Video	-753.02
08/01/2014	Bill Payment	10474	Market Place Plus, LLC	-404.95
08/01/2014	Bill Payment	10472	Holiday Station	-343.09
08/01/2014	Bill Payment	10475	Monarch Pest Control	-112.64
08/01/2014	Bill Payment	10476	Presto Graphics	-1,592.60
08/01/2014	Bill Payment	10473	Image Lawncare Services, Inc.	-679.05
08/05/2014	Bill Payment	10480	City of Andover	-1,209.51
08/05/2014	Bill Payment	10481	Xcel Energy	-1,547.73
08/05/2014	Bill Payment	10478	A+ Cleaning Service, Inc.	-407.65
08/05/2014	Bill Payment	10479	ACE Solid Waste, Inc.	-130.31
08/08/2014	Bill Payment	W/D	CitiStreetMN	-300.00
08/08/2014	Bill Payment	W/D	PERA	-2,070.76
08/08/2014	Journal	08A - 2014MK		-4,526.79
08/08/2014	Journal	08A - 2014MK		-163.70
08/08/2014	Journal	08A - 2014MK		-12,687.58
08/15/2014	Bill Payment	10482	Associated Bank N.A.	-200.00
08/15/2014	Bill Payment	10486	Comcast Cable	-140.61
08/15/2014	Bill Payment	10485	City of Champlin	-269.16
08/15/2014	Bill Payment	10489	U.S. Bank Corporate	-1,740.19
08/15/2014	Bill Payment	10483	B&H Photo-Video	-254.49
08/15/2014	Bill Payment	10488	Trans Alarm	-376.83
08/15/2014	Bill Payment	10484	CenterPoint Energy	-33.45
08/15/2014	Bill Payment	10487	Huebsch	-55.60
08/22/2014	Bill Payment	W/D	CitiStreetMN	-300.00
08/22/2014	Bill Payment	W/D	PERA	-2,050.13
08/22/2014	Journal	08B - 2014MK		-11,576.02
08/22/2014	Journal	08B - 2014MK		-4,459.45

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/22/2014	Journal	08B - 2014MK		-161.25
08/25/2014	Bill Payment	10494	Kennedy & Graven, Chartered	-816.25
08/25/2014	Bill Payment	10493	Comcast 2	-527.08
08/25/2014	Bill Payment	10496	Preferred One Insurance Co.	-1,322.04
08/25/2014	Bill Payment	10497	The Lincoln National Life Ins. Co.	-445.44
08/25/2014	Bill Payment	10498	Verizon Wireless	-70.08
08/25/2014	Bill Payment	10490	Amazon	-816.21
08/25/2014	Bill Payment	10492	B&H Photo-Video	-79.80
Total				-56,905.97

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/04/2014	Deposit		Comcast	39,019.34
08/04/2014	Deposit		Comcast	23,325.29
08/04/2014	Deposit		Comcast	32,980.73
08/04/2014	Deposit		Comcast	28,135.09
08/04/2014	Deposit		Comcast	78,038.70
08/04/2014	Deposit		Comcast	46,650.74
08/04/2014	Deposit		Comcast	65,961.49
08/04/2014	Deposit		Comcast	56,270.12
08/31/2014	Journal	08C - 2014MK		14.96
Total				370,396.46

Additional Information

Uncleared Checks and Payments as of 08/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
07/16/2013	Bill Payment	10010	City of Anoka	-125.00
06/26/2014	Bill Payment	10424	Minnesota Association of Government Communicators	-28.00
07/18/2014	Bill Payment	10456	CWC Inc.	-300.00
08/25/2014	Bill Payment	10491	Anoka Area Chamber of Commerce	-100.00
08/25/2014	Bill Payment	10495	Market Place Plus, LLC	-404.95
Total				-957.95

Uncleared Checks and Payments after 08/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/03/2014	Bill Payment	10502	Front Range Consulting, Inc.	-3,750.00
09/03/2014	Bill Payment	10504	Joe G. Ruhland	-75.00
09/03/2014	Bill Payment	10505	LMCIT	-2,341.00
09/03/2014	Bill Payment	10499	City of Andover	-1,427.65
09/03/2014	Bill Payment	10500	Comcast Cable	-20.36
09/03/2014	Bill Payment	10503	Holiday Station	-127.50
09/03/2014	Bill Payment	10501	David S. Washburn	-75.00
09/03/2014	Bill Payment	10506	Pete C. Anderson	-40.00
09/05/2014	Bill Payment	W/D	CitiStreetMN	-300.00
09/05/2014	Bill Payment	W/D	PERA	-2,223.08
09/12/2014	Bill Payment	10516	Joe G. Ruhland	-75.00
09/12/2014	Bill Payment	10513	Comcast Cable	-311.53
09/12/2014	Bill Payment	10509	B&H Photo-Video	-371.13
09/12/2014	Bill Payment	10511	City of Champlin	-704.51
09/12/2014	Bill Payment	10522	U.S. Bank Corporate	-1,811.20
09/12/2014	Bill Payment	10523	Xcel Energy	-1,465.47
09/12/2014	Bill Payment	10517	Kennedy & Graven, Chartered	-1,572.50
09/12/2014	Bill Payment	10521	Timesavers	-228.50
09/12/2014	Bill Payment	10515	Image Lawncare Services, Inc.	-613.56
09/12/2014	Bill Payment	10507	A+ Cleaning Service, inc.	-407.65

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/12/2014	Bill Payment	10508	ACE Solid Waste, Inc.	-130.31
09/12/2014	Bill Payment	10510	CenterPoint Energy	-32.92
09/12/2014	Bill Payment	10512	Comcast 2	-452.19
09/12/2014	Bill Payment	10514	Huebsch	-55.60
09/12/2014	Bill Payment	10518	MCEA	-235.00
09/12/2014	Bill Payment	10519	Pete C. Anderson	-40.00
09/12/2014	Bill Payment	10520	Rushworks	-48,788.40
Total				-67,675.06

Uncleared Deposits and Other Credits after 08/31/2014

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/05/2014	Deposit		Rufino Lorenzo	10.00
09/05/2014	Deposit		Mary Rystrom	30.00
Total				40.00

QCCCC Agenda Item

4.3 Executive Director's Report

October 9, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Executive Director's
Report

Franchise renewal

The franchise renewal process includes a comprehensive needs assessment. The commission directed staff to conduct a financial audit and a technical audit of the current franchisee, Comcast. Both the financial and technical audits are in process with reports expected by year-end.

Financial analysis of SpinCo by MACTA continues

The commission directed the executive director to enter into an agreement with MACTA to participate in a joint financial review of SpinCo/Midwest Cable administered by MACTA. The contract has been executed and work is in process.

Web site development begins

Staff has executed the contract with BizzyWeb for development of the new web site. Project completion is expected in early 2015.

Volunteer insurance plan purchased

Upon review of our insurance coverage and the initiation of a volunteer program for production assistants; staff has purchased a nominal accident insurance plan to cover volunteers.

Monthly reports

Attached to this agenda item are the operations and technology updates and the September statistical report.

Action Requested: None.

Programming Detail:

Below is a highlight of program statistics for September. News and Views is garnering viewer interest. We continue to have issues with I-Net live feeds with Comcast so the Live tracking on sports is zero.

Program	VOD	Live
News & Views	406	0
District Court Show	313	0
Football - Andover vs. Champlin Park 7:00pm 09/12/2014	297	109
The Chamber Report	285	0
It's Your History	255	0
Football - Irondale vs. Andover 7:00pm 09/19/2014	253	118
Suburban Mix	214	0
Football - Blaine vs. Andover 7:00pm 09/26/2014	212	89
Girls Volleyball - Anoka vs. Andover 7:00pm 09/04/2014	116	9
Girls Soccer - Mnds. View vs. Champlin Park 7:00pm 08/21/2014	94	40
Girls Volleyball - North Branch vs. Andover 7:00pm 08/26/2014	88	1
Football - Blaine vs. Champlin Park 7:00pm 08/28/2014	87	63
Boys Soccer - ELk River vs. Anoka 5:00pm 09/09/2014	81	3
QC News	60	0
Quad Cities Cable Commission 08/21/2014	40	0
Football - Blaine vs. Champlin Park 08/26/2014	38	0
Parade	23	0
Football - Blaine vs. Andover 09/26/2014	3	0
Total	2865	432

QCCCC Agenda Item

4.3.1 Operations Report

October 7, 2014

To: Karen George, Executive Director

From: Katherine Lenaburg, Operations Manager

Subject: Operations Update

QCTV had another busy month producing local programming. Our “Live and Local: Back to School Special” took place on September 17th and included interviews with District 11 administrators, staff and teachers. We also pre-produced packages on all day kindergarten, bullying, school lunch, etc. It was a well-received program and several people commented that they appreciate coverage of our local schools. We also produced several live sporting events including volleyball, soccer, and football games. A new sports program debuted called “In The Game” and featured coaches and players from some of the lesser well known sports. This program will be produced quarterly. Regular monthly program produced: “The Chamber Show”, “District Court”, and “News and Views”. “The Sheriffs Show” and “It’s Your History” have moved to every other month and were worked on for next month.

A new series has started called “Townfolk” and the pilot is about The Lyric Arts Center in Anoka. This series will be a monthly half hour program about an interesting person or place. “The Brianna Scurry Interview” is running- about a local Olympic medal soccer player who came back to town to talk with District 11 teachers and administrators. “The Serakos Story” is running- about an Andover family that has a little boy with cancer. “Classics and Muscle Cars” was produced about the Anoka Car Show. “Fire of the Heart: An Andover Couple” was also produced that deals with a fire that destroyed a couple’s home.

Staff PSA’s were produced and topics include healthy eating and exercising with children, voting, not wasting water, and anti-bullying. Several more are in the works and we will continue to produce these as well as promos for our own programs.

We are making the rounds at our four city halls to produce PSA’s on what’s happening in the various city department- this month we shot Champlin PSA’s and they will be on the air soon. Ramsey is our final City Hall and they will be done next month.

The NATOA (National Association of Telecommunications Officers and Advisors) Conference was recently in St. Paul and several staff members attended. The Storytelling Workshop by Mark Anderson was most helpful and staff learned techniques about community storytelling. There was a monster truck rally where local centers brought their production trucks and we visited all of them and saw what other systems are doing with their trucks. QCTV was represented very well by our mobile production producer Taylor Johnson.

Election Coverage for 2014 has started and we are not sponsoring candidate forums but working with The League of Women Voters and The North Metro Mayors Association. We worked with the League to produce five candidate forums so far—some in council chamber and two in our studio. They have gone very smoothly and we have made them available to other cable systems if they are interested in playing them back (for example in a legislative district shared with Coon Rapids or the 10th Judicial Judge Forum which affects a large area.) We also worked with the North metro Mayors Association to cover forums in Legislative House District 35A and 35B. The QCTV website has an Election 2014 tab with YouTube supported video links of the election programming.

Action: None.

QCCCC Agenda Item

4.3.2 Technology Report

October 3, 2014

To: Karen George, Executive Director

From: Steve Ulrich

Subject: September 2014 Technology Report

Equipment Issues:

City Hall Equipment:

- 09/04/2014 Ramsey Vdesk continues to experience intermittent video problems. These have been resolved to date. A replacement Vdesk is expected later in October.
- 09/16/2014 Anoka microphone audio does not always unmute quickly enough. Reset Bi-Amp parameters. Resolved.

Comcast:

- 09/05/2014 No connection between Anoka High School and Studio. Line was cut. Unresolved
- 09/05/2014 No connection between Anoka Ice Forum and Studio. Line was cut. Unresolved.
- 09/12/2014 No connection between Goodrich Field and Studio. Line was cut. Unresolved.
- 09/16/2014 No connection between Andover High School and Studio. Resolved.
- 09/16/2014 Poor signal between Andover City Hall and Studio. Resolved

Studio Equipment:

- 09/09/2014 Live encoder not sending signal to web server. Reconfigured encoder. Resolved.
- 09/11/2014 QCTV-3 hard drive failure. Replaced and reconfigured. Resolved.
- 09/17/2014 Media unlinks when using Premier. Reconfigured and provided instruction. Resolved.
- 09/19/2014 QCTV-12 hard drive failure. Replaced and reconfigured. Resolved.

Truck Equipment:

09/16/2014 Intermittently the Left channel audio is lower than right. Found channels 1 & 2 on the Mackie mixer to be defective. Temporarily resolved. Need to replace mixer.

09/23/2014 Intercom working intermittently. Traced cabling and replaced two intermittent cables. Resolved.

Web Site:

A number of updates to the site were requested by staff throughout the month. These have all been implemented.

Met with BizzyWeb to discuss initial design requirements of new web site.

September Projects:

- 2015 budget process.
- Software inventory and required updates/upgrades.
- Web site maintenance & updates requested by staff.
- Playback rewiring.
- Order & plan installation of City Hall video control upgrades.
- Update invoice records from Andover files.
- Reports for purchase tracking & reconciliation.

October Planned Projects:

- Complete 2015 budget.
- New web site development.
- Continue rewiring and equipment relocation in PB center.
- Vdesk installations.

Ongoing Projects:

- Video Server Upgrades: Product comparisons completed. On hold pending sales tax impact.
- City Hall Video switch upgrades. Install when available.
- NAS file maintenance.
- PB center rewiring and equipment relocation.
- Finalize equipment wiring documentation.
- Off site backup.

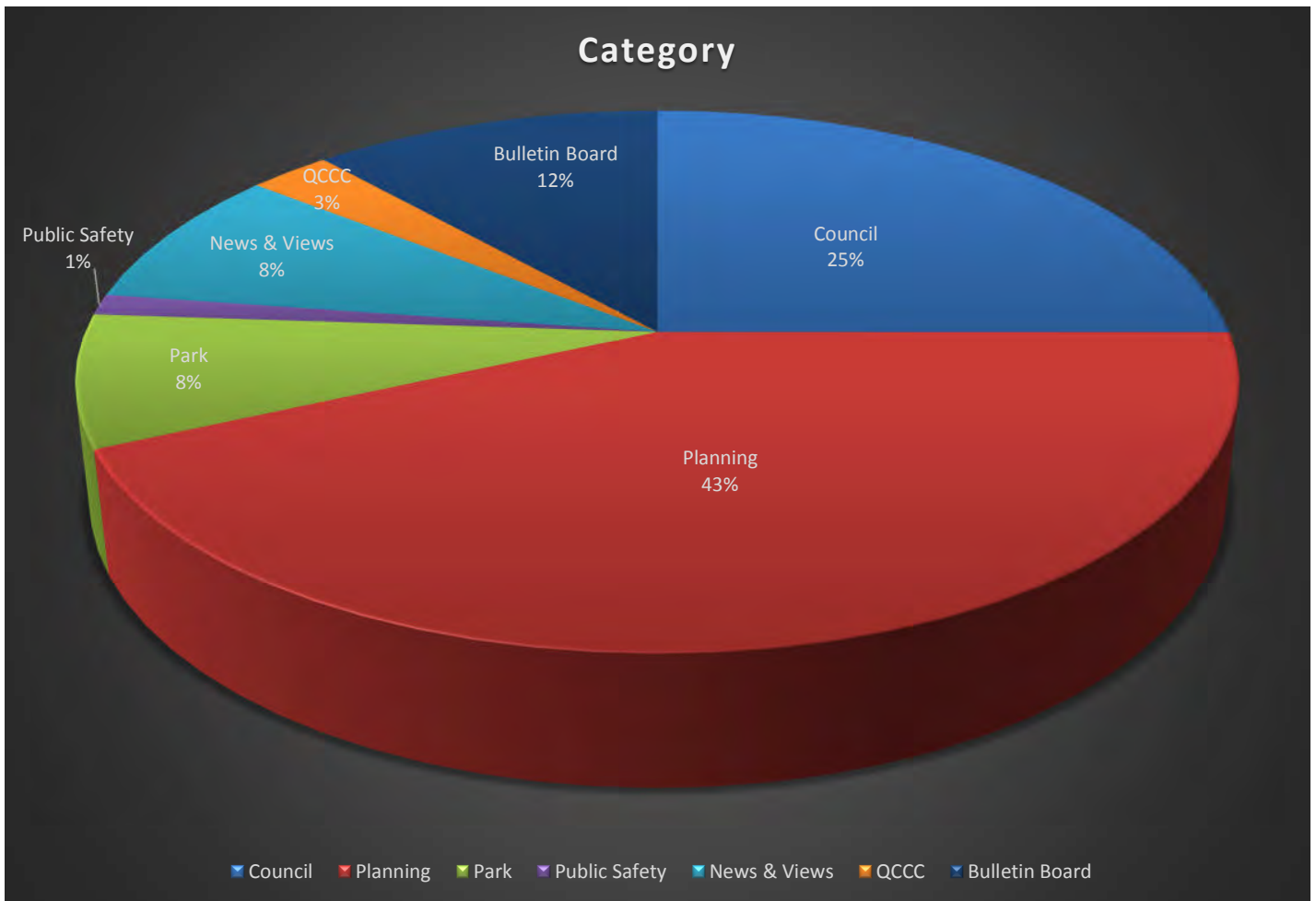
Action: None.

Andover Channel & Web Statistics September 2014

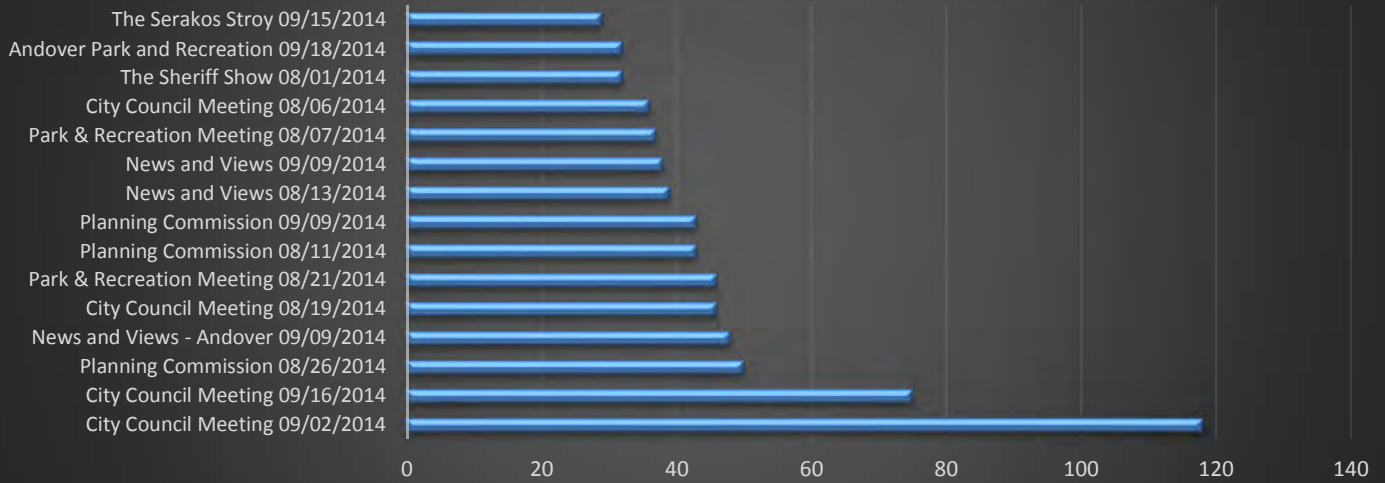
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 692	New Shows: 7	Total Hours: 82:33	Total Hits: 712
Total Time: 637:27	New Time: 8:29	Saturation: 11.5%	
Saturation: 88.5%	All Shows: 21	New Andover: 16	
	All Time: 13:13	New All Cities: 31	

Shared With Multiple Cities		
8/6/2014	Sheriff Show	0:12:42
9/8/2014	News and Views	1:20:00
8/12/2014	News And Views	0:15:17
9/18/2014	QCCC	0:28:04
8/22/2014	QCCC	1:00:54

Channel Up Time: 99.93%		
Issues	Percentage	Hours
Scheduling:	%	0
File:	0%	0
Server:	0.07%	00:30
Power Out:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	9/16/2014	Council	2:23:28	69	164:59:12
City Council Meeting	8/19/2014	Council	1:14:13	11	13:36:23
Planning Commission	9/9/2014	Planning	0:56:51	104	98:32:24
City Council Meeting	9/2/2014	Planning	2:35:44	61	158:19:44
Planning Commission	8/26/2014	Planning	1:08:25	45	51:18:45
Park & Recreation Meeting	9/18/2014	Park	0:25:48	58	24:56:24
Park & Recreation Meeting	8/21/2014	Park	0:25:31	74	31:28:14
Sheriff Show **	8/6/2014	Public Safety	0:12:42	42	8:53:24
Andover City Update	7/10/2014	Informational	0:15:30	11	2:50:30
News and Views Andover	9/9/2014	QCMR	0:17:55	29	8:39:35
News and Views **	9/8/2014	QCMR	1:20:00	36	48:00:00
News And Views **	8/12/2014	QCMR	0:15:17	13	3:18:41
Quad Cities Cable Commission **	9/18/2014	QCCC	0:28:04	11	5:08:44
Quad Cities Cable Commission **	8/22/2014	QCCC	1:00:54	14	14:12:36
Meet Brett Angell	7/17/2014	PSA	0:01:41	26	0:43:46
Meet Todd Haas	7/17/2014	PSA	0:03:44	9	0:33:36
Meet Dave Carlberg	7/17/2014	PSA	0:01:32	14	0:21:28
Meet Dave Berkowitz	7/17/2014	PSA	0:01:20	18	0:24:00
Meet Kameron Kytonen	7/17/2014	PSA	0:01:38	12	0:19:36
Meet Kevin Starr	7/17/2014	PSA	0:01:58	12	0:23:36
Meet Brian Kraabel	7/17/2014	PSA	0:01:08	23	0:26:04

** Shared with multiple cities

13:13:23 692 637:26:42

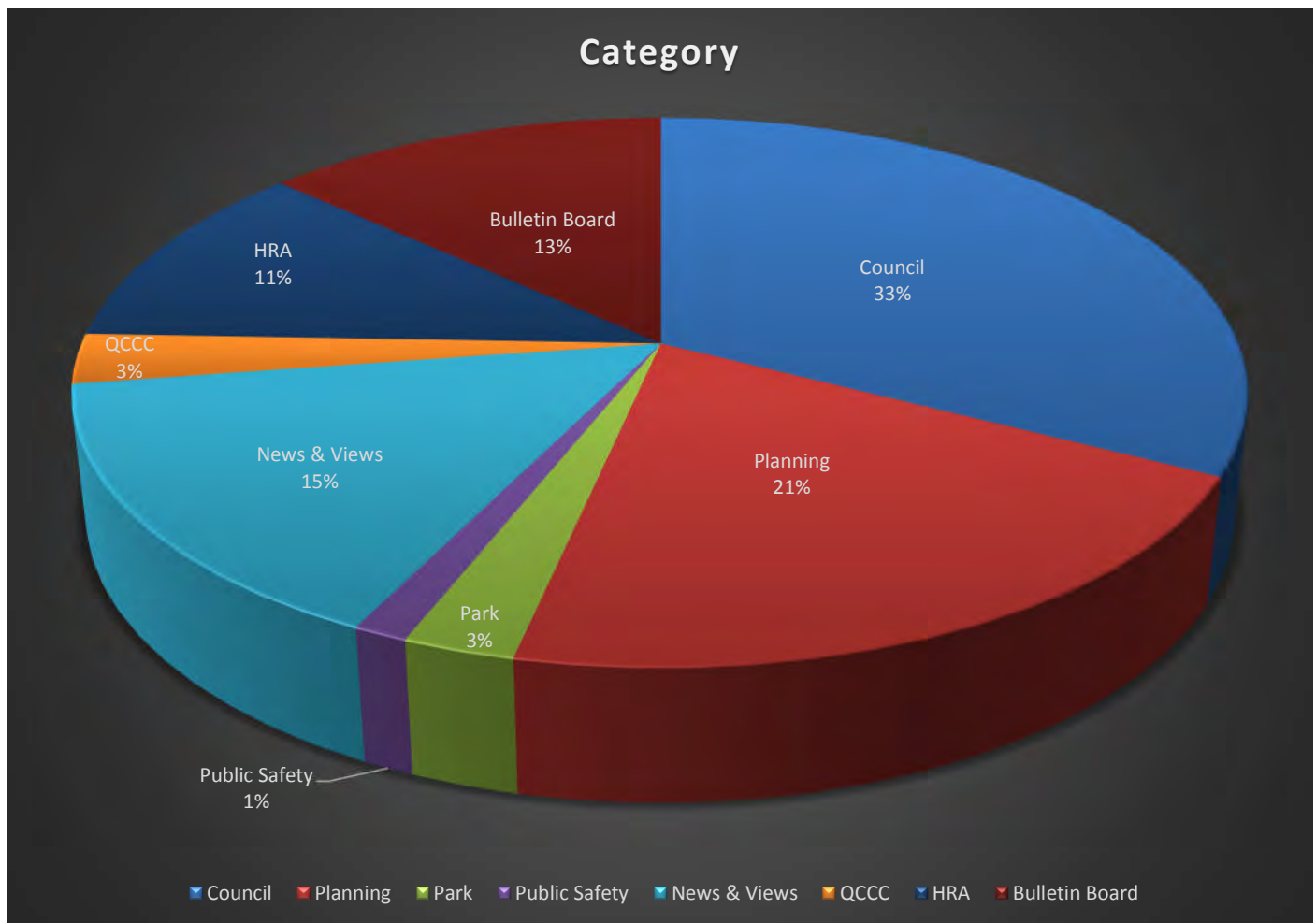
Total Programming Hours:	637:26:42
Total Bulletin Board Hours:	82:33:18
Total Runs:	692
September Total Time:	720:00:00
Web Hits:	712

Anoka Channel & Web Statistics September 2014

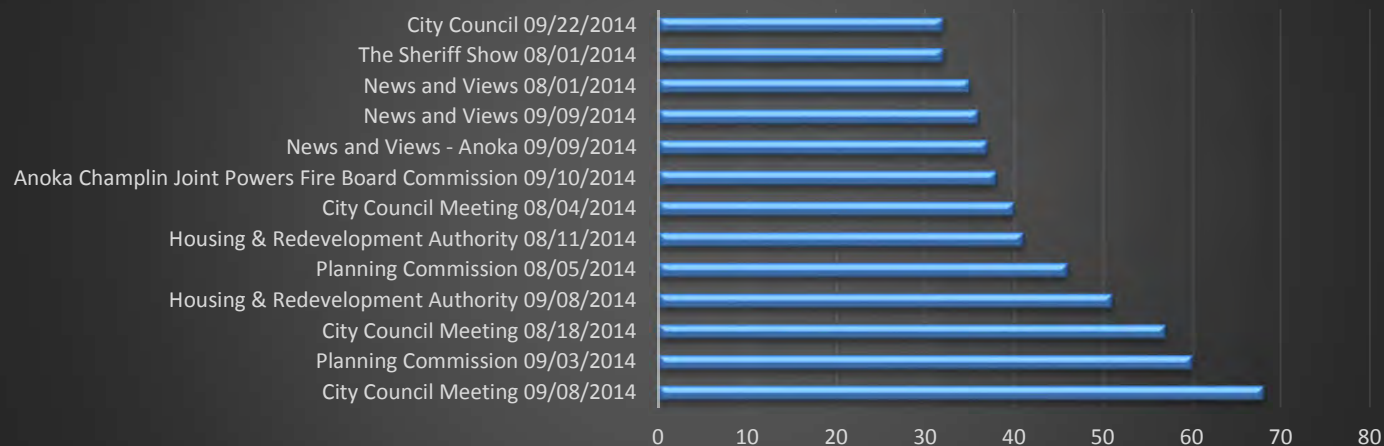
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 873	New Shows: 8	Total Hours: 95:07	Total Hits: 573
Total Time: 624:53	New Time: 7:10	Saturation: 13.2%	
Saturation: 86.8%	All Shows: 15	New Anoka: 20	
	All Time: 15:32	New All Cities: 31	

Shared With Multiple Cities		
9/10/2014	Anoka-Champlin Fire Board	0:09:40
8/6/2014	Sheriff Show	0:12:42
9/8/2014	News and Views	1:20:00
8/12/2014	News And Views	1:00:00
9/18/2014	QCCC	0:28:04
8/21/2014	QCCC	1:00:54

Channel Up Time: 100 %		
Issues	Percentage	Hours
Scheduling:	0	0
File:	0	0
Server:	0	0
Power Out:	0	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	9/22/2014	Council	1:01:02	41	41:42:22
City Council Meeting	9/8/2014	Council	2:03:47	56	115:31:52
City Council Meeting	8/18/2014	Council	2:40:52	29	77:45:08
Planning Commission	9/3/2014	Planning	1:12:12	107	128:45:24
Planning Commission	8/5/2014	Planning	2:33:42	8	20:29:36
Parks Overview	9/18/2013	Park	0:04:44	240	18:56:00
Anoka-Champlin Joint Fire Board **	9/10/2014	Public Safety	0:09:40	18	2:54:00
Sheriff Show **	8/6/2014	Public Safety	0:12:42	30	6:21:00
News and Views Anoka	9/9/2014	QCMR	0:22:28	134	50:10:32
News and Views **	9/8/2014	QCMR	1:20:00	37	49:20:00
News And Views **	8/12/2014	QCMR	1:00:00	11	11:00:00
Quad Cities Cable Commission **	9/18/2014	QCCC	0:28:04	13	6:04:52
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	15	15:13:30
Housing & Redevelopment Authority	9/8/2014	HRA	0:32:18	104	55:59:12
Housing & Redevelopment Authority	8/11/2014	HRA	0:49:20	30	24:40:00

** Shared With Multiple Cities

15:31:45 873 624:53:28

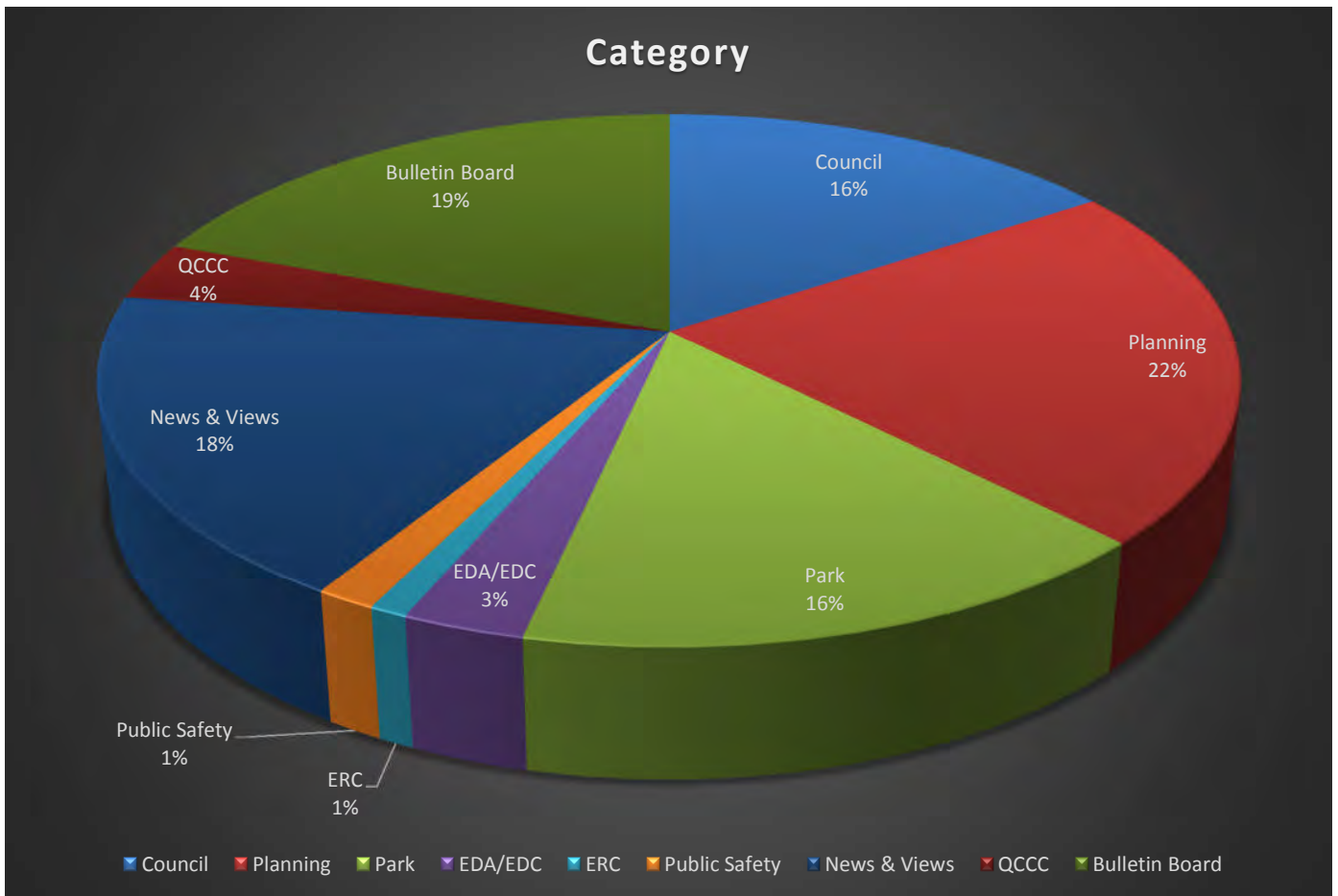
Total Programming Hours:	624:53:28
Total Bulletin Board Hours:	95:06:32
Total Runs:	873
September Total Time:	720:00:00
Web Hits:	573

Champlin Channel & Web Statistics September 2014

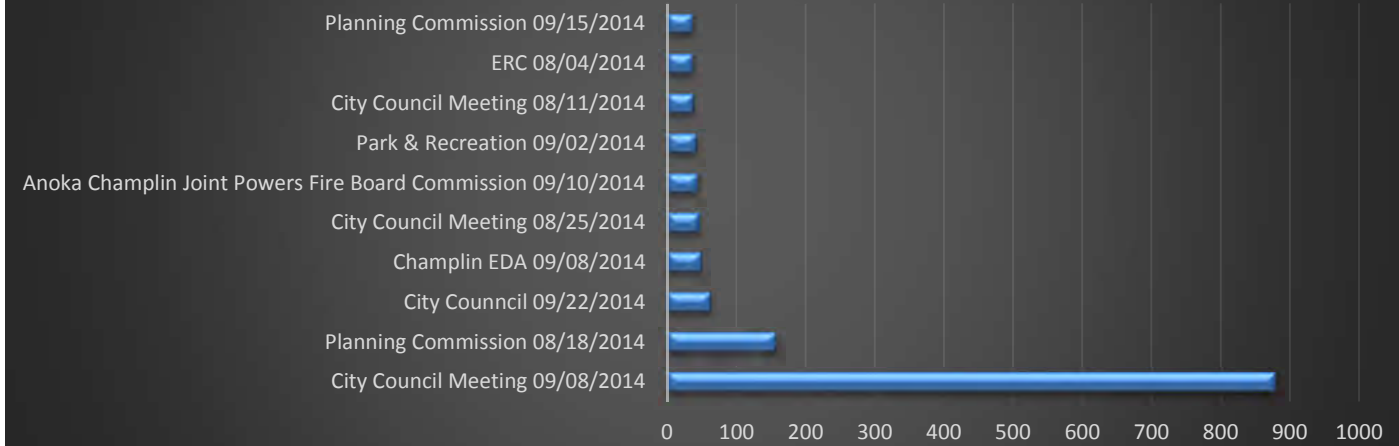
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 1083	New Shows: 9	Total Hours: 137:16	Total Hits: 1395
Total Time: 582:44	New Time: 4:50	Saturation: 19.1%	
Saturation: 80.9%	All Shows: 19	New Champlin: 30	
	All Time: 8:25	New All Cities: 31	

Shared with multiple cities		
9/10/2014	Anoka-Champlin Fire Board	0:09:40
9/8/2014	News and Views	1:20:00
8/12/2014	News And Views	1:00:00
9/18/2014	QCCC	0:28:04
8/21/2014	QCCC	1:00:54
11/8/2013	Texting can wait	0:01:01

Channel Uptime 100%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0%	0
Other::	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	9/22/2014	Council	0:48:46	52	42:15:52
City Council Meeting	9/8/2014	Council	0:15:51	133	35:08:03
City Council Meeting	8/25/2014	Council	0:23:55	84	33:29:00
Planning Commission	9/15/2014	Planning	0:49:29	110	90:43:10
Planning Commission	8/18/2014	Planning	0:40:39	99	67:04:21
Park & Recreation Meeting	9/3/2014	Park	0:29:08	231	112:09:48
Economic Development Commission	9/8/2014	EDA/EDC	0:07:36	166	21:01:36
Environmental Resources Commission	8/4/2014	ERC	0:13:32	29	6:32:28
Anoka-Champlin Joint Fire Board **	9/10/2014	Public Safety	0:09:40	51	8:13:00
Public Safety Building Tour	1/14/2014	Public Safety	0:03:23	38	2:08:34
Mill Pond Update	1/22/2014	Promo	0:04:36	30	2:18:00
News and Views Champlin	9/9/2014	QCMR	0:19:50	169	55:51:50
News and Views **	9/8/2014	QCMR	1:20:00	46	61:20:00
News And Views **	8/12/2014	QCMR	1:00:00	14	14:00:00
Quad Cities Cable Commission **	9/18/2014	QCCC	0:28:04	13	6:04:52
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	19	19:17:06
Champlin Solar Energy Project	4/22/2014	Promo	0:03:36	41	2:27:36
Champlin Parks Virtual Tour	8/26/2013	Promo	0:05:52	22	2:09:04
Texting can wait **	11/8/2013	PSA	0:01:01	29	0:29:29

** Shared with multiple cities

8:25:52 1376 582:43:49

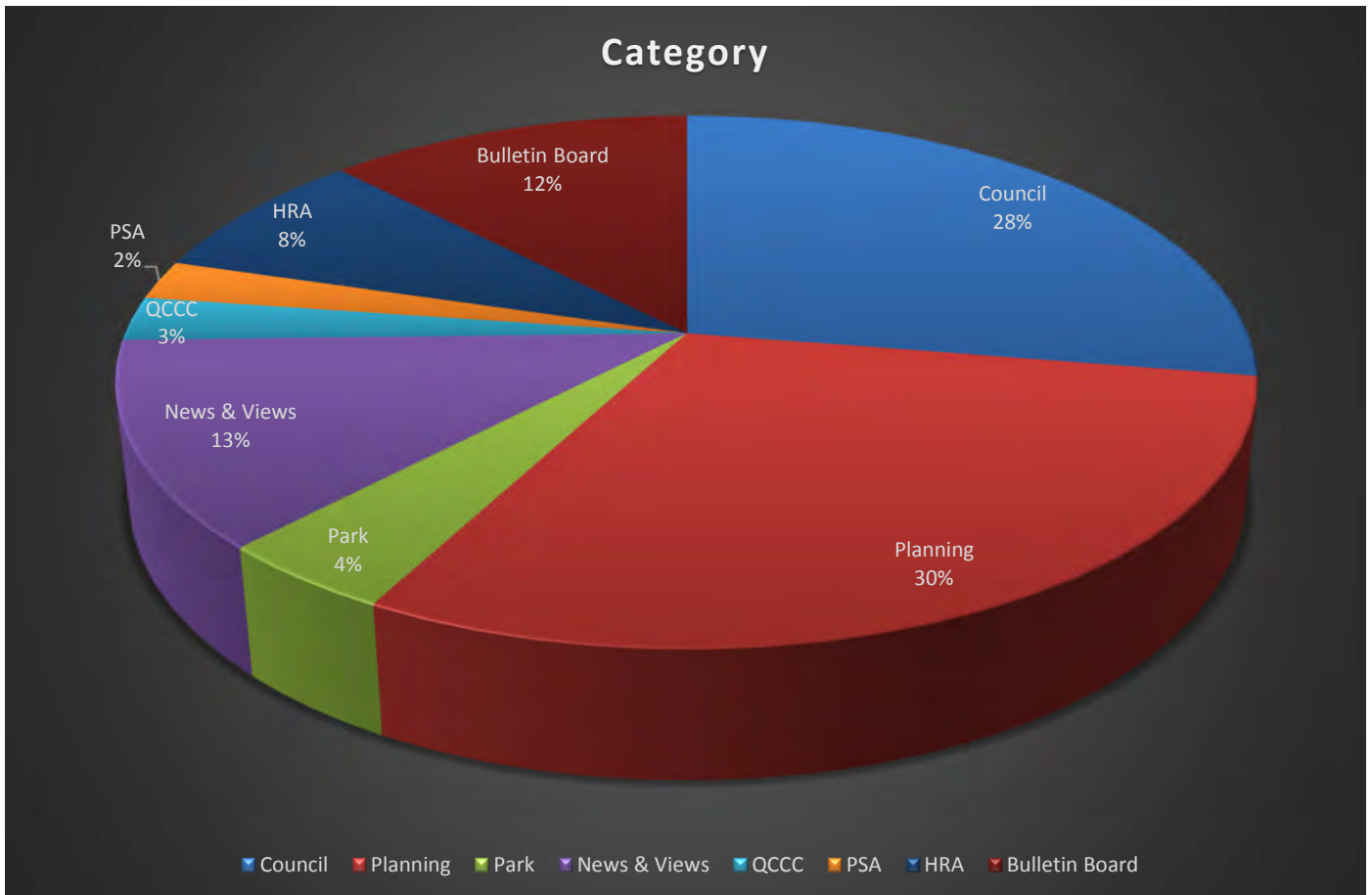
Total Programming Hours:	582:43:49
Total Bulletin Board Hours:	137:16:11
Total Runs:	1083
September Total Time:	720:00:00
Web Hits:	1395

Ramsey Channel & Web Statistics September 2014

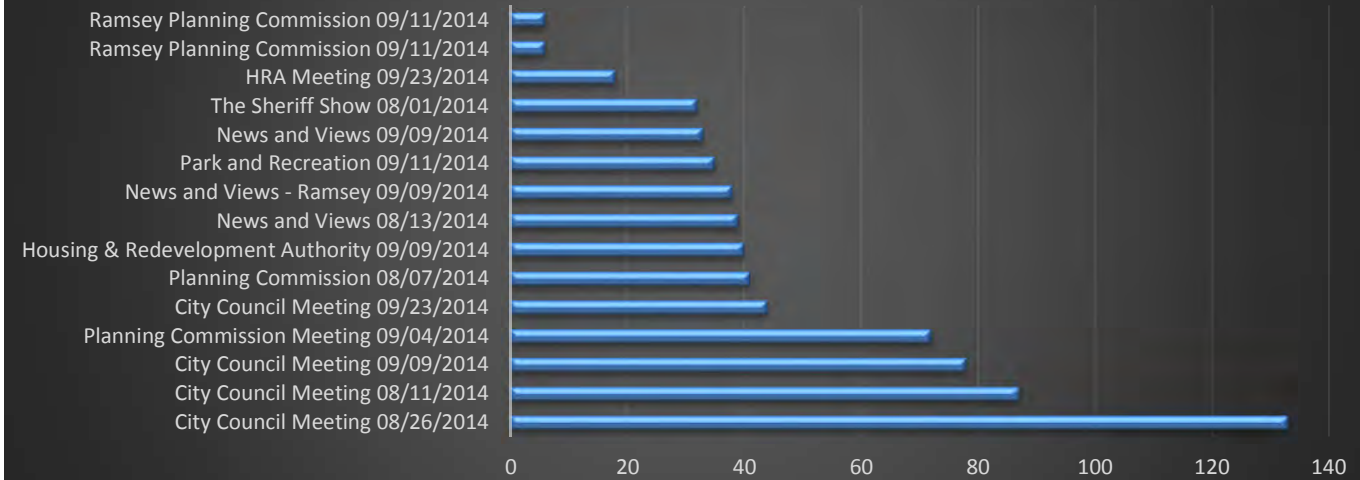
Playback:	Shows:	Bulletin Board:	Web Hits:
Total Runs: 772	New Shows: 9	Total Hours: 87:10	Total Hits: 702
Total Time: 632:50	New Time: 9:03	Saturation: 12.1%	
Saturation: 87.9%	All Shows: 19	New Ramsey: 31	
	All Time: 16:23	New All Cities: 31	

Shared with Multiple Cities		
8/6/2014	Sheriff Show	0:12:42
9/8/2014	News and Views	1:20:00
8/12/2014	News And Views	1:00:00
9/18/2014	QCCC	0:28:04
8/21/2014	QCCC	1:00:54
12/12/2013	Distracted Driving	0:01:26
11/1/2013	It can wait	0:01:21

Channel Uptime 99.93%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0.07%	00:30
Other:	0%	0



Web Hits



Detail

Title	Event Date	Category	Time	Plays	Total
City Council Meeting	9/23/2014	Council	1:30:55	26	39:23:50
City Council Meeting	9/9/2014	Council	1:21:12	68	92:01:36
City Council Meeting	8/26/2014	Council	1:29:10	43	63:54:10
Planning Commission	9/4/2014	Planning	2:10:46	76	165:38:16
Planning Commission	8/7/2014	Planning	2:49:39	17	48:04:03
Park & Recreation Meeting	9/11/2014	Park	0:31:30	59	30:58:30
Sheriff Show **	8/6/2014	Public Safety	0:12:42	33	6:59:06
The Draw Event Series	5/29/2014	Update Admin	0:01:11	49	0:57:59
News and Views Ramsey	9/9/2014	QCMR	0:20:26	84	28:36:24
News and Views **	9/8/2014	QCMR	1:20:00	35	46:40:00
News And Views **	8/12/2014	QCMR	1:00:00	13	13:00:00
Quad Cities Cable Commission **	9/18/2014	QCCC	0:28:04	12	5:36:48
Quad Cities Cable Commission **	8/21/2014	QCCC	1:00:54	13	13:11:42
Ramsey Treebrook 2014 Promo	4/8/2014	Promo	0:04:04	58	3:55:52
Ramsey Highway 10 Update	6/13/2014	PSA	0:39:10	23	15:00:50
Distracted Driving **	12/12/2013	PSA	0:01:26	52	1:14:32
It can wait **	11/1/2013	PSA	0:01:21	28	0:37:48
Housing & Redevelopment	9/23/2014	HRA	0:37:15	24	14:54:00
Housing & Redevelopment	9/9/2014	HRA	0:42:47	59	42:04:13

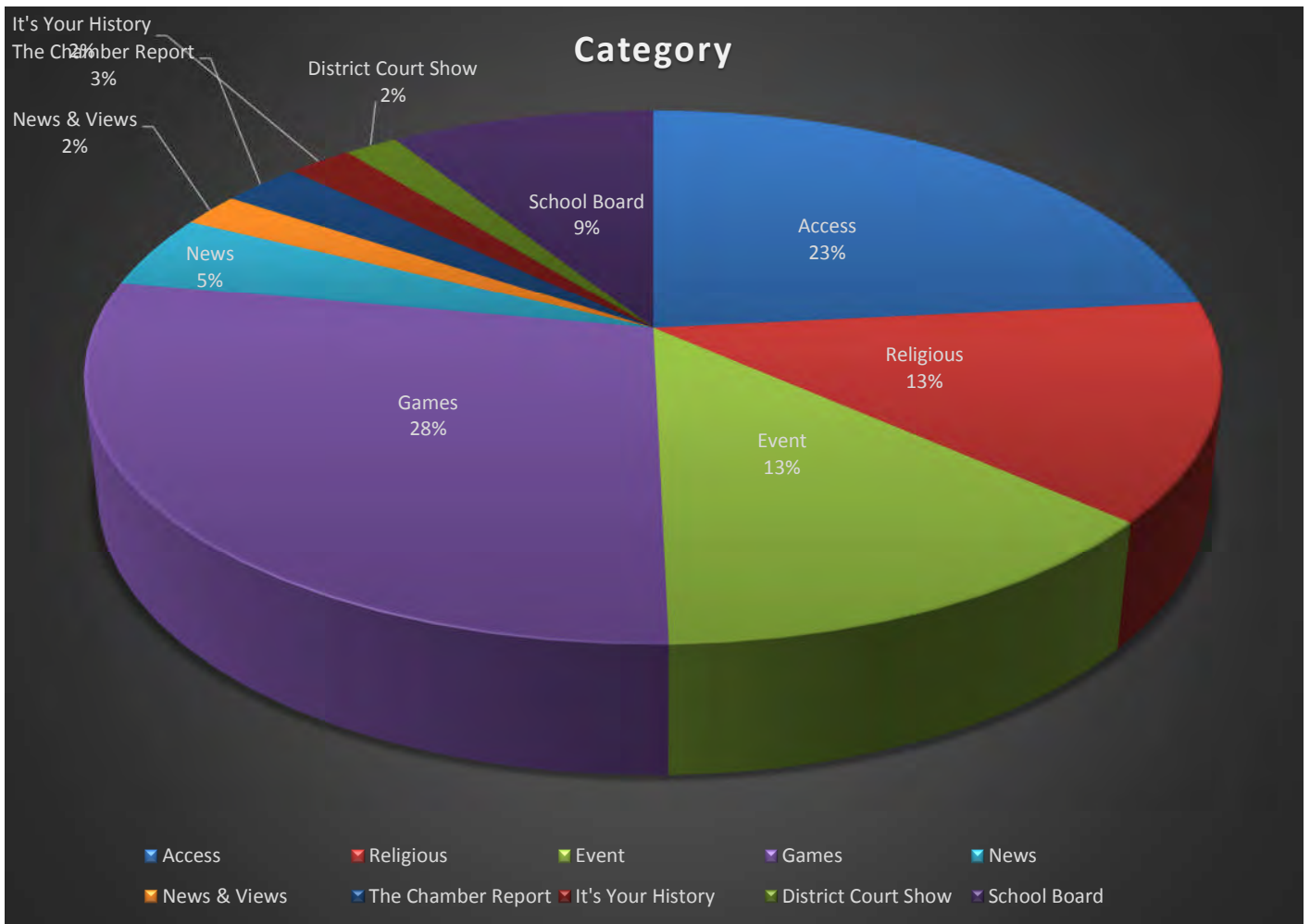
** Shared with Multiple Cities 16:22:32 772 632:49:39

Total Programming Hours:	632:49:39
Total Bulletin Board Hours:	87:10:21
Total Runs:	772
September Total Time:	720:00:00
Web Hits:	702

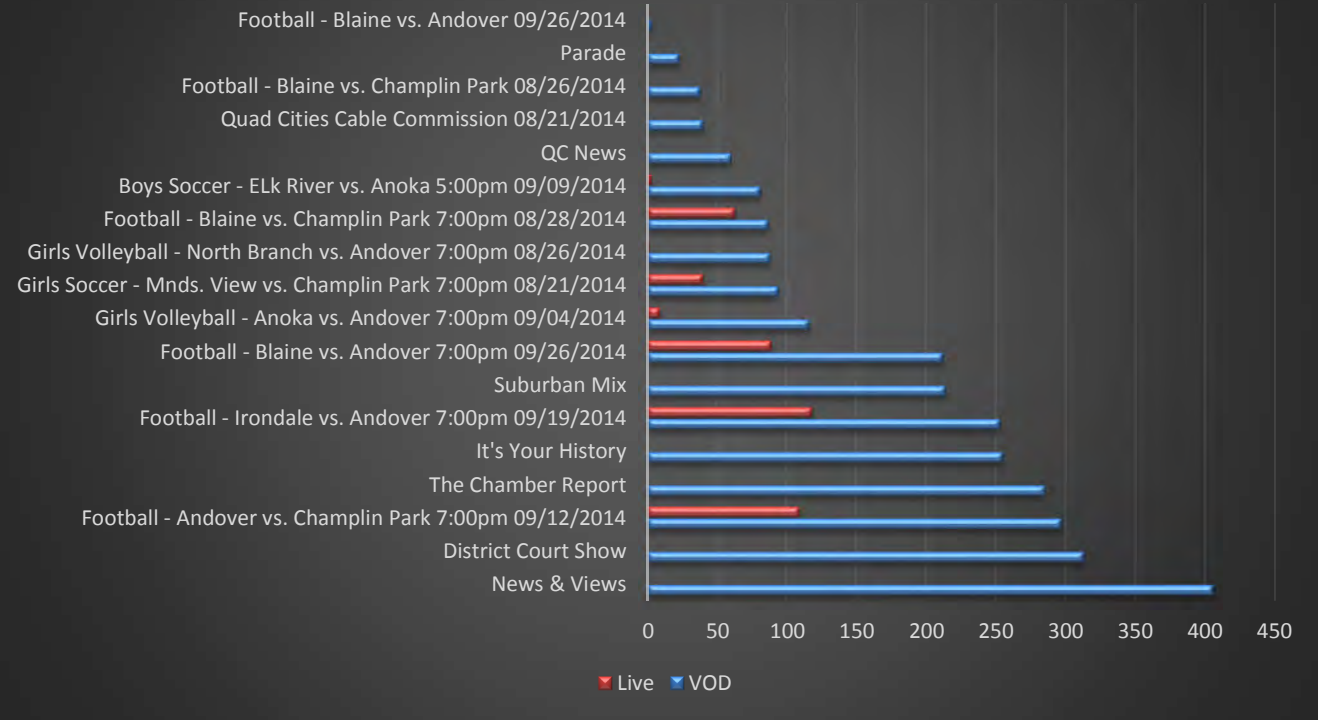
Community Channel 15 September 2014

Playback:		Shows:		Bulletin Board:		Web Hits:	
Total Runs:	1084	New Shows	64	Total Hours:	55:46	Total VOD Hits:	2865
Total Time:	664:14	New Time:	56:16	Saturation:	7.7%	Total Live Hits:	432
Saturation:	92.3%	All Shows:	134	New Bulletins	31		
		All Time:	92:51				

Channel Uptime 99.8%%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	.02%	00:10
Power Out:	0%	0



Web Hits

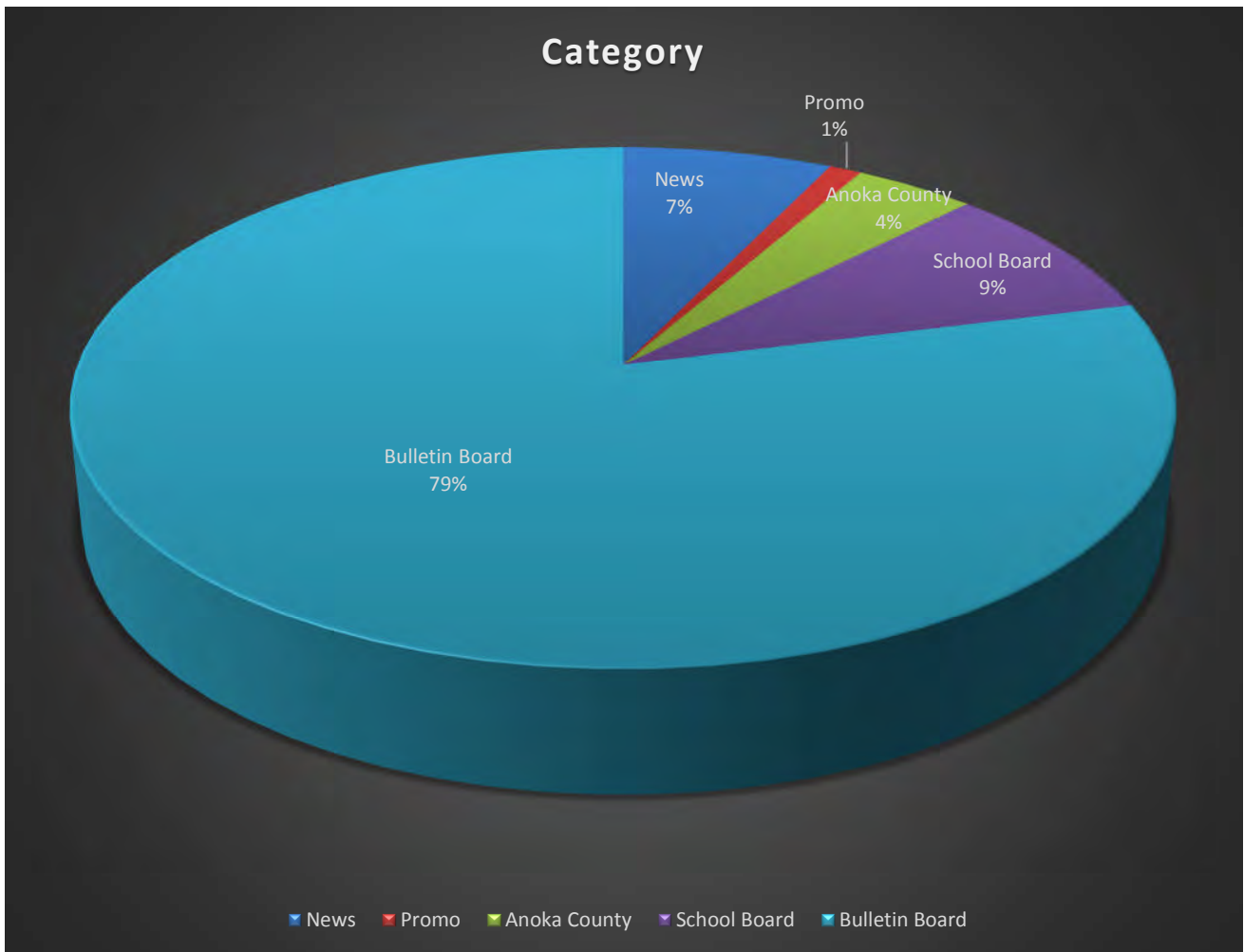


- Detail available upon request

Community Channel 19 September 2014

Playback:		Shows:		Bulletin Board:	
Total Runs:	144	New Shows:	8	Total Hours:	568:25
Total Time:	151:35	New Time:	5:29	Saturation:	78.9%
Saturation:	21%	All Shows:	12	New Bulletins:	31
		All Time:	0:08		

Channel Uptime 100%		
Issues	Percentage	Hours
Scheduling	0%	0
File:	0%	0
Server:	0%	0
Power Out:	0%	0



Detail

Title	Event Date	Category	Time	Plays	Total
League of Women Voters - 10th District Judge Candidate Forum	9/26/2014	News	1:00:00	5	5:00:00
North Metro Mayors Association Candidate Forum - House District 35A	9/26/2014	News	0:54:23	5	4:31:55
North Metro Mayors Association Candidate Forum - House District 35B	9/26/2014	News	0:13:15	5	1:06:15
League of Women Voters - Anoka County Candidates Forum	9/26/2014	News	0:42:01	5	3:30:05
League of Women Voters - Soil and Water Conservation Candidates	9/26/2014	News	0:31:51	5	2:39:15
Quad Cities Cable Commission	9/18/2014	News	0:28:04	12	5:36:48
News and Views	9/8/2014	News	1:20:00	22	29:20:00
News And Views	8/12/2014	Promo	1:00:00	8	8:00:00
Anoka County Board of Commissioners	9/15/2014	Anoka County	0:17:46	16	4:44:16
Anoka County Board of Commissioners	8/29/2014	Anoka County	0:27:33	15	6:53:15
Quad Cities Cable Commission 8-21	8/21/2014	Anoka County	1:00:54	18	18:16:12
Anoka-Hennepin School Board Meeting	8/29/2014	School Board	2:12:46	28	61:57:28
			10:08:33	144	151:35:29

Total Programming Hours: 151:35:29
Total Bulletin Board Hours: 568:24:31
Total Runs: 144
September Total Time: 720:00:00

5.1 Comcast Cable Franchise Transfer of Ownership

October 13, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Comcast Cable Franchise Transfer of Ownership

Transfer of Ownership to Midwest Cable

The transfer of ownership process began with the Comcast-delivered FCC 394 forms received on June 18, 2014.

The commission has 120 days to complete its review unless the timeline is tolled within the first 30 days because the filing is inaccurate or incomplete. The commission timely questioned the accuracy and completeness of the Form 394 and Comcast unilaterally extended the deadline for action to December 15, 2014.

Please note staff continues to use the term SpinCo or Midwest Cable to refer to the transferee company, although the name will ultimately be changed to GreatLand Connections.

The commission, working cooperatively with other metro-area cable commissions through MACTA, has asked for additional information and clarifications regarding the proposed transferee company. Comcast provided additional information in a 36-page letter received September 30th. Although the letter contains some new information, Comcast also notified the commission that there will be additional information provided by October 31st including new SEC filings and a service agreement between Midwest Cable and Charter.

Here are just a few of the items contained in the Sept. 30th letter:

- Comcast now intends to assume some of the debt load of the new company.
- The Form 394 response period for commission action on the transfer of ownership would be further extended from the previously granted deadline of December 15, 2014 to January 15, 2015.
- Comcast will provide transition services on a cost basis for up to two years.

- Midwest Cable will retain some Comcast employees. Specifically mentioned were field technician employees and government affairs employees.
- An overview of the Charter Cable services agreement was provided.

Enclosed in this packet is a copy of the commission's response, via attorney Bob Vose, which summarizes the information contained in Comcast's Sept. 30th letter. The response also includes additional questions submitted by the MACTA financial consultants. The Oct. 10th response letter specifically asks for a further extension to February 26, 2015 to accommodate individual city action on a commission recommendation regarding the transfer of ownership. The Sept. 30th Comcast letter is available for review in the office.

Monthly invoices for reimbursement of commission costs associated with the transfer of ownership have been sent to Comcast. We have received no reply from Comcast. The June and July invoices are currently past due. Staff will proceed with non-compliance notification.

Financial review of Midwest Cable by MACTA

As noted, the MACTA financial review of Midwest Cable is underway. The September 30th Comcast letter indicated additional information would be received by October 31st. The commission's October 10th response letter includes a request for additional information from the MACTA financial consultants.

North Suburban Communications Commission action

The NSCC recently recommended that its members approve the transfer of ownership in exchange for Comcast's agreement regarding several issues. Here is a summary of that proposed agreement made with Comcast:

The Cable Franchises and Memorandum of Understanding are both set to expire on November 23, 2014. There are also unresolved Franchise compliance issues and a Franchise Transfer Application pending before the NSCC. Mike Bradley, in consultation with NSCC leadership and the Renewal Committee, negotiated an Extension Agreement with Comcast that also addresses the past Franchise compliance issues and the Transfer request. The following are some highlights of the Agreement:

- ☐ *The Cable Franchises and the Memorandum of Understanding to be extended through December 31, 2016.*
- ☐ *The Franchises and MOU will both roll-over (i.e. month-to-month) if not renewed by extension date.*
- ☐ *The Formal Renewal Process will be suspended and all motions withdrawn. The Formal Renewal Process may recommence after July 1, 2015, or the closing of the transfer whichever occurs first.*
- ☐ *A commitment to at least monthly meetings for the informal renewal process.*
- ☐ *NSCC will receive 1 HD channel with provisions for channel placement and quality.*
- ☐ *NSCC will have access to the Electronic Programming Guide.*
- ☐ *Small refund of approximately \$49,000 total to cable subscribers.*
- ☐ *PEG Capacity and Rate Order Violation Notices will be withdrawn.*
- ☐ *The status quo will remain for the I-Net, although Comcast will not be required to extend it to new locations.*
- ☐ *Consent to the Transfer Application.*

FCC comments filing for Comcast merger/transfer of ownership

The FCC has extended the period for respondents to file reply comments regarding the proposed merger of Comcast/Time Warner and associated transactions. The deadline is October 29, 2014. At this time MACTA and the League of Minnesota Cities are considering filing comments on behalf of Minnesota franchise authorities.

Non-Compliance Issues with Comcast

Staff has been monitoring a number of franchise non-compliance issues over the past 18 months. In consultation with Attorney Bob Vose, and in light of the transfer of ownership process, it is appropriate to take steps now to not only preserve these issues for future negotiations, but to notify the Comcast of the specific areas of non-compliance. We would expect to work cooperatively to resolve the issues prior to a transfer of ownership of the cable franchise.

There are three issues:

- Non-compliance with the franchise to provide PEG Channels at 6 MHz.
- Non-compliance with the franchise to provide reimbursement of commission costs associated with a transfer of ownership request.
- Non-compliance with the franchise to provide I-Net services.

Action Requested:

Direct staff and legal counsel to draft non-compliance notices.

VIA EMAIL AND U.S. MAIL

October 10, 2014

Mr. Klayton F. Fennell
Vice President Government Affairs
Comcast Cable Communications, LLC
One Comcast Center
Philadelphia, PA 19103

Leonard J. Baxt
Midwest Cable, Inc.
Its authorized agent and, post-closing,
Executive Vice President, and
Chief Administrative Officer

Dear Mr. Fennell and Mr. Baxt:

Thank you for your letter of September 30, which provides some information regarding the Comcast/Charter/GreatLand transactions, and promises to provide certain other information by October 31. We are writing you jointly on behalf of all of our clients to address two issues.

First, it is very important that your response on October 31 include responses to pending data requests, and the request attached to this letter, in addition to the information you are planning to produce. We also all require a revised Exhibit 6 to the Form 394, requested in question 105 of the attached, which we would ask that you provide *before* October 31. In our view, the changes in the transactions are so significant that it really requires a complete refiling of the Form 394 – certainly the filing you made in June and the supporting documentation are no longer accurate in any sense. But we would prefer to attempt to address the transfer in cooperation with you, in a way that would avoid the need for a refiling. To do so, we will need a complete response on October 31 since (for reasons obvious from the discussion below) there will be little if any opportunity for follow-up after that date. Merely providing SEC filings will not suffice. While some of the questions you were asked earlier relate to or refer to data or filings that have now been superseded, we believe that the questions are clear enough that you can provide the new information that replaces the old, and then answer the pending questions as those questions would relate to the new information (many of the questions seek supporting information that would be required for the new financial data just as it was required for the old data). If there is any doubt or concern as to what information we are seeking, please call Garth Ashpaugh or Dick Treich as soon as possible to discuss the data that is required.

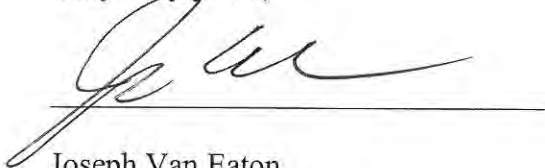
Second, while we appreciate your unilateral agreement that the earliest deadline for action on the transactions is January 15, that will not provide us with enough time to complete a review based on the changes to the transaction. We suspect you assumed that, since the you were delaying the provision of information to us from September 30 to October 31, it would be enough to extend our time for action from December 15 to January 15.

However, because our consultants will be receiving information about a substantially revised transaction on October 31, even assuming the information you provide is complete, the earliest a report from them could be expected is early December. The cable commissions or the communities which we represent either do not have meetings the second half of December or have greatly reduced meeting schedules to accommodate the holiday season. In addition, this is an election year, and new members of governing bodies and commissions are seated in January. The first meetings in January usually must be devoted to orientation of newly elected/appointed members.

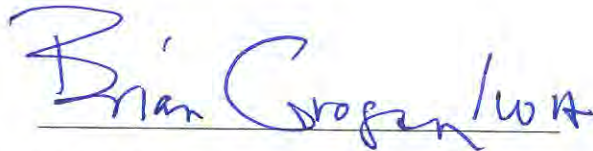
Therefore, the first regularly scheduled meeting at which we may be able to bring the transfer issues before cable commissions may be the first week of February 2015. In many cases, once a commission adopts a recommendation, that recommendation must be considered by each of the commission's member jurisdictions. Since these member jurisdictions usually meet twice each month, the projected deadline by which all jurisdictions can act on the transfer is February 26, 2015. This deadline allows those jurisdictions which meet the second and fourth Tuesday of each month one meeting in March at which the transfer can be considered and acted upon.

Hence, assuming complete document production on October 31, it will not be possible to bring the transfer to all the communities before February 26, 2015. Of course, if we are able to act more quickly, we will, but we believe that this schedule is realistic, and would ask that Comcast and GreatLand agree that the communities have at least through and including that date. Please let us know whether that schedule works, and let us know if there is anything we can do to facilitate discussions about document production. Obviously, agreeing to this does not undo any approvals that you may receive or have already received from any of our clients."

Very truly yours,



Joseph Van Eaton
Best Best & Krieger LLP
2000 Pennsylvania Avenue, N.W.
Suite 4300
Washington, DC 20006



Brian T. Grogan
Moss & Barnett
150 South Fifth Street
Suite 1200
Minneapolis, MN, 55402



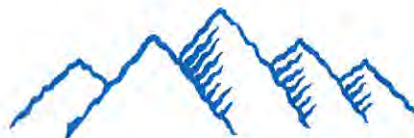
Michael Bradley
Bradley Hagen & Gullikson, LLC
1976 Wooddale Drive, Suite 3A
Woodbury, MN 55125



Robert J. Vose
Kennedy & Graven, Chartered
470 U.S. Bank Plaza
200 South 6th Street
Minneapolis, MN 55402



ASHPAUGH & SCULCO, CPAs, PLC
Certified Public Accountants and Consultants



Ashpaugh & Sculco, CPAs, PLC

300 N New York Avenue, #879

Winter Park, FL 32790

Front Range Consulting, Inc.

1992 Wild Star Way

Castle Rock, CO 80104

October 10, 2014

VIA ELECTRONIC MAIL (klay_fennell@comcast.com)

Mr. Klayton F. Fennell
Vice President Government Affairs
Comcast Cable Communications, LLC
One Comcast Center
Philadelphia, PA 19103

Leonard J. Baxt
Midwest Cable, Inc.
Its authorized agent and, post-closing,
Executive Vice President, and
Chief Administrative Officer

**Re: Additional Data Request for the Transfer of Comcast Cable
Communications Cable Systems to Midwest Cable LLC**

Dear Mr. Fennell and Mr. Baxt:

The Participating LFAs¹ have retained Ashpaugh & Sculco, CPAs, PLC and Front Range Consulting, Inc. (jointly the "Consultants") to assist with their review of the proposed "Acquisition," "Sale," "Swap" and "Transfer" of cable systems between Comcast, Time Warner, Charter and Midwest Cable and the creation of "New Charter" (collectively, the "Transactions"). In order to complete the financial review of the Transactions, we need further financial information regarding all five (5) transactions.

We have reviewed the September 30, 2014 (the "Letter") responses to the individual Participating LFAs and will require additional supporting data to the data which Comcast has stated will be publically available on or before October 31, 2014. The attached requests (#105 to #114) supplement our prior requests and do not replace them.

¹ The participating local franchise authorities that have engaged the Consultants are: Meridian Township, MI, the City of Southfield, MI and the Minnesota local franchise authorities of the City of Minneapolis, the City of Burnsville, the City of Bloomington, the City of Eagan, the City of Coon Rapids, the City of St. Louis Park, the City of St. Paul, the Northern Dakota County Cable Communications Commission, the North Metro Telecommunications Commission, the North Suburban Communications Commission, the Quad Cities Cable Commission, the Ramsey Washington County Communications Commission and the South Washington County Telecommunications Commission (jointly the "Participating LFAs").

We note that in the concluding paragraph the Letter states “We suggest, for example, that informal discussions (rather than serial RFIs) would likely be the more productive and efficient way to bridge any remaining concerns you might have.” We are available to discuss this request and pending requests immediately so that your response to the Participating LFAs is as complete as possible. We’d then suggest a call 7 to 10 days after the information is provided in order to facilitate needed clarifications.

In answering the requests set forth below, please respond to each question individually. Time Warner², Comcast³, Charter⁴ and/or Midwest Cable LLC⁵ should provide all of the requested information **in both hard copy and electronic form (e.g., Word, Excel, or text files – do not provide as pdfs) to the maximum extent available.** To the extent information is provided in spreadsheet form, the spreadsheets should contain all original formulas, calculations and any linked files or spreadsheets. If Comcast, Time Warner, Charter and/or Midwest Cable wishes that any of the data submitted to the Consultants to remain confidential, Comcast’s, Time Warner’s, Charter’s and/or Midwest Cable’s data **should be clearly labeled as such on each page of each response that contains confidential data.** We’ve entered into many NDAs with you before, and we are certainly willing to protect confidential data from disclosure in connection with our review just as we have in the past. We are willing to enter into a non-disclosure agreement with each of the parties to protect “confidential” information consistent with our past agreements.

Instructions

Answers must be attested as accurate by Midwest Cable, Charter and Comcast, and to the extent applicable, Time Warner. A statement by Comcast as to what it knows or does not know about Midwest Cable is not responsive, as Midwest Cable and Charter are each responsible for ensuring that the response to each question is full and complete. The responses may be a single joint response or you may choose to respond individually as long as the result is a complete response.

Based on the September 30 letter, Comcast states that (1) “[t]ransition Services Agreement between Comcast and Midwest Cable and the CSA between Midwest Cable and Charter are not currently expected to be completed until about October 31, 2014. Further, Midwest Cable’s detailed SEC Form S-1 financial filing is also currently expected to be made no later than October 31”⁶, an amended Comcast S-4/A⁷ and an initial Charter S-4 by the “end of October 2014.”⁸ The Participating LFAs and the

² Time Warner Cable and its subsidiaries (“Time Warner”).

³ Comcast Corporation and its subsidiaries (“Comcast”).

⁴ Charter Communications and its subsidiaries including the proposed creation of New Charter (as defined in the 8Ks and S-4s filed by Comcast and Charter) (“Charter”).

⁵ According to the September 30, 2014 letter, Midwest Cable “name will be changed to GreatLand Connections” at closure of the Transactions.

⁶ The Letter at 3.

⁷ While not explicitly stated, this is assumed from the Letter.

⁸ The Letter at 20.

Consultants expect that Comcast, Charter and Midwest Cable to provide these anticipated SEC filings directly to the Participating LFAs and the Consultants when they are made available to the SEC.

While Comcast has addressed the changes to Exhibit 6 in the Letter on pages 14 and 15 in a superficial manner, no support was provided for the changes.⁹ All of these new filings will substantially revise the financial data provided by Comcast in the June 17, 2014 FCC Form 394s submitted to the Participating LFAs. The financial information submitted on Exhibit 6 was subsequently revised by the August 25, 2014 S-4/A filed by Comcast and apparently will be further revised in the anticipated October 31, 2014 amended Comcast S-4/A, the Midwest Cable S-1 and the Charter S-4. Therefore, detailed below are follow-up requests for detailed information regarding these new SEC filings. As the Consultants have not seen these new SEC filings, the requests are general in nature and the Consultants request that Comcast, Charter and Midwest Cable provide overly inclusive responses to limit the need for further data requests.

⁹ Prior to the initiation of this Transaction, separate financial statements for these particular systems did not exist and, therefore, financial statements needed to be assembled for the first time for the Comcast S-4 (and ultimately the Midwest Cable S-1). For purposes of Comcast's May S-4 filing, Comcast's Cable Division prepared estimates and allocations for the Midwest Cable financial information on an expedited basis, making certain high level assumptions and allocations. These assumptions and allocations reflected materiality considerations based on their inclusion in the consolidated Comcast pro forma financial reports. This initial undertaking was the basis for the pro forma financial reports included in Exhibit 6 to the Form 394.

When the Form 394 was submitted in June, we emphasized that the "unaudited pro forma financial information reflects the preliminary allocations of assets, liabilities, revenue, and expenses directly attributable to these systems, as well as certain other preliminary allocations deemed reasonable by management . . ." In the intervening months, we have continued to refine those preliminary allocations and associated calculations, particularly as they relate to the materiality thresholds for Midwest Cable on a stand-alone basis.

The preparation of final Midwest Cable "carve-out" financial statements has required detailed analysis of the underlying accounting records for the cable systems and assets to be included in Midwest Cable, as well as allocations of centralized and shared services, shared assets, and overhead costs that are attributed to the operations of Midwest Cable. Because the accounting records for Midwest Cable-specific properties are not readily available within Comcast's financial systems, the preparation of the "carve-out" financial statements has required considerable (and on-going) work. Given the recent and substantial progress on the Midwest Cable "carve-out" financial statements, this information is now being provided to update the Midwest Cable financial information previously shared on the Form 394.

In addition to refining preliminary calculations, the changes to the Midwest Cable financial information included in the Comcast pro forma balance sheet are a result of updating the financial information to reflect a June balance sheet (rather than a March balance sheet), as well as updated assumptions regarding the anticipated Midwest Cable indebtedness. As previously disclosed, the Midwest Cable indebtedness is expected to equal 5x Midwest Cable EBITDA. As a result of the adjustments to the reported EBITDA, the anticipated amount of Midwest Cable indebtedness was reduced from the previously estimated \$8.8 billion to \$7.8 billion.

Comcast September 30, 2014 Letter.

105. Pages 13 and 14 of the Letter discuss the “Update” to Exhibit 6 and provide “the table below (that) highlights the cumulative changes in the December 31, 2013 annual income statement made subsequent to the original Form 394 filing” on page 14. Please explain the changes to the original Exhibit 6 filed with the Form 394.

106. Page 19 of the Letter includes the following statement:

Charter estimates that the combined benefits accruing to Midwest Cable under the CSA from a few of the largest categories of annual operating and capital expenditures – i.e., programming, video set-top boxes, software maintenance, headend equipment, and technology and product platforms – will be approximately \$300 million annually.

Please list and quantify the “benefits” for each separately identified component of the “approximately \$300 million” and explain the bases for the determination of the benefits.

107. On page 20 of the Letter provides a table supporting the “Management fee”. For each listed company, please:

- a. Identify the company providing the management service, i.e. who the fee was paid to;
- b. Explain if the fee was simply a percentage of revenue or included other factors (costs, cost plus, etc.);
- c. The affiliation of the identified company in “a” with the listed company and or the parent of the listed company;
- d. The number of subscribers and annual revenue of each company; and
- e. The number of employees of each company listed on page 20.

Midwest Cable SEC Form S-1.

108. On page 21 of the Letter, Comcast states that the Midwest Cable S-1 will include “[a] description of the contractual arrangements between Midwest Cable, Comcast and Charter.” Please provide:

- a. All signed “contractual arrangements between Midwest Cable, Comcast and Charter.” To the extent only memorandums of understanding or other such similar documents exist, please provide those “understandings.”
- b. Detailed costs by type of service charged to Midwest Cable differentiated between charges of Comcast and charges of Charter. (Note that “Specific Transition Services to be Provided by Comcast to Midwest Cable” is discussed on page 4 of the Letter with further clarification in Exhibit 1. We are seeking specificity as to the services and the cost to be borne by Midwest for each of those services. Concerning the services provided by

Charter under the CSA, we are seeking specificity for services to be provided and the costs to be borne by Midwest Cable for each of those services.) If Comcast and Charter will be providing the same or similar types of services, please explain why both are needed by Midwest Cable and the duration each will be provided. For example, it appears both Comcast and Charter will be providing “network operations” services to Midwest Cable.

- c. Explanations in detail of how each company, Comcast and Charter, will determine the amounts to be charged to Midwest Cable for services provided, *i.e.*, incremental cost, fully allocated costs explaining the allocation basis, costs plus loadings with explanations of the loadings, costs plus markup identifying the markup, etc. Please define “actual economic cost with no markup.” (page 8 of the Letter)
 - d. All analyses and/or calculations made by any of the three parties as to the financial implications of the “contractual arrangements” referred to on page 21 of the Letter for all periods shown in the Midwest Cable Form S-1.
109. On page 22 of the Letter, Comcast listed four bullet points of “carve out” financial information that will be in the Midwest Cable Form S-1. For each of the financial periods listed in those four bullet points, please provide a full and complete narrative of the internal processes used to prepare these audited and unaudited financial statements including numerical documentation of all analyses, calculations and assumptions underlying these financial presentations. These responses must clearly identify all assumptions made by Comcast in the preparation of the financial information.
110. Please provide pro forma financials (balance sheet, income statement and cash flow) for Midwest Cable for 2014 and 2015.

Comcast Amended S-4/A

111. On pages 4 and 5 of the Letter Comcast describes the “Transition Services” that it will provide to Midwest Cable. The Consultants anticipate that these “Transition Services” will be described in the anticipated amended Comcast S-4/A. To the extent not already provided in response to request 105 above, please provide all signed contracts and/or agreed to “understanding” between Comcast and Midwest Cable regarding these “Transition Services.”
112. Please provide the anticipated cost to Midwest Cable of these “Transition Services” for 2013 and 2014 and to the extent estimated, for 2015 and beyond.

Charter Initial S-4

113. On pages 7 through 11 of the Letter Comcast describes the “Charter Services Agreement” (“CSA”) that it will provide to Midwest Cable. The Consultants anticipate that this “CSA” will be described in the anticipated amended Comcast S-4/A. To the extent not already provided in response to request 105 above,

please provide all signed contracts and/or agreed to "understanding" between Comcast and Midwest Cable regarding this "CSA."

114. Please provide the anticipated cost to Midwest Cable of this "CSA" for 2013 and 2014 and to the extent estimated, for 2015 and beyond. With regards to this request, the response should specifically identify the 4.25% fee and the cost reimbursement fee separately including a complete narrative description and resulting financial calculations used by Charter.

Please respond to each request on a separate page repeating the request and the response. Comcast/Time Warner/Charter/Midwest Cable is requested to respond to these requests including all supporting documentation on or before October 31, 2014. Please provide Mr. Ashpaugh and Mr. Treich each a copy of the responses to:

Garth T. Ashpaugh, CPA
Ashpaugh & Sculco, CPAs, PLC
300 N New York Ave, #879
Winter Park, FL 32790
gashpaugh@ascpas.com
407-645-2020 x 1

Richard D. Treich
Front Range Consulting, Inc.
1992 Wild Star Way
Castle Rock, CO 80104
dick@frc-inc.com.
303-814-0350

Also, please provide the listed attorneys copied on this letter each a copy of the responses.

Sincerely,

ASHPAUGH & SCULCO, CPAs, PLC

FRONT RANGE CONSULTING, INC.



Garth T. Ashpaugh, CPA

Richard D. Treich
CEO

- Cc. Brian Grogan, Esq., Moss & Barnett
Joseph Van Eaton, Esq., Best Best & Kreiger, LLC
Michael Bradley, Esq., Bradley Hagen & Gullikson, LLC
Robert J. Vose, Esq., Kennedy & Graven
Lisa Veith, Esq., City of St. Paul, MN
Michael J. Watza, Esq., Kitch Drutchas Wagner Valitutti & Sherbrook

QCCCC Agenda Item

5.2 Audit Services

October 10, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Audit Services - RFP

The Quad Cities Cable Communications Commission completes an annual audit. The audit service contract was sent out for solicitation of proposals. Staff requested provider recommendations from each member city and sent a request for professional auditing service proposal to five companies. Four companies responded and the proposals are enclosed for your review.

Staff and commission treasurer Jim Dickinson reviewed the proposals. Each respondent has the capability and expertise to conduct audit services for the commission. Each respondent has experience in government sector accounting. The fee breakdown is as follows:

Scheckter Dokken Kanter	\$19,500
MMRK Certified Public Accountants	\$15,500
Redpath and Company	\$12,750
Abdo, Erick & Meyers LLP	\$10,500

Treasurer Dickinson and staff recommend the commission award the 2014 audit services contract to Redpath and Company. Staff further recommends that the contract allow for an annual renewal for up to three-years. Staff has inquired of Redpath and Company to future pricing.

Action Recommendation:

Approve Redpath and Company for 2014 audit services with optional annual renewal for up to three-years tied to an inflation index.



PROPOSAL FOR AUDITING SERVICES

QUAD CITIES CABLE COMMUNICATIONS COMMISSION

October 1, 2014

**Presented by Jason Besler, CPA
Shareholder**

Suite 1600
100 Washington Avenue South
Minneapolis, MN 55401-2192
Phone: 612.332.5500 | Fax: 612.332.1529
info@sdkcpa.com | www.sdkcpa.com



October 1, 2014

Karen George
QCTV Executive Director
12254 Ensign Avenue North
Champlin, MN 55316

Dear Karen,

Thank you for the opportunity to submit a proposal to the Quad Cities Cable Communications Commission. This proposal includes audit services for the fiscal year ending December 31, 2014, and subsequent years, if desired.

At Schechter Dokken Kanter, our motto is, "We are not too big, we are not too small...we are just right!" With a dedication to consistent staffing year over year and involvement by our experienced team, we take a personal approach with our clients, including taking the time to learn about your organization. We believe this is carried out not only in our interactions with you but also in the community, as evidenced by the leadership and volunteer positions our employees hold.

Our government experience, including local, state and tribal governments is well suited to meet your needs. We are familiar with the on-going regulatory changes impacting government accounting standards and believe our partnership will bring value to your organization.

Our proposal specifically addresses the scope of work and fees based on our understanding of your request. We pledge to continually provide a fresh and professional approach to your needs, working with you to maintain the trust and respect of your organization.

We welcome any questions you may have and look forward to hearing your decision.

Sincerely,

Schechter Dokken Kanter
Andrews & Selcer, Ltd.

Jason Besler, CPA
Shareholder
612.332.9337
jbesler@sdkcpa.com

Wendy Harden, CPA
Shareholder
612.332.9395
wharden@sdkcpa.com

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C. Statement of the proposal

Scope of work

Our proposal includes the following services to be performed for the fiscal year beginning December 31, 2014, as set forth below:

1. Annual audit of the financial statements in accordance with generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards (GAS) and meetings with staff and members of the commission.
2. Annual report on internal control related to the financial statements and integrity of commission funds and on compliance with laws, regulations, and provisions of grant agreements as required by GAS and the Minnesota Legal Compliance Guide for Local Governments.
3. Annual communication to those charged with governance (and management) and management letter comments and recommendations, if applicable, with respect to accounting and administrative controls and efficiency.
4. Preparation of State Auditor's reporting form and submission to state prior to statutory deadline.
5. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

Anticipated timeline	
Activity	Date
Planning (onsite approx 2 days)	February 2015
Fieldwork (onsite approx 1 week)	Mid-April 2015
Review of draft with management/commission	Early-May 2015
Presentation to commission	Late-May 2015

We are committed to the above timeline; however this is subject to cooperation provided by management including the preparation of requested schedules and financial statements on a timely basis and with minimal revision. If we experience delays we will communicate with the appropriate parties as soon as possible.

Staffing

Our firm is team-centric and focused on meeting the expectations of our clients. We commit to involving our team throughout the engagement - anticipating needs, delivering appropriate services and creatively resolving complex issues. Our experienced team is made up of the following professionals. Their individual bios are included at the end of the proposal.

Jason Besler, Lead Shareholder – Jason will be responsible for the overall engagement, including signing authority on the financial statements and state submissions. Jason will be present for meetings with management and the Commission and will be available to provide consulting throughout the year. Jason has over 15 years of public accounting experience with an emphasis in gaming (including governments), non-profit and other service based industries.

Wendy Harden, Concurring Shareholder– Wendy will act as the concurring reviewer for this engagement and will be available to consult on technical issues related to the engagement. Wendy has over 22 years of public accounting experience with an emphasis in non-profit and government audits.

Michaela Mumbleau, Manager – Michaela will be the in-charge and responsible for planning, fieldwork and coordination with client staff. She has five years of public accounting experience with an emphasis in non-profit and government audits.

Other staff

Additional team member(s) will be added to the engagement team once scheduling dates have been determined.

Licensure

All assigned key professional staff are licensed to practice public accounting in Minnesota and maintain all required continuing professional education (CPE) hours.

Independence

Our firm is independent with respect to the organization, as defined by generally accepted auditing and government standards. We conduct ourselves with objectivity and independence in all our engagements. The principle of objectivity imposes on us the obligation to be impartial, intellectually honest and free of conflicts of interest. Independence requires us to continually assess our client relationship so that in both fact and appearance we do not impair our objectivity.

Although we are permitted to prepare the organization's financial statements, due to changes in the independence rules a representative from management and/or the Commission is required to have the suitable skills, knowledge and expertise to review and accept responsibility for the financial statements.

D. Firm's profile, history, experience

Who we are

Schechter Dokken Kanter (SDK) was founded in 1990 by five partners of a national accounting firm. Today, SDK has one office in downtown Minneapolis with approximately 60 employees, including 40 licensed professionals.

Industry Expertise

The professionals at SDK have a depth of experience with audits. Our knowledge of non-profits, for example, has been rewarded with invitations to present at the Minnesota Council of Non-Profits, the Council of Foundations, and others, and we have published articles in various industry publications. We also are active participants in non-profits, including volunteering on boards, advertising in publications and sponsoring many fundraising events. We actively participate in many events, such as Habitat for Humanity and last weekend's Alzheimer's Association Walk.

Our professionals are available to meet with your team, present to your commissioners, and work with you on presenting financial information in a clear and understandable way. At the end of the audit, we will meet with the Commission to discuss the audit results, including recommendations we believe will strengthen the organization's internal controls, as well as anything we believe can be improved operationally. We're auditors, but we're also business people. We evaluate our client operations so we can offer suggestions for improvement. And given our experience with government and non-profit organizations, we're likely to have experience solving many of the issues facing your organization.

We are an affirmative action employer, and are proud of attaining and maintaining this certification.

SDK's culture

No national offices. No second guessing. With ten owners, plus the depth of our government and non-profit experience, we have the expertise to address even the most complex technical issues. When you talk to an SDK shareholder, you're talking to a decision maker. We communicate with you throughout the year, not just at audit time, including in-person and electronic updates. We enjoy face to face communication, but also take advantage of technology. We encourage questions as they arise, not just at year-end.

Memberships

SDK is a proud member of the American Institute of Certified Public Accountants (AICPA); the Governmental Audit Quality Center; the Employee Benefit Audit Quality Center and is registered with the Public Company Accounting Oversight Board (PCAOB). These memberships not only exemplify the excellent work we produce for you, they are indicative of the high ethical standards we bring to the profession.

Client References

Our government experience is deep and primarily related to local, state and tribal governments. We have been the long-term auditors of the Minnesota State Lottery and certain tribal governments including the Lower Sioux and Prairie Island Communities. We are familiar with the on-going regulatory changes affecting government financial reporting and are members of the AICPA's Government Audit Quality Center, allowing us to keep a "pulse" on changes that may impact your organization.

We also have a large non-profit niche which comprises approximately 40% of our audit practice. Certain clients receive federal and state funding and are therefore subject to single audit requirements under OMB Circular A-133. While it's our understanding your organization does not receive such funding, we are familiar with certain compliance testing requirements which must be carried out as part of the year-end audit. We will work with your team to ensure all state reporting is submitted accurately and on-time.

The following is a partial list of government and non-profit clients for which we provide audit services:

Subject to government reporting:

Best/Harvest/Mastery Preparatory Charter School	John Torvik	(612) 770-7136
Lower Sioux Indian Community	Mitch Farmer	(507) 697-6185
Minnesota State Lottery	Joe Pahl	(651) 635-8139
Prairie Island Indian Community	Tom Gnotke	(651) 685-4111

Selected non-profits:

Arts Midwest*	David Fraher	(612) 341-0755
Association of Minnesota Public Educational Radio Stations, Inc.	Joel Glaser	(651) 686-5367
SALT International*	Ivan Lui	(612) 554-5393
Second Harvest Heartland*	Dan Fuhrman	(651) 209-7901
Volunteers of America National Services	Nancy Gavin	(952) 941-0305
Volunteers of America Inc & Subsidiaries*	Evelyn Miyasato	(703) 341-5093

*Subject to single audit requirements under OMB Circular A-133.

E. Annual fees for audit and method of payment

Our proposed fees for audit are as follows:

	Year 1 2014	Year 2 2015	Year 3 2016
Audit services	\$19,500	\$19,500	\$20,000

Due to the nature of a first time engagement, we anticipate incurring additional time and resources in year one. We absorb some of these first-time costs as we fully expect to enter into a long-term and mutual relationship. Additionally, by performing the audit fieldwork in April (post busy-season), we offer a discount on our standard hourly rates. Taking this into consideration, we are willing to keep our rates consistent in year two with an inflationary increase of approximately 3% in year three.

If significant additional time is required to complete our procedures, due to unanticipated events, we will discuss a new estimate with management before we incur additional costs. Billings are due upon presentation and will be submitted as work progresses.

Additional services:

If additional services are desired such as agreed-upon procedures, we use the following framework:

Our initial meeting to discuss the issue and map out a solution is free of charge. If the project is significant in nature (above \$ "x" in estimated fees, you determine "x"), we will estimate, in writing, our fee for the services. If less than \$ "x", we will proceed immediately to complete the task billed at our standard rates. We will reach a mutual agreement with you as to the nature of the services and the fee before we proceed. We always want you to feel comfortable with the fee.

Board Meetings and Training

We will attend any board meeting at no charge, if there is an item for discussion that would benefit from our input. Another service we offer, free of charge, is a financial statement training session for all board members. Through this one hour training, members gain an understanding of how each statement is interrelated and the story the financial statements tell regarding your organization.

Each year, we hold an update on accounting changes where we invite our clients to attend to stay current with the changing accounting environment. Your staff will be invited. If you'd like to attend the **2014 Accounting and Auditing Update on October 28, 8:30-4:00**, please email jbesler@sdkcpa.com.

Additional resources for our clients

Business Consulting

We take the time to listen to our clients and believe in the importance of business consulting *throughout* the year. We want to become your trusted business advisor knowing where you are today and where you want to be in the future.

Industry Data

We subscribe to Sageworks, an **Industry Benchmarking Tool** providing financial analysis and risk management solutions. With your consent, we can offer to input your financial data into a secured database and provide a report, as part of our annual service. The tool is designed to compare your data to others in your industry in the form of a scorecard and offer suggestions to make better financial decisions. We can also customize graphs/charts to meet your desired needs.

Learning and Opportunities

Six to eight times each year, SDK hosts a 45-minute seminar, called **The Learning Curve**, for our clients and friends. Topics range from tax law changes to identity theft, android apps for your business to little known Excel facts. Informal and informative, they are designed to help you and your business.

We also distribute a monthly e-newsletter, **SDK News**, with important updates including those for non-profits, and an as-needed **Tax Update**, filled with important dates and law changes you need to know. All are intended to keep you up to date, all at no additional cost.

You are Invited

Whether you choose to work with SDK or not, we welcome you to join our mailing list and attend our seminars. We not only provide helpful information, we provide a venue in which to expand your network.

We are a firm that wants to develop a relationship with your organization. We want to work with non-profits where we believe in their mission. We want to be of assistance to you throughout the year as a resource, not just at year end.

Team Biographies

JASON BESLER, CPA



EXPERIENCE HIGHLIGHTS

Mr. Besler, an audit shareholder, chair of the gaming niche and co-chair of the audit department has been with SDK since 1999, upon completion of his undergraduate degree. His industry experience focuses primarily on service-based industries, including Native American gaming, SEC audits including restaurants and retail and non-profit organizations.

EDUCATION

Northern State University, Aberdeen, South Dakota
Bachelor of Science, Professional Accountancy
Minor in Management Information Systems (150 Hour Program)

Continuing education through PKF North America and
Minnesota Society of Certified Public Accountants (MNCPA)

CERTIFICATION

Certified Public Accountant

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants

Minnesota Society of Certified Public Accountants
Member of General Industries Review Task Force Committee

TwinWest Chamber of Commerce, Foundation Board
Incoming Chair (2014-15)
Treasurer and Board Member

Leukemia & Lymphoma Society (Minnesota Chapter)
Treasurer and Board Member
Light the Night Executive Challenge Member

Team Biographies

WENDY HARDEN, CPA



EXPERIENCE HIGHLIGHTS

Wendy Harden is a Shareholder in the firm. Ms Harden plans, performs and supervises financial audits for nonprofit organizations, including audits in accordance with OMB Circular A-133. She assesses risk areas of the audits conducted and develops and performs testing procedures to form conclusions on client financial data. In addition, Wendy analyzes internally prepared financial statements in relation to industry, budget and historical performance.

EDUCATION

Iowa State University, B.A.

CERTIFICATION

Certified Public Accountant

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants

Minnesota Society of Certified Public Accountants
General Industries Task Force
Leadership Cabinet

WomenVenture
Treasurer and Board Member
Finance Committee

Finance & Commerce Top Women in Finance, 2014

United Way Emerging Leaders Steering Committee, 2002–2005

Minnesota Center for Photography, past board member

Team Biographies

MICHAELA MUMBLEAU, CPA

EXPERIENCE HIGHLIGHTS

Ms. Mumbleau, a manager, has been part of the audit team for five years, planning and performing various assurance and attestation services for non-profit organizations, tribal governments and benefit plans. She is a member of the non-profit niche in the firm and volunteers at various community organizations.

EDUCATION

University of Minnesota Duluth, B.S. in Accounting
B.S. in Business Administration – Finance
Minor in Psychology

CERTIFICATION

Certified Public Accountant, Licensed In Minnesota

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Public Accountants

Junior League of Minneapolis



Peer Review Report

BRADY
MARTZ

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

System Review Report

To the Shareholders of Schechter, Dokken, Kanter, Andrews & Selcer, Ltd.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Schechter, Dokken, Kanter, Andrews & Selcer, Ltd. (the firm), applicable to non-SEC issuers, in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Schechter, Dokken, Kanter, Andrews & Selcer, Ltd., applicable to non-SEC issuers, in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Schechter, Dokken, Kanter, Andrews & Selcer, Ltd. has received a peer review rating of *pass*.

Brady Martz

Brady, Martz and Associates, P.C.
November 13, 2013

BRADY, MARTZ & ASSOCIATES, P.C.
401 Demers Avenue Suite 300 P.O. Box 14296
Grand Forks, ND 58208-4296 (701) 775-4685 Fax (701) 795-7498
www.bradyartz.com

AICPA member firm
MCGLADREY ALLIANCE  McGladrey

MASTER COPY

Technical Proposal
for
Quad Cities Cable Communications Commission
for
Professional Auditing Services

For Fiscal Year Ending
December 31, 2014

By
Malloy, Montague, Karnowski, Radosevich & Co., P.A.
James H. Eichten, Principal
E-mail: jeichten@mmkr.com
5353 Wayzata Boulevard, Suite 410
Minneapolis, MN 55416
(952) 545-0424

Due Date: October 1, 2014
4:30 p.m.

Quad Cities Cable Communications Commission

For Fiscal Year Ending
December 31, 2014

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PRINCIPALS

Thomas M. Montague, CPA
Thomas A. Karnowski, CPA
Paul A. Radosevich, CPA
William J. Lauer, CPA
James H. Eichten, CPA
Aaron J. Nielsen, CPA
Victoria L. Holinka, CPA

October 1, 2014

Ms. Karen George
Executive Director
QCTV
12254 Ensign Avenue North
Champlin, MN 55316

Dear Ms. George:

We are pleased to submit this proposal to provide auditing services for the Quad Cities Cable Communications Commission (the Commission) for the year ending December 31, 2014.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the provisions of the *Legal Compliance Audit Guide*, promulgated by the Office of the State Auditor pursuant to Minnesota Statute § 6.65; and any other applicable state or federal audit guides. We will review the Commission's internal control structure and test accordingly.

If our audit procedures indicate that material errors, illegal acts, or other irregularities might exist that require extended services, we will promptly advise the appropriate commission officials. We will not perform extended services at a cost to the Commission unless they are so authorized by the appropriate officials.

We anticipate issuing the following report letters for the Commission's audit:

1. A report on the fair presentation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America, with an "in relation to" opinion on any combining and individual fund financial statements or supporting schedules.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on compliance with Minnesota state laws and regulations.

We will also provide a management report to communicate comments and recommendations as a result of the audit. This management report will include a discussion of all financial reporting and internal control-related findings, including Minnesota Legal Compliance findings.

Malloy, Montague, Karnowski, Radosevich & Co., P.A.

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416 • Telephone: 952-545-0424 • Telefax: 952-545-0569 • www.mmkr.com

Our management report will include the formal communications to the Commission's audit/finance committee or its equivalent as required by Statement on Auditing Standards No. 114, *The Auditor's Communication With Those Charged With Governance*, including:

- The auditor's responsibility under auditing standards generally accepted in the United States of America,
- Planned scope and timing of the audit,
- Significant findings from the audit,
- Significant accounting policies,
- Management judgments and accounting estimates,
- Significant audit adjustments,
- Other information in documents containing audited financial statements,
- Disagreements with management,
- Management consultation with other accountants,
- Major issues discussed with management prior to retention, and
- Difficulties encountered in performing the audit.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. We will advise you about appropriate accounting principles and their application and will assist you in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control policies, the selection and application of accounting principles, and the safeguarding of assets.

The assistance to be supplied by your personnel, including the preparation of schedules and analysis of accounts, typing all cash or other confirmations we request, and locating any invoices selected by us for testing, will be discussed and coordinated with you.

We will be responsible for reviewing and editing these financial statements and preparing the financial statement footnotes. We also will be responsible for editing and printing the financial statements. Prior to issuance of the final audit report, we shall review the report draft, management report, and any other required state or federal compliance reports with management.

We believe we are best qualified to perform the engagement for the following reasons:

- Experience providing auditing and consulting services to Minnesota governmental entities including municipalities, school districts, jointly governed organizations, and affiliated organizations.
- Experience working with a variety of accounting software utilized by governmental entities.
- Ability to communicate audit procedures and audit results to governing bodies.

We understand that the Commission does not expect to earn more than \$500,000 in federal funding during the year ending December 31, 2014, and does not expect to need a Single Audit of its Federal Award Programs.

It is our understanding that your staff and/or the contracted service provider will be preparing all workpapers and schedules required for the audit. Based on this understanding, unless unforeseen circumstances occur, we estimate our fees for the services described above would be as provided in the Schedule of Professional Fees.

This proposal presents our qualifications, but we ask that you contact any one of our clients listed herein to provide you with the most convincing evidence. It is our belief that every addition to our governmental client group is a result of existing clientele who are more than satisfied with our services.

The benefits of our firm (experience, quality, stability, etc.) are reflected by our exemplary retention record. We have served most of our governmental clients for many years, and rarely lose a client once we have served them. The high degree of customer satisfaction represented by our client retention record is irrefutable documentation of our performance record.

Our experience provides you with a valuable resource for varied management services, including cash flow projections, arbitrage consultation, operational reviews, computer utilization matters, and meaningful management reports. We are sincerely interested in working with you. We can assist the Commission's administration in enhancing their financial system and provide varied consulting services.

To help with your evaluation, the following is a "Summary of Key Qualifications" for quick reference. Please refer to other sections of our proposal for more detailed information.

SUMMARY OF KEY QUALIFICATIONS

A. Quality:

- Our firm emphasizes quality service; this is accomplished by recruiting and developing high quality personnel.
- We are a member of the "Governmental Audit Quality Center" (the Center) of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in CPA firms.

B. Experience and Expertise:

- Specialization in municipal entities for over 50 years; last year we provided audit and accounting services to 25 municipalities, 10 fire relief associations, 30 school districts, and numerous other governmental and related entities.

- Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) is an industry leader in providing guidance to Minnesota local governments on the accounting and reporting standards established in Governmental Accounting Standards Board (GASB) Statements. Over the last several years, we have assisted our local governments with implementing many new standards issued by GASB, including several of the more significant standards recently issued, such as GASB Statement Nos. 34, 45, and 54. This process has provided us with a practical understanding of these new standards that can only be gained by firsthand experience.
- In addition to audits, we provide our clients with a wide range of consulting services, including management and operational reviews, budget development and monitoring, computer utilization matters, cash flow projections, arbitrage consultation, human resources consulting, and tax increment accounting and reporting issues.
- Over the years, we have developed many customized audit programs, detailed planning tools, and computerized workpaper and report formats which allow us to perform our audits efficiently and with minimal disruption to our clients' operations.
- As a result of our large governmental audit practice, we have a large pool of knowledgeable and experienced governmental auditors. Our professionals receive extensive continuing education with internal and external seminars specifically for governmental audits.
- On our staff we have reviewers for both the National Government Finance Officers' Association (GFOA) and the Association of School Business Officials (ASBO) Certificate of Excellence in Financial Reporting Programs. We have assisted numerous clients with obtaining certificates on first-time submissions and with retaining certificates in subsequent years.
- MMKR professionals are active members of many professional organizations and committees, including the Minnesota GFOA (MnGFOA) and the Minnesota Society of Certified Public Accountants (MNCPA). Our professionals are active members of the MNCPA Board of Directors, which included various leadership positions of the board. We are also active in various MNCPA committees, which include planning, moderating, and presenting at the annual city and school district audit workshops, committee work on Single Audit implementation, and quality reviews.
- MMKR professionals are also active members of the American Institute of Certified Public Accountants (AICPA). This active role includes being a member of the AICPA Council; a 400-member group representing members from around the country that provides strategic planning and direction to the AICPA Board of Directors.

C. Service:

- Excellent client satisfaction supported by a very high client retention record.
- Our client references are our best proof of service commitment; please feel free to contact them.
- We are much more than an audit firm; our clients receive many additional benefits and services.

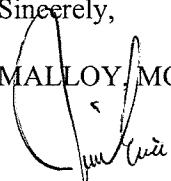
Ms. Karen George
October 1, 2014

Page 5

We hope you give our firm and proposal due consideration. We are convinced we will give the Commission the kind of quality and timely service you expect and demand from your auditors. If you have any questions, please contact James H. Eichten, Principal. This proposal is a firm and irrevocable offer for ninety (90) days covering the fiscal year ending December 31, 2014.

Sincerely,

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.



James H. Eichten, CPA
Principal

JHE/lmb

Schedule of Professional Fees
for the Audit of the Financial Statements of the
Quad Cities Cable Communications Commission
for the Year Ended December 31, 2014

	<u>Year Ended</u> <u>December 31, 2014</u>
Total all-inclusive price for audit:	
Quad Cities Cable	
Communications Commission	<u>\$ 15,500</u>

Please keep in mind that if the audit takes less time than our maximum estimate, we will only bill the Quad Cities Cable Communications Commission for the fees incurred. Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Our standard hourly rates by level are as follows:

<u>Classification</u>	<u>Amount</u>
Principal	<u>\$ 250</u>
Manager	<u>\$ 150</u>
Senior	<u>\$ 120</u>
Staff	<u>\$ 90</u>

This estimate does not include any additional services requested by you, or unusual or complex financial activity requiring additional audit procedures. The standard hourly rates for these and any other additional non-audit related services are as shown above.

We typically do not charge for phone inquiries that are made on occasion related to financial and tax-related matters.

Technical Proposal
for
Quad Cities Cable Communications Commission
Professional Auditing Services
for Fiscal Year Ending
December 31, 2014

By
Malloy, Montague, Karnowski, Radosevich & Co., P.A.

I. INDEPENDENCE

Malloy, Montague, Karnowski, Radosevich & Co., P.A. (MMKR) is independent with respect to the Quad Cities Cable Communications Commission (the Commission) and its component units as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Office's *Government Auditing Standards*.

MMKR has had no other professional relationships involving the Commission or any of its agencies, and no professional or personal relationships with the members of the Commission for the past five years. MMKR shall give the Commission written notice of any such relationships entered into during the period of this proposed agreement.

II. LICENSE TO PRACTICE IN MINNESOTA

MMKR and all assigned key professional staff are properly licensed to practice in Minnesota and shall remain so for the length of this engagement.

**III. MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.
QUALIFICATIONS AND EXPERIENCE**

A. Organization and Goals

MMKR is a local CPA firm and a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants (AICPA).

The principals and professionals of MMKR perceive their firm as unique in its organizational structure and in the client-oriented approach taken to the management of its practice. Personalized principal attention is built into our services. Principal attention to client operations is typically a key to the reappointment of MMKR and the continuity of quality service for clients. This, in turn, symbolizes both the caliber of services we render and also the attention we, as a firm, devote to staff development.

We have established an enviable reputation as a high-quality firm that gives total commitment to its clients. This reputation is built on the thoroughness and integrity of our audit practice and full range of tax, data processing, and other advisory services.

In the current litigious environment, which is bringing into question the effectiveness of the audit process, we believe that no other firm's reputation for quality surpasses our own. MMKR has never been claimed as a defendant in any lawsuit or other legal action.

B. Location and Size of Malloy, Montague, Karnowski, Radosevich & Co., P.A.

Our office, which is located on the west side of Minneapolis in the City of St. Louis Park at the intersection of Highways 394 and 100, is staffed by approximately 35 individuals.

C. Personnel Experienced in Government Auditing

The following lists those professionals by classification and years of experience who have substantial governmental experience:

Classification	Number	Number of CPAs	Experience	Number of CPAs Providing Greater Than 500 Service Hours per Year of Governmental Services
Principals	6	6	Up to 35 years	3
Senior Managers and Senior Consultants	4	4	Up to 35 years	3
Managers	4	4	Up to 10 years	2
Senior Associates	6	3	Up to 8 years	6
Associates and Staff Accountants	7	1	Up to 3 years	7

One principal, one manager, and one senior associate will be used on this engagement on a full-time basis. Additional professional staff will be used on an as-needed basis.

D. Memberships in Professional/Civic Organizations

MMKR, the principals, and all professional staff with CPA certificates belong to the following accounting organizations, as applicable:

- AICPA – American Institute of Certified Public Accountants
- MNCPA – Minnesota Society of Certified Public Accountants

Memberships in governmental-oriented professional organizations includes the following:

- GFOA (National) – Government Finance Officers' Association
- MnGFOA (Minnesota Chapter) – Minnesota Government Finance Officers' Association
- ASBO – Association of School Business Officials
- MASBO – Minnesota Association of School Business Officials
- MCFOA – Minnesota Clerks and Finance Officers' Association
- MNCPA – Minnesota Society of CPAs Governmental Accounting and Auditing Committee

Other professional organizations include:

- AGC – Association of General Contractors
- Chamber of Commerce of the United States
- Minnesota Association of Commerce and Industry
- Twin West Chamber of Commerce
- Minnesota Office Systems Association
- Minnesota Council of Nonprofits
- Minnesota Association of Charter Schools

E. Participation in Professional/Community Activities

The principals and staff are also heavily involved in civic and community activities. Memberships in all of these organizations are not passive. They are active memberships, particularly in professional accounting and trade/industry organizations.

Principals and managers participate heavily in trade/industry associations (i.e. GFOA, MASBO, MnGFOA, etc.). That participation involves making presentations, serving on planning committees, and serving as panel members and/or moderators. MASBO and MnGFOA presentations have included such topics as: Implementation Issues of Governmental Accounting Standards Board (GASB) Statement Nos. 34, 43, 45, and 54; GFOA Certificate of Achievement for Excellence in Financial Reporting; Microcomputers; GASB Updates; and Budget Projections.

For many years various principals and staff have actively participated in the activities of the Governmental Accounting and Auditing Committees of the MNCPA. Principal and staff involvement with the work of the committee, often in the position of committee and subcommittee chair, includes quality review of annual governmental audit reports, technical developments, and annual city and school district workshops. We are frequent speakers at these workshops covering such topics as: Preparation of Comprehensive Annual Financial Reports; Arbitrage; Review of Governmental Annual Audit Reports; the New Quality Review Program Mandated by the Revised GAO *Government Auditing Standards*; and Financial and Compliance Auditing Under the New Statements on Auditing Standards.

F. Continuing Professional Education (CPE)

The primary goal of MMKR's professional education is to enable principals and professionals to provide unsurpassed services to our firm's clients. We achieve this by a continuing process of setting and maintaining the highest standards of competence for our principals and professionals.

To meet this primary goal, we believe that all training must be responsive to two needs: 1) the firm's standards of performance, and 2) the growth and development of the firm's personnel. Generally, in the early years of a professional's career, the firm assumes much of the responsibility for planning and providing the necessary training. With more experience, the individual assumes more of the initiative in determining his or her own training needs and objectives. The responsibility for education in public accounting, therefore, is shared.

The firm's continuing education approach combines on-the-job and varied formal training. The formal programs are supplemented by a wide range of specialized publications on technical topics which individuals in the firm use to expand their professional development further.

Professional regulations require a 40-hour average annual CPE minimum requirement for each principal and professional. Past years' experience has shown that the 40-hour average is not sufficient to meet today's fast-changing educational demands. Accordingly, most MMKR professionals routinely exceed this requirement. We believe that this demonstrates our dedication to the necessity for ongoing education.

A significant portion of the CPE of the individuals assigned to your audit centers around various aspects of governmental accounting and auditing. Many of these individuals have also served as instructors for both internal and external seminars. These seminars include those sponsored by the MNCPA, MASBO, GFOA, internally produced, and others.

G. Malloy, Montague, Karnowski, Radosevich & Co., P.A. Quality Control

MMKR is a member of the Governmental Audit Quality Center of the AICPA and as such is subjected to a peer review in accordance with the membership requirements of the section.

MMKR is committed to providing our clients with professional services of the highest quality. In order to satisfy this commitment, we have developed a quality control program which we believe is unsurpassed in our profession.

Our program is based on two fundamental principles adopted by our firm. First, in order to provide quality service, a firm must attract, retain, and develop highly competent staff members. Second, it must have an organizational structure and operating policies that will facilitate the execution of an effective quality control program. We believe the information that follows demonstrates our commitment to these principles.

An effective quality control program begins with quality personnel and we believe that our staff recruitment and professional development programs are among the finest in the country. This is evidenced by the fact that:

- We annually recruit new staff members from the top colleges and universities in the Upper Midwest.
- All of our professional staff members are college graduates.
- It is our firm policy that all audit staff members at the manager level or above must be licensed certified public accountants.
- Our professional principals and staff members are required to participate in an average of 40 or more hours of formal instruction each year.
- Our firm strongly supports and encourages the participation by staff members in professional and civic organizations in their communities. We believe that such participation enhances our staff members' professional growth and sense of public responsibility.
- Our formal professional development program includes a review of staff members' performance on each engagement of more than one week's duration and formal career counseling.

Additionally, our firm is structured and our operating policies designed to ensure the highest possible standards of practice. This is evidenced by the fact that our firm policies require the following review procedures be employed for every engagement:

- An Audit Planning Form must be prepared prior to the start of every audit. This form must address such topics as audit scope, staffing potential, audit issues, audit timing, fraud risk, and significant economic or other external factors that may affect the client's operations. The form must be reviewed and approved by the audit engagement principal during the initial stages of the audit.
- All audit programs and time budgets must be approved, in writing, by the audit engagement principal prior to the start of the fieldwork.
- Each working paper must be signed and dated by the preparer.

- Every working paper must be reviewed and approved by a manager or senior associate.
- The working papers for all significant audit areas must be reviewed by the audit principal.
- An independent review of all draft reports and specified supporting documentation must be made by a principal or manager not otherwise associated with the engagement. For governmental jobs, this review is performed using the most current GFOA Review Checklist for the Certificate of Achievement Program.
- Specialized audit programs are used for specific industries, including governments. Such programs are updated annually to reflect changes in audit and accounting standards.

H. No Regulatory or Disciplinary Action

MMKR has not had any federal or state desk reviews or field reviews of its audits for the past three years. In addition, no disciplinary action has been taken or is pending against MMKR during the past three years with Minnesota state regulatory bodies or professional organizations. No regulatory action has been taken against any MMKR staff person.

I. Peer Review

MMKR has successfully completed all required peer reviews. See Appendix A for a copy of the report on our latest review, which included a review of specific government engagements.

IV. PRINCIPAL, SUPERVISORY, AND STAFF QUALIFICATIONS AND EXPERIENCE

A. Assignment Policy

MMKR maintains a significant, fully staffed governmental auditing and accounting department. Professional staff of this department have extensive experience in governmental (fund) accounting, particularly in city auditing and special services because the firm is involved in extensive governmental work (cities, schools, state agencies, consortiums, federal grants, special management services, etc.).

Most importantly to you, of course, is our experience with governmental entities. Accordingly, our professional staff, including new staff, works on a number of governmental entities every year, thus accumulating a significant amount of experience in a few years in a very complex field. You, as a client, get the benefit of that acquired experience and knowledge.

Governmental services represented approximately 60 percent of MMKR's total billings for 2013. Because of the size of our governmental practice, we have developed a large pool of experienced personnel and, therefore, are able to provide qualified staff for new jobs without needing to hire additional industry specialists.

The firm's policy for governmental assignments requires a principal, a manager, a senior associate, and additional staff associates of varying qualifications as deemed necessary in the circumstances.

The same principal, manager, and senior associate are assigned in subsequent years, but staff associates may vary to some extent. After several years the situation is reviewed. If it is in the best interest of the client and/or the firm to change senior associates (to maintain independence, etc.) such a change is made.

MMKR assures the Commission that the quality of the staffing will be maintained over the term of the agreement. Because MMKR performs more than 80 governmental audits in the Twin Cities metropolitan area, it is only natural that MMKR has a large pool of qualified and experienced auditors.

MMKR enforces a formal policy on equal employment opportunity which states that the firm will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, race, age, color, religion, sex, marital status, national origin, handicap/disability, or veteran status.

V. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

The following is a complete list of the major governmental entities that we have performed/are performing audit and accounting services for years ending during 2013. The size of these organizations range from small entities to those exceeding \$525 million in assets and over \$470 million in revenues. Many of the clients listed are awarded the GFOA Certificates of Excellence in Financial Reporting. Audit clients that have applied for or been awarded the ASBO or GFOA Certificate of Excellence in Financial Reporting are identified with an “*”:

* City of Apple Valley	Centennial Lakes Police Department	* ISD No. 199, Inver Grove Heights
* City of Arden Hills	Centennial Fire Fighters’ Relief Association	ISD No. 200, Hastings
* City of Brooklyn Center	Chaska Fire Department Relief Association	ISD No. 273, Edina
* City of Burnsville	Golden Valley – Crystal – New Hope Joint Water Commission	ISD No. 278, Orono
* City of Chaska	Golden Valley Fire Department Relief Association	* ISD No. 279, Osseo – Maple Grove
City of Circle Pines	Metropolitan Library Service Agency	ISD No. 280, Richfield
* City of Coon Rapids	Ramsey Firefighters’ Relief Association	* ISD No. 281, Robbinsdale
* City of Edina	Roseville Firefighters’ Relief Association	Area Schools
* City of Golden Valley	Savage Fire Department Firefighters’ Relief and Pension Association	ISD No. 286, Brooklyn Center
* City of Lakeville	Spring Lake Park Firefighters’ Relief Association	ISD No. 621, Mounds View
* City of Monticello	St. Michael Firemen’s Relief Association	ISD No. 622, North St. Paul
* City of Mounds View	South Metro Public Safety Training Facility Association	* ISD No. 624, White Bear Lake
* City of New Hope	Suburban Rate Authority	ISD No. 625, St. Paul Public Schools
City of Newport	West Metro Fire-Rescue District	* ISD No. 728, Elk River
* City of North St. Paul	* ISD No. 11, Anoka-Hennepin	ISD No. 831, Forest Lake
* City of Plymouth	ISD No. 12, Centennial	ISD No. 832, Mahtomedi
City of Prior Lake	ISD No. 15, St. Francis	* ISD No. 833, South Washington County
* City of Ramsey	* ISD No. 16, Spring Lake Park	* ISD No. 834, Stillwater
* City of Robbinsdale	ISD No. 139, Rush City	ISD No. 911, Cambridge
City of Saint Peter	ISD No. 194, Lakeville	Intermediate District No. 287
* City of Shoreview	* ISD No. 196, Rosemount – Apple Valley	Intermediate School District No. 917
City of Spring Park	ISD No. 197, West St. Paul	Northeast Metropolitan Intermediate School District No. 916
* City of South St. Paul		East Metro Integration District No. 6067
* City of St. Michael		SSD No. 6, South St. Paul
City of Wayzata		West Metro Education Program
Minnesota State Fair		
Andover Firefighters’ Relief Association		
Bassett Creek Watershed Management Commission		
Black Dog Watershed Management Organization		
Centennial Fire District		

APPENDIX: PEER REVIEW REPORT

System Review Report

To the Principals of Malloy, Montague, Karnowski, Radosevich and Co., P.A.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich and Co., P.A. (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the accounting and auditing practice of Malloy, Montague, Karnowski, Radosevich and Co., P.A. in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Malloy, Montague, Karnowski, Radosevich and Co., P.A. has received a peer review rating of *pass*.



KerberRose SC
September 19, 2013



A FRESH APPROACH

**Audit Services Proposal for the Fiscal Year Ending
December 31, 2014**

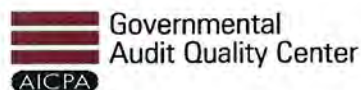
Quad Cities Cable Communications Commission

September 29, 2014

**Submitted By:
Peggy A. Moeller, CPA
Partner**

pmoeller@redpathcpas.com
651.407.5832

Redpath and Company, Ltd.
4810 White Bear Parkway
White Bear Lake, MN 55110
651.426.7000
www.redpathcpas.com



Redpath and Company, Ltd. is a member firm of the
AICPA's Governmental Audit Quality Center

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September 29, 2014

Karen George, QCTV Executive Director
Quad Cities Cable Communications Commission
12254 Ensign Avenue N.
Champlin, MN 55316

Dear Ms. George:

Are you ready to work with a CPA firm that is proactive, innovative and value driven? Choose Redpath and Company and you will have selected a committed, qualified CPA firm as a collaborative partner. We are ready to deliver for you!

It is our pleasure to present this proposal for the Quad Cities Cable Communications Commission. We are excited about this opportunity and understand your expectations.

Redpath and Company has a proven process of delivering value where the client manager is held accountable to deliver on our promise by spending time with you to identify issues and solutions. This proactive approach and immersion into your industry differentiates us from other CPA firms.

Our understanding of the work to be done is outlined in Section IX of this proposal. We commit to perform the work within the time period outlined in the Request for Proposal.

Thank you for your consideration of Redpath and Company. We have enjoyed serving the Commission since 2005 and look forward to continuing to work with you.

Sincerely,

A handwritten signature in black ink that reads "Peggy A. Moeller". The signature is written in a cursive style.

Peggy A. Moeller, CPA
Partner

Section I – Client Assessment

Your Goals and Our Approach

Your Goals	Our Approach
Proven Client Management Process	The focus is on you. Our organizational and client management structure is designed to deliver you the best client service. Your account will be proactively managed by a client service manager to serve your business requirements. Client service managers are responsible for knowing your industry, business, goals, and needs. In addition, they coordinate service delivery through our service area leaders, whose primary focus is to develop knowledgeable and efficient teams. New clients express appreciation for our client service management structure, the strong relationships client managers build, and how valuable client managers are as trusted advisors.
Collaborative, Communicative Approach	Your Redpath team will be in constant communication and collaboration with you to provide specific direction, planning, and timelines. We enjoy conferring with clients and encourage them to contact us throughout the year. We do not bill for routine inquiries. Client calls and emails will be timely addressed.
Government Experience	We have significant experience with local governments (please see page 12 for a selected list of clients and page 14 for references). Local governments are a primary focus for our government group and the staff assigned to your account will have specific knowledge of these types of entities.
Timely Deliverables	Our goal is to deliver field results to the audit partner within 10 days of fieldwork completion. The audit partner will then deliver the initial audit draft to you after another 10 days. We avoid delays and last minute changes by conducting a thorough partner review in the field. Specific timelines for your engagement will be communicated onsite by the partner in charge.
Qualified Staff	The professionals assigned to your account will be senior level and experienced. Your dedicated client manager will be a Partner from our Government practice area and will be in the field with the team. It is our responsibility to train junior staff members – not yours. Interns are not assigned to governmental audit field teams.

Our Three Uniques

- 1. You are a trusted Partner.**

This partnership will help you make the best possible decisions affecting your success. We will provide the professional services requested in a **proactive** and timely manner. “Proactive” means taking into account the entire business environment in which you operate. We strive to uncover areas where you can save money, streamline operations, or increase productivity. This big picture/small detail approach will bring you peace of mind throughout the engagement.
- 2. We are a qualified CPA firm.**

Redpath and Company ranks in the Top 12 largest accounting firms in the Twin Cities and is an independent member of a large worldwide organization of professional accounting firms, HLB International. With approximately 117 staff in our White Bear Lake and St. Paul offices, we have the experience and services to match national firm capabilities. The difference is our personal service. Our **innovative** approach will provide you with local attention backed by global capabilities.
- 3. Not a commodity provider.**

We believe our estimate of fees to be competitive, yet it allows us to be responsive to your needs and provide high-quality service. We will respond to routine questions from your personnel during the year at no additional charge. We provide **value-driven solutions** by solving, not selling.

Outstanding Service is Our Standard

We have the right systems, resources, and talent in place to exceed your expectations. Here are a few examples of **how we are different than our competition**:

- I. Dedicated Client Manager**

The Quad Cities Cable Communications Commission can expect the following from their Redpath and Company client service manager:

 - Understanding of your industry and business needs
 - Active management, monitoring, and timely delivery of services provided
 - Deep knowledge of all Redpath and Company services and products to recommend solutions as adhoc needs arise
 - Coordination of periodic consulting meetings and a year-end planning meeting

Section I – Client Assessment

II. Deep Government Bench.

With over a century of accumulated experience at the senior professional level, we have a pool of knowledgeable government auditors who understand this sector's audit process. In addition to the leadership identified below, there are approximately 13 staff level professionals dedicated to this industry. Your engagement will be consistently staffed with qualified experts.

Name	Title	Government Experience
David J. Mol, CPA	Partner	33 Years
Peggy A. Moeller, CPA	Partner	31 Years
Thomas W. Hodnefield, CPA	Partner	26 Years
Jeffery L. Wilson, CPA	Senior Manager	30 Years
Melanie A. Accola, CPA	Senior Manager	16 Years
Andrew P. Hering, CPA	Senior Manager	14 Years

III. Efficient delivery of services.

At a minimum, your Client Service Manager will meet monthly with your engagement team to review a detailed "task list" customized to your needs. The "task list" meetings keep the team informed of all compliance deadlines, client expectations, and new opportunities. Throughout the year, we will meet with you to discuss the "task list" and make sure all business needs and compliance issues are identified, appropriate due dates are set, and expectations are exceeded.

IV. Talent recruitment and retention are a priority.

In January 2003, Redpath and Company became 100-percent employee-owned. The Employee Stock Ownership Plan (ESOP) is an important part of our culture and gives us a competitive edge in attracting and retaining quality staff. The employee owners in our firm have a financial interest in the company and therefore are heavily vested in long-term growth and delivering services aligned with our core values. The professionals assigned to your account will be high-level and experienced.

Industry Involvement

We train our staff to be Thinkers, not Robots. Thinkers understand government finance and apply their understanding in determining the right procedures and services for clients. There are many good accountants that follow governmental accounting standards, but in today's world governmental services should be treated as more than a commodity. Our professionals participate in local, regional, and national associations to be proactive in understanding the issues this industry faces.

AICPA Governmental Audit Quality Center

The Center is a national community of CPA firms that demonstrate a commitment to governmental audit quality and raise awareness about the importance of governmental audits. The Center provides members with best practices, guidelines, and tools CPAs need to perform quality governmental audits and better serve their clients.

Members of the Center demonstrate their commitment by voluntarily agreeing to adhere to Center membership requirements, including designating an officer responsible for its governmental audit practice, establishing quality control programs, performing annual internal inspection procedures, and making the firm's peer review report findings publicly available.

GFOA's Certificate of Excellence Program

Two staff members currently participate in the GFOA's certificate review program. Additionally, seven staff members are former reviewers. Certificate reviewers perform reviews of four to six CAFR's each year from governmental audits throughout the United States. David Mol and Peggy Moeller have also provided seminars on the certificate program.

Minnesota GFOA

Three staff members are members of MnGFOA. Our participation includes committee membership, attendance at monthly meetings and annual conferences, seminar presentations, and governmental accounting training.

Minnesota Society of CPAs

Our participation includes staff members active in the MNCPA.

MASBO

David Mol is a member of MASBO. Our participation includes committee membership, attendance at conferences and presentations at MASBO conferences.

Section III – Independence

We are independent with respect to the Quad Cities Cable Communications Commission as defined by generally accepted auditing standards.

We have no knowledge of any business, investment, or personal relationships with the Commission, its officials, appointed employees or department heads, and personnel of our firm that would impair our independence or would cause a conflict of interest.

Redpath and Company complies with the requirements of the AICPA's peer review program. A copy of our most recent external quality control review report, on which we received an unqualified opinion, is included in Appendix A. This review included specific government engagements.

Section IV – License to Practice in Minnesota

Our firm is licensed and in good standing with the State of Minnesota. Our annual license is in effect from January 1, 2014 to December 31, 2014. We renew the license annually. Our license number is 359. The partners of our firm hold the following certificates issued by the Minnesota State Board of Accountancy:

<u>Name</u>	<u>Certificate No.</u>
James S. Redpath	5846
David J. Mol	9129
D. Kenneth George	7601
Norman C. Longsdorf	8423
Steven J. Wahlin	8160
Mark C. Gibbs	11326
Thomas W. Hodnefield	12890
Paul W. Longsdorf	12957
Peggy A. Moeller	5515
Brian J. Sweeney	19549
Gloria J. McDonnell	18891
Joel C. Newby	18904
Sue Weiskopf-Larson	11565

All key employees assigned to the audit (managers, senior managers and directors) are properly licensed to practice in Minnesota.

Section V – Firm Qualifications and Experience

About Redpath and Company, Ltd.

Redpath and Company is a leading accounting firm providing proactive, innovative, and value driven CPA services. We serve closely held businesses, government, and not-for-profit entities in the areas of audit & attest, tax, benefits and compensation administration, international consulting, mergers & acquisitions, succession and estate planning, and valuation services. Our offices are located in White Bear Lake, Minnesota and St. Paul, Minnesota and have approximately 117 employees. In addition to government expertise, we have a full range of services at your disposal including:

- Sales tax
- Employee benefit plans
- Payroll
- Regulatory audit assistance
- Board training
- Temporary outsourcing and troubleshooting
- Internal control

Our firm’s professional demographic is as follows:

Classification	Total Staff	Government Services Staff
	Number	Number
Partners	13	3
Directors	4	0
Senior Managers	11	3
Managers	15	3
Professional staff	45	10
Other staff	29	1
Total	117	20

Our firm is licensed and in good standing with the State of Minnesota. Our license number is 359 and it is renewed annually.

Redpath and Company, Ltd.’s quality control is subject to peer review under the AICPA’s Private Companies Practice Section. We are pleased to continue our history of receiving unqualified opinions on our peer review reports. Our most recent peer review report is included as Appendix A. This review includes specific government engagements.

Redpath and Company, Ltd. has not had any federal or state reviews of its audits or disciplinary action taken or pending against the firm during the past three years with state regulatory bodies or professional organizations.

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Related Experience

Redpath and Company has been dedicated to the government industry since our inception in 1971. We have extensive background and success in working with cities, housing authorities, relief associations, charter schools, cable commissions and other government entities. With more than 40 years of experience servicing governmental entities, Redpath and Company is well-positioned and eager to deliver value to the Quad Cities Cable Communications Commission.

Team Assignment

We believe in developing long-term relationships and strive to maintain consistency in key assigned staff from year-to-year. As part of our personal brand of service, you will deal one-on-one with senior Redpath and Company staff.

Your engagement will be staffed by the following Redpath and Company, Ltd. senior professionals:

Peggy A. Moeller, CPA – Partner. Participates in planning meeting(s) with Quad Cities Cable Communications Commission staff. Assists field auditors with complex technical issues; final review and signing of reports; exit and presentation to the Commission Board.

Jackie M. Kotilinek, CPA – Manager. Jackie is responsible for coordinating fieldwork, supervising audit staff and reviewing audit work.

In addition to the above staff, we anticipate assigning one other staff auditor on a full time basis.

All partners and professional staff of our firm are required to attain a minimum of 40 hours per year of continuing professional education (CPE). Included in the 40 hour per year requirement, partners and staff who work in the governmental area are required to have at least 24 hours of CPE directly related to the governmental environment and governmental auditing in a two-year period, in accordance with government audit standards.

A summary of specialized training in governmental auditing and accounting for assigned personnel is as follows:

Personnel	Position	Hours of qualified "Yellow Book" CPE in gov't/NFP auditing and accounting over the past three years ending June 30,			
		2012	2013	2014	Total
Peggy A. Moeller, CPA	Partner	59	55.5	44.5	159
Jackie M. Kotilinek, CPA	Manager	40.5	25	42.5	108

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Peggy A. Moeller, CPA

Audit Partner

Peggy Moeller leads the Gov/NFP service area at Redpath and Company. She specializes in audit and management advisory services for local governments, assisting organizations with quality financial reporting and special projects such as debt studies, cash flow projections, arbitrage compliance and rebate calculations and utility rate studies. She is a national reviewer of the Government Finance Officers Association's Certificate of Achievement in Financial Reporting Program and is a frequent presenter.



Peggy has over thirty years of governmental audit experience. Governments audited for the year ended December 31, 2013 include the Cities of Blaine, Oakdale, Andover, West St. Paul, St. Anthony Village, Columbus and Little Canada, Linwood Township, the Metropolitan Mosquito Control District, Minnesota Valley Transit Authority, and a number of Watershed Districts, Relief Associations and Cable Commissions.

Peggy received her Bachelor of Arts Degree from the University of Minnesota and is a member of the American Institute of Certified Public Accountants (AICPA), Minnesota Society of Certified Public Accountants (MNCPA) and the Minnesota Government Finance Officers Association (MNGFOA).

Peggy lives in Lake Elmo with her husband Bill and has two children. To relax, she enjoys taking cruises and long weekends at the cabin with her family.

Section VI – Partner, Supervisory and Staff Qualifications and Experience

Jackie M. Kotilinek, CPA

Manager

Jackie is a manager in the governmental and non-profit service area at Redpath and Company. She assists clients with audited and reviewed financial statements and accounting services. She works with a variety of governmental and non-profit entities including cities, special districts, schools, housing authorities and non-profit organizations.



Jackie graduated from North Dakota State University with a Bachelor of Accountancy Degree and is a member of the American Institute of Certified Public Accountants (AICPA) and Minnesota Society of Certified Public Accountants (MNCPA). Jackie is a former national reviewer for the GFOA Certificate Program and was also a member of the School District Audit Review Task Force.

Jackie lives in White Bear Lake with her husband and daughter. When she's away from her desk, she enjoys outdoor activities such as camping and softball.

Section VII – Similar Engagements with Other Governmental Entities

Government Client List

Our firm has been involved in providing audit and other services to governmental clients since 1971. The following is a list of Minnesota governmental entities which we have audited in the past year:

Joint Ventures

Grand Rapids/Itasca County Airport Commission
Central St. Croix Valley Joint Cable Communications Commission
LOGIS
Quad Cities Cable Communication Commission

Local Governments

Andover ¹	Grand Rapids ^{1,2}
Blaine ¹	Little Canada
Bloomington ^{1,2}	Linwood Township
Cambridge ^{1,2}	Oakdale ¹
Champlin ¹	Oak Park Heights
Chanhassen ¹	St. Anthony Village
Columbia Heights ¹	St. Louis Park ^{1,2}
Columbus	Waconia
Fridley ¹	West St. Paul ¹

Housing Authorities

Bloomington HRA ²	St. Cloud HRA ²
Cambridge HRA	Washington County HRA ^{1,2}
Columbia Heights EDA/HRA	
Fridley HRA	

¹GFOA Certificate Holder

²Required a federal single audit for 2013

Section VII – Similar Engagements with Other Governmental Entities

Special Districts

Carnelian-Marine-St. Croix Watershed District
Comfort Lake-Forest Lake Watershed District
Lower Minnesota River Watershed District
Lower Mississippi Water Mgmt. Org.
Minnehaha Creek Watershed District
Mississippi Water Mgmt. Org.
Nine Mile Creek Watershed District

Ramsey-Washington Metro Watershed District
Rice Creek Watershed District
Riley Purgatory Bluff Creek Watershed District
South Washington Watershed District
Valley Branch Watershed District

Charter Schools

Dugsi Academy
Duluth Public Schools Academy²
Hiawatha Academies²
High School for Recording Arts
Minnesota School of Science
Parnassus Preparatory School

Partnership Academy²
Rochester Math & Science
Rochester STEM Academy
Spectrum High School
Urban Academy

Relief Associations

Bayport Fire Relief Association
Brooklyn Park Fire Relief Association
Cambridge Fire Relief Association
Cohasset Fire Relief Association
Cottage Grove Fire Relief Association
Grand Rapids Fire Relief Association
Lake Elmo Fire Relief Association
Little Canada Fire Relief Association
Lower St. Croix Fire Relief Association
Maplewood Fire Relief Association
New Brighton Fire Relief Association
Newport Fire Relief Association
St. Anthony Fire Relief Association
White Bear Lake Fire Relief Association
Woodbury Fire Relief Association

Specialty

North Suburban Hospital District
Metropolitan Emergency Services Board
Minnesota Valley Transit Authority^{1,2}
Metropolitan Mosquito Control District
Northwest Hennepin Human Services Council
Three Rivers Park District^{1,2}

¹GFOA Certificate Holder

²Required a federal single audit for 2013

Section VII – Similar Engagements with Other Governmental Entities

References

We encourage you to contact the references below to inquire of their experience partnering with Redpath and Company, Ltd.

Entity	Contact	Services Provided FYE December 31, 2013
<i>Central St. Croix Valley Joint Cable Communications Commission</i> <i>Engagement Partner</i> – Peggy A. Moeller	Kathy Cinnamon 651/439-8803	– Financial audit – State legal compliance audit – AFR preparation
<i>City of Champlin</i> <i>Engagement Partner</i> – Tom W. Hodnefield	June Johnston 763/923-7107	– Financial audit – State legal compliance audit – CAFR submitted to GFOA
<i>City of Andover</i> <i>Engagement Partner</i> – Peggy A. Moeller	Lee Brezinka 763/767-5115	– Financial audit – State legal compliance audit – CAFR submitted to GFOA

Section VIII – Audit Approach

Audit Approach Overview

Every audit requires individual attention. Whether we are auditing the entity two years in a row, or two different entities of similar size, each audit receives individual attention and a customized approach. This approach is necessary to deliver a quality audit and to provide assurance. Auditing should never be mechanical using the same procedures and processes over and over again. Listed below are some of the steps we take to insure every audit receives customized attention:

- Encourage staff to think “outside-of-the-box”.
- Evaluate risk of a material misstatement by conducting interviews with staff throughout the organization. This approach gives us a more thorough understanding of what’s happening throughout the organization.
- Use audit programs as a menu of potential procedures, not as a checklist. We evaluate risk of misstatements first and then identify and perform procedures that respond to the identified risk.
- Focus on transactions and use data mining software for assistance to uncover red flags in payroll and disbursements.
- Employ sampling methods in areas where it is deemed efficient and effective.

Audit Effectiveness and Efficiency

Redpath and Company is committed to continuously improving the effectiveness and efficiency of our audits. This commitment is evidenced by the following:

- Use of Citrix™ servers enabling staff to connect to our main server from any location.
- Employment of data mining techniques to identify unusual transactions, search for duplicate payments, sort financial data for audit test purposes, and analyze payroll and vendor payments.
- Enhanced use of trial balance and document management software to more efficiently and easily link trial balance data to the financial statements and to create electronic workpapers.
- Empower our employees with information to provide better client service through a Client Relationship Management (CRM) system.
- Client portal system facilitating the secure and efficient exchange of documents.
- Contract relationship with the firm Account-ability Plus, LLC to assist with refining our audit process and approach. The firm is headed-up by Al Anderson, CPA, who is a former member of the AICPA’s Assurance Services Executive Committee.

Service Approach

We take the approach that we provide a service, not a commodity. We will look into details. Our approach is a good fit for organizations that expect high quality services. Our clients value our responsiveness to their needs and the assurance provided by our services. Please feel free to contact our client references who can comment on their experience with Redpath and Company, Ltd.

Section VIII – Audit Approach

Audit Timeline

We strive to build efficiency in our execution and timing of our audit engagements. We commit to the report delivery date stated in the RFP. We will work with the Executive Director to determine a time table for the audit and we anticipate the following segments:

Segment	Level of Staff
1. Audit planning and interim audit programs to meet the particular needs of the engagement and scheduling of appropriate support personnel, internal control evaluation, walkthroughs and risk assessment and legal compliance.	All levels
2. Final fieldwork (including substantial review, and preparation of draft reports) for Audit.	All levels
3. Final reviews, edits of reports and exit conference (to review drafts of all reports).	All levels

Specifically, the engagement is anticipated to have the following timeline:

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October/November, 2014:

Execute engagement letter and entrance conference with Executive Director.

December, 2014:

Fiscal Year-End and audit planning complete – Includes the refining of audit programs to meet the particular needs of the engagement and performing various audit procedures required by SAS 99 (fraud standards) and SAS 104-111 (risk assessment standards) such as initial internal control walkthroughs and documentation, conducting internal planning meetings to review audit strategy, and scheduling of appropriate engagement personnel. A list of all schedules to be prepared by the Commission will be provided to the Executive Director by December 1.

The schedule for final fieldwork will be agreed upon by Redpath and Company and the Executive Director at the entrance conference. Detail of the proposed segments are as follows:

Section VIII – Audit Approach

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Receive trial balance and prepare audit lead schedules – We utilize financial statement preparation software. This software enables the assigning of each account on the trial balance to a specific line item in the financial statements. Once all accounts have been assigned, the audit lead schedules can be produced upon receiving a final trial balance. Our desire is to receive the trial balance prior to the start of fieldwork.

Final fieldwork – early April 2015 – Expected to be 4 days in duration utilizing two Redpath personnel.

Final workpaper review and report preparation – Our approach is to have substantially all reviews (manager and partner) completed by the end of fieldwork. Our goal is to have the audit to the partner for final review within 10 days of final fieldwork and schedule the exit conference within another 10 days.

Exit conference – early May 2015 – Draft report presentation. (Typically a draft report and any audit findings are reviewed and discussed with appropriate staff prior to this meeting.)

Presentation of audit report – May/June 2015 – Presentation of the final audit report by the audit staff at a regular meeting of the Quad Cities Cable Communications Commission.

Audit Areas of Emphasis

For several years we have used a risk-based approach which more recently has been mandated by auditing standards. Using this approach we develop a preliminary audit strategy based on risk and continually evaluate the approach throughout the engagement. This process results in a dynamic engagement rather than a canned approach. Areas of emphasis may change from year-to-year and some procedures are altered every year to guard against complacency.

Section VIII – Audit Approach

Understanding of Your Internal Control

We will request copies of Commission policies and procedures manuals. We will also interview the appropriate Commission staff to gain a further understanding of the Commission's design of the internal control structure.

Sampling

We will use sampling methods in any area where it is deemed efficient and effective. Typically, we use sampling for disbursements, payables, inventories and other areas.

Analytical Procedures

Our firm uses analytical procedures in the planning and final review stages as required by audit standards. We also use analytical procedures as substantive testing in areas which we believe such procedures are effective.

Laws and Regulations

Laws and regulations that are subject to audit test include applicable statutes as compiled by the Office of the State Auditor in the Minnesota Legal Compliance Audit Guide.

Communication

During the planning stage, we establish two-way communication with management and those charged with governance. We will ask if you have any preferred method of communication, concerns or requests.

All draft reports will be reviewed with you prior to issuance. The exit conference provides a forum to discuss issues raised during the engagement and to obtain an understanding of all reports prior to issuance.

We are available to present the issued reports to the governing board or similar group.

Section VIII – Audit Approach

Proactive Service

By having experienced auditors in the field, clients consistently receive proactive and open communication about ideas, opportunities and risks. We take a proactive approach with clients by keeping them up-to-date on new audit and compliance standards in their industry throughout the year. We monitor regulatory, business and economic trends, and continually look for ways for our clients to reduce risks or take advantage of opportunities. We communicate emerging developments through client letters, newsletters, e-mail alerts, our Web site and one-on-one communication.

Section IX – Acknowledgement of Scope and Required Audit Schedule

We understand that the work to be performed is as stated in the Request for Proposal on Auditing Services, key elements of which are as follows:

Quad Cities Cable Communications Commission:

- We will audit the basic financial statements of the Commission as of and for the year ending December 31, 2014. Our audit will be performed in accordance with auditing standards generally accepted in the United States of America. The introductory section will not be subjected to the auditing procedures applied in our audit of the basic financial statements. With regard to required supplementary information (RSI), we will apply certain limited procedures, which will consist principally of inquiries of management regarding methods of measurement and presentation of supplementary information. However, we will not audit the information nor express an opinion on it.
- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*
- Minnesota Legal Compliance Report
- Communication with Those Charged with Governance letter
- Preparation of Annual Financial Report
- Preparation of State Auditor's Reporting Form

We believe our estimate of professional hours and fees to be competitive yet allow us to be responsive to your needs and provide high-quality service. **We will respond to routine questions from Commission personnel during the year at no additional charge.**

Our proposed fee is based on the anticipated scope of services. An increase in the scope of service will necessitate an addendum (change order) to this agreement. Examples of an increase in the scope of service include additional audit procedures resulting from certain accounting issues or events, new contractual agreements, new accounting and auditing standards, if there is an indication of misappropriation or misuse of public funds, or difficulties encountered due to lack of accounting records, incomplete records, inaccurate records or turnover in the Commission's staff.

We commit to the time schedule stated in the RFP.

Section X – Annual Fees

Our proposed fees are based on our knowledge of the Commission's activities and the risks of material misstatement and are as follows:

2014 audit and financial statements preparation	\$12,500
2014 State Auditor's reporting form	<u>250</u>
Total all-inclusive maximum price	<u><u>\$12,750</u></u>

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Appendix A – Peer Review Report



LIEM & COMPANY, P.C.
Certified Public Accountants & Business Consultants

Member:
Private Companies Practice
Section, Division of Firm,
American Institute of
Certified Public Accountants
Arizona Society of Certified
Public Accountants

System Review Report

September 26, 2013

To the Shareholders of
HLB Tautges Redpath, Ltd.
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of HLB Tautges Redpath, Ltd. (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of HLB Tautges Redpath, Ltd. in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. HLB Tautges Redpath, Ltd. has received a peer review rating of *pass*.

LIEM & COMPANY, P.C.

4455 East Camelback Road
Suite E290
Phoenix, Arizona 85018
Telephone (602) 667-6040
Fax (602) 667-6039
www.liemcpa.com

Appendix B – Quad Cities Cable Communications Commission Proposer Warranties

Proposer Warranties

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Commission.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: Peggy A. Moeller

Name (typed): Peggy A. Moeller, CPA

Title: Partner

Firm: Redpath and Company, Ltd.

Date: September 29, 2014

Proposal for Auditing Services

Quad Cities Cable Communications Commission

Champlin, Minnesota

For the Year Ended
December 31, 2014, 2015 and 2016

Submitted
September 30, 2014

ABDO, EICK & MEYERS, LLP *Certified Public Accountants & Consultants*

Grandview Square
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436
952.835.9090

Contact Person
Andrew K. Berg, CPA
952.715.3003
andrew.berg@aemcpas.com



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September 30, 2014

Karen George
Quad Cities Cable Communications Commission
12254 Ensign Avenue North
Champlin, Minnesota 55316

Dear Ms. George:

Thank you for the opportunity to submit this proposal to the Quad Cities Cable Communications Commission (the Commission) for audit services. We appreciate the opportunity to have spoken with you on September 29, 2014 and learn more about the Commission. Based on our conversation and our experience with cable commissions, joint power agreements and local governments, we are confident that Abdo, Eick & Meyers, LLP (the Firm) would be a great fit, and we would develop a beneficial working relationship. The attached proposal will demonstrate to you that our firm will be a great service provider for the Commission.

Our success has been driven by utilizing staff that is experienced and well trained in governmental operations. The Firm recognizes that its most important product is prompt and effective service of the highest quality. The quality of our service allows us an opportunity to be an integral part of your finance team. We know that communication, expertise, education and audit approach are important factors in the Commission's relationship with an audit firm. We have addressed each factor as follows:

Communication - A component of our mission statement is a philosophy that we will assist clients in reaching their maximum potential by open communications and teamwork. This means we will do the following for you:

- Present a clear audit plan to you well before year end.
- Use of portal technology to share and collaborate documents.
- Provide an entrance / exit conference that not only addresses audit issues, but offers suggestions to make your work easier.
- Return phone calls and emails promptly.
- Respond to phone calls and routine questions without additional charge.

Expertise and Experience of our Team - We believe that our experience with government entities in Minnesota is greater than any other CPA firm.

- We audit over 200 units of government in the state of Minnesota.
- Our dedicated staff members devote nearly 100 percent of their time to government services.
- In total, we spend over 60,000 hours annually serving governments similar to yours.

Education and Resources - The Firm is committed to providing a team environment that fosters growth and development through continuous training and learning. The following demonstrates our commitment to professional training:

- We have lead seminars for MnGFOA, MASBO, and several other trade groups that serve governments.
- We have a full-time Learning Director who mentors staff and ensures they receive customized training for governments. This position is staffed by a training professional and not an accountant designated as a trainer.
- We have assisted many cities in successfully preparing and applying for the GFOA's Certificate of Achievement for Excellence in Financial Reporting program.
- We provide client training seminars.

Audit Approach - Our approach to an audit is heavily dependent on technology and communication.

- We have had a completely paperless audit process since 2003 for 100 percent of our clients.
- As mentioned above, we use portal technology to share documents. We are one of the first firms to implement this process just as we were one of the first firms to implement paperless auditing.

We look forward to meeting with you to discuss our proposal, and appreciate this opportunity to present our Firm for your consideration. This information is an irrevocable offer to perform audit services for the 90 day period from the date of this letter.

Sincerely,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants



Andrew K. Berg, CPA
Governmental Services Partner



Welcome to ABDO, EICK & MEYERS, LLP

"The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable."

Steve McDonald - Managing Partner



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People

Recruit

We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train

We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward

We focus on client results and reward our team based on specific goals, not hours billed.



Process

Listen

Our process begins with listening. We invest time to better understand your goals and challenges.

Engage

Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver

Combining our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.



Going Beyond the Numbers

FIRM QUALIFICATIONS AND EXPERIENCE

ABDO, EICK & MEYERS, LLP (the Firm) has a professional staff of more than 110 in its Edina and Mankato offices. The two offices serve clients of all sizes and industries, but over 35 percent of our business is dedicated to serving the municipal industry. Our Firm's ability to serve you is evidenced by our significant governmental client base and the capabilities of our personnel. The following summarizes the type of governmental services we provide:

Governmental Client Base

Our governmental client base is composed of cities, municipalities and other public entities. They are as follows:

- Audit services for 2 cable commissions.
- Audit services for approximately 100 cities.
 - 19 municipal clients receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- Finance director services for approximately 12 cities.
 - 2 municipal clients receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- Audit services for approximately 63 fire relief organizations.
- Audit services for approximately 30 school districts and charter schools.
- Audit services for the State of Minnesota Office of the Legislative Auditor and the Minnesota House of Representatives.
- Audit services for EDA's and HRA's.

The audit will be performed by our Edina office, including field supervision and review.

Audit services are provided on an annual basis for a total of approximately 200 clients including cable commissions, cities, school districts, fire relief organizations, city owned utilities, the State of Minnesota Office of the Legislative Auditor, the Minnesota House of Representatives and stand-alone EDA's and HRA's.

Personnel

Our firm has committed a substantial component of our staff to governmental services. The following table shows the number of our professional staff dedicated governmental services by position within the firm.



Our substantial governmental client base and commitment of staff to governmental services has provided our firm with the competence to serve you professionally and efficiently.

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LICENSED TO PRACTICE IN MINNESOTA

The Firm and its entire CPA staff hold licenses to practice in the state of Minnesota. All licenses are in good standing. The Firm and several of its owners are licensed in other states and also are in good standing. The Firm's CPA's are all members in good standing with the Minnesota Society of CPA's and the AICPA. Our professional staff and membership in professional associations indicates that the services we provide to the Commission will be of the highest quality.

INDEPENDENCE

Our standards require that we be without bias with respect to your operations. The Firm is independent of Quad Cities Cable Communications Commission (the Commission) and its component units, as defined by auditing standards generally accepted in the United States of America and the U.S. General Accounting Offices' "Governmental Auditing Standards".

The Firm has not been engaged by the Commission or any of its agencies, component units or oversight units for the past five years. Because the Firm is required to follow GAO independence standards mentioned in the previous paragraph, any prior relationships would not constitute any conflicts of interest relative to performing the proposed audits. Also, the Firm shall give the Commission written notice of any relevant professional relationships entered into during the period of this agreement.

AUDIT TIMELINE

We will schedule the audit at a mutually agreed upon timeline. Typically we send out our engagement letters, confirmations and audit planning checklist in December or January. Depending on when the commission is ready with all year-end audit preparation and an anticipated date for the Commission audit presentation, we will schedule an on-site visit to complete fieldwork. Prior to fieldwork we would request a trial balance and any other schedules you have completed to assist in our planning of the audit and to minimize our time on-site.

We would complete our planning and preliminary audit work off-site. We anticipate 2-3 days on-site for the first year audit. Once the audit fieldwork is complete, we will complete a draft of the financial statements for you to review. Our internal goal is to have a draft of the financial statements to you 18 days after the last day of field work. Our audit presentation to the Commission focus on the management letter we will provide as part of the audit. Our management letter has the results of the audit and required communication. In addition, it will contain summary financial information on the current year and prior year trends.

PARTNER AND STAFF QUALIFICATIONS AND EXPERIENCE

The Firm is a member of the American Institute of Certified Public Accountants Division of Firms and has received an unmodified opinion on its Peer Review, a copy of which is attached to this proposal in Appendix B. Our Peer Review, which included governmental audits, was completed in 2011 and resulted in a pass rating.

The Firm has not had any federal or state desk reviews or field reviews of its audits in the last three years. We have had no disciplinary action taken or pending against the Firm during the past three years with state regulatory bodies or professional organizations.

The Firm is committed to a continuing professional education program, which emphasizes the areas of expertise of each member of our professional staff. The Firm is required to comply with *Government Auditing Standards* for each professional practicing in the area of governmental accounting and auditing. We are committed to follow those standards, which result in quality audit services, including continuing education for all staff of forty hours each year. As required by *Government Auditing Standards*, all governmental audit staff receives the required continuing education in the area of governmental auditing and accounting. These policies are monitored internally, reviewed annually and certified periodically by independent Peer Review.

We maintain library facilities which include current professional literature and specific information for the industries that we serve. The Firm library is also reviewed as part of the external quality review program. The Firm has in-house training programs specific to our governmental clients. We also perform auditing and accounting updates for our clients that are organized by our staff. These practices ensure the quality of our staff over the term of engagement.

Our staff participates in activities relating to government accounting and reporting issues through our membership and involvement with the following organizations:

- Minnesota Society of CPA's Governmental Accounting and Auditing Committee
- Minnesota Government Finance Officers Association
- Minnesota Association of Small Cities
- Minnesota Municipal Clerks and Finance Officers Association
- Government Finance Officers Association (GFOA)
- Government Accounting Standards Board (GASB)
- League of Minnesota Cities
- Minnesota Association of School Business Officials (MASBO)

Through our participation in these organizations, and continuing education provided by them, the Firm continues to stay abreast of all current governmental accounting and reporting issues.

We recognize that our most important product is prompt and effective service. We believe the Commission should work with its CPA firm throughout the entire year. We are available at any time throughout the year to provide any assistance you may need.

Listed on the following pages are the staff members that may be assigned to your audit. As mentioned previously, our staff members have considerable governmental audit experience. This gives us a pool to draw on in addition to the group listed.

We believe Abdo, Eick & Meyers, LLP is an excellent choice as the Commission's auditors.



Andrew Berg, CPA

Mr. Berg joined the Firm in 1994 after graduating Cum Laude from Gustavus Adolphus College and is registered and licensed to practice as a CPA in Minnesota. His work includes supervising municipal, school district, not-for-profit and *OMB Circular A-133* audits.

When not working, Andy enjoys spending time with his family and participating in outdoor activities.

Governmental Services Partner

Direct line 952.715.3033

andrew.berg@aemcpas.com

Qualifications

- Over 20 years of experience auditing local governments in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Participates on the special review committee for the Government Finance Officers Association (GFOA.) This committee reviews reports for acceptance into the Certificate of Achievement of Excellence in Financial Reporting program
- 2014 MN GFOA presenter on GASB Update and CAFR review
- Experienced in Municipal Government Long Term Financial Plans

Professional Memberships

- Member of the American Institute of Certified Public Accountants (AICPA)
- Member of the Minnesota Society of Certified Public Accountants (MNCPA)
- Member of the Minnesota Government Finance Officers Association (MNGFOA)
- Member of the Minnesota Association of School Business Officials (MASBO)
- Member of the MNCPA City Report Review Committee

Education

- Bachelor of Science in Accounting, Gustavus Adolphus College
- Continuing professional education as required by AICPA and Government Accountability Office (GAO)



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Mark Ebensteiner

Mr. Ebensteiner joined the Firm in 2007 after graduating Magna Cum Laude from St. Cloud State University. His work includes assisting in the audits of several municipal, school district and OMB Circular A-133 audits.

In his free time Mark enjoys hunting and fishing, as well as spending time with friends and family.

Audit Supervisor

Direct line 952.715.3009
mark.ebensteiner@aemcpas.com

Qualifications

- Over 7 years of experience auditing local governments in Minnesota
- Over 90 percent of billable time relates to governmental clients
- 2014 MASBO presenter on Contracting and Bidding

Professional Memberships

- Member of the Minnesota Government Finance Officers Association (MNGFOA)
- Member of the Minnesota Society of Certified Public Accountants (MNCPA)
- Member of the Beta Gamma Sigma honor society

Education

- Graduated Magna Cum Laude, Saint Cloud State University
- Bachelor of Science Degree in Accounting, Saint Cloud State University
- Associates of Applied Science Degree, Alexandria Technical College
- Associates of Applied Science Degree, Vermillion Community College
- Continuing professional education



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Bonnie Schwieger

Ms. Schwieger joined the Firm in 2012 after graduating from Minnesota State University, Mankato. Her work includes assisting in the audits of several municipal, school district and *OMB Circular A-133* audits.

In her free time Bonnie enjoys camping and softball, as well as spending time with friends and family.

Senior Accountant

Direct line 952.715.3065
bonnie.schwieger@aemcpas.com

Qualifications

- 3 years of experience auditing local governments in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Certified in Microsoft Excel

Education

- Bachelor of Science in Accounting, Minnesota State University, Mankato
- Associate of Arts in Accounting, South Central College, Mankato
- Continuing professional education



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PARTNER AND STAFF QUALIFICATIONS AND EXPERIENCE - CONTINUED

Our pool of staff members who mainly serve governments are listed below:

Managing Partner

Steve McDonald - 23 years of experience

Audit Partners

Kyle Meyers - 32 years of experience
Andrew Berg - 20 years of experience
Tom Olinger - 19 years of experience
Brad Falteysek - 16 years of experience

President

Jean McGann - 22 years of experience

Managers / Supervisors

Gary Groen - 40 years of experience
Jason Etter - 14 years of experience
Matthew Vos - 10 years of experience
Mark Ebensteiner - 7 years of experience
Kevin Knopik - 6 years of experience

Accountants

Mary Chamberlain - 9 years of experience
Kristi Helget - 7 years of experience
Liza Kukla - 4 years of experience
Erin Hanneman - 3 years of experience
Bonnie Schwieger - 3 years of experience
Justin Nilson - 3 years of experience
Layne Kockelman - 2 years of experience
Sarah Rathlisberger - 3 years of experience
Amanda Cook - 1 year experience
Dan Gerdes - 2 years experience
Katelyn Pearsall - 1 year experience
Victoria Holthaus - hired January 2014
David Heil - hired September 2014
Sheila Jungwirth - hired September 2014

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

We have long-term relationships with many local governments in Minnesota. Our clients listed below would be a good representation of audit clients, although any of our clients listed on the following pages could serve as a reference, including many with joint powers agreements similar to yours. Such as police commissions, fire districts and water/sewer boards. All have partner, president, manager or supervisor staffing for the fieldwork process.

Northwest Suburbs Cable Communication Commission

Mike Johnson | 763.533-8196
Audit year 2013
Engagement partner - Andrew Berg

Lake Minnetonka Communication Commission

Sally Koenecke | 952-471-7125
Audit year 2013
Engagement partner - Andrew Berg

Following is a list of some of our local government clients that operate under a joint powers agreement.

- Chisago Lakes Joint Sewage Treatment Commission
- Dakota Communication Center
- Excelsior Fire District
- Joint Powers Water Board of Albertville, Hanover & St. Michael
- Lake Minnetonka Conservation District
- Lake Washington Sanitary District
- Lakes Area Police
- Lakeville Arenas
- Mill Town Trail Joint Powers Board
- West Hennepin Public Safety Department

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES - CONTINUED

In addition to the valued clients listed on the previous page, we work with many governmental clients. Our client retention history has been excellent and several of the governments have been clients for more than 30 years.

Cities		
Albertville *	Jordan	Northfield * #
Amboy	Kasson #	North Mankato *
Arlington	La Salle	North Oaks
Becker	Landfall Village	Norwood Young America
Belle Plaine	Lauderdale	Olivia #
Blooming Prairie	LeSueur	Parkers Prairie
Buffalo Lake	Lexington #	Pine Island #
Byron	Lindstrom #	Red Wing
Cannon Falls	Long Lake	Rockford
Carver	Loretto	Rogers #
Centerville	Louisville Township	Shorewood *
Chisago City	Luverne * #	South Bend Township
Claremont	Madison Lake	Spring Lake Township
Corcoran	Mankato *	Springfield
Credit River Township	Maple Plain	St. Francis * #
East Bethel	Mapleton #	Stillwater Township
Elk River * #	Marshall #	Taylor Falls
Excelsior	Mayer	Tracy
Fairmont * #	Medford #	Vadnais Heights *
Faribault *	Medina	Vermillion
Freeport	Melrose	Victoria *
Gaylord	Minnetonka Beach	Wabasha
Glenwood #	Montgomery	Waterville
Granite Falls #	Montrose	Waseca*
Greenfield	Morristown	Wayzata #
Hamburg	Mound * #	Wells #
Ham Lake *	Mountain Lake	Westbrook
Henderson	Nerstrand	White Bear Lake *
Hilltop	New Auburn	Wilder
Hutchinson * #	New Hope *	Winnebago
Independence	New Prague	Woodland
Inver Grove Heights *	New Richland	Wyoming
Isanti #	Nicollet	Zimmerman
Janesville	New Ulm	

* Firm clients who submit a CAFR, and are holders of the GFOA Certificate of Achievement of Excellence in Financial Reporting
Liquor Store included

Minnesota Electric Utilities		
Blooming Prairie	LeSueur	Olivia
Elk River	Luverne	Springfield
Fairmont	Melrose	Wells
Granite Falls	Mountain Lake	Westbrook
Janesville	New Prague	
Kasson	New Ulm	

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES - CONTINUED

Other Governmental Units

Albert Lea HRA	Le Sueur County HRA	Minnesota House of Representatives
Benson HRA	HRA of Hibbing	New Ulm EDA
Blooming Prairie EDA	HRA of Stearns County	Northwest Suburb Cable Commission
Blue Earth County EDA	Joint Powers Water Board of	Office of the Legislative Auditor
Brown's Creek Watershed District	Albertville, Hanover & St. Michael	Prior Lake-Spring Lake Watershed District
Carver County CDA	Lake Mka Communications Commission	Region Nine Development Comm.
Chisago County HRA-EDA	Lake Mka Conservation District	Renville County HRA/EDA
Chisago Lakes Joint Sewage	Lake Washington Sanitary District	Scott County CDA
Treatment Commission	Lakes Area Police	South Central MN Multi County HRA
Dakota Communication Center	Lakeville Arenas	South Central EMS
Excelsior Fire District	Legislative Coordinating Commission	Tri City Joint Sewer Board
Faribault HRA	Mankato EDA	Vadnais Lake Area Water Management
Gaylord EDA	Mill Town Trail Joint Powers Board	West Hennepin Public Safety Dept.

Fire Relief Associations

Amboy	Hopkins	Northfield ^
Anoka/Champlin	Inver Grove Heights	Olivia
Arlington	Kasson	Plymouth
Belle Plaine	Kenyon	Prior Lake
Blooming Prairie	Linwood	Randolph
Cannon Falls	Lindstrom ^	Red Wing
Carver	Long Lake	Rockford
Chisago ^	Loretto	Shakopee
Claremont	Madison Lake	South Bend Township
Dayton	Mahtowa	Springfield
Delavan	Mapleton	St. Francis
Easton	Melrose	St. Paul Park
Edina	Minnetonka	St. Peter
Elk River	Montgomery	Vadnais Heights ^
Elysian	Mountain Lake	Vernon Center ^
Excelsior	Montrose	Vicotria
Fairmont ^	New Prague	Wanamingo
Forest Lake	New Richland	Waseca
Gaylord	New Ulm	Waterville
Hartland	Nerstrand	Wells
Henderson ^	North Mankato	Wyoming

^ Includes Gambling Fund Audit

School Districts

ISD #118, Northland Community School	ISD #837, Madelia Public Schools	Northest College Prep Charter School
ISD #177, Windom Area School	Avalon Charter School	Odyssey Academy
ISD #2144, Chisago Lakes	Academic Arts Charter School	Parent allied with Teachers Charter School
ISD #2365, GFW Public School	EdVisions Off-Campus High School	Riverbend Academy Charter School
ISD #252, Cannon Falls	Green Isle Community Charter School	Sage Academy Charter School
ISD #282, St. Anthony*	Great River Charter School	Southside Family Charter School
ISD #2895, Jackson County Central	Hennepin Elementary School	Southeast Service Co-op
ISD #345 New London - Spicer Schools	Lafayette Charter School	Trio Wolf Creek Charter School
ISD #391, Cleveland	Metro ECSU	Watershed High School
ISD #508, St. Peter	Minnesota Valley Education District	Vermilion Country School
ISD #836, Butterfield-Odin Public School		

* Firm clients who submit a CAFR, and are holders of the GFOA Certificate of Achievement of Excellence in Fancial Reporting

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES - CONTINUED

What our clients say about us

Abdo, Eick & Meyers have been valued service providers and a fantastic resource to the City of Red Wing over the past 10 years. City leadership views Abdo, Eick & Meyers not only as our auditors but as trusted and capable financial advisors and educators. They are staffed with experienced personnel who provide consistent, timely, and excellent service.

They have been instrumental in improving the City's external financial reporting and assisting us in being awarded the GFOA's Certificate of Excellence in Financial Reporting. The entire team at Abdo, Eick & Meyers have been an integral part of our success at the City of Red Wing.

~ City of Red Wing - Marshall Hallock, Finance Director

Abdo Eick and Meyers has continually provided expert advice on any financial statement preparation questions we have had and as a result we have received the GFOA CAFR award for over twenty consecutive years. We like the recommendations on increasing internal controls or just the general discussions about them. The staff is available anytime and questions are answered very promptly. What sets them apart is the experience in governmental accounting and the Governmental partners are actively involved in the audit from beginning to end. Our staff enjoys the communication, especially when implementing new GASB's.

~ City of Elk River - Tim Simon, Finance Director

All of the auditors are very knowledgeable and thorough in their work. They are pleasant individuals that are a pleasure to work with. When they question you on a particular entry or situation, they are not critical or negative but very positive and truly want to know the district's reasoning behind what occurred with a particular entry or situation. If something needs correction, they review the corrective action with you and the reasons behind those actions.

I feel very comfortable calling them with questions throughout the year, not just at audit time. I appreciate their willingness to offer good suggestions and resolutions to situations that occur. I feel like I have additional staff that I can consult with at any time on certain accounting situations.

They helped me immensely this past year with some additional assistance in the preparation of the audit since there was some staff turnover in the office in several key positions.

The email communication from the auditors is exceptional. They don't require hours of my time during the audit. They work with each office staff member in their particular area to get the information that they need to perform the testing for the audit. They understand that we all have our routine daily duties to perform and their requests for information are minimal.

They have an excellent staff that gets the draft and final audit information out to the district. Their portal makes this a seamless process.

I would strongly recommend the auditors of Abdo, Eick & Meyer to anyone that is seeking a strong audit team.

~ Chisago Lakes Area Schools, ISD #2144 - Heide Miller, Director of Business Services

The audit staff has significant experience in governmental audits. We receive information in advance about new reporting requirements as well as information and training to assist us in meeting the continual changes that seem to come our way. As a smaller city we feel Abdo Eick and Meyers provides us with the "expert" resources when infrequent or unusual situations arise. The audit staff is well trained and easy to talk to. The office staff is exceptionally well organized and helpful. Everyone exhibits a "can do" attitude when coordinating the completion and presentation of the yearend audit. Generally when we have a question and call in for advice we receive a response within a reasonable period of time. The City Council appreciates the time the lead auditor spends reviewing the financial statement and answering questions in "plain English."

~ City of Luverne - Barb Berghorst, Finance Director

**People
+ Process,
Going
Beyond the
Numbers**

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES - CONTINUED

What our clients say about us - continued

Since mid-December 2008, when the New Hope finance manager position was vacated, the firm of Abdo, Eick & Meyers (AEM) has assisted the city council, city manager, department heads and other staff with the financial functions of the city. AEM helped prepare information to get both the 2007 and 2008 audits completed and are in the process of preparing financial information for the 2009 audit (audits are completed by MMKR). Our representatives from AEM have provided history and details on a variety of city funds, helping to educate both the council and staff.

AEM has provided recommendations on investment decisions and completed an updated investment policy for the city. Besides preparing the routine monthly department budget reports, AEM also has prepared quarterly budget and investment reports which are provided to the city council to keep them apprised of the city's financial position.

In 2009, AEM assisted with the implementation of a totally revised budget format to make the document more clear to the council and public, including the addition of performance measures and goals. AEM has worked closely with the finance department staff and city department heads, has studied and streamlined many of the functions in the finance area so operations are more efficient, and has assisted with the implementation of new methods to address areas noted for improvement in the annual audits.

Our experience working with AEM staff, Steve McDonald and Kristi Brutlag, has been very positive. They have consistently maintained a calm, professional, and positive attitude. They understand our staff and work within our existing resources. The communication and responsiveness of Steve and Kristi has been excellent. I realize that they have many other clients to deal with, but are usually very prompt on responding to requests for information. I also know that I can discuss any issues with them directly and honestly.

The only other comments I would offer is that the AEM staff we have worked with have helped to expand the city council's and staff's understanding of the financial workings of the city, they have made some good recommendations on budget issues, they have helped simplify some complex issues and, as an outside consultant, have offered a fresh look at how the city operates financially.

~ **City of New Hope** - Kirk McDonald, City Manager

Inver Grove Heights switched to Abdo, Eick & Meyers for our auditing services in 2014 and we have been very pleased with the results for several reasons. First of all, we have found them to be well planned which made the audit process run smoothly. Secondly, the audit staff were experienced to governmental accounting and asked knowledgeable questions. Third, we were pleased with the amount of fieldwork completed on site with limited follow up required. Finally, we were happy to get new ideas for improvements to audit work papers and preparation. Abdo, Eick & Meyers has exceeded our expectations and provided value to the audit process.

~ **City of Inver Grove Heights** - Kristi Smith, Finance Director

Abdo not only provides the services needed to assure compliance with the required reporting requirements but also have assisted in explaining the audit to me. I can then use the audit as a teaching tool for the City Council so they can understand the financial affairs of the City. The staff at Abdo is always very courteous and helpful. They take the time to explain the accounting principles and to answer questions the City has about entries into our fund accounting. They are always very prompt with a response and offer any suggestions to questions. Whenever I have had to contact Abdo I find the staff to be very helpful in answering my questions. They help me to gain further knowledge about the accounting and finances of the city which helps me to be a better Administrator.

~ **City of Mayer** - Luayn Murphy, City Administrator

Abdo, Eick and Meyers are very thorough in the work they do for the District. They meet with many different levels of staff ranging from District support staff to the School Board. They continuously provide input, feedback and suggestions that allow the District to be proactive instead of reactive. There is not an employee of Abdo, Eick and Meyers that isn't wonderful. The staff is always pleasant and professional. I never thought that I would say I don't mind being audited, but they sure make the experience as seamless and painless as possible. We always receive a response in a very timely fashion. The entire Abdo Eick and Meyers' staff are willing to do what is necessary to help the District. All communications are presented in an understandable, professional format. It has been wonderful working with Abdo, Eick and Meyers. They have a very knowledgeable staff that is always professional, responsive and courteous.

~ **St. Anthony New Brighton School District, ISD 282** - Kristen Hoheisel, Former Director of Business Services and currently employed at Stillwater Area Public School

People
+ Process.
Going
Beyond the
Numbers

PROPOSER GUARANTEES AND WARRANTIES

Proposer Guarantees

1. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in the Specific Audit Approach section.

Proposer Warranties

1. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-State of Minnesota) corporations.
2. Proposer warrants that it is willing and able to obtain an "errors and omissions" insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
3. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Quad Cities Cable Communications Commission located in Champlin, Minnesota.
4. Proposer warrants that all information provided in this proposal is true and accurate.

Signature of Official: _____



Name (typed): _____

Andrew K. Berg, CPA

Title: _____

Governmental Services Partner

Firm: _____

Abdo, Eick & Meyers, LLP

Date: _____

September 30, 2014



CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

System Review Report

September 8, 2011

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audits performed under Government Audit Standards, OMB Circular A-133 and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

Brady Martz and Associates, P.C.

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

Quad Cities Cable Communications Commission
Champlin, Minnesota
Fees and Expenses for the Audit of the
December 31, 2014 Financial Statements

Summary Schedule

Audit	\$	10,000
OSA Special District Reporting Form		500

As a partner of Abdo, Eick & Meyers, LLP, I certify that I am empowered to submit this bid and authorized to sign a contract with Quad Cities Cable Communications Commission located in Champlin, Minnesota.



Partner Name, CPA
Abdo, Eick & Meyers, LLP

9/30/2014

Date

QCCCC Agenda Item

5.3 Capital Expenditure Request

September 25, 2014

To: Commissioners

From: Karen George, Executive Director

Subject: Capital Expenditure Request

Request for Capital Expenditure

Project: Studio Equipment Repurposing to Mobile Production Van

Reason for Request:

- The Truck cameras, which are the same as Studio cameras, are in need of replacement. Estimated cost is approximately \$200,000. The Studio cameras can be repurposed for use in the Truck, delaying this replacement expense. The studio cameras will in turn be replaced by existing cameras used for field work.
- The current Studio video switcher is outdated and does not work well with the green screen. Post production staff investment costs are high as a result.
- The Studio Compix character generator has failed and it is not cost effective to repair.

Scope of Project:

- Replace the existing video switch with an updated unit that will handle green screen productions and also handle the character generation previously performed by the Compix character generator. Suggested unit is HD compatible and will also eliminate the need for multiple monitors and a separate recording computer.
- Replace Triax cabling with SDI compatible cables.
- Install a new Studio wireless intercom system. The current system is tied to the Triax based cameras requiring replacement.
- Repurpose the Studio Cameras and Triax controllers for use in the Truck.

2014 Capital Budgeted Amount:	\$51,500
Estimated Project Cost:	\$12,900 +/- 10%
Expected Life Span:	4 years
Estimated Completion:	11/30/2014

Comment:

When the Truck A/V equipment is upgraded it will require the purchase of new cameras, switchers, character generators, instant replay devices, etc. It is not possible/practical to upgrade the equipment in a piecemeal fashion. The estimated cost for this upgrade is in the neighborhood of \$450,000.

Repurposing our existing cameras and making a modest upgrade to the Studio equipment will buy us some time as far as the Truck equipment is concerned. It will also improve the quality of our Studio productions. A reduction in overall Studio production costs will be realized because less post production time will be required.

With this upgrade Studio productions will all be in HD. While the cable channels cannot currently playback in HD the new web site will.

Systems Evaluated: Tricaster 410, Vaddio Production View HD and Grass Valley GV Director

Recommended System: Tricaster 410

Overview: The three systems evaluated are good quality and would address the current Studio needs. The Tricaster 410 has the best features and price point. The quoted price includes a \$3000 allowance for an outdated unit we have. There is an October 31 deadline if we wish to realize the trade in value of the old unit.

Tricaster 410 – is a feature rich switcher that is well suited for the QCTV studio. It has full green support and built in character generation. It comes with a number of virtual sets and these can be added to if necessary. It can simultaneously encode for live Webcasts. It has all the features required.

Vaddio Production View HD – has an easy to learn interface and the added benefit of being a Twin Cities company. There is limited support for green screen production and it requires an external character generator and recorder.

Grass Valley GV Director – represents the next tier of video switchers (price class). It is a full featured video switch with all the features required by a large studio. It has all the features required by QCTV.

Video Switch Feature Comparison

	TriCaster 410	Vaddio Production View	Grass Valley GV Director
Inputs	(4) SDI	(5) Component SD-HD	(8) HD/SD
Graphics Generator	Yes	No	Yes
Video Output	(2) SDI	Component SD-HD	(4) SDI
Recording Format	MPEG2, AVI, H.264	Requires PR-HD Basic-R	MPEG-2
Camera pan/tilt control	Yes, (4) standard protocol	Yes	No
Includes Display	No	No	No
Web Encoder	Yes	Requires PR-HD Basic-R	Yes
Multi screen output	Yes	Yes	Yes
Operating System	Win 7 Proprietary	Proprietary	Proprietary
Price	\$9,656.16	\$7,790.00	\$35,000.00
Vaddio PR-HD Basic R		\$3998.00	
46" Monitor	\$498.00	\$498.00	\$498.00
Character Generator	Included	\$2,500.00	Included
Wiring & Connectors	\$200.00	\$200.00	\$200.00
			\$0.00
Total:	\$10,354.16	\$10,988.00	\$35,698.00

Wireless Intercom: Eartec XT Series: \$2604.00

Action Considerations:

- Approve as presented:.
- Delay pending further review.