

Video Production



Municipal Producer, Trevor Scholl, completed six productions in May. Programs include two episodes of the public safety employee profiles, a story on the Spring Lake Park city hall remodel, and a Get Connected episode featuring the Quad Area Chamber of Commerce. Programs were also produced by T.J. Tronson for the city channels. Trevor reaches out to city officials and department contacts, every month, regarding potential programming for the channels. City staff and elected officials are encouraged to contact Trevor with any ideas or requests for programming.

▪ May Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Spring Lake Park City Hall Remodel Open House	Trevor Scholl	00:08:55
Get Connected: Quad Chamber Events 2023	Trevor Scholl	00:04:43
Meet the Staff: CLPD Jake Chamberland	Trevor Scholl	00:04:43
Senior Safety Fair	Trevor Scholl	00:01:50
Meet the Staff: SLPPD Officer Lemke	Trevor Scholl	00:03:25
Rescue Readers	Trevor Scholl	00:04:01
Anoka County Board Meeting (5/9/23)	T.J. Tronson	00:37:04
Anoka County Board Meeting (5/23/23)	T.J. Tronson	01:27:28

Some projects that Trevor is working on or is scheduled to produce include:

- Blaine in house on-boarding videos
- Blaine Police Department community outreach events
- Public safety employee profiles, fire departments
- Summer Mayor's Minutes
- City summer events
- Business profiles
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



Blaine

- 5.2.23: Trouble sending HDMI signal back to control room. Located problem in back of switcher panel. Re-seated cable. Fixed.

Centerville

- 5.4.23: Provided information to help with set-up of NDI tools on a laptop for remote meeting attendance.
- 5.25.23: Meeting audio is hot and distorted. Unable to reach staff during meeting to fix. Went to city hall to review audio levels with staff.

Circle Pines

- 5.18.23: Record light is very dim. Checked out recording device. Recommend replacing with a Kipro.

Ham Lake

- No assistance required.

Lexington

- 5.5.23: Datavideo recorder causing problems. Found bad power supply. Re-ordered and installed new one. Fixed.
- 5.5.23: Downloaded all the meetings that were missed and gave to them on a hard drive.

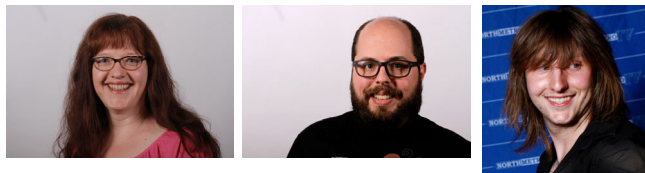
Lino Lakes

- 5.9.23: Anne had some issues with meeting recording. Had to go deep into the settings to fix a few settings.
- 5.10.23: Anne reported that cable is not working. Will investigate.
- 5.10.23: Sarah Cotton and Jolleen requested training on system. Scheduled a time for training. Covered basics in an hour. Primarily interested in getting presentations on the chamber monitors. Also reviewed the audio board. Made suggestions for feed to monitors during meetings.

Spring Lake Park

- 5.15.23: Contacted Freddie regarding Spring Lake Park's new system design. A preliminary drawing and equipment list is ready.

Channel Management



Programming Coordinator, Michele Silvester, along with help from Eric Houston, and Trevor Scholl, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files. As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in May:

Title	Producer	Runtime
Blaine City Council Meeting (5/1/23)	T.J. Tronson	02:13:32

Blaine Traffic Commission Meeting (5/2/23)	T.J. Tronson	00:09:33
Blaine Planning Commission Meeting (5/9/23)	T.J. Tronson	01:00:09
Blaine City Council Meeting (5/15/23)	Trevor Scholl	00:39:17
Blaine Natural Resources Conservation Board Meeting (5/16/23)	Trevor Scholl	01:06:36
Centerville Planning & Zoning Meeting (5/2/23)	John Murphy	01:00:34
Centerville Park & Rec Meeting (5/3/23)	John Murphy	02:28:16
Centerville City Council Meeting (5/10/23)	Teresa Bender	02:20:25
Centerville EDA Meeting (5/17/23)	John Murphy	01:39:38
Centerville City Council Meeting (5/24/23)	Teresa Bender	02:08:12
Circle Pines City Council Meeting (5/9/23)	Ray Flint	00:53:33
Circle Pines Planning Commission Meeting (5/15/23)	Danika Peterson	00:16:11
Circle Pines Utility Commission Meeting (5/17/23)	Eric Houston	00:09:09
Circle Pines Planning Commission Meeting (5/22/23)	T.J. Tronson	00:13:16
Circle Pines City Council Meeting (5/23/23)	Danika Peterson	00:42:11
Ham Lake City Council Meeting (5/1/23)	David Little/Danika Peterson	00:25:23
Ham Lake Planning Commission Meeting (5/8/23)	David Little	00:51:31
Ham Lake City Council Meeting (5/15/23)	David Little	00:35:37
Ham Lake Planning Commission Meeting (5/22/23)	David Little	01:03:01
Lexington City Council Meeting (5/4/23)	Lexington Staff	00:06:25
Lexington City Council Meeting (5/18/23)	Lexington Staff	00:04:45
Lino Lakes City Council Meeting (5/8/23)	Anne Serwe	00:24:40
Lino Lakes Planning & Zoning Meeting (5/10/23)	Anne Serwe	00:58:17
Lino Lakes City Council Meeting (5/22/23)	Anne Serwe	00:27:32
Spring Lake Park City Council Meeting (5/1/23)	Ray Flint	00:47:21
Spring Lake Park City Council Meeting (5/15/23)	Ray Flint	01:08:57
26 New Programs		23:54:01 New Hours

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a

scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day. The table below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	173	197:53:05
Centerville	56	106:12:27
Circle Pines	177	118:39:54
Ham Lake	58	44:20:02
Lexington	93	11:18:24
Lino Lakes	65	29:14:38
Spring Lake Park	87	85:33:47
Totals:	809 Program Playbacks	593:12:17 Hours of Video Programming on Channels

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the Carousel units, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any short videos that are displayed. The following work was done for City Carousel units in May:

Blaine

- Transcoded and uploaded 2 videos to Carousel.

Centerville

- Transcoded and uploaded 3 videos to Carousel.

Circle Pines

- Transcoded and uploaded 3 videos to Carousel.

Ham Lake

- Transcoded and uploaded 1 video to Carousel.

Lexington

- Transcoded and uploaded 3 videos to Carousel.
- Created 5 new Carousel slides.

Lino Lakes

- Transcoded and uploaded 2 videos to Carousel.

Spring Lake Park

- Transcoded and uploaded 3 videos to Carousel.
- Created 8 new Carousel slides.

Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned during the live presentation via our Tightrope system. That process is assigned a per-minute price. Once the meeting is recorded on our servers, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided each city for the month of May.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	309	309
Centerville	577	577
Circle Pines	135	135
Ham Lake	176	176
Lexington	12	12
Lino Lakes	111	111
Spring Lake Park	117	117
Totals:	1,437 Minutes	1,437 Minutes

Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities' meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and enter the corresponding line-item information. Next, the meeting is linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in May:

- **Blaine**
 - 5 meetings bookmarked and placed on VOD.
- **Centerville**
 - 5 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 5 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 4 meetings bookmarked and placed on VOD.
- **Lexington**
 - 2 meeting placed on VOD.
- **Lino Lakes**
 - 3 meetings bookmarked and placed on VOD.
- **Spring Lake Park**

- 2 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in May include finalizing the transition to an accounting firm, wrapping up Digital Connection Committee activities, and drafting the proposed 2024 NMTC budget.

Transition to Accounting Service

- Worked through payroll transition.
- Moved all part-timers to automatic deposit.
- Provided two payroll cycles before Rose retirement.
- Divided payment approval, bill processing, receipt processing, and deposit responsibilities between Danika Peterson and Heidi Arnson.
- Met with CEA via zoom to review processes and answer questions.
- Transitioned accounting responsibilities from Rose to CEA.
- Rose retired.

Digital Connection Committee Progress

- Held listening sessions with small business owners, seniors, and general public.
- Distributed surveys electronically and via food banks.
- Compiled data and stories.
- Met with Office of Broadband Development to review progress and next steps.
- Outlined plan to provide internet/device tech workshops to seniors.
- Began researching grant opportunities to fund internet/device tech workshops.

2024 NMTC Budget

- Met with staff to discuss anticipated equipment and building budget needs for 2024.
- Requested anticipated 2024 COLA and benefits values from cities.
- Calculated anticipated fund balances and income for 2024.
- Worked with Danika Peterson and Eric Houston to draft the 2024 budget.
- Incorporated new step matrix into personnel line items.
- Completed reports to support proposed budget.

Miscellaneous

- Integrate new Step Matrix provided by Operations Committee into current NMTC format.
- Received and documented monthly Comcast subscriber reports.
- Read May Legal Report.
- Read industry articles.