

Video Production



Municipal Producer, Trevor Scholl, completed five productions in May. The shows included a series of videos for the City of Blaine, a ribbon cutting ceremony, and a business profile. 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
Business Matters: Crunch Fitness	Trevor Scholl	00:05:03
Community Helps With Tree Planting	Trevor Scholl	00:02:03
Blaine Police Department: Theft Awareness	Trevor Scholl	00:14:00
Blaine Property Markers	Trevor Scholl	00:10:00
STEM Builder Ribbon Cutting	Trevor Scholl	00:01:00
NMTC Meeting (5/19/21)	T.J. Tronson	00:14:58
Anoka County Board Meeting (5/11/21)	T.J. Tronson	00:51:10
Anoka County Board Meeting (5/25/21)	T.J. Tronson	00:54:39

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

- Summer Mayor's minutes
- Bonfire safety
- Business profiles
- Quad Area Chamber of Commerce video
- BPD hearing impaired relations
- Lino Lakes public works profile
- Lino Lakes fire recruitment updates
- Circle Pines virtual tour

Equipment Consulting/Technical Support



Blaine

- No assistance required.

Centerville

- 5.11.21: Trained NMTV staff to utilize new control room.
- 5.11.21: Tested system and tri-caster. Presentation signal was not getting back to the Newtek system. Don't have drawings yet so had to call Z Systems. Was then able to find piece of equipment that needed to be power cycled.
- 5.11.21: Talked with Mark Statz about setting system up for hybrid meetings. Problems include no speakers in chambers and no program signal in chambers.
- 5.13.21: Talked with Mark Statz about running an Ethernet cable. Have contacted Z Systems to do so, per Mark's request.
- 5.27.21: Ordered a TV for control room to monitor signals during live meetings. Contacted Comcast to test the cable .

Circle Pines

- 5.24.21: Blackbox receiver problem. Had ordered a replacement that finally arrived. Went to replace it, but the new box did not work either. Thinking it might be a network problem. Contact Z Systems to discuss.

Ham Lake

- 5.7.21: More problems with the document camera. Sent Denise a quote for a new camera, but also figured out a way to get the old one to respond to controls.

Lexington

- No assistance required.

Lino Lakes

- No assistance required.

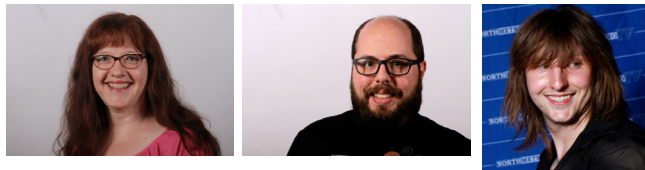
Spring Lake Park

- No assistance required.

All Cities

- No assistance required.

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 (5/3/21)	T.J. Tronson	01:23:47
Blaine Traffic Commission Meeting (5/4/21)	T.J. Tronson	01:37:29
Blaine Planning Commission Meeting	T.J. Tronson	01:06:19

(5/11/21)		
Blaine City Council Meeting (5/17/21)	Trevor Scholl	01:28:47
Blaine Park Board Meeting (5/25/21)	Trevor Scholl	01:11:58
Centerville Planning & Zoning Commission Meeting (5/4/21)	Centerville Staff	02:22:11
Centerville Special City Council Meeting (5/4/21)	Centerville Staff	00:54:11
Centerville Park & Rec Meeting (5/5/21)	Centerville Staff	02:07:17
Centerville City Council Meeting (5/12/21)	Centerville Staff	05:11:49
Centerville EDA Meeting (5/19/21)	Centerville Staff	02:34:54
Centerville City Council Meeting (5/26/21)	Centerville Staff	02:45:51
Circle Pines Park Board Meeting (5/4/21)	Patrick Willson	00:39:59
Circle Pines City Council Meeting (5/11/21)	Trevor Scholl	01:15:08
Circle Pines Utility Commission Meeting (5/19/21)	Eric Houston	00:58:25
Circle Pines City Council Meeting (5/25/21)	Patrick Willson	01:15:32
Ham Lake City Council Meeting (5/3/21)	Patrick Willson	00:34:11
Ham Lake City Council Meeting (5/17/21)	T.J. Tronson	00:05:42
Ham Lake Planning Commission Meeting (5/24/21)	Patrick Wilson	01:06:17
Lexington City Council Meeting (5/6/21)	Lexington Staff	00:23:34
Lexington City Council Meeting (5/20/21)	Lexington Staff	00:25:55
Lino Lakes City Council Meeting (5/10/21)	Anne Serwe	00:55:32
Lino Lakes Planning & Zoning Meeting (5/12/21)	Lino Lakes Staff	01:23:09
Lino Lakes City Council Meeting (5/24/21)	Anne Serwe	00:20:45
Spring Lake Park City Council Meeting (5/3/21)	Isaac Quick	00:52:01
Spring Lake Park City Council Meeting (5/24/21)	Isaac Quick	00:58:30
25 New Programs		33:59:13 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	174	251:10:26
Centerville	73	240:27:50
Circle Pines	165	190:55:02
Ham Lake	67	57:05:10
Lexington	101	49:40:34
Lino Lakes	77	73:35:54
Spring Lake Park	95	89:50:10
Totals:	852 Program Playbacks	952:45:06 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 0 videos to Carousel.
- Followed up with city staff after zoom bombing incident

Circle Pines

- Transcoded and uploaded 0 videos to Carousel.

Ham Lake

- Transcoded and uploaded 0 videos to Carousel.

Lexington

- Transcoded and uploaded 0 videos to Carousel.
- Emailed copies of all slides currently running on Lexington Carousel.

Lino Lakes

- Transcoded and uploaded 0 videos to Carousel.

Spring Lake Park

- Transcoded and uploaded 0 videos to Carousel.
- Created 5 new data pages for Carousel.

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**
 - 6 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 4 meetings bookmarked and placed on VOD.
- **Ham Lake**
 - 3 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

The issues dealt with in May included monitoring activity regarding the FCC's 621 Order, finalizing and sending a draft franchise document to Comcast, and preparing the 2022 NMTC budget, .

- **FCC 621 Order**
 - The Sixth Circuit Court of Appeals reached a decision regarding the FCC's Third Report and Order on May 26th.
 - Read the summary of the decision prepared by Legal Counsel.
 - Prepared discussion items for Operations Committee and Executive Committee regarding decision and possible impact on the 2022 budget.
- **Budget**
 - Worked with Daniell Krawczyk of Municipal Captioning Inc. to obtain quote for introducing closed captioning to NMTV system.
 - Asked Operations Committee for anticipated 2022 COLA increase and benefits package values.
 - Worked with NMTV staff to determine equipment needs.
 - Prepared 2022 budget, including budget reduction options, for decision makers.
 - Sent budget materials to Operations Committee and Executive Committee.
- **Franchise Renewal**
 - Approved final franchise draft document.
 - Document sent to Comcast.
- **Miscellaneous**
 - Reviewed 2021 NMTC audit.
 - Responded to Julie Jeppson's budget questions.
 - Sent channel info to Teresa at Centerville City Hall.
 - Monitored cable box issue/discussion between Comcast, NMTV staff, and Centerville City staff.
 - Worked with production staff regarding Centerville system training.

- Emailed Columbia Heights staff re any continued interest in joining Commission.
They want to wait to see how their finances work out.
- Attended MACTA Local Franchising Authority conference call.
- Mediated Blaine subscriber complaint with Comcast.
- Read industry articles.