

Video Production



Municipal Producer, Trevor Scholl, completed five productions in June. The shows include two projects for the Blaine Police Department and two community event stories. In addition to those productions, Trevor provided technical support for a Blaine Facebook Town Hall. Programs were also produced by T.J. Tronson, Kenton Kipp, Danika Peterson, and Rusty Ray 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.

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

Title	Producer	Runtime
BPD Camera Registration Program	Trevor Scholl	00:03:13
Rehbein Transit Open House	Trevor Scholl	00:03:15
Playnet	Trevor Scholl	00:03:30
Level 3 POR Update With Chief Podany (Blaine Website Only)	Trevor Scholl	00:02:00
Kitties at Sea	Trevor Scholl	00:02:27
Spring Lake Park Tower Days Parade	Kenton Kipp/Ted Leroux	00:45:19
Blaine Festival Parade	Kenton Kipp/Ted Leroux	01:11:44
NMTC Meeting (6/15/22)	T.J. Tronson	00:20:27
Anoka County Board Meeting (6/14/22)	T.J. Tronson	01:07:04
Anoka County Board Meeting (6/28/22)	T.J. Tronson	01:15:46

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

- Summer Mayor's Minutes
- Business profiles
- 3M Open
- Summer City festivals
- Photography for Centerville website
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



Blaine

- No assistance required.

Centerville

- 6.1.22: Freelancer, John Murphy, reported that the audio was not working. Talked him through power cycling the correct AJA converter that leads to the Makito X. Audio started working.

Circle Pines

- 6.20.22: Speaker problems in the council chambers. Getting feedback. Walked Patrick through shutting down the system. Went to city hall later and it appears to be an amplifier. Z Systems replaced amp with new one.

Ham Lake

- 6.14.22: Met with Mike Raczkowski and Z Systems at the fire station. Working on turning the fire station into an emergency operations center.
- 6.24.22: Z system proposal for Ham Lake fire station came back.

Lexington

- No assistance required.

Lino Lakes

- No assistance required.

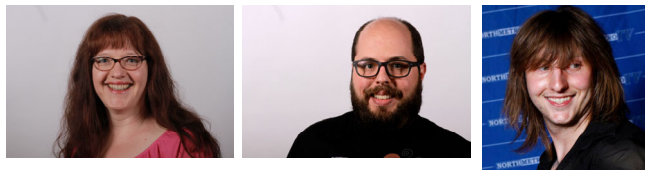
Spring Lake Park

- No assistance required.

All Cities

- June: Discovered Genesis access issue through the VGA access and DOS prompt. Had to create an access path to the server. Informed staff and Tightrope of ability to gain access. Tightrope was able to log in and commission the new servers.
- June: Replaced Flex 4 servers with new VIO servers. Had to reconfigure and create access path for each unit.
- 6.2. 22: Te-transferred old VOD database to new servers.
- 6.10.22: Discussed setting up the ENCO with Tightrope/ENCO staff.
- 6.15.22: ENCO installation and commissioning.

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 June:

Title	Producer	Runtime
Blaine City Council Meeting (6/6/22)	T.J. Tronson	01:35:01
Blaine Planning Commission Meeting (6/14/22)	T.J. Tronson	02:27:08
Blaine City Council Meeting (6/20/22)	Trevor Scholl	00:26:30
Blaine Natural Resources Conservation Board Meeting (6/21/22)	Trevor Scholl	01:19:38
Centerville Park & Rec Meeting (6/1/22)	John Murphy	02:34:05
Centerville Planning & Zoning Meeting (6/7/22)	John Murphy	02:08:37
Centerville City Council Meeting (6/8/22)	Teresa Bender	03:17:23
Centerville City Council Meeting (6/22/22)	Teresa Bender	01:26:59
Circle Pines Park Board Meeting (6/7/22)	Danika Peterson	00:05:35
Circle Pines City Council Meeting (6/14/22)	Patrick Willson	00:25:39
Circle Pines Utility Commission Meeting (6/15/22)	Patrick Willson	00:23:15
Circle Pines City Council Meeting (6/28/22)	Patrick Willson	01:01:16
Ham Lake City Council Meeting (6/6/22)	Matt Waldron	00:12:06
Ham Lake Planning Commission Meeting (6/13/22)	Patrick Willson	00:09:49
Ham Lake City Council Meeting (6/20/22)	Patrick Willson	01:03:23
Ham Lake Planning Commission Meeting (6/27/22)	Patrick Willson	00:27:53
Lexington City Council Meeting (6/2/22)	Lexington Staff	00:16:14
Lexington City Council Meeting (6/16/22)	Lexington Staff	00:42:12
Lino Lakes City Council Meeting (6/13/22)	Anne Serwe	00:36:01
Lino Lakes City Council Meeting (6/27/22)	Anne Serwe	00:16:40
Lino Lakes Environmental Board Meeting (6/29/22)	Anne Serwe	01:19:40
Spring Lake Park City Council Meeting (6/6/22)	Danika Peterson	02:39:48
Spring Lake Park City Council Meeting (6/20/22)	Danika Peterson/Zach Jester	01:57:47
Spring Lake Park Planning Commission Meeting (6/27/22)	Zach Jester/Danika Peterson	00:07:17
24 New Programs		26:59:56 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	183	209:57:26
Centerville	57	136:26:11
Circle Pines	155	65:19:25
Ham Lake	59	30:25:39
Lexington	93	46:27:31
Lino Lakes	64	50:09:32
Spring Lake Park	135	211:51:35
Totals:	746 Program Playbacks	750:37:19 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 June:

Blaine

- Transcoded and uploaded 3 videos to Carousel.
- Corrected problem with the date and time display that cropped up after the move from Carousel to Tightrope's new CG system.

Centerville

- Transcoded and uploaded 1 video to Carousel.

Circle Pines

- Transcoded and uploaded 1 video to Carousel.

Ham Lake

- Transcoded and uploaded 1 video to Carousel.
- Created 6 new Carousel graphics page.
- Corrected problem with the date and time display that cropped up after the move from Carousel to Tightrope's new CG system.

Lexington

- Transcoded and uploaded 1 video to Carousel.

Lino Lakes

- Transcoded and uploaded 2 videos to Carousel.

Spring Lake Park

- Transcoded and uploaded 1 video to Carousel.
- Created 6 new Carousel graphics page.

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 June:

- **Blaine**
 - 4 meetings bookmarked and placed on VOD.
- **Centerville**
 - 4 meetings bookmarked and placed on VOD.
- **Circle Pines**
 - 4 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**
 - 3 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in June include finalizing the 2023 NMTC budget, wrapping up the metro-wide pay study, attending the annual MACTA conference and inching forward with the introduction of closed captioning.

- **2023 NMTC Budget Process**
 - Presented recommended budget to Operations Committee, Executive Committee and full Commission.
 - The Commission approved the budget as presented.
 - Wrote cover letter for budget.
 - Sent all budget materials to cities for consideration by Councils.
- **Goals Progress**
 - Received all data for metro-wide pay study from participants.
 - Completed benefits comparison spreadsheet.
 - Collected job descriptions from participants.
 - Collected all raw job/salary data in spreadsheet.
 - Began to chart job/salary comparisons in spreadsheet.
 - Requested additional information from some participants.
 - Scheduled third staff meeting to discuss strategic plan.

- Attended annual MACTA conference. It was a pretty good one. Attended sessions on closed captioning, franchise renewal, legislative updates and learned how to be more comfortable on camera.

Closed Captioning

- ENCO system installed and commissioned.
- Waiting for Municipal Captioning technician to finalize captioning integration with Tightrope system. Many obstacles to this scheduling....

Miscellaneous

- Talked with Denise Webster regarding AARPA funds.
- Emailed Mike Bradley with AARPA questions.
- Provided Mark Statz with requested budget information.
- Sent auditor additional minutes.
- Sent invoice to Columbia Heights for parade coverage.
- Attended eNATOA webinar: Powerful Team Gets Results. I learned we have a pretty good process.
- Wrote minutes for Operations Committee, Executive Committee, and full Commission meetings.
- Received and documented monthly Comcast subscriber reports.
- Read June Legal Report.
- Read industry articles.