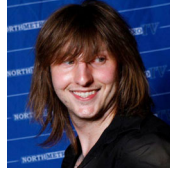


Video Production



Municipal Producer, Trevor Scholl, completed two productions in August. He completed another public safety employee profile and a business profile. Programs were also produced by Danika Peterson, Eric Nelson, T.J. Tronson, Kenton Kipp, and Ted Leroux 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 ideas or requests for programming.

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

Title	Producer	Runtime
Meet the Staff: SLP PD Officer Wyatt McDonough at Night to Unite	Trevor Scholl	00:03:42
Local Connections: Brewers Guild State Fair 2023	Trevor Scholl	00:06:48
New Roundabout at 99 th Avenue	Danika Peterson/Eric Nelson	00:02:13
Blaine Votes to Remove School Resource Officers	Danika Peterson/Eric Nelson	00:05:06
911 Day of Service Version 1	Danika Peterson/Eric Nelson	00:00:31
911 Day of Service Version 2	Danika Peterson/Eric Nelson	00:00:31
911 Day of Service Version 3	Danika Peterson/Eric Nelson	00:00:31
911 Day of Service Version 4	Danika Peterson/Eric Nelson	00:00:31
Blue Heron Days Parade	Kenton Kipp/Ted Leroux	00:44:50
Blaine Safety Camp	T.J. Tronson	00:06:24
Anoka County Board Meeting (8/8/23)	T.J. Tronson	00:40:55
Anoka County Board Meeting (8/22/23)	T.J. Tronson	00:41:45

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

- Historical Society cemetery tours
- Blaine Police Department community outreach events
- Public safety employee profiles, fire departments
- Love My Pet Fair
- Blaine On-Boarding Videos
- Business profiles
- Blaine Facebook live town halls

Equipment Consulting/Technical Support



Blaine

- No assistance required.

Centerville

- 8.9.23: Ongoing issue that seems to be caused by cell phones located near microphones. Problem is sporadic. Investigating.
- 8.16.23: Met to figure out Zoom issue with Tricaster. Had to work with network administrator to get computer on the same network as the Tricaster. Figured out that the network cable doesn't like the switch that is installed in the control room. Plugged the network cable directly into the computer and it worked.

Circle Pines

- No assistance required.

Ham Lake

- No assistance required.

Lexington

- No assistance required.

Lino Lakes

- 8.11. 23: Power outage reported. Went to check on equipment to verify functioning. Control room and new APC UPS held up great. The HDMI distribution amplifier that feeds monitors at the dais failed. It needs to be replaced. Recommended Additional APC UPS units along with replacement equipment. Received approval and ordered.

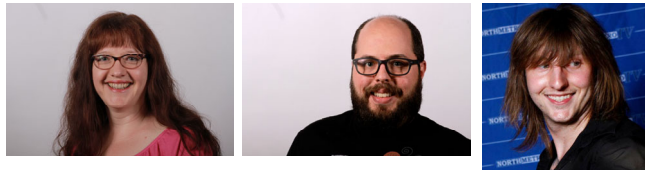
Spring Lake Park

- No assistance required.

All Cities

- 8/22:23: Major issues during live meetings. Live stream freeze. Tightrope problem with either server 1 or cloud captioning. On second night, all servers froze during live captioning. Installed new Windows updates. Seems to be working. Continuing to monitor and investigate.

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 August:

Title	Producer	Runtime
Blaine City Council Meeting (8/7/23)	T.J. Tronson	01:46:58
Blaine Planning Commission Meeting	T.J. Tronson	00:14:19

(8/8/23)		
Blaine Natural Resources Conservation Board Meeting (8/15/23)	Matt Waldron	01:02:33
Blaine City Council Meeting (8/21/23)	Trevor Scholl	01:44:22
Blaine City Council Meeting (8/31/23)	Trevor Scholl	00:22:56
Centerville Park & Rec Meeting (8/2/23)	John Murphy	02:58:10
Centerville Planning & Zoning Meeting (8/8/23)	Trevor Scholl	01:30:07
Centerville City Council Meeting (8/9/23)	John Murphy	03:20:32
Centerville EDA Meeting (8/16/23)	John Murphy	01:40:06
Centerville City Council Meeting (8/23/23)	John Murphy	01:15:07
Circle Pines Park Board Meeting (8/1/23)	Ray Flint	00:02:32
Circle Pines City Council Meeting (8/8/23)	Ray Flint	01:25:54
Circle Pines Utility Commission Meeting (8/16/23)	Eric Houston	00:21:47
Circle Pines City Council Meeting (8/22/23)	Ray Flint	00:52:50
Ham Lake City Council Meeting (8/7/23)	David Little	00:34:54
Ham Lake Planning Commission Meeting (8/14/23)	David Little	00:14:51
Ham Lake City Council Meeting (8/21/23)	T.J. Tronson	00:21:47
Ham Lake Planning Commission Meeting (8/28/23)	Danika Peterson	00:23:39
Lexington City Council Meeting (8/3/23)	Lexington Staff	00:11:56
Lexington City Council Meeting (8/17/23)	Lexington Staff	00:11:19
Lino Lakes Planning & Zoning Meeting (8/9/23)	Anne Serwe	00:12:12
Lino Lakes City Council Meeting (8/14/23)	Anne Serwe	00:38:02
Lino Lakes City Council Meeting (8/28/23)	Anne Serwe	00:48:15
Lino Lakes Environmental Board Meeting (8/30/23)	Anne Serwe	00:44:50
Spring Lake Park City Council Meeting (8/7/23)	Trevor Scholl	00:22:44
Spring Lake Park City Council Meeting (8/21/23)	Matt Waldron	00:57:02
26 New Programs		24:13:30 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	162	190:40:05
Centerville	54	110:30:05
Circle Pines	157	138:18:34
Ham Lake	58	26:40:53
Lexington	92	21:52:38
Lino Lakes	73	45:26:00
Spring Lake Park	86	67:31:21
Totals:	682 Program Playbacks	600:59:36 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 August:

- **Blaine**
• Transcoded and uploaded 7 videos to Carousel.
- **Centerville**
• Transcoded and uploaded 5 videos to Carousel.
- **Circle Pines**
• Transcoded and uploaded 5 videos to Carousel.
- **Ham Lake**
• Transcoded and uploaded 5 videos to Carousel.
• Created 4 new Carousel graphics.
- **Lexington**
• Transcoded and uploaded 5 videos to Carousel.
- **Lino Lakes**
• Transcoded and uploaded 5 videos to Carousel.
- **Spring Lake Park**
• Transcoded and uploaded 6 videos to Carousel.
• Created 6 new Carousel graphics.

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 August.

City	Minutes of Live Closed Captioning	Minutes of Post Closed Captioning
Blaine	312	312
Centerville	645	645
Circle Pines	157	157
Ham Lake	96	96
Lexington	24	24
Lino Lakes	145	145
Spring Lake Park	80	80
Totals:	1,459 Minutes	1,459 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 August:

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

Administrative



Issues dealt with in August include finalizing streaming agreement with Neighborhood Sports Network, checking into offering podcasts for city meetings, and responding to staff concerns regarding Executive Director search and future of NMTV.

Streaming Agreement

- Met with Neighborhood Sports Network staff to discuss parameters of streaming agreement.
- Received draft agreement.
- Asked for changes to agreement.
- Asked Legal Counsel to review agreement.
- Signed trial agreement that will go through fall sports season.
- Monitoring income from agreement to determine if it is in NMTV's best interest to continue.

Meeting Podcasts

- NMTV staff introduced idea to provide city meetings as podcasts.
- Developed plan.
- Ran test podcast with Cable Commission meeting.
- Introduced idea to Operations Committee and Executive Committee.
- Directed staff to contact cities to set up podcast channels per each city's wishes.
- Directed staff to verify cut off dates for podcasts.

ED Search/Commission Future

- Spoke with Commission Member Chris Massoglia regarding his idea of merging with another cable commission.
- Met with Operations Committee member Michelle Wolfe to discuss merger idea.
- Spoke with Legal Counsel regarding what that process would look like and what the timeline would be.
- Received memo regarding process and timeline from Legal Counsel.
- Answered staff questions.
- Attended Zoom meeting with Operations Committee regarding merger idea.
- Spoke with Operations Committee and Executive Committee regarding ED search timeline.

Miscellaneous

- Sent invoices to four cities for equipment purchase reimbursements.
- Monitor and bookmark all city meetings.
- Mediated resolution of Lino Lakes subscriber issues with Comcast customer service.
- Respond to equipment issue email from Sarah Cotton.
- Respond to questions from Bill Petracek regarding fiber companies.
- Received and documented monthly Comcast subscriber reports.
- Read August Legal Report.
- Read industry articles.