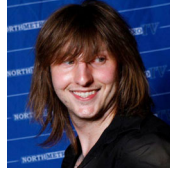


Video Production



Municipal Producer, Trevor Scholl, completed one production in December, and started work on another show, which will be recurring. Get Connected With Anoka County, which features Lino Lakes' Rookery Activity Center was completed, with a new episode in production quarterly. He is also wrapping up production on the first episode of a segment highlighting city public safety employees. Programs were also produced by T.J. Tronson, Danika Peterson, and Eric Nelson 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.

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

Title	Producer	Runtime
Get Connected With Anoka County: Rookery Activity Center	Trevor Scholl	00:09:07
SBM Fire Welcomes New Chief	Danika Peterson/Eric Nelson	00:01:57
Digitizing History at the Anoka County Historical Society	Danika Peterson/Eric Nelson	00:04:09
Barno Family Lights Light Up Circle Pines	Danika Peterson/Eric Nelson	00:02:42
North Metro Telecommunications Commission Meeting (12/29/22)	T.J. Tronson	00:15:39
Anoka County Board Meeting (12/2/22)	T.J. Tronson	01:01:54
Anoka County Board Meeting (12/13/22)	T.J. Tronson	01:43:57

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

- Winter Mayor's Minutes
- Lino Lakes curb recycling promo
- Business profiles
- Public safety employee profiles
- Blaine Facebook live town halls

Equipment Consulting/Technical Support

Blaine



- No assistance required.

Centerville

- No assistance required.

Circle Pines

- No assistance required.

Ham Lake

- 12.1.22: Issues with one of the TVs on the dais. Switched out the power supplies and the TVs are working again.

Lexington

- No assistance required.

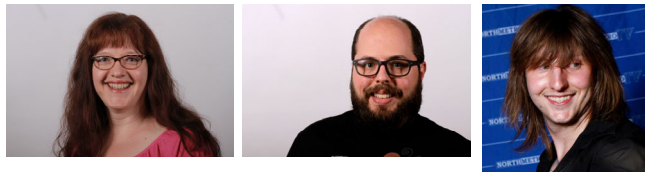
Lino Lakes

- No assistance required.

Spring Lake Park

- 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 December:

Title	Producer	Runtime
Blaine City Council Meeting (12/5/22)	T.J. Tronson	02:30:12
Blaine Truth In Taxation Meeting (12/12/22)	T.J. Tronson	00:26:08
Blaine Planning Commission Meeting (12/13/22)	T.J. Tronson	01:08:58
Blaine City Council Meeting (12/19/22)	Trevor Scholl	02:38:36
Centerville Planning & Zoning Meeting (12/6/22)	John Murphy	01:26:27
Centerville Park & Rec Meeting (12/7/22)	John Murphy	01:01:44
Centerville City Council Meeting (12/14/22)	Teresa Bender	01:57:18
Centerville EDA Meeting (12/28/22)	John Murphy	00:51:17
Circle Pines City Council Meeting (12/13/22)	Patrick Willson	01:07:24
Circle Pines Planning Commission Meeting (12/19/22)	Patrick Willson	01:03:58
Circle Pines Utility Commission Meeting (12/21/22)	Eric Houston	00:21:24
Ham Lake City Council Meeting (12/5/22)	Ray Campos	01:03:05

Ham Lake City Council Meeting (12/19/22)	Patrick Willson	01:06:57
Lexington City Council Meeting (12/1/22)	Lexington Staff	00:24:38
Lexington City Council Meeting (12/15/22)	Lexington Staff	00:08:31
Lino Lakes City Council Meeting (12/12/22)	Anne Serwe	00:56:50
Spring Lake Park City Council Meeting (12/5/22)	Eric Houston	01:05:02
Spring Lake Park City Council Meeting (12/19/22)	Ray Flint	00:54:46
18 New Programs		20:13:15 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	259	429:02:58
Centerville	87	106:34:24
Circle Pines	177	192:58:01
Ham Lake	77	70:03:38
Lexington	157	52:12:57
Lino Lakes	90	73:49:26
Spring Lake Park	151	128:32:16
Totals:	998 Program Playbacks	1,053:13:40 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 December:

Blaine

- Transcoded and uploaded 2 videos to Carousel.

Centerville

- Transcoded and uploaded 1 video to Carousel.
- Created 1 new Carousel slide.

- **Circle Pines**
Transcoded and uploaded 3 videos to Carousel.
- **Ham Lake**
Transcoded and uploaded 1 videos to Carousel.
- **Lexington**
Transcoded and uploaded 3 videos to Carousel.
- **Lino Lakes**
Transcoded and uploaded 3 video to Carousel.
- **Spring Lake Park**
Transcoded and uploaded 2 videos to Carousel.
Created 3 new Carousel slides.

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 December:

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

Administrative

Issues dealt with in December include finalizing work with Dan Tesch on the pay study, presenting the Strategic Plan, and working with the City of Blaine to request ARP funds.



- **Pay Study**
12.5.22: Talked with Dan Tesch. Answered his questions regarding current step pay ranges.

- 12.13.22: Talked with Dan Tesch. Answered his questions regarding job titles. Sent him all current job titles.

Strategic Plan

- Presented plan to Operations Committee

Request ARP Funds

- Learned that NMTV was approved for \$10,000 of ARP funds from the City of Blaine.
- Sent request for funds to Joe Huss.
- Received funds. Thank you very much!

Miscellaneous

- Answered questions from Commissioner Stoesz regarding Commission members for 2023.
- Referred Commissioner Stoesz to staff for information regarding Home Movie Transfers.
- Create 2023 meeting schedule.
- Attended eNATOA seminar: The Courts, the Hill, and the FCC.
- Did self evaluation for annual review.
- Had annual performance review.
- Re-scheduled and coordinated cable commission meeting due to very bad weather.
- Received and documented monthly Comcast subscriber reports.
- Read December Legal Report.
- Read industry articles.