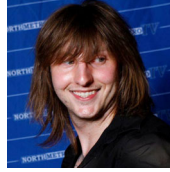


Video Production



Municipal Producer, Trevor Scholl, completed two productions in February. Programs include an episodes of the public safety employee profiles and an episode of Business Matters. 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.

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

Title	Producer	Runtime
Public Safety Profiles: Sergeant Brian Goetzke	Trevor Scholl	00:05:43
Business Matters: Pet Evolution	Trevor Scholl	00:04:10
Guns N Hoses 7 th Annual Charity Hockey Game	T.J. Tronson	02:13:21
North Metro Cable Commission Meeting (2/15/23)	T.J. Tronson	00:35:29
Anoka County Board Meeting (2/28/23)	T.J. Tronson	02:07:26

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

- Blaine Police Department community outreach events
- Assisting with Arrive Alive
- Public safety employee profiles, fire departments
- NMTV services marketing video
- Rookery show
- Blaine Facebook live town halls

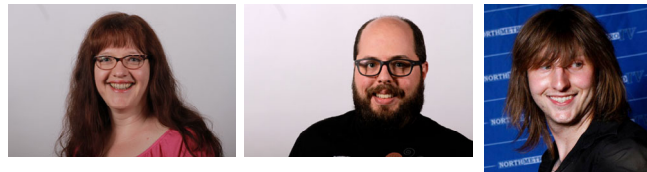
Equipment Consulting/Technical Support



- **Blaine**
 - 2.21.23: Ben requested setup for doing council meeting via Zoom. Sent instructions and tested system.
- **Centerville**
 - No assistance required.
- **Circle Pines**

- No assistance required.
Ham Lake
- No assistance required.
Lexington
- No assistance required.
Lino Lakes
- No assistance required.
Spring Lake Park
- 2.6.23: Power outage resulting in a few issues. Wanda was able to get most stuff up and running but had trouble with audio. Checked the amp under the Broadcast Pix. Found power supply that amp was plugged in to and reset it. Audio works.
- 2.16.23: Set up time to discuss plans for a new A/V system.
- 2.27.23: Met with Dan and Wanda to discuss options for a new A/V setup. Talked about the LCS system. Can keep current cameras and KiPro. Contacting Z Systems to provide quote.

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 February:

Title	Producer	Runtime
Blaine City Council Meeting (2/6/23)	T.J. Tronson	00:39:32
Blaine Planning Commission Meeting (2/14/23)	T.J. Tronson	01:07:49
Blaine Natural Resources Conservation Board Meeting (2/21/23)	Trevor Scholl	01:39:38
Blaine City Council Meeting (2/22/23)	Zoom Meeting	00:55:09
Blaine Park Board Meeting (2/28/23)	Trevor Scholl	01:22:07
Centerville Park & Rec Meeting (2/1/23)	John Murphy	01:37:01
Centerville Planning & Zoning Meeting (2/7/23)	John Murphy	01:55:44
Centerville City Council Meeting (2/8/23)	Teresa Bender	01:01:23
Centerville EDA Meeting (2/15/23)	John Murphy	01:27:26
Centerville City Council Meeting (2/22/23)	Teresa Bender	00:26:09
Circle Pines City Council Meeting (1/14/23)	Ray Flint	00:20:01
Circle Pines Utility Commission Meeting (2/15/23)	Ray Flint	00:07:49
Circle Pines City Council Meeting (2/28/23)	Ray Flint	00:51:32

Ham Lake City Council Meeting (2/6/23)	Trevor Scholl/Eric Nelson	00:39:26
Ham Lake Planning Commission Meeting (2/13/23)	Danika Peterson/Eric Nelson	00:08:12
Ham Lake City Council Meeting (2/21/23)	Matt Waldron	00:15:31
Lexington City Council Meeting (2/2/23)	Lexington Staff	00:12:17
Lexington City Council Meeting (2/16/23)	Lexington Staff	00:28:35
Lino Lakes Planning & Zoning Meeting (2/8/23)	Anne Serwe	02:09:08
Lino Lakes City Council Meeting (2/13/23)	Anne Serwe	00:40:44
Spring Lake Park City Council Meeting (2/6/23)	Ray Flint	00:59:03
Spring Lake Park City Council Meeting (2/21/23)	Ray Flint	00:26:18
Centennial Fire District Steering Committee Meeting (2/27/23)	Ray Flint	00:45:15
23 New Programs		20:15:49 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	150	167:43:16
Centerville	60	86:17:49
Circle Pines	135	72:51:49
Ham Lake	58	32:53:42
Lexington	92	43:20:42
Lino Lakes	66	49:36:25
Spring Lake Park	91	80:17:32
Totals:	652 Program Playbacks	533:01:15 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 February:

- **Blaine**
 - Transcoded and uploaded 1 video to Carousel.
- **Centerville**
 - Transcoded and uploaded 1 video to Carousel.
- **Circle Pines**
 - Transcoded and uploaded 1 video to Carousel.
- **Ham Lake**
 - Transcoded and uploaded 0 videos to Carousel.
- **Lexington**
 - Transcoded and uploaded 1 video to Carousel.
- **Lino Lakes**
 - Transcoded and uploaded 0 videos to Carousel.
- **Spring Lake Park**
 - Transcoded and uploaded 0 videos to Carousel.
 - Created 8 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 February:

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

Administrative



Issues dealt with in February include calculating fees to be returned to cities, compiling annual fee reports, holding the first quarterly meeting with the cable commission, and reviewing the pay study recommendations with Dan Tesch.

Annual Payment of Fees to Cities

- Determined annual fee payment amounts for Cities based upon Comcast 2022 reported gross revenue, city portion of Comcast gross revenue, and the budgeted payment amount.
- Assembled documentation and created reports supporting fee payments to Cities.
- Mailed reports and checks to Cities.

Pay Study

- Received pay adjustment recommendations from Dan Tesch and reviewed per his request.
- Discussed recommendations with Dan.
- Reviewed 2023 budget and determined 2022-2023 staff departures will result in \$82,400 in salary/payroll tax/benefits expenses for the 2023 budget.

2023 Cable Commission, 1st Quarterly Meeting

- Contacted Commission members to determine interest in the Executive Committee.
- Received confirmation from four Commission members regarding ability to serve on the Executive Committee.
- Created memos and compiled documents for first quarterly meetings.
- Presented 2023-2025 Strategic Plan

Strategic Plan

- Weekly marketing team meetings
 - Rates posted on website
 - Created first wave of print and digital materials
 - Created first video promo
 - Promo will premiere at Metro North Chamber Working Women meeting
 - Developing additional print and digital materials
- Legal team looking at ways to get a bill that would assess a tax or fee on broadband services in Minnesota, before a committee.
 - First step in search for fees to replace/supplement cable fees
- Checked with Lino Lakes regarding accounting services – not going to work out.
- Contacted CCX ED regarding their use of Abdo financial services.
- Set up meeting with Abdo representative.
- Reviewed January and February ED responsibilities with staff.

Miscellaneous

- Respond to Lino Lakes question regarding problems accessing meeting live feed.
- Contact Spring Lake Park to check into using council chambers for possible alternative June meeting dates.
- Take care of annual insurance liability waiver.
- Send flyer to cities with steps for requesting broadband extensions into unserved/underserved areas.
- Received and documented monthly Comcast subscriber reports.
- Read February Legal Report.
- Read industry articles.