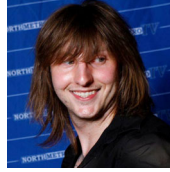


Video Production



Municipal Producer, Trevor Scholl, completed five productions in January. Programs include two episodes of Mayor’s Minutes, two episodes of the public safety employee profiles and another edition of CenterStage Centerville. 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.

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

Title	Producer	Runtime
Centerstage: Atlas Villas	Trevor Scholl	00:01:30
Mayor’s Minutes: Centerville Winter 2023	Trevor Scholl	00:04:34
Public Safety Profiles: Kelsey Smith, SLP PD	Trevor Scholl	00:04:28
Mayor’s Minutes: Lexington Winter 2023	Trevor Scholl	00:04:17
Public Safety Profiles: CLPD Officer Tyler Schroeder	Trevor Scholl	00:05:22
Anoka County Board Organizational and Regular Meeting (1/3/23)	T.J. Tronson	01:14:17
Anoka County Board Meeting (1/24/23)	T.J. Tronson	02:00:25

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

- Winter Mayor’s Minutes
- Public safety employee profiles
- NMTV services marketing video
- Rookery show
- Blaine Facebook live town halls

Equipment Consulting/Technical Support

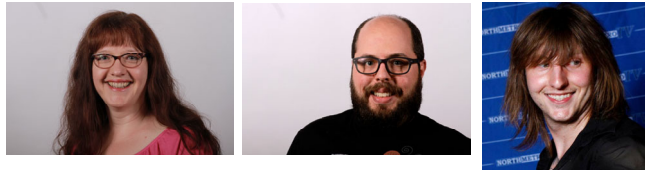


Blaine

- 1.3.23: Crestron system not working. Control room switch was dead. Ordered overnight replacement.

- 1.4.23: Overnight replacement part delayed due to storm. Drove to microcenter. Found a 24 port switch with POE+. Bought it and drove to Blaine city hall. Replaced malfunctioning switch. Tested mics, recorder, and LCS. All working. Will replace temporary switch with the 48 port version when it is delivered.
- Centerville**
- No assistance required.
- Circle Pines**
- No assistance required.
- Ham Lake**
- 1.12.23: Operated system for meeting recording. Tested all equipment to verify function. System good.
 - 1.24.23: Audio issues for meeting. Reviewed system with staff.
- Lexington**
- No assistance required.
- Lino Lakes**
- No assistance required.
- Spring Lake Park**
- 1.9.23: Broadcast pix rep called to see how the system is holding up.

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 January:

Title	Producer	Runtime
Blaine City Council Meeting (1/4/23)	T.J. Tronson	02:00:05
Blaine Planning Commission Meeting (1/10/23)	T.J. Tronson	00:17:42
Blaine City Council Meeting (1/18/23)	Trevor Scholl	01:59:08
Blaine Park Board Meeting (1/24/23)	Trevor Scholl/Eric Nelson	00:43:50
Centerville City Council Meeting (1/11/23)	Teresa Bender	00:44:40
Centerville Planning & Zoning Meeting (1/17/23)	Teresa Bender	01:48:37
Centerville EDA Meeting (1/18/23)	John Murphy	01:35:32
Centerville City Council Meeting (1/25/23)	Trevor Scholl	01:59:41
Circle Pines City Council Meeting (1/10/23)	Danika Peterson/Ray Flint	01:01:57
Circle Pines Utility Commission Meeting (1/18/23)	Danika Peterson/Ray Flint	00:41:41

Circle Pines City Council Meeting (1/24/23)	Ray Flint	00:40:36
Ham Lake City Council Meeting (1/3/23)	Trevor Scholl	00:20:18
Ham Lake Planning Commission Meeting (1/9/23)	Trevor Scholl/Eric Nelson	00:44:55
Ham Lake City Council Meeting (1/17/23)	Matt Waldron	00:28:36
Lexington City Council Meeting (1/5/23)	Lexington Staff	00:24:53
Lexington City Council Meeting (1/19/23)	Lexington Staff	00:12:45
Lino Lakes City Council Meeting (1/9/23)	Anne Serwe	00:12:23
Lino Lakes Planning & Zoning Meeting (1/11/23)	Anne Serwe	00:25:10
Lino Lakes City Council Meeting (1/23/23)	Anne Serwe	00:06:19
Lino Lakes Environmental Board Meeting (1/25/23)	Anne Serwe	01:44:16
Spring Lake Park City Council Meeting (1/3/23)	Ray Flint	00:48:51
Spring Lake Park City Council Meeting (1/17/23)	Ray Flint	00:39:14
Centennial Fire District Steering Committee Meeting (1/19/23)	Ray Flint	01:27:36
23 New Programs		21:26:47 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 Tigtrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	176	239:29:11
Centerville	59	88:20:19
Circle Pines	143	134:00:11
Ham Lake	57	33:53:27
Lexington	95	31:16:57
Lino Lakes	70	37:06:28
Spring Lake Park	88	68:12:48
Totals:	688 Program Playbacks	632:19:21 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 January:

Blaine

- Transcoded and uploaded 0 videos to Carousel.

Centerville

- Transcoded and uploaded 2 videos to Carousel.
- Created 1 new Carousel slide.

Circle Pines

- Transcoded and uploaded 0 videos 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 1 video 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 January:

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

- 3 meetings bookmarked and placed on VOD.

Lexington

- 2 meeting placed on VOD.

Lino Lakes

- 4 meetings bookmarked and placed on VOD.

Spring Lake Park

- 2 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in January include implementing the Strategic Plan, analyzing and processing Comcast's 4th quarter franchise and PEG fee reports, and providing information to members of the 2023 Cable Commission.

Q4 Franchise and PEG Fee Reports

- Received 4th quarter franchise and PEG fee reports and payments from Comcast.
- Entered data into spread sheets for PEG fees received, franchise fees received, and gross revenues.
- Comcast franchise fees were up \$15,513 over the previous quarter. PEG fees were down \$2,966 over the previous quarter.
- 2022 gross revenue and franchise fees were not significantly lower than 2021 gross revenue and franchise fees.
- Subscriber numbers continue to decline.
- Income predictions continue to meet expectations.

Pay Study

- Answered Dan Teshch's questions regarding whether the 4% COLA had been approved and implemented.

Strategic Plan

- Established the marketing committee and met weekly
 - Established rates
 - Finalized billing procedure
 - Started on marketing materials
 - Discussed issues with closed captioning service and possible solutions
- Researched accounting services.
- Began reviewing ED tasks and responsibilities with staff.
- Continued to transfer Rose's office responsibilities to other staff.

Miscellaneous

- Researched names and contact information for new Commission members.
- Calculated 2023 votes per city based on subscriber numbers
- Created 2023 Commission contact sheet.
- Sent On-Boarding materials to all Commission members.
- Contacted Commission members to gauge interest in Executive Committee.
- Updated NMTC History document to include 2022 events. Posted on website.
- Provided requested documents for 2022 audit of Commission finances.
- Attended eNATO webinar: Cable Franchising Today & the Future of ROW Franchising.
- Facilitated slight audio edit on meeting for SLP.
- Provided reminder that Commission alternates have to be elected officials.
- Facilitated meeting dropbox solution for Lino Lakes minutes.
- Did preliminary calculations regarding fees returned to Cities.
- Facilitated article regarding closed captioning for Centerville newsletter.
- Received and documented monthly Comcast subscriber reports.
- Read January Legal Report.
- Read industry articles.