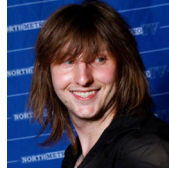


Video Production



Municipal Producer, Trevor Scholl, completed two productions in October, and assisted in the production of several election related programs. The shows include an episode of Business Matters and an episode of Mayor’s Minutes. 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.

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

Title	Producer	Runtime
Business Profile: MC Tap House	Trevor Scholl	00:02:19
Mayor’s Minutes: Centerville Fall 2022	Trevor Scholl	00:04:41
Local Decision 2022: Spring Lake Park Mayor	Danika Peterson/Eric Nelson	46:14
Local Decision 2022: Spring Lake Park City Council	Danika Peterson/Eric Nelson	00:29:35
Local Decision 2022: Ham Lake City Council	Danika Peterson/Eric Nelson	00:21:44
Local Decision 2022: Lexington Mayor	Danika Peterson/Eric Nelson	00:16:14
Local Decision 2022: Blaine City Council Ward 2	Danika Peterson/Eric Nelson	00:30:47
Local Decision 2022: Blaine City Council Ward 3	Danika Peterson/Eric Nelson	00:30:28
Local Decision 2022: Blaine City Council Ward 1	Danika Peterson/Eric Nelson	00:31:58
Local Decision 2022: Blaine City Council Ward 1 Special Election	Danika Peterson/Eric Nelson	00:33:37
Local Decision 2022: Anoka County Sheriff	Danika Peterson/Eric Nelson	00:33:08
Local Decision 2022: Anoka County Attorney	Danika Peterson/Eric Nelson	00:32:42
Local Decision 2022: Anoka County Commissioner District 3	Danika Peterson/Eric Nelson	00:16:14
Rookery Grand Opening	Danika Peterson	00:02:35

LWV Candidate Forum: Anoka County Commissioner District 4	T.J. Tronson	00:37:45
LWV Candidate Forum: Anoka County Commissioner District 5	T.J. Tronson	00:37:50
Ham Lake Area Chamber of Commerce & LWV Forum: Ham Lake City Council	T.J. Tronson	00:47:41
Ham Lake Area Chamber of Commerce & LWV Forum: District 31 Senate	T.J. Tronson	00:32:43
Ham Lake Area Chamber of Commerce & LWV Forum: District 31B House	T.J. Tronson	00:33:20
Ham Lake Area Chamber of Commerce & LWV Forum: District 32 Senate	T.J. Tronson	00:38:17
Ham Lake Area Chamber of Commerce & LWV Forum: District 32A House	T.J. Tronson	00:35:12
Anoka County Board Meeting (10/11/22)	T.J. Tronson	00:23:04
Anoka County Board Meeting (10/25/22)	T.J. Tronson	00:51:50

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

- Mayor's Minutes
- Business profiles
- Lino Lakes explorer program
- Centerville city promo
- Veterans Day program at Blaine High School
- Assisting with election related programming
- Blaine Facebook live town halls

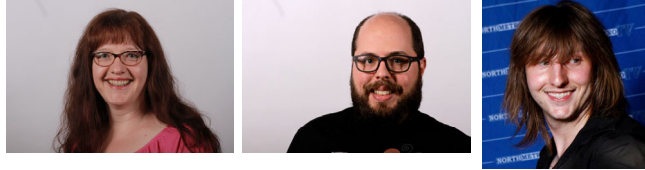
Equipment Consulting/Technical Support



- **Blaine**
No assistance required.
- **Centerville**
No assistance required.
- **Circle Pines**
10.4.22: Problem with hard drive recorder. Reset some settings and made a few video recording adjustments in the menu. Reformatted the hard drive. Did a test record and it is working.
- **Ham Lake**
No assistance required.
- **Lexington**
No assistance required.
- **Lino Lakes**
No assistance required.
No assistance required.
No assistance required.
- **Spring Lake Park**
10.3.22: Switcher will not connect to the Broadcast Pix program. Troubleshooting issues.

- 10.4.22: Fixed switcher. Found problem with the Network Card. Computer wouldn't recognize the 5G card. Went into device manager and turned the card on because the computer shut it down. Gained internet access and updated the driver. Had to change IP address. Is working.

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 October:

Title	Producer	Runtime
Blaine City Council Meeting (10/3/22)	T.J. Tronson	02:59:27
Blaine Planning Commission Meeting (10/11/22)	T.J. Tronson	00:13:36
Blaine City Council Meeting (10/17/22)	Trevor Scholl	00:38:56
Blaine Natural Resources Conservation Board Meeting (10/18/22)	Trevor Scholl	00:36:31
Blaine Park Board Meeting (10/25/22)	Trevor Scholl	01:11:24
Centerville Planning & Zoning Meeting (10/4/22)	John Murphy	01:28:10
Centerville Park & Rec Meeting (10/5/22)	John Murphy	01:44:34
Centerville City Council Meeting (10/12/22)	Teresa Bender	01:34:28
Centerville EDA Meeting (10/19/22)	John Murphy	01:14:44
Centerville City Council Meeting (10/26/22)	Teresa Bender	01:29:36
Circle Pines City Council Meeting (10/11/22)	Patrick Willson	00:53:55
Circle Pines Utility Commission Meeting (10/19/22)	Patrick Willson	00:16:58
Circle Pines City Council Meeting (10/25/22)	Patrick Willson	00:49:38
Ham Lake City Council Meeting (10/3/22)	Ray Campos	00:40:47
Ham Lake Planning Commission Meeting (10/10/22)	Patrick Willson	00:01:28
Ham Lake City Council Meeting (10/17/22)	Patrick Willson	00:17:55
Lexington City Council Meeting (10/6/22)	Lexington Staff	00:11:24
Lexington City Council Meeting (10/20/22)	Lexington Staff	00:25:37
Lino Lakes Environmental Board Meeting (10/5/22)	Anne Serwe	01:38:57

Lino Lakes City Council Meeting (10/10/22)	Anne Serwe	01:50:12
Lino Lakes Planning & Zoning Commission Meeting (10/12/22)	Anne Serwe	02:31:21
Lino Lakes City Council Meeting (10/24/22)	Anne Serwe	01:19:21
Spring Lake Park City Council Meeting (10/3/22)	Ray Flint	01:02:15
Spring Lake Park City Council Meeting (10/17/22)	Ray Flint	00:52:10
Centennial Fire District Steering Committee Meeting (10/20/22)	Patrick Willson	01:18:24
25 New Programs		27:21:48 New Hours

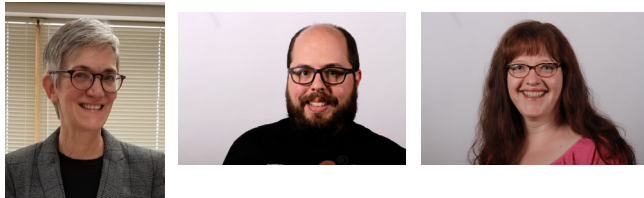
Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming, produced by NMTV staff, is also scheduled on the channels. With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being 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	185	227:53:21
Centerville	91	132:47:18
Circle Pines	177	157:12:41
Ham Lake	262	158:56:56
Lexington	126	72:21:56
Lino Lakes	106	139:46:06
Spring Lake Park	106	94:48:41
Totals:	1,053 Program Playbacks	1,083:46:59 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 October:

- **Blaine**
Transcoded and uploaded 0 videos to Carousel.
- **Centerville**
Transcoded and uploaded 1 video 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.
Created 3 new Carousel slides.
- **Lexington**
Transcoded and uploaded 0 videos to Carousel.
Created 1 new Carousel slide.
- **Lino Lakes**
Transcoded and uploaded 1 video to Carousel.
- **Spring Lake Park**
Transcoded and uploaded 0 videos to Carousel.
Created 2 new Carousel slides.
- **All Cities**
Reviewed each city's Carousel channel for outdated information or graphics.

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 October:

- **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**
4 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
2 meetings bookmarked and placed on VOD

Administrative



Issues dealt with in October include processing third quarter franchise and PEG fee data, working with Dan Tesch on the pay study, and continued monitoring of the Commission checking account.

3rd Quarter Franchise and PEG Fee Reports

- Received 3rd 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 down \$3,826 over the previous quarter. PEG fees were down \$4,461 over the previous quarter.
- Subscriber numbers continue to decline.
- Income predictions continue to remain within estimates for franchise fees. PEG fees continue to slide at a higher rate, but miscellaneous income is making up for deficits.

Metro-Wide Pay Study Progress

- Talked with Dan Tesch regarding pay study.
- Answered questions.
- Cleared up exempt/non-exempt questions.
- Provided additional data at Dan's request.

Monitoring Commission Checking Account

- Worked with USBank and Rose to initiate new check monitoring procedures.
- Learned new procedures and started utilizing.
- Worked with Rose and USBank to work through problems with new procedures.

Goals Progress

- Identified areas to begin transitioning responsibilities from Rose.
- Began making changes.
- Continued work on strategic plan.

Miscellaneous

- Worked to help resolve Blaine customer issue with Comcast.
- Talked with Blaine Communications Manager regarding franchise renewal timeline.
- Talked with Columbia Heights Communications Coordinator regarding closed captioning services.
- Asked cities whether ARPA funds might be available for North Metro TV. It would seem not.
- Received and documented monthly Comcast subscriber reports.
- Read October Legal Report.
- Read industry articles.