

Video Production



Municipal Producer, Trevor Scholl, completed five productions in May, including one Spring Mayor’s Minutes, three local business profiles, and a Beyond the Yellow Ribbon benefit. Programs were also produced T.J. Tronson, Eric Houston, Rusty Ray, and Danika Peterson 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.

- May Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Lexington Mayor’s Minutes: Spring 2020	Trevor Scholl	00:04:43
Beyond the Yellow Ribbon Benefit	Trevor Scholl	00:21:05
Business Profile: Wiseguys Pizza	Trevor Scholl	00:01:30
Business Profile: Christa’s Paw Spa	Trevor Scholl	00:01:30
Business Profile: Corner Express	Trevor Scholl	00:01:30
High School Graduations During a Pandemic	Danika Peterson/Rusty Ray	00:04:15
SBM Fire Creates A Quick Way to Clean	Danika Peterson/Rusty Ray	00:01:42
Lexington Family Creates Food Pantry	Danika Peterson/Rusty Ray	00:01:52
Blaine Truck Driver Recognized at White House	Danika Peterson/Rusty Ray	00:01:51
COVID19 PSA: Stay Safe	Eric Houston	00:00:31
COVID19 PSA: Hand Washing	Eric Houston	00:00:45
COVID19 PSA: Hand Sanitizer	Eric Houston	00:01:00
COVID19 PSA: Medical Attention	Eric Houston	00:01:00
COVID19 PSA: Masks	Eric Houston	00:02:00
Blaine PD PSA: Theft From Auto	T.J. Tronson	00:00:45
Blaine PD PSA: Email/Text Scam	T.J. Tronson	00:00:54
Blaine PD PSA: Neighborhood Watch	T.J. Tronson	00:00:51
Blaine PD PSA: Close Garage Doors	T.J. Tronson	00:00:54
Blaine PD PSA: Bike Theft	T.J. Tronson	00:00:51

Anoka County Board Meeting (5/12/20)	T.J. Tronson	00:37:09
Anoka County Board Meeting (5/26/20)	T.J. Tronson	01:57:18

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

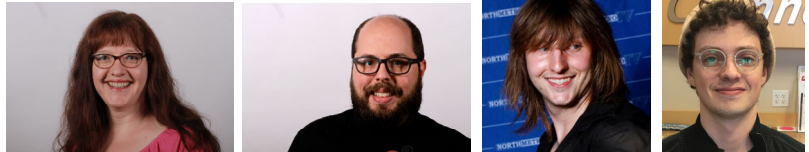
- Continuing Centerville business profiles
- Car seat videos with the SBM
- Blaine COVID19 updates
- Small business impacts from the Corona Virus
- Grandma’s House non-profit profile
- Summer Mayor’s Minutes



Equipment Consulting/Technical Support

- **Blaine**
• No assistance required.
- **Centerville**
• No assistance required.
- **Circle Pines**
• No assistance required.
- **Ham Lake**
• No assistance required.
- **Lexington**
• No assistance required.
- **Lino Lakes**
• 5.27.20: Went to City Hall to check on a power issue. The Tripp Lite UPS battery back-up unit had bulging and leaking batteries. Removed. Called Tripp Lite for new batteries. Installed temporary power strip.
- 5.27.20: Received call that zoom broadcast not working. Checked all settings and did test. Found no problem. Could be glitch in zoom program or possibly an invisible space at end of code entry.
- **Spring Lake Park**
• No assistance required.
- **All Cities**
• No assistance required.

Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston, Trevor Scholl and John Schoolmeesters, 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 May:

Title	Producer	Runtime
Blaine City Council Meeting (5/4/20)	Blaine Staff	01:55:06
Blaine Planning Commission Meeting (5/12/20)	Blaine Staff	01:26:32
Blaine City Council Meeting (5/18/20)	Blaine Staff	00:29:52
Blaine City Council Emergency Meeting (5/26/20)	Blaine Staff	01:38:46
Centerville Planning & Zoning Meeting (5/5/20)	Centerville Staff	02:19:04
Centerville Park & Rec Meeting (5/6/20)	Centerville Staff	01:23:33
Centerville City Council Meeting (5/13/20)	Centerville Staff	02:17:27
Centerville EDA Meeting (5/20/20)	Centerville Staff	01:52:39
Centerville City Council Meeting (5/27/20)	Centerville Staff	02:20:25
Circle Pines City Council Meeting (5/13/20)	Circle Pines Staff	01:01:05
Circle Pines Utility Commission Meeting (5/20/20)	Circle Pines Staff	00:45:15
Circle Pines City Council Meeting (5/26/20)	Circle Pines Staff	00:30:48
Ham Lake City Council Meeting (5/4/20)	Ham Lake Staff	00:55:37
Ham Lake City Council Meeting (5/18/20)	Ham Lake Staff	00:52:51
Ham Lake Park & Tree Meeting (5/20/20)	Ham Lake Staff	00:45:06
Ham Lake Planning Commission Meeting (5/26/20)	Ham Lake Staff	00:06:58
Lexington City Council Meeting (5/7/20)	Lexington Staff	00:48:26
Lexington City Council Meeting (5/21/20)	Lexington Staff	00:09:04
Lino Lakes City Council Meeting (5/11/20)	Lino Lakes Staff	02:44:08
Lino Lakes City Council Meeting (5/26/20)	Lino Lakes Staff	01:18:39
Lino Lakes Environmental Board Meeting (5/27/20)	Lino Lakes Staff	00:54:19
Spring Lake Park City Council Meeting (5/4/20)	Spring Lake Park Staff	01:10:11
Spring Lake Park City Council Meeting (5/18/20)	Spring Lake Park Staff	01:23:57
Spring Lake Park Planning Commission Meeting (5/26/20)	Spring Lake Park Staff	00:45:27
24 New Programs		29:49:15 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 Tigtrope system, and played back on each City channel.

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	187	265:07:29
Centerville	67	154:09:54
Circle Pines	150	154:43:42
Ham Lake	81	74:29:48
Lexington	103	89:34:18
Lino Lakes	77	145:35:29
Spring Lake Park	157	147:48:41
Totals:	822 Program Playbacks	1,031:39:11 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 will always maintain editorial control. In addition to the graphics pages, the Carousel units play video. Trevor Scholl is responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in May:

Blaine

- Transcoded and uploaded 15 videos to Carousel.
- Uploaded all MN COVID PSAs to Carousel

Centerville

- Transcoded and uploaded 6 videos to Carousel.
- Created 1 graphics page for Carousel
- Uploaded 3 MN COVID PSAs to Carousel

Circle Pines

- Transcoded and uploaded 7 videos to Carousel.
- Removed Carousel page
- Uploaded all MN COVID PSAs to Carousel

Ham Lake

- Transcoded and uploaded 4 videos to Carousel.

Lexington

- Transcoded and uploaded 9 videos to Carousel.
- Created 3 graphics pages for Carousel
- Uploaded all MN COVID PSAs to Carousel

Lino Lakes

- Transcoded and uploaded 7 videos to Carousel.
- Uploaded all MN COVID PSAs to Carousel

Spring Lake Park

- Transcoded and uploaded 7 videos to Carousel.
- Created 4 graphics pages for Carousel
- Uploaded all MN COVID PSAs to Carousel

City Channel Signal Monitoring

- **Blaine**
No channel signal problems.
- **Centerville**
No channel signal problems.
- **Circle Pines**
No channel signal problems.
- **Ham Lake**
No channel signal problems.
- **Lexington**
No channel signal problems.
- **Lino Lakes**
No channel signal problems.
- **Spring Lake Park**
No channel signal problems.

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. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. 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. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then 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 May:

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

Administrative



The issues dealt with in May included final resolution to the CenturyLink settlement and Joint Powers Agreement updates, creating the 2021 NMTC draft budget, and staying in touch with Columbia Heights.

CenturyLink Settlement and Release

- Received the signed Settlement and Release.
- Received the check for \$7,000.00.

Joint Powers Agreement

- All seven city councils approved the updates to the Joint Powers Agreement.

Miscellaneous

- Talk with Mark Statz regarding recording additional Centerville meetings and other services.
- Talked with Jeff Karlson regarding freelancer reimbursement.
- Facilitated solution to cable service issue for Blaine PD.
- Completed 2021 draft budget.
- Talked with Spring Lake Park City Council person regarding meetings on VOD.
- Emailed Columbia Heights with updates and to keep channel of communication open.
- Read industry articles.