

## Video Production



Municipal Producer, Trevor Scholl, completed four productions in February. The shows included two episodes of Mayor’s Minutes, a Centerstage Centerville business profile, and the Blaine Police Department Awards. Programs were also produced by T.J. Tronson, Heidi Arnson, 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.

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

Title	Producer	Runtime
Centerstage Centerville: JPs Liquors	Trevor Scholl	00:01:30
Lexington Mayor’s Minutes Winter	Trevor Scholl	00:04:57
Blaine Mayor’s Minutes Winter	Trevor Scholl	00:05:53
Blaine PD Awards	Trevor Scholl	00:14:43
Anoka County Sheriff’s Office Joins Statewide Speeding Crackdown	Danika Peterson/Rusty Ray	00:02:57
Snowshoeing Grows in Popularity at Wargo Nature Center	Danika Peterson/Rusty Ray	00:02:00
Guns-N-Hoses Charity Hockey Game	T.J. Tronson	01:38:49
NMTC Meeting (2/25/21)	Heidi Arnson	00:36:32
Anoka County Board Meeting (2/9/21)	T.J. Tronson	00:33:48
Anoka County Board Meeting (2/23/21)	T.J. Tronson	01:38:49

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

- Property marker video for Blaine
- Blaine STEM Academy profile
- Blaine PD hearing impaired relations
- Lino Lakes fire recruitment updates
- Animal Humane Society
- More Centerstage Centerville business profiles
- Circle Pines virtual tour

# Equipment Consulting/Technical Support

---



## **Blaine**

- 2.24.21: Asked to check on cabling in chambers that might have been harmed during construction of ballistic materials on dais. Also took pictures of Xpression datalinq that staff experienced trouble with. Also checked non-functioning return feed in control room. Determined it's a bad power supply to DTZ box. Contacted Comcast and they will replace.

## **Centerville**

- 2.2.21: Went to city hall to help with tear out of old equipment. Pulled cable and took old equipment off shelves. Helped sort through good stuff and junk. Brought a converter to embed audio and a converter for HDMI to SDI. Located lost Brightsign power adaptor. Talking with Z systems about a new rack for equipment.
- 2.3.21: Delivered converters.
- 2.12.21: Request to get rid of network rack in new control room. Not our equipment. Recommended contacting IT department.
- 2.18.21: Brought an SDI audio embedder from workshop. Talked with Z Systems about transport of audio to NMTV head-end. Tested audio. Working.

## **Circle Pines**

- 2.25.21: Dropped off SDI and HDMI Magewell USB Capture devices. One will be used to connect Zoom to everything else at Circle Pines. Must check drawings. Will do test on March 1.

## **Ham Lake**

- No assistance required.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- 2.3.21: Sarah Cotton requested a set-up for conducting hybrid meetings. Also checking into audio only recordings for work sessions.
- 2.18.21: Went to city hall to figure out hybrid model set-up for workshops.
- 2.24.21: Finished and tested new set-up. Connected laptop to system and plugged in the USB, HDMI & headphone jack. Had to trouble shoot audio issues. Had to run laptop video through Carbonite switcher for a sync source. Also made easy buttons on all LCS panels for different meetings.

## **Spring Lake Park**

- 2.1.21: Set up new switcher for council meeting. Spent most of the day calibrating cameras and updating graphics and macros for meeting.
- 2.1.21: Makito X not functioning. Power cycled it and it came back on.
- 2.2.21: Power to a camera was tested. Decision made to replace camera. Contacted vendor for quote.

## **All Cities**

- 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 February:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (2/1/21)	T.J. Tronson	01:25:22
Blaine Planning Commission Meeting (2/2/21)	T.J. Tronson	00:57:33
Blaine City Council Meeting (2/17/21)	Trevor Scholl	02:06:32
Centerville Planning & Zoning Meeting (2/2/21)	Centerville Staff	02:14:01
Centerville Park & Rec Meeting (2/3/21)	Centerville Staff	02:02:06
Centerville City Council Meeting (2/10/21)	Centerville Staff	01:38:32
Centerville EDA Meeting (2/17/21)	Centerville Staff	02:04:33
Centerville City Council Meeting (2/24/21)	Centerville Staff	02:00:54
Circle Pines City Council Meeting (2/9/21)	Patrick Willson	00:56:03
Circle Pines Utility Commission Meeting (2/17/21)	Patrick Willson	00:21:26
Circle Pines City Council Meeting (2/23/21)	Patrick Willson	00:39:54
Ham Lake City Council Meeting (2/1/21)	Patrick Willson	00:03:00
Ham Lake City Council Meeting (2/16/21)	Patrick Willson	00:27:38
Ham Lake Planning Commission Meeting (2/22/21)	Patrick Wilson	00:30:55
Lexington City Council Meeting (2/18/21)	Lexington Staff	00:58:18
Lino Lakes City Council Meeting (2/8/21)	Anne Serwe	00:21:24
Lino Lakes Planning & Zoning Meeting (2/10/21)	Anne Serwe	00:35:04
Lino Lakes City Council Meeting (2/22/21)	Anne Serwe	00:07:35
Spring Lake Park City Council Meeting (2/1/21)	Isaac Quick	01:31:25
Spring Lake Park City Council Meeting (2/16/21)	Isaac Quick	01:05:17
Spring Lake Park Planning Commission Meeting (2/22/21)	Isaac Quick	00:23:07
<b>21 New Programs</b>		<b>22:30:39 New Hours</b>

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.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	170	245:34:04
Centerville	63	104:01:30
Circle Pines	148	136:37:27
Ham Lake	64	39:19:18
Lexington	97	87:00:55
Lino Lakes	72	48:23:53
Spring Lake Park	112	133:55:15
<b>Totals:</b>	<b>726 Program Playbacks</b>	<b>794:52:22 Hours of Video Programming on Channels</b>

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 2 videos to Carousel.
- Updated 3 data pages on Carousel.

**Circle Pines**

- Transcoded and uploaded 1 video to Carousel.

**Ham Lake**

- Transcoded and uploaded 1 video to Carousel.
- Updated 1 data page on Carousel.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.
- Emailed copies of all slides currently running on Lexington Carousel.
- Created 1 data page on Carousel.

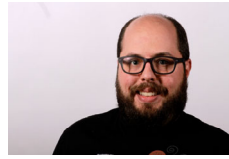
**Lino Lakes**

- Transcoded and uploaded 1 video to Carousel.
- Updated 1 data page on Carousel.

**Spring Lake Park**

- Transcoded and uploaded 0 videos to Carousel.
- Created 14 new data pages to Carousel.

## 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**
  - 3 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**
  - 1 meeting 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 February included receiving a response from Comcast regarding the draft franchise document, processing and delivering 2020 cable fees to Member Cities, and considering a formal franchise extension.



- **2020 Cable Fees Paid to Cities**
  - Presented cable fee payment calculations to Operations Committee, Executive Committee, and full Commission for approval of payments to Cities.
  - Assembled supporting data and explanatory letter to accompany cable fee payments.
  - Mailed reports and checks to Cities.
- **Comcast Franchise Renewal**
  - Comcast responded to the draft franchise document sent to them by the Commission six months ago.
  - Reviewed PEG section of document.
  - Discussed document with Legal Counsel.
  - In the process of red-lining document.
  - Discussed formally extending the current franchise during negotiations.
  - Talked with Comcast regarding formal extension.
  - Discussing length of extension with Comcast.

### **Miscellaneous**

- Checked with Operations Committee on how NMTV staff recording city meetings is going.
- Responded to questions from Commission Member Julie Jeppson.
- Responded to questions from Commission Member Dale Stoesz.
- Sent meeting links to Teresa at Centerville City Hall.
- Sent link to current franchise document to City Administrator Mark Statz.  
Forwarded suggestions regarding franchise ROW issues from Mark to Legal Counsel.
- Rescheduled Cable Commission meeting to guarantee quorum.
- Contacted CenturyLink regarding missing Fourth Quarter reports.
- Contacted Columbia Heights City Administrator regarding any updates on decision to join Cable Commission.
- Forward article regarding how to access local channels on Roku and AppleTV to Cities as requested by Operations Committee.
- Read industry articles.