

Video Production



Municipal Producer, Trevor Scholl, completed eight productions in March, including coverage of Lino Lakes' annual Guns and Hoses event, an in-depth look at the Lexington Fire Department, and productions from five cities explaining what each one is doing in regards to the COVID 19 pandemic. Programs were also produced T.J. Tronson, 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.

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

Title	Producer	Runtime
GunsNHoses 2020	Trevor Scholl	00:05:00
Centerville COVID	Trevor Scholl	00:09:25
Spring Lake Park COVID	Trevor Scholl	00:03:45
Lino Lakes COVID	Trevor Scholl	00:06:47
Lexington COVID	Trevor Scholl	00:04:08
Circle Pines COVID	Trevor Scholl	00:04:24
A Look Inside the Lexington Fire Department	Trevor Scholl	00:07:30
Torg COVID Sales	Trevor Scholl	00:04:00
Blaine COVID 19	Danika Peterson/Rusty Ray	00:03:02
NACE Empty Bowls Promo	Danika Peterson/Rusty Ray	00:30:00
Spring Lake Park Students Earn EMT	Danika Peterson/Rusty Ray	00:03:00
Anoka County Board Meeting (3/10/20)	T.J. Tronson	00:30:47
Anoka County Board Meeting (3/24/20)	T.J. Tronson	01:22:03

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

- Dasco Printing, business profile
- Circle Pines Tree Removal Meeting
- Small business impacts from the Corona Virus
- Grandma's House non-profit profile
- Spring Mayor's Minutes

Equipment Consulting/Technical Support



Blaine

- No assistance required.
- **Centerville**
- 3.25.20: Tested Zoom meeting with Mark Statz. Reviewed steps for sending and recording a completely remote meeting for broadcast on the channels.
- 3.25.20: Black signal coming from city hall instead of meeting video. Asked city staff if Leightronix box was on right setting. Made the change and the video signal came on.

Circle Pines

- 3.10.20: Attended meeting to assist Patrick Wilson with any issues. Provided additional training. Showed him how to open up the panel and manually direct a show using two cameras. Problems came up during the meeting with the Ross LCS. Called Ross. They said they had never seen this happen before. Shut down the 1RU switcher panel and turned it back on and it all fired up as normal. Patrick did great and should be able to handle many issues going forward.
- 3.20.20: Talked with Patrick Antonen regarding live streaming broadcast options for meeting playback.

Ham Lake

- 3.10.20: Fixed Camera 2. During NMTV staff training it was noticed that camera 2 wouldn't work. Seemed to be a Dashboard issue. Losed one of the instances on Dashboard and camera 2 reappeared.
- 3.25.20: Assisted Denise Webster with Zoom account settings.

Lexington

- No assistance required.

Lino Lakes

- 3.10.20: Fixed the Ross controller. Rusty reported that the camera controller wasn't working. Unplugged the power, did a quick re-boot of the system. Seems to have fixed problem.
- 3.23.20: Stopped by City Hall to help with remote meeting set-up. Chambers acoustics caused a feedback problem. Determined best way to proceed for best audio.

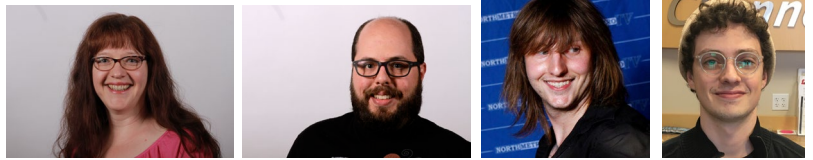
Spring Lake Park

- 3.23.20: Stopped by City Hall to help with remote meeting equipment set-up. Tested audio with no problems.
- 3.24.20: Camera issues. Wouldn't move. Camera protocol reverted to default setting so had to reassign the IP addresses to the correct cameras in the Broadcast Pix software.
- 3.24.20: Discussed Zoom remote meetings capabilities with Dan.

All Cities

- 3.17.20: Establish Zoom streaming network for city meetings if done completely remotely. Purchased and programmed two Raspberry Pi units to accept a signal from Zoom. They are now ready to accept up to 4 different simultaneous streams from Zoom and create an inter-office network stream that the carousel can access using its alert function.
- 3.25.20: Emailed city administrators to report findings from Centerville Zoom test. Wrote instructions on how to set-up Zoom account to transfer recordings.

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 March:

Title	Producer	Runtime
Blaine City Council Meeting (3/2/20)	Blaine Staff	01:27:02
Blaine Planning Commission Meeting (3/10/20)	Blaine Staff	00:20:04
Blaine City Council Meeting (3/16/20)	Blaine Staff	00:41:57
Blaine Natural Resources Conservation Board Meeting (3/24/20)	Blaine Staff	01:05:15
Centerville City Council Meeting (3/11/20)	Centerville Staff	04:53:29
Centerville City Council Meeting (3/25/20)	Centerville Staff	01:35:51
Circle Pines City Council Meeting (3/10/20)	Circle Pines Staff	00:28:44
Circle Pines Emergency City Council Meeting (3/17/20)	Circle Pines Staff	00:27:55
Circle Pines Utility Commission Meeting (3/18/20)	Circle Pines Staff	00:43:56
Circle Pines City Council Meeting (3/24/20)	Circle Pines Staff	01:12:13
Ham Lake City Council Meeting (3/2/20)	Ham Lake Staff	00:28:06
Ham Lake Planning Commission Meeting (3/9/20)	Ham Lake Staff	01:16:00
Ham Lake City Council Meeting (3/16/20)	Ham Lake Staff	00:19:03
Lexington City Council Meeting (2/6/20)	Lexington Staff	00:23:00
Lexington City Council Meeting (2/20/20)	Lexington Staff	00:30:04
Lino Lakes City Council Meeting (3/9/20)	Lino Lakes Staff	01:39:46
Lino Lakes Planning and Zoning Commission Meeting (3/11/20)	Lino Lakes Staff	01:11:37
Lino Lakes City Council Meeting (3/23/20)	Lino Lakes Staff	02:22:06
Spring Lake Park City Council Meeting (3/2/20)	Spring Lake Park Staff	00:24:37
Spring Lake Park City Council Meeting (3/16/20)	Spring Lake Park Staff	01:07:03
Spring Lake Park Planning Commission Meeting (3/23/20)	Spring Lake Park Staff	00:17:33

Spring Lake Park Special City Council Meeting (3/23/20)	Spring Lake Park Staff	00:20:10
22 New Programs		23:02:55 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	182	193:01:12
Centerville	47	143:29:11
Circle Pines	250	160:52:16
Ham Lake	71	57:16:24
Lexington	110	102:09:53
Lino Lakes	123	128:20:36
Spring Lake Park	160	120:32:17
Totals:	943 Program Playbacks	905:41:49 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 March:

Blaine

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

Centerville

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

Circle Pines

- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings

Ham Lake

- Transcoded and uploaded 1 video to Carousel.
- Created Zoom Carousel graphic for remote meetings
Lexington
- Transcoded and uploaded 3 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings
Lino Lakes
- Transcoded and uploaded 2 videos to Carousel.
- Created Zoom Carousel graphic for remote meetings
Spring Lake Park
- Transcoded and uploaded 4 videos to Carousel.
- Created 1 graphics page for Carousel
- Created Zoom Carousel graphic for remote meetings

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 March:

- **Blaine**
4 meetings bookmarked and placed on VOD.
- **Centerville**

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



Administrative

The issues dealt with in March included preparing for life during the COVID 19 pandemic, wrapping up the Joint Powers Agreement and CenturyLink franchise violation notice projects, proceeding with NMTV staff recording city meetings, and getting some disappointing news from the Sixth Circuit Court of Appeals.

COVID 19 Preparations

- Worked with staff to find solution for cities to meet remotely.
- Purchased Zoom Pro app.
- Had staff create a user manual for Zoom and forwarded to cities.
- Purchased equipment to interface with Zoom and Tigtrope playback software. Set-up equipment and tested.
- All staff, from Engineering to Programming to Production worked with Cities to set-up equipment, test systems, and make sure meetings and programming could continue remotely.
- Directed staff regarding availability during evening meetings to address any problems quickly.

FCC Third Report and Order

- Oral arguments in support of a stay of the FCC's franchising order were presented on March 11th.
- The Sixth Circuit Court of Appeals published its decision to deny the motion for stay, of the FCC's cable franchising order, on March 19th.
- Cable companies may be contacting us to talk about modifying franchise agreements.
- Reviewed possible in-kind provisions of the franchise and considered options.

CenturyLink Franchise Violations

- Legal Counsel met with CenturyLink to discuss possible resolutions to the franchise violation.
- Discussed possibility of requesting reimbursement for legal fees related to the franchise violation with Legal Counsel.
- Presented idea to Operations Committee and Executive Committee.
- Discussions continue with CenturyLink.

Joint Powers Agreement

- Continued to work with Legal Counsel to tweak the quorum language and vote calculation method.
- Created new vote structure comparison chart that incorporated one vote per 1,000 subscribers.

Meeting Recording Service for Cities

- Freelancers and full-time NMTV staff began recording Ham Lake and Lino Lakes meetings.
- Continued training for full-time staff on additional city systems.

Miscellaneous

- Directed programming staff to contact cities regarding new website interface.
- Resolved subscriber complaint.
- Provided information for annual audit of Commission.
- Established work schedule and reporting process for staff working from home.
- Canceled my trip to Belize. ☹
- Read industry articles.

