

## Video Production



Municipal Producer, Trevor Scholl, completed one production in December and continued to work on several major projects. They include Blaine PD community outreach, Blaine on-boarding, and Lino Lakes fire and police recruitment videos. Programs were also produced by Danika Peterson, Eric Nelson, and 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 ideas or requests for programming.

- **December Completed Videos/Playing on City Channels & Streaming**

| Title   | Producer                    | Runtime  |
|---|-----------------------------|----------|
| AHS Winter Break Camp   | Trevor Scholl               | 00:02:38 |
| Spring Lake Park Police Now Use Reconnaissance Robot on Some Scenes | Danika Peterson/Eric Nelson | 00:02:16 |
| Anoka County's Oldest Pickle  | Danika Peterson/Eric Nelson | 00:03:05 |
| NMTC Meeting (12/20/23)   | T.J. Tronson                | 00:41:17 |
| Anoka County Board Meeting (12/1/23)                                | T.J. Tronson                | 02:45:48 |
| Anoka County Board Meeting (12/19/23)                               | T.J. Tronson                | 02:58:05 |

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

- Blaine on-boarding videos
- Blaine community outreach video
- Lino Lakes police and fire recruitment videos
- Lino Lakes police night scenarios
- Heroes and Helpers
- Updated Centerville and Blaine Brightsigns
- SLP and CLPD officer profiles
- Fish-lectronics business profile
- Blaine Facebook live town halls

# Equipment Consulting/Technical Support

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## **Blaine**

- 12.13.23: Iris issue. Went to city hall to check on iris issues. Brightness too hot on right side of dais. Found a secret sub-menu under the camera protocols that allowed for changing the auto-iris brightness level. Brought the level down to 3 instead of 6 and it fixed the issue. Also added some color to the cameras and sharpness to help with the overall look of the video.
- 12.14.23: Network switch upgrade. Went to city to make sure everything still working after upgrade. Found no signal to dais monitors or left council room video monitor. Reset the Crestron HDMI receivers under the Mayor's desk. Solved problem. No signal coming from Makito X. Sent Ben info on Makito address and destination address so Blaine IT could open up a port and allow transmission and receiving over that port.
- 12.20.23: Went to Blaine to investigate moving the podium and staff table. Will need to get an HDMI splitter, and disconnect and reconnect cables. Mic inputs would be swapped in the DSP audio device. Ben requested that the 2<sup>nd</sup> HDMI cable at the lower staff table be run on the opposite side of the dais. Will need to buy 100 ft HDMI cable. May be a challenge to run due to bullet proofing sections of the dais.

## **Centerville**

- 12.14.23: Major problems with council meeting transmission. No signal coming through Makito X. Attempted reboot of system. Didn't help. Internet was down on city site. Also recording issues. Hard drive was full. Deleted meetings but still wouldn't record. Educated meeting staff on caring for the back-up drive and that the trash needed to be emptied for the meeting to actually come off the hard drive.
- 12.19.23: Went to city hall to fix Brightsign problem. Checked into an internet problem for Mark. Couldn't connect to router. Restarted computer. It was able to connect. Most likely a faulty WiFi adapter. Worked on getting signal from Brightsign to the Makito X. Problem is new Brightsigns are configured for in-store displays and automatically output 1080p, which our system can't use. Helped Trevor download, install and figure out how to use the BrightAuthor software. Was able then to create a setup file that tells the Brightsign to start in 720p.

## **Circle Pines**

- 12.20.23: Fixed camera 3 issue. The camera decided to change its internal coordinates that threw off all its marks. Set new marks on the first 3 angles and figured out how to copy them in the xml file. Copy and pasted the remaining 42 marks.

## **Ham Lake**

- No assistance required.

## **Lexington**

- No assistance required.

## **Lino Lakes**

- No assistance required.

## **Spring Lake Park**

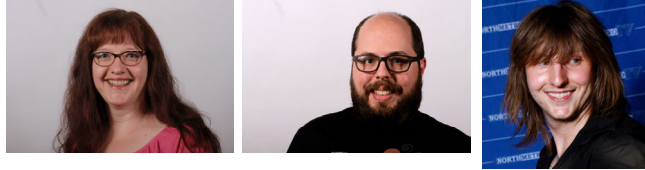
- 12.17.23: Talked with vendor regarding Spring Lake Park equipment quote. Requested LCS no longer in production. Asked for quote on new software and hardware and on getting an Xpression Live with a carbonite solo with dashboard and datalinq. Could be a cheaper option.
- 12.21.23: Fixed audio issues. System keeps reverting to an unusable setup on its own. Put it back in autonomous mode that allows for individual mics to have full

control. Took pictures of set-up and sent to relevant NMTV staff. Should be an easy fix for them if it happens again.

**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 December:

| <b>Title</b>   | <b>Producer</b> | <b>Runtime</b> |
|--|-----------------|----------------|
| Blaine City Council Meeting (12/4/23)                | T.J. Tronson    | 01:01:53       |
| Blaine Planning Commission Meeting (12/12/23)        | T.J. Tronson    | 00:06:06       |
| Blaine City Council Meeting (12/18/23)               | Trevor Scholl   | 01:38:57       |
| Centerville Planning & Zoning Meeting (12/5/23)      | John Murphy     | 02:14:26       |
| Circle Pines Park Board Meeting (12/5/23)            | Ray Flint       | 00:05:35       |
| Circle Pines City Council Meeting (12/12/23)         | Ray Flint       | 00:59:43       |
| Circle Pines Special Park Board Meeting (12/19/23)   | Ray Flint       | 00:11:42       |
| Circle Pines Utility Commission Meeting (12/20/23)   | Ray Flint       | 00:23:05       |
| Circle Pines City Council Meeting (12/20/23)         | Ray Flint       | 00:33:20       |
| Ham Lake City Council Meeting (12/4/23)              | Payton Nelson   | 00:49:50       |
| Ham Lake Lake Planning Commission Meeting (12/11/23) | Payton Nelson   | 00:20:21       |
| Ham Lake City Council Meeting (12/18/23)             | Payton Nelson   | 00:11:49       |
| Lexington City Council Meeting (12/7/23)             | Lexington Staff | 00:12:26       |
| Lexington City Council Meeting (12/21/23)            | Lexington Staff | 00:07:39       |
| Lino Lakes City Council Meeting (12/11/23)           | Anne Serwe      | 01:35:29       |
| Lino Lakes Environmental Board Meeting (12/27/23)    | Anne Serwe      | 01:24:12       |
| Spring Lake Park City Council Meeting (12/4/23)      | Ray Flint       | 01:37:43       |
| Spring Lake Park City Council Meeting                | Ray Flint       | 01:18:36       |

|                        |  |                           |
|------------------------|--|---------------------------|
| (12/18/23)             |  |                           |
| <b>18 New Programs</b> |  | <b>14:52:52 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           | 196                                    | 201:37:10   |
| Centerville      | 50                                     | 84:45:07  |
| Circle Pines     | 257                                    | 211:12:11   |
| Ham Lake         | 76                                     | 77:25:42  |
| Lexington        | 121                                    | 97:35:09  |
| Lino Lakes       | 91                                     | 146:42:45   |
| Spring Lake Park | 115                                    | 21:22:59  |
| <b>Totals:</b>   | <b>906 Program Playbacks</b>           | <b>1,029:41:03 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 December:

- **Blaine**  
Transcoded and uploaded 2 videos to Carousel.
- **Centerville**  
Transcoded and uploaded 2 videos to Carousel.
- **Circle Pines**  
Transcoded and uploaded 2 videos to Carousel.
- **Ham Lake**  
Transcoded and uploaded 2 videos to Carousel.
- **Lexington**  
Transcoded and uploaded 2 videos to Carousel.
- **Lino Lakes**  
Transcoded and uploaded 2 videos to Carousel.
- **Spring Lake Park**

- Transcoded and uploaded 3 videos to Carousel.
- Created 6 new Carousel graphics.

## Closed Captioning



Closed captioning is an additional service provided by North Metro TV. Every city meeting is closed captioned during the live presentation via our Tightrope system. That process is assigned a per-minute price. Once the meeting is recorded on our servers, that version of the meeting must be captioned separately. This is accomplished through a system owned by North Metro TV and does not incur an additional cost. The following table tallies the number of minutes of captioning provided each city for the month of December.

| City             | Minutes of Live Closed Captioning | Minutes of Post Closed Captioning |
|------------------|-----------------------------------|-----------------------------------|
| Blaine           | 167                               | 167                               |
| Centerville      | 137                               | 137                               |
| Circle Pines     | 134                               | 134                               |
| Ham Lake         | 82                                | 82                                |
| Lexington        | 21                                | 21                                |
| Lino Lakes       | 180                               | 180                               |
| Spring Lake Park | 177                               | 177                               |
| <b>Totals:</b>   | <b>898 Minutes</b>                | <b>898 Minutes</b>                |

## Meeting Podcasts



NMTV is now providing a city meeting podcast service. Depending on each city's wishes, any or all meetings can be converted. All podcasts are available across six platforms: Apple Podcasts, Spotify, Podbean, Amazon Music/Audible, iHeart Radio, and Pocketcasts. Links to each platform are available on each individual channel's website and all of those sites can be found at [northmetrotv.com/podcasts](http://northmetrotv.com/podcasts).

### **Blaine**

- Uploaded 3 city meeting podcasts.
- 30 total downloads

### **Centerville**

- Uploaded 1 city meeting podcasts.
- 13 total downloads

### **Circle Pines**

- Uploaded 2 city meeting podcast.
- 4 total downloads

### **Ham Lake**

- Uploaded 2 city meeting podcasts.
- 15 total downloads

### **Lexington**

- Uploaded 2 city meeting podcasts.
- 16 total downloads

### **Lino Lakes**

- Has decided not to convert city meetings to podcasts.

### **Spring Lake Park**

- Uploaded 2 city meeting podcasts.
- 20 total downloads

## Meeting Transcripts



NMTV is now providing a city meeting transcript service. Depending on each city's wishes, any or all meetings can be converted. The transcripts are generated using an online platform called Otter.ai, which creates an interactive transcript that is broken down by speaker. Anyone using the transcript can click on any word to hear the meeting audio.

### **Blaine**

- Not participating

### **Centerville**

- Created 1 meeting transcript.

### **Circle Pines**

- Created 2 meeting transcripts.

### **Ham Lake**

- Created 4 meeting transcripts.

### **Lexington**

- Not participating

### **Lino Lakes**

- Created 1 meeting transcripts

### **Spring Lake Park**

- Created 2 meeting transcripts.

## 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 December:

### **Blaine**

- 3 meetings bookmarked and placed on VOD.

### **Centerville**

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



## Administrative

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Issues dealt with in December include quarterly Executive Committee and Cable Commission meetings, and discovering I don't have much time left as Executive Director.

### **Co-ED Job Descriptions and Compensation**

- Made requested changes to Co-ED job descriptions.
- Recommended Danika and Eric as Interim Co-EDs to Cable Commission. Approved.
- Presented job descriptions to Cable Commission. Approved.
- Presented compensation recommendation to Cable Commission. Approved

### **Preparing for Retirement**

- Formally resigned at Cable Commission meeting.
- Began to panic that there isn't enough time to go over what needs going over with Eric and Danika
- Realized Eric and Danika don't need me to go over any more, because they are perfectly capable of doing the job.
- Continued to organize and clean out office and files.

### **Miscellaneous**

- Reviewed Danika and Eric's proposal for Fridley RFP. They did a great job.
- Sent 2024 meeting schedule to cities and posted on website.
- Emailed Dan Tesch for address, created invoice, submitted invoice.
- Directed staff to fix broken headline link to meeting schedule as discovered by S. Cotton.
- Talked with Wanda Brown regarding Spring Lake Park city hall availability for Cable Commission meetings in 2024.
- Assigned Blaine subscriber complaint to Eric Houston. He excelled at following through with Comcast on the requested action.
- Created 2024 Commission/Operations Committee Member list.
- Monitored and bookmarked all city meetings.
- Read December Legal Report.
- Read industry articles.