

## Video Production



Municipal Producer, Trevor Scholl, completed two productions in January. The shows include a business profile and coverage of the Wargo Snow Days event. Trevor also completed updating and reformatting videos for the Lexington and Circle Pines Brightsign players and he met with Blaine staff to discuss producing quarterly, Facebook live town halls. Programs were also produced by Danika Peterson, Rusty Ray 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 any ideas or requests for programming.

### ▪ January Completed Videos/Playing on City Cable Channels & Streaming

Title	Producer	Runtime
Wargo Snow Day 2022	Trevor Scholl	00:02:14
Business Matters: Burn Boot Camp	Trevor Scholl	00:02:55
Blaine PD Deputy Chief Retires After Nearly 40 Years	Danika Peterson/Rusty Ray	00:02:14
Anoka County Statutory & Organizational Meeting (1/4/22)	T.J. Tronson	00:46:45
Anoka County Board Meeting (1/25/22)	T.J. Tronson	01:05:24

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

- Winter Mayor's minutes
- Kottke Bus Service Commercial
- Author Fair at Northtown Library Featuring a Circle Pines writer
- Centerville Centerstage: Public Storage
- Forgotten Star Brewing feature
- Spring Lake Park Snow Buddy Hunt
- Referee hiring event at NSC
- Blaine Facebook live town halls

# Equipment Consulting/Technical Support

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## **Blaine**

- No assistance required.

## **Centerville**

- 1.3.22: Talked with Mark Statz regarding integrating hybrid meeting model again. Contacted other NMTV staff to make sure they were aware of what to expect going forward.
- 1.5.22: No audio for meeting. Discovered P&Z audio file is corrupt. Switched to Council file. Was able to get audio. Laptop disappeared from the tri-caster.
- 1.11.22: Re-made P&Z session file. Is working. An NDI converter behind the program monitor stopped working. Unplugged the Ethernet and power, then it all appeared on the tri-caster again. Took video of audio problem seeing when the ¼” plug is touched. It shuts down the audio outputs from the computer and the only remedy is to re-start the computer, but requires stopping a meeting to do it. Sent the video to Z Systems for their input.
- 1.12.22: Audio issues during council meeting.
- 1.13.22: Picked up the tri-caster and sent it in for repairs. Most likely a sound card.

## **Circle Pines**

- No assistance required.

## **Ham Lake**

- 1.18.22: Stopped at city hall to fix problem during meeting. The master file was corrupted by an SQL injection. Located corrupted parts and got file restored.

## **Lexington**

- 1.20.22: Picked up Makito X that has been causing problems. Tested at NMTV. Was a little loud. Will run further tests.
- 1.20.22: Called Roseville IT department and worked out that the problem lies with their router. Something changed in their coding. Temporarily fixed. Will continue to work with Roseville on their coding issue. Re-installed Makito X.

## **Lino Lakes**

- No assistance required.

## **Spring Lake Park**

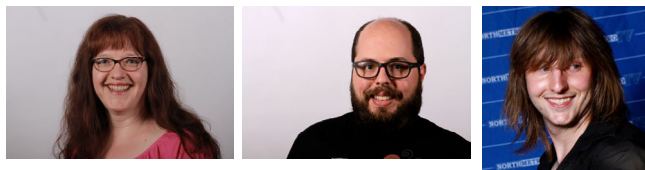
- 1.18.22: Picked up KiPro to get file for Wanda to distribute for police officer training. Made the file into an MP4, put it on google drive and shared link with Wanda.

## **All Cities**

- No assistance required.

# Channel Management

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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 Tighrope 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 January:

<b>Title</b>	<b>Producer</b>	<b>Runtime</b>
Blaine City Council Meeting (1/3/22)	T.J. Tronson	00:50:02
Blaine Natural Resources Conservation Board Meeting (1/18/22)	Trevor Scholl	01:06:29
Blaine City Council Meeting (1/19/22)	Trevor Scholl	01:13:04
Blaine Park Board Meeting (1/25/22)	Trevor Scholl	00:31:36
Centerville Planning & Zoning Meeting (1/4/22)	John Murphy	01:45:23
Centerville Park & Rec Meeting (1/5/22)	John Murphy	01:39:47
Centerville City Council Meeting (1/12/22)	Rusty Ray	02:02:20
Centerville EDA Meeting (1/19/22)	Teresa Bender	02:24:44
Centerville City Council Meeting (1/26/22)	Teresa Bender	01:58:30
Circle Pines City Council Meeting (1/11/22)	Patrick Willson	00:51:52
Circle Pines Utility Commission Meeting (1/19/22)	Patrick Willson	00:40:03
Circle Pines City Council Meeting (1/25/22)	Patrick Willson	00:32:06
Ham Lake City Council Meeting (1/3/22)	Patrick Willson	00:15:06
Lexington City Council Meeting (1/6/22)	Lexington Staff	00:37:33
Lexington City Council Meeting (1/20/22)	Lexington Staff	00:22:23
Lino Lakes Environmental Board Meeting (1/4/22)	Anne Serwe	01:48:20
Lino Lakes Park Board Meeting (1/5/22)	Anne Serwe	01:33:39
Lino Lakes City Council Meeting (1/10/22)	Anne Serwe	00:41:48
Lino Lakes Planning & Zoning Meeting (1/12/22)	Anne Serwe	02:58:17
Lino Lakes City Council Meeting (1/24/22)	Rusty Ray	00:28:03
Lino Lakes Environmental Board Meeting (1/26/22)	Anne Serwe	00:57:46
Spring Lake Park City Council Meeting (1/3/22)	Emerson Rice	00:31:14
Spring Lake Park City Council Meeting (1/18/22)	Emerson Rice	00:52:36
Spring Lake Park Planning Commission Meeting (1/24/22)	Emerson Rice	01:21:25
Centennial District Fire Steering Committee Meeting (1/20/22)	Patrick Willson	01:40:22
<b>25 New Programs</b>		<b>29:44:08 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 Tigtrope 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	178	181:07:07
Centerville	64	128:30:53
Circle Pines	154	139:08:55
Ham Lake	67	28:04:50
Lexington	102	56:57:26
Lino Lakes	92	91:19:55
Spring Lake Park	117	104:45:52
<b>Totals:</b>	<b>774 Program Playbacks</b>	<b>729:54:58 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 January:

**Blaine**

- Transcoded and uploaded 3 videos to Carousel.

**Centerville**

- Transcoded and uploaded 1 video to Carousel.

**Circle Pines**

- Transcoded and uploaded 1 video to Carousel.
- Updated Brightsign layout and video.

**Ham Lake**

- Transcoded and uploaded 1 video to Carousel.

**Lexington**

- Transcoded and uploaded 1 video to Carousel.
- Updated Brightsign layout and video.
- Created 2 new Carousel graphics page.

**Lino Lakes**

- Transcoded and uploaded 1 video to Carousel.
- Created 1 new Carousel graphics page.

**Spring Lake Park**

- Transcoded and uploaded 1 video to Carousel.
- Created 7 new Carousel graphics page.

## 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 January:

- **Blaine**
  - 4 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**
  - 1 meetings bookmarked and placed on VOD.
- **Lexington**
  - 2 meeting placed on VOD.
- **Lino Lakes**
  - 6 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
  - 3 meetings bookmarked and placed on VOD

## Administrative



Issues dealt with in January include analyzing and processing Comcast's 4<sup>th</sup> Quarter franchise and PEG fee reports, researching newest options for the introduction of closed captioning to the system, and providing information to members of the 2022 Cable Commission.

- **Q4 Franchise and PEG Fee Reports**
  - Received 4th 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 \$1,320 over the previous quarter. PEG fees were down \$2,412 over the previous quarter.
  - 2021 gross revenue and franchise fees were higher than 2020 gross revenue and franchise fees.
  - Subscriber numbers continue to decline.
  - Income predictions continue to meet expectations.

### **Closed Captioning Research**

- Reviewed closed captioning reports and budget materials.
- Worked with Programming Coordinator, Michele Silvester, to reassess needs and options.
- Wrote a memo explaining current options and variables for Operations Committee meeting.
- Had Michele set up demos of two best options for February.

### **2022 Cable Commission**

- Contacted Cities to obtain names and contact information of 2022 Commission members.
- Created 2022 contact sheet.
- Sent introductory email to 2022 Commission members with meeting schedules, contact information and a link to the history of the Commission and NMTV.
- Contacted members to gauge interest in serving on the Executive Committee.

### **Miscellaneous**

- Updated NMTC History document to include 2021 events. Posted on website.
- Provided requested documents for 2021 audit of Commission finances.
- Wrote minutes for Operations Committee.
- Received and documented monthly Comcast subscriber reports.
- Read January Legal Report and forwarded to Operations Committee and Cable Commission.
- Read industry articles.