

**MEETING AND PUBLIC COMMENT PROCEDURES:** The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING  
RIVERSIDE TV COMMISSION  
Room 4, Riverside Township Hall, 27 Riverside Road, Riverside, IL 60546  
Monday, June 13, 2022  
7:00 p.m.**

**Agenda**

1. Call to Order
2. Roll Call  
Chairperson: Colin Hughes  
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw
3. Approval of the following Minutes:
  - A. May 09, 2022 Regular Meeting
4. Old Business
  - Technical Director Report
  - Production Supervisor Update
  - RTV Billing Structure — Update
  - Hauser Jr. High Communications Project Update
  - Continue Memories of Riverside Season 2 Subject Discussion
5. New Business
  - New Village Website Survey

- Programming
  - Saturday Morning Programming — Update
  - RTV Weekend Movies

**Riverside TV Commission 2022 Meeting Dates**

(7:00 p.m., 2<sup>nd</sup> Monday, Township Hall Room 4 or Zoom)

January 10	April 11	July 11	October 10
February 14	May 9	August 8	November 14
March 14	June 13	September 12	December 12

6. Next Meeting: Monday, July 11, 2022 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners  
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova

**Riverside TV Commission  
Regular Meeting**

*May 09, 2022*

7:00 PM

**Room 4, Riverside Township Hall  
27 Riverside Road, Riverside, IL 60546**

**1. Call to Order**

Chair Hughes called the meeting to order at 7:02 PM

**2. Roll Call**

*Commissioners Present:* Chair Colin Hughes; Commissioners Karina Turner Koncius, Thomas Orgler, and Mark Yurkiw

*Commissioners Absent:* Commissioner Eric Sundstrom

*Also Present:* Village Trustee Cristin Evans; Assistant Village Manager Ashley Monroe; Production Supervisor Joe Doria; Technical Director Lorenzo P Cordova; and Production Assistant/Broadcast Engineer Zach Cameron

**3. Approval of the following Minutes:**

**A. April 11, 2022 Regular Meeting**

Motion: Koncius

Second: Orgler

Abstain: Hughes

All were in favor.

The motion carried.

**4. Old Business**

- **Technical Director Report** — Director Cordova issued a detailed report to the Commission of all productions completed since the April 11 TV Commission meeting.

Cordova also informed the Commission of the upcoming Riverside Memorial Day Program, which is slated to take place on Monday, May 30 at the St. Mary Parish Center at 126 Herrick Road. The 2022 program will mark the first time, since 2019, that the event is held at the Parish Center. In 2020, the event was canceled due to the COVID-19 pandemic, and in 2021, a condensed version of the ceremony was held in Guthrie Park.

Following this, Cordova introduced Production Assistant Zach Cameron, who serves as Riverside TV's broadcast engineer, so that he could issue a report to the Commission on the upcoming broadcast rack update project, which is part of the plan to add Riverside TV to the Roku platform.

Cameron explained the plan to add a video encoder to the production carts and a video decoder to the broadcast rack. The implementation of the encoder and decoder will allow Riverside TV crew to bypass existing audio and video ports in Riverside Township Hall when sending a live video feed to the broadcast rack.

Cameron further highlighted some key items on the purchase list for the broadcast rack update. One such highlighted item was a 12x12 video router to route the increasing number of video signals entering and leaving the broadcast rack. In addition, Cameron explained the need for a higher-capacity uninterruptible power supply (UPS) to help protect new and existing equipment on the broadcast rack in the case of a power loss or electrical brown-out.

Additionally, Cameron highlighted the replacement for the existing Leightronix NEXUS broadcast management and playout system. The proposed replacement for the NEXUS is the CableCast VIO Lite, and this system will continue to manage playback of pre-recorded content across Riverside TV's TV platforms while additionally broadcasting live video feeds during live events, such as meeting productions.

Cameron explained that the NEXUS system has been in service for ten years and is only capable of handling standard definition video. Continuing with his breakdown of the proposed equipment purchase list, Cameron explained that a Blackmagic Design Web Presenter will send a video signal from the new broadcast management and playout system to the Roku platform via the CASTR video streaming service.

Lastly, on the proposed equipment purchase list, Cameron highlighted the Teradek Prism Flex video encoder, which may or may not be needed, depending on the compatibility of Teradek's video decoders with Riverside TV's existing live streaming video encoder.

Cameron gave two total cost estimates for the project with the variable between both estimates being the Teradek Prism Flex video encoder. Without the encoder, the estimated cost of this project would be \$17,849 and with the encoder, the estimated cost would be \$20,639.

Commissioner Koncius asked if these equipment upgrades would improve broadcast quality and reliability, to which Cameron responded affirmatively. Cameron also explained that with the new video encoder/decoder system and the new broadcast management/playout system, Riverside TV will be able to broadcast live on all its platforms, even when a production is not taking place within Township Hall. He mentioned meetings of the Riverside Public Schools District 96 Board of Education as an example of productions which take place outside of Township Hall. Cameron explained that with the proposed new equipment, Riverside TV would be able to originate live broadcasts from any location with a reliable connection to the Internet.

Chair Hughes asked how many streams the proposed Teradek video decoder could take. Cameron replied by stating that while the decoder has two video output ports, he was unsure

if the decoder was capable of taking in two video streams at once and sending them to two devices or if the two video output ports were meant to send one stream out to two different devices. Hughes explained that other municipalities in the West Central Cable Agency (WCCA), which may update their broadcast racks after Riverside TV, may not have a need for the encoder and decoder system.

Cordova agreed with Hughes and stated that some municipalities would likely not have a need for some of the equipment — such as the 12x12 video router or the encoder/decoder system — Riverside TV is requesting to purchase. This is because other municipalities may not be doing many live video productions aside from their village board meetings.

Cameron further explained that the Teradek Prism encoder/decoder system is available in a one-rack-unit chassis, which has slots for up to three encoders and decoders, in the event that a municipality needed more than one encoder and/or decoder.

Hughes mentioned that this proposed broadcast equipment upgrade would bring Riverside TV into compliance with Xfinity's and AT&T's requirements to be granted a high definition broadcast channel. Per Hughes, if Riverside TV is in compliance by 2025, Xfinity and AT&T should grant the station high definition channels on their respective platforms.

Cordova further explained that he and Cameron have been sending a live video stream to the CASTR video streaming service during meeting productions as a way to see what CASTR can do. Cordova stated that he found out that CASTR may allow for a simulcast of Riverside TV's TV channels to be embedded on either the Riverside TV website or the village website.

- ***Production Supervisor Update*** — Supervisor Doria began his report by commenting on the broadcast rack update project and stating that the estimated cost totals previously mentioned could be lower due to some suppliers offering discounts to government agencies.

Doria also reported to the Commission that the power supply units for two of Riverside TV's broadcast cameras failed within the last month. He stated that the cameras are ten years old and the time for their replacement is nearing. Doria mentioned a conversation he had with Assistant Village Manager (AVM) Monroe about creating a purchase list for new equipment to replace existing equipment.

Monroe mentioned a conversation she had with Village Manager Jessica Frances regarding replacement equipment, the cost of which the village would be reimbursed through the WCCA. Because the cost of replacement equipment would be offset by the WCCA, Monroe stated that she and Frances discussed the opportunity for Riverside TV to lend their equipment to other municipalities within the WCCA in the event of an emergency.

Director Cordova mentioned a list, which he and Engineer Cameron drafted, of possible replacement cameras which would have controls and ports familiar to most users. Doria

stated that the list Monroe and Frances referred to was the capital purchase list, which he updated on a yearly basis and included all other production equipment, in addition to cameras.

Doria further informed the Commission that Riverside TV's audio board for mobile productions as well as a laptop for live productions were both in need of repair.

Moving beyond equipment, Doria reported on Riverside TV's coverage of Frederick Law Olmsted's 200th birthday party. He stated that he was at the Riverside Train Station with crew members Jason Valley and Hunter Duzek, who recorded the event. At the event, the Riverside Township Lions Club Person of the Year was announced, and there was a presentation of a bench to the Frederick Law Olmsted Society of Riverside from the Village of Riverside. Both of these presentations were recorded by the crew.

Doria informed the Commission that on the day after the Olmsted birthday party, Riverside TV recorded a video introduction of new police crisis worker Rachel Jacobs in the lobby of Riverside Township Hall. In the short video, Jacobs spoke about the services she will supply Riverside residents.

Regarding staffing, Doria informed the Commission that new crew member Zaria Townes, who is a student at Oak Park and River Forest High School, had her first day of work on Thursday, May 05. In addition, another potential new crew member is going through the screening process. The individual's name is Jacob Moran. He is a student at DePaul, but he does not live on campus, which gives Doria hope that he will be available on a regular basis. According to Doria, Moran has video editing experience, he is an illustrator, and he is looking to get more video production experience.

Doria also informed the Commission that he completed the video archive spreadsheet for the Economic Development Commission (EDC). He stated that he will continue to update the spreadsheet every month. This fulfills a request from the EDC, which previously expressed a desire to see what Riverside TV has recorded over the years for the purpose of possibly creating promotional videos.

- **Assistant Village Manager Update** — AVM Monroe stated that Supervisor Doria and Director Cordova covered any updates she may have had.
- **RTV Billing Structure — Draft Update** — Chair Hughes mentioned that he reviewed the previous meeting minutes as well as the latest revised draft policy and had no notes. He stated that the draft update looks great.

Commissioners Orgler and Yurkiw concurred with Hughes.

AVM Monroe stated that any changes made for the May TV Commission meeting were highlighted in yellow and were based upon Commission feedback as well as discussions between herself and Supervisor Doria.

Monroe highlighted the addition of an explanation for the initial deposit in the latest revision of the draft policy. The additional text explains that the deposit is used for initial administrative costs such as scheduling. In addition, the draft policy now includes a flat \$100 fee for the rental or use of Riverside TV's equipment. The policy specifies that this fee supports repair or replacement costs, which may not be covered by the WCCA, of equipment.

In addition, Monroe pointed to a change in the policy as it pertains to the creation of copies of video materials and products. A final bullet point in this part of the policy now states that the cost of the copy or copies will be tied to the hourly rate of the Riverside TV personnel making the copy or copies.

Hughes asked staff what format they use to create copies. Doria replied that there was no established standard, and he and Director Cordova pointed to requests from Memorial Day Program organizer Coach Tom Sisulak or 9/11 Memorial organizer Ralph Zaccariello for DVDs of their programs. Doria further stated that a flat cost for creating copies could not be established, because the time spent creating a copy of a finished video product depends upon both the length of the video and the format in which the copy is requested.

Hughes suggested offering the option of a digital copy whenever possible. To this, Doria replied that most senior citizens would likely be more comfortable with a DVD.

Cordova asked if the costs of USB flash drives should be factored in when considering digital copies. Doria stated that if an individual would like digital transfer, they should be offered the option to receive it via email.

Monroe stated that in order for this new policy to take effect, the Village Board would need to approve it. She asked that the TV Commission formally make a motion to bring the policy before the Village Board, if they were ready to do so.

Hughes asked for a motion from the Commission.

A motion was made by Commissioner Orgler.

Commissioner Koncius asked Doria if he endorsed the revised policy. Doria replied that he did, indeed, approve the policy, as it was a collaboration between Monroe, the Commission, and himself.

Following this, Commissioner Koncius seconded the motion.

Motion: Orgler  
Second: Koncius  
All were in favor.  
The motion carried.

Monroe stated that she would prepare to bring this policy before the Village Board at one of their future meetings. Hughes and Doria stated that they would make themselves available, if needed, to present this policy to the Board and to answer any questions.

- ***Hauser Jr. High Communications Project Update*** — Commissioner Koncius updated the Commission on the status of her students' projects. She informed the Commission that one project is due on the Friday after the TV Commission meeting. In addition, she stated that rainy weather has hampered some of the students' recording plans, but with the advent of sunny weather, her students have begun working in earnest.

Koncius concluded by mentioning that, prior to the meeting, some of her students recorded an interview with Village Trustee Cristin Evans as part of the Riverside You Should Know project. Koncius explained that this was a two-camera video shoot meant to teach students conversational dialogue in interviews.

## **5. New Business:**

- ***Memories of Riverside Season 2 Subject Discussion*** — Chair Hughes mentioned hearing from Village President Joe Ballerine that longtime resident Judy Jisa is interested in participating.

Commissioner Koncius mentioned that on a trip with her students to the Riverside Historical Museum, some of her students mentioned the Sherman family. Cordova explained that the late Bill Sherman was a longtime member of the Riverside Fire Department and that his daughter is a kindergarten teacher at Central Elementary School.

Koncius mentioned Tom McCloskey, the retired longtime head basketball coach at Riverside Brookfield High School and physical education teacher at Hauser Jr. High School.

Trustee Evans mentioned Bill McCloskey as another candidate.

Supervisor Doria stated that he will speak with Director and Editor Jason Valley about formulating a schedule for recording these interviews.

Koncius stated that she would contact Tom McCloskey.

Koncius further suggested Ruth Julian, a retired longtime librarian at Hauser Jr. High, and her husband Richard Julian, who serves as the Riverside Historical Commission Chair, as potential interview candidates.

Hughes stated that he would reach out to Judy Jisa.



Commissioner Orgler mentioned a roundtable interview featuring a group of women — which include Judy Jisa and Joan Wert — who get together at La Barra. Orgler suggested that this format could be more conducive to interesting stories. Koncius and Hughes were fully supportive of Orgler's suggestion.

Hughes asked Orgler if he would, instead, be willing to reach out to Judy Jisa, and Orgler agreed to do so.

- **Programming**

- *Saturday Morning Programming — Update* — This item was not discussed at this meeting.
- *RTV Weekend Movies* — Commissioner Yurkiw stated he watched the movie Hi-De-Ho to preview it. He stated that this movie mainly featured music, and in addition to this, it had a small plot focusing on Cab Calloway and wife. Yurkiw asked for someone else to volunteer to preview the movie. He continued by saying that, on the same disc, there is a movie titled Jazz Ball, which also stars Cab Calloway. Chair Hughes volunteered to screen the movies.

**6. Next Meeting: Monday, June 13, 2022 at 7:00 PM — Township Hall Room 4**

**7. Adjournment**

Motion: Yurkiw  
Second: Orger  
All were in favor.  
The motion carried.

The meeting adjourned at 7:47 PM.

Minutes recorded and respectfully submitted by:  
Lorenzo P Cordova