

APPROVED MINUTES OF CABLE TV COMMISSION MEETING

Aug. 29, 2023

VIRTUAL MEETING

MEMBERS PRESENT: Pauline Maloney (Chair), Jennifer Tigges, Ron Tigges

MEMBERS ABSENT: None

OTHERS PRESENT:

- Randy Gehl and Felicia Carner, City of Dubuque
- Craig Schaefer, Loras College
- Mike Cyze, Michael Lawrence, and Ry Resnick, Dubuque Community Schools

Maloney called the meeting to order at 4:00 p.m.

Acceptance of the Agenda

- Upon a motion by JTigges, seconded by RTigges, the agenda was accepted by a vote of 3 - 0.

Approval of the Minutes of Dec. 8, 2021

- Upon a motion by JTigges, seconded by RTigges, minutes of the Dec. 8, 2021, meeting were approved 3 - 0.

Oaths of Office for Reappointed Commissioners

- Oaths of Office were administered for reappointed commissioners Malony and RTigges by JTigges

Election of Officers

- JTigges was elected chair and RTigges was elected vice chair by a vote of 3-0. JTigges assumed management of the meeting from Maloney immediately.

Public Input

- There was no public input.

Staff Update

- Gehl provided an update on the PEG Equipment Fund, reporting that it had a current balance of \$1,477,696.21, not including an expected final contribution of \$71,536.95 from Mediacom. He also reported that the City's auditors no longer consider the PEG Equipment Fund, citing a change in accounting standards, so the fund has been converted to a sub-fund of the City's general fund. He said the fund will continue to be used as it has been in the past, with funds reserved for equipment purchases related to the production of PEG channel programming, and staff will review other operating expenses related to PEG programming that may be considered in the future.

PEG Equipment Fund Applications

- The Commission received three funding requests from the PEG Equipment Fund. Applications and related cost documentation were provided to commissioners in advance of the meeting. Meeting attendees representing the applying organizations were invited to make comments before the commission considered their requests.
- Dubuque Community School District staff reviewed the district's application for nearly \$34,000 worth of equipment, including two cameras and related accessories, field lighting kits, audio capturing devices, editing equipment, visual backdrops, and teleprompting equipment. As required, the district's application included cost estimates from three vendors. Following a discussion of the request, RTigges made a motion to award the school district up to \$35,000 for the requested new equipment and any associated shipping costs. Maloney seconded the motion. Commission voted 3-0 to approve.
- Craig Schaefer, professor of communication arts at Loras College, reviewed the college's request for \$25,000 worth of equipment, including: three cameras and related accessories, a backdrop, and teleprompting equipment. Following a discussion of the request, Maloney made a motion to award Loras College up to \$25,000 for the requested new equipment and any associated shipping costs. RTigges seconded the motion. Commission voted 3-0 to approve.
- Felicia Carner, multimedia specialist with the City of Dubuque, showed a video featuring the programming the City has produced using equipment purchased with PEG Grant funds and then reviewed the City's for \$54,174.01. Carner identified an error in two quotes that adjusted the final request by an additional \$124.74, increasing the total amount from \$54,174.01 to \$54,298.75, but not change the recommended vendor. The application included funds for stationary and remote editing stations (including two desktop computers and two laptop computers) and equipment including two cameras and related accessories, two action cameras and accessories, portable teleprompting equipment, backdrops, audio recording equipment, and lighting equipment. Following a discussion of the request and commissioner comments/questions on the drone included in the request and audio issues in the City Council Chambers, Maloney made a motion to award the City up to \$55,000 for the requested new equipment and any associated shipping costs. RTigges seconded the motion. Commission voted 3-0 to approve.
- RTigges complimented the school district on the programming they are producing. Discussion followed on the anticipated future needs of all three PEG channel operators to make significant funding requests to replace aging equipment and systems. JTigges suggested a future commission meeting be held at Loras College or the Dubuque Community School District's facilities to visit the facilities as a "pre-funding" tour.

Adjournment

- Upon a motion by RTigges, seconded by Maloney, and 3-0 vote, the meeting adjourned at 4:50 p.m.