

APPROVED MINUTES OF CABLE TV COMMISSION MEETING

Jan. 24, 2024

CITY COUNCIL CHAMBERS, 350 W. SIXTH ST.

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

MEMBERS ABSENT: None

OTHERS PRESENT:

- Randy Gehl and Felicia Carner, City of Dubuque Public Information Office staff
- Deshawn Brown, The Glass House LLC
- Briana Thompson, Art For Us

JTigges called the meeting to order at 3:35 p.m.

Acceptance of the Amended Agenda

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

Approval of the Minutes of Aug. 29, 2023, Meeting

- Upon a motion by RTigges, seconded by Maloney, minutes of the Aug. 29, 2023, meeting were approved 3 - 0.

Oath of Office for New Commission

- Oath of Office was administered for new commissioner Georgina Guerrero Galvan by Chair JTigges.

Public Input

- There was no public input.

Public Access Channel Management

- City Public Information Officer Randy Gehl and Multimedia Specialist Felicia Carner gave an update on the City assuming operation of the public access channel following Mediacom's decision to stop managing the channel, effective Dec. 8, 2023. They explained the related language in the state franchise and summarized the public input received when the channel was not featuring programming during the transition to the City's management. At the time of the transition, three local religious organizations and one local non-profit were providing or requesting playback of programs for broadcast on the channel. Carner described her communications with those organizations and outlined plans for the City to develop detailed policies related to programming for the channel, including scheduling and copyright issues. Gehl and Carner indicated they would share additional information on plans for the channel at a future meeting. Discussion on future potential of the channel and the added workload this creates for Media Services staff followed.

PEG Equipment Fund Applications

- The Commission received three funding requests from the PEG Equipment Fund. Applications and related available cost documentation available 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.
- Carner, on behalf of the City of Dubuque, summarized the City's \$43,000 request for funds to update and upgrade broadcasting equipment for operation of the government access channel. The equipment (two video servers) will support the City's absorption of management of the public access channel by allowing the two new servers to be used for the government access channel and using the existing server to be used for the public access channel. This will also streamline operations for all three channels. Following discussion of the request, Maloney made a motion to award the City up to \$43,000 for the request. RTigges seconded the motion. Commission voted 4-0 to approve.
- Deshawn Brown of Glass House LLC reviewed his request for \$5,600 worth of equipment, including a camera, a lens, lighting boom mics, and related hardware. Brown shared additional information on the request and his goal to use the equipment to produce positive media content showcasing the diversity and vibrancy of Dubuque. Information shared included descriptions of seven potential programs for the public access channel. Following a discussion of the request, Maloney made a motion to award Glass House LLC up to \$6,000 for the requested new equipment and any associated shipping costs. Guerrero Galvan seconded the motion. Commission voted 4-0 to approve.
- Briana Thompson of Art For Us spoke on behalf of her request for \$7,247.90 for equipment to develop an educational media campaign to showcase local and regional artists participating in Dubuque's "First Fridays" art exhibitions. The request included a camera, lens, laptop, hard drives, vlog camera, wireless microphone system, and other accessories. Thompson shared details on plans for programming to promote local artists and events to showcase Dubuque's vibrant arts and culture community and engage more residents. It was noted that the application included equipment costs from one vendor and three were preferred. It was determined that Thompson would gather additional estimates and share with City staff to finalize vendor selection. Following a discussion of the request and commissioner comments/questions, Maloney made a motion to award the City up to \$7,500 for the requested new equipment and any associated shipping costs. RTigges seconded the motion. Commission voted 4-0 to approve.

PEG Channel Operation Service Expenditures

- Gehl and Carner introduced the City's intentions to charge to the PEG Equipment fund occasional minor or emergency equipment purchases and/or direct annual costs the City incurs related to operation of the government channel. Commissioners discussed the

possibility of limiting such purchases to a specific amount per year and how such expenses should be reported to the commission. Due to the need to adjourn the meeting, it was determined Gehl would consult the commission by-laws for guidance and the issue would be discussed at a future commission meeting.

PEG Programming Report

- Following the request sent to PEG Equipment Fund recipients over the last two years, recipients are expected to provide reports on the amount and type of programming that have produced for PEG channels over the last 12 months. As of the meeting time, the City and Loras College had responded. Due to the need to adjourn the meeting, it was determined those reports and others received subsequently would be discussed at a future commission meeting.

Adjournment

- Upon a motion by RTigges, seconded by Malone, and 4-0 vote, the meeting adjourned at 4:33 p.m.