

## APPROVED MINUTES OF CABLE TV COMMISSION MEETING

Feb. 28, 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, City of Dubuque Public Information Officer
- Felicia Carner, City of Dubuque Multimedia Specialist

JTigges called the meeting to order at 3:46 p.m.

### Acceptance of the Agenda

- Upon a motion by RTigges, seconded by Maloney, the agenda was accepted by a vote of 4 - 0.

### Approval of the Minutes of Jan. 24, 2024, Meeting

- Upon a motion by Maloney, seconded by Guerrero Galvan, minutes of the Jan. 24, 2024, meeting were approved 4 - 0.

### Public Input

- There was no public input.

### Public Access Channel Management Update

- Gehl said staff have been spending a significant amount of time on management of the public access channel. He introduced Carner who explained her efforts to develop processes for programming submissions, scheduling programs and responding to broadcast scheduling requests, and developing a brand for the channel. She proposed calling the channel Dubuque Public Access. Carner mentioned efforts to assist one organization having difficulty uploading programs and also discussed plans to have policies and dedicated time slots for programs considered a series. Commissioners expressed support for staff efforts and encouraged them to manage scheduling as they saw fit.

### Review of PEG Equipment Fund Request Process and Recipient Agreement

- Gehl summarized some of the challenges related to processing the equipment requests and related quotes for the two most recent PEG Fund Grant requests and shared his opinion that the grant program, application process, and recipient agreement process need to be evaluated and modified to better meet the current video production and distribution environment. He also asked if the commission would agree to pausing the acceptance of new grant applications to allow staff and the commission time to thoroughly review the process and consider changes to improve it. Commissioners

agreed to pausing for a month or so.

- Discussion among commissioners and staff then shifted to current challenges and potential solutions for the grant program as well as a variety of considerations to incorporate into the program. There was significant discussion around the application process and questions to require additional information about the applicant's plans for programming, such as the number and duration of programs, types of events covered, etc. Commissioners also suggested touching base with recipients after they receive equipment to remind them of the requirement to produce programming for the public access channel and to remind them of deadlines for doing so. Carner explained challenges related to purchasing software and software subscriptions through the grant program and possible alternatives were discussed.
- Gehl asked the commission to consider approving a revised version of the grant recipient user agreement with the City in order to allow staff to distribute recently purchased equipment for the last two grant recipients. (User agreements are required before equipment can be disbursed.) Commissioners reviewed and, following some questions and discussion, approved (Upon a motion by Maloney, seconded by RTigges, approved 4-0) the revised agreement for these two grants with the understanding the agreement will be further revised during the program pause.
- Discussion on this agenda item concluded with agreement between commissioners and staff that staff would work on suggested changes/amendments to the process and all related policies and provided recommendations for their consideration at the next commission meeting, likely in late March but no deadline was set.

### **Process for City Expenditures Related to PEG Channel Operation**

- Following up on the discussion at the last commission meeting, Gehl and Carner reviewed their request for the commission's support to allow the City to charge its expenses directly related to cable channel operation/management to the PEG Equipment fund without prior commission approval. Staff gave several examples of such expenses and occasional needs, including closed captioning of programming for CityChannel Dubuque and a recent cabling project at City Hall Annex related to broadcast of the public access channel. Commissioners discussed the possibility of limiting such purchases to a specific amount per year or maximum per purchase and how such expenses should be reported to the commission. Consensus was not reached on a solution but the commission did approve funding the cabling project for up to \$1,000. (Upon a motion by Maloney, seconded by Guerrero Galvan, approved 4-0). Staff offered to explore additional solutions and commissioners agreed to continue discussion at future meetings.

### **PEG Programming Reports**

- Following the request sent to PEG Equipment Fund recipients over the last two years, three of the four recipients provided reports on the amount and type of programming that they have produced for PEG channels over the last 12 months. Gehl distributed printed

copies of reports from the City of Dubuque, Loras College, and the Dubuque Community School District. The National Mississippi River Museum and Aquarium did not respond to two requests. Commissioners reviewed the reports and JTigges offered to contact NRMA staff again.

### **Adjournment**

- Upon a motion by RTigges, seconded by Guerrero Galvan, and 4-0 vote, the meeting adjourned at 5:20 p.m.