

## MINUTES OF CABLE TV COMMISSION MEETING

March 5, 2025

Room 250, Historic Federal Building, 350 W. Sixth St.

**MEMBERS PRESENT:** Jennifer Tigges (chair), Georgina Guerrero Galvan, Pauline Maloney, Ron Tigges, Tom Eckerman

**MEMBERS ABSENT:** None

**OTHERS PRESENT:**

- Randy Gehl, City of Dubuque Public Information Officer
- Felicia Carner, City of Dubuque Multimedia Specialist

Chair JTigges called the meeting to order at 5:01 p.m.

**Acceptance of the Agenda**

- Acceptance of the Agenda was not voted upon. Current commissioners introduced themselves to new commissioner Tom Eckerman

**Approval of the Minutes of Nov. 20, 2024, Meeting**

- Upon a motion by Maloney, seconded by RTigges, minutes of the Nov. 20, 2024, meeting were approved 4 - 0.

**Oath of Office for New Commissioner Tom Eckerman**

- Eckerman completed the oath of office, signed the document, and JTigges signed the document and provided to Gehl for submission to the City Clerk's office

**Election of Officers**

- Following brief discussion regarding RTigges's succession from vice chair to chair, Maloney made a motion that she become vice chair. Motion seconded by Guerrero Galvan and approved 5 – 0. RTigges is the new chair and Maloney new vice chair. RTigges assumed management of the meeting from JTigges.

**Public Input**

- There was no public input.

**Review of PEG Equipment Grant Applications**

- Commissioners were provided with printed copies of all applications. Before beginning discussions of individual grant applications, commissioners discussed the new grant policies and new application process with staff. Significant

discussion revolved around the appropriate process for reviewing applications and information upon which to base funding decisions. It was acknowledged that the new process is much more structured than the previous process and staff suggested the commission review the process at a future meeting to determine if any adjustments to the process are needed.

#### **a. PEG Access Channel Operator Equipment Grant**

- Commissioners reviewed the grant applications from the City of Dubuque, Loras College and Dubuque Community School District. A commissioner noted that the potential of new tariffs could impact the purchase price of equipment and result in increases to the estimates provided by the applicants. Following discussion, commissioners agreed to allow for up to a 10% increase to requested amounts to cover these potential increases, along with potential shipping costs.
- **City of Dubuque Application:** Upon a motion by Maloney and seconded by Eckerman, commissioners voted 5 -0 to recommend funding the application from the City of Dubuque for \$11,612.46 and up to 10% more to cover unexpected increases to the equipment purchase and shipping costs.
- **Loras College Application:** Upon a motion by JTigges and seconded by Maloney, commissioners voted 5 -0 to recommend funding the application from Loras College for \$16,000 and up to 10% more to cover unexpected increases to the equipment purchase and shipping costs.
- **Dubuque Community School District:** Upon a motion by Eckerman and seconded by Maloney, commissioners voted 5 -0 to recommend funding the application from Dubuque Community Schools for \$16,000 and up to 10% more to cover unexpected increases to the equipment purchase and shipping costs.

#### **b. Community PEG Access Equipment Grant Program**

- As a group, commissioners reviewed the seven applications from community members and organizations. After significant discussion on the applications, commissioners identified the five applications they agreed should be recommended for funding. They again noted that an allowance of up to 10% of the requested amount should be allowed to cover possible increases to quoted equipment and shipping costs.
- **Audubon Elementary School:** Upon a motion by Eckerman and seconded by JTigges, commissioners voted 5 – 0 to recommend funding the application from Audubon Elementary School for \$2,456.98 and up to an additional 10% if necessary to cover unexpected equipment cost increases and shipping.

- **Clarke University:** Upon a motion by Maloney and seconded by Eckerman, commissioners voted 5 – 0 to recommend funding the application from Clarke University for \$10,000 and up to an additional 10% if necessary to cover unexpected equipment cost increases and shipping.
- **Done on the Side:** Upon a motion by Maloney and seconded by JTigges, commissioners voted 5 – 0 to recommend funding the application from Done on the Side for \$9,341.40 and up to an additional 10% if necessary to cover unexpected equipment cost increases and shipping. The motion included the approval of the drone equipment purchase contingent upon staff review regarding drone licensing questions.
- **Afriwell hub, Inc.:** Upon a motion by Eckerman and seconded by Maloney, commissioners voted 5 – 0 to recommend funding the application from Afriwell hub, Inc. for \$2,927.40 and up to an additional 10% if necessary to cover unexpected equipment cost increases and shipping.
- **Jacob Roth:** Upon a motion by JTigges and seconded by Eckerman, commissioners voted 3 -1 to recommend funding the application from Jacob Roth for \$2,817.07 and up to an additional 10% if necessary to cover unexpected equipment cost increases and shipping. The motion included approval of Roth's request for deviation from the programming requirements, as explained in the application.

### **City Request to Approve Expenditures**

- Commissioners were provided a request from Carner for their approval for an expenditure of PEG equipment funds. Upon a motion by JTigges, seconded by Guerrero Galvan, the commission approved the request from City staff to approve expenditures of up to \$6,940 from the PEG Equipment Fund for a light kit and public address system for use by the City of Dubuque. The equipment purchased will replace equipment damaged by water due to a plumbing leak at City Hall Annex in November 2024.

### **PEG Programming Reports**

- Carner referenced the 2024 programming reports received from past PEG grant recipients and said links to the videos that are available online would be shared with commissioners. She reported Art for Us still has one video past due, according to the grant recipient agreement.

### **Items from the Commission**

- There were no additional items from the commission.

## **Items from Staff**

- Carner informed the commission she has had initial discussions with Carnegie-Stout Public Library staff regarding potential partnerships to explore options to expand access to editing equipment for PEG access programming development through the support of the PEG Fund.

## **Adjournment**

- Upon a motion by Maloney, seconded by Guerrero Galvan, and 5-0 vote, the meeting adjourned at 7:07 p.m.