

**MINUTES OF CABLE TV COMMISSION MEETING**  
**May 3, 2017**  
**CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1**

**MEMBERS PRESENT:** Sr. Carol Hoverman (Chair), Mark Dolson (Vice-Chair), Jennifer Tigges, Pauline Maloney, Ron Tigges, Alan Vincent.

**MEMBERS ABSENT:** Kathy McMullen.

**OTHERS PRESENT:** Craig Nowack, City of Dubuque  
Kevin Firnstahl, City of Dubuque

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

Vincent arrived at 4:02 p.m.

**Acceptance of the Agenda**

Upon a motion by Dolson, seconded by RTigges, the agenda was approved 5 - 0.

**Approval of the Minutes of April 5, 2017**

Upon a motion by Maloney, seconded by Dolson, minutes of the April 5, 2017, meeting were approved 5 - 0.

**City Clerk Presentation**

Kevin Firnstahl, City Clerk, made a presentation regarding the Iowa Open Meetings Law, discussing what constitutes a meeting, the requirements for agendas and minutes, and other provisions of the law that relate to boards and commissions. He stressed the need for transparency in matters pertaining to the function of the commission.

**Public Input**

There was no public input.

**Request for Funding/City of Dubuque**

Nowack presented a request for funding from the Cable TV Division for up to \$29,000 for two new editing workstations, noting that the two systems now in use were purchased in 2010 and 2011. He also noted that per the City's purchasing policy he is awaiting City Manager approval for the public entity pricing he received for the workstations. Dolson asked if the power of the proposed systems exceeds the software requirements and RTigges responded that the Adobe video production software will utilize all the power available in a system. JTigges moved to approve up to \$29,000 for the request. The motion was seconded by Dolson and approved 6 – 0.

**Grant Letters**

Nowack said that the University of Dubuque had not responded to his request for clarification that the programs they shared in calendar year 2016 were submitted to and aired on the shared educational channel. He stated that Loras College reported that they had received no programming from any other providers except Loras during 2016, so it appears that UD is in violation of its grant agreements. Vincent moved to authorize Nowack to send UD written notification that it is in violation. The motion was seconded by Dolson and approved 6 – 0.

**Mediacom Cable Report**

No one from Mediacom was present to report. The Commissioners all signed a get-well card for Jim Barefoot who was unable to attend because of ill health.

**Cable TV Report**

Nowack reported that the Historic Federal Building HD Upgrade project is now complete with the installation last week of a wide-screen projection screen in the Council Chambers. He said they recently purchased a used HDV deck to have a backup for the collection of mini-DV tapes they have and still occasionally shoot. Those decks are no longer being manufactured. He discussed upcoming productions and informed the Commission that ECS has been sold to Conference Technologies.

**Adjournment**

Upon a motion by Vincent, seconded by Dolson, the meeting was adjourned at 5:16 p.m.