

**MINUTES OF CABLE TV COMMISSION MEETING**  
**January 2, 2013**  
**CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1**

**MEMBERS PRESENT:** Alan Vincent (chair), Jennifer Tigges (vice-chair), Sr. Carol Hoverman, Kathy McMullen, Ron Tigges.

**MEMBERS ABSENT:** Kevin Stevens, Pauline Maloney.

**OTHERS PRESENT:** Craig Nowack, City of Dubuque  
Mike Cyze, Dubuque Community Schools  
Felicia Carner, Dubuque Community Schools  
Erin Horst, Dubuque Community Schools

Vincent called the meeting to order at 4:03 p.m.

**Acceptance of the Agenda**

Upon a motion by McMullen, seconded by Hoverman, the agenda was accepted 5 - 0.

**Approval of the Minutes of December 5, 2012**

Upon a motion by Hoverman, seconded by RTigges, the Minutes were approved 5 - 0.

**Election of Officers**

Nowack reported that Pauline Maloney, out of town and unable to attend today's meeting, indicated via e-mail to him that she would be happy to serve in either position of chair or vice-chair. Vincent indicated he would be willing to serve a second term as chair.

JTigges moved to appoint Vincent as chair for another term. The motion was seconded by McMullen and approved 5 – 0. Vincent moved to appoint Maloney as vice-chair. The motion was seconded by McMullen and approved 5 – 0.

**Public Notice**

There was no public input.

**School District Programming**

Mr. Cyze along with Ms. Carner and Ms. Horst discussed the new procedures now in place to accept and air programming produced by individual schools within the district. Mr. Cyze indicated that the purpose of the district's cable channel is to tell the story of the district. He said that as long as school-produced programs meet a baseline of quality and tell some part of the district's story, those programs will air on the channel. He provided a copy of a document Ms. Carner and Ms. Horst created for the individual schools that explained the technical parameters needed to get programming on the air. Ms. Carner and Ms. Horst said that although they were not hired to train people how to produce videos, they have never refused an offer for technical help.

Mr. Cyze stated that he would like all school district requests for equipment funding be filtered through him, for a couple of reasons. First, he would like to know what schools have what equipment so he can be sure that the amount of programming stipulated in the grant agreement is met. Secondly, he wants to make sure that the programming being produced meets the guidelines for telling some part of the district's story. Nowack said that he would be glad to provide him with a copy of all grant applications that come from the schools. A discussion followed regarding shared resources, a district-wide equipment inventory, and the disposition of old equipment.

**PEG Channel Re-Location**

Nowack reported that Mediacom is suggesting channel 85 for the new PEG channel re-location. He explained that the current channel (97) exists within the spectrum range of FM radio. Any technical issues at a subscriber's home could allow FM broadcast signals to interfere with PEG channel reception and effectively prevent the PEG channels from being seen. Now that Mediacom has eliminated most of its analog channels, there are channels available that are not subject to FM radio interference.

Mr. Cyze wondered if it would be possible to wait until the summer to make the change, and Mr. Nowack said he did not think so. Mediacom would like to make the change at the same time some other channels are moved. He will keep everyone informed as this progresses.

**Disposing of Old Equipment**

This item was tabled until a future meeting.

**Mediacom Cable Report**

No one from Mediacom was present to report.

**Cable TV Report**

Nowack updated the Commission on programming in production and reported that the City's online videos are now in a format compatible with most mobile devices.

**Adjournment**

Upon a motion by RTigges, seconded by Hoverman, the meeting was adjourned at 5:05 p.m.