

**MINUTES OF CABLE TV COMMISSION MEETING**  
**January 6, 2016**  
**CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1**

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

**MEMBERS ABSENT:** Kathy McMullen (Vice-Chair).

**OTHERS PRESENT:** Craig Nowack, City of Dubuque  
Jim Barefoot, Mediacom

RTigges called the meeting to order at 4:02 p.m.

**Acceptance of the Agenda**

Upon a motion by Vincent, seconded by Hoverman, the Agenda was approved 6 - 0.

**Approval of the Minutes of December 2, 2015**

Upon a motion by Hoverman, seconded by Vincent, the Minutes were approved 6 - 0.

**Public Input**

There was no public input.

**Election of Officers**

Vincent moved to appoint JTigges as Chair. The motion was seconded by Hoverman and approved 6 - 0. JTigges moved to appoint McMullen as Vice-Chair. That motion was seconded by Vincent and approved 6 - 0.

**Request for Funding**

Nowack presented a request for \$4717 to solve two problems that resulted from the City of Dubuque's switching to HD programming. Cable staff noticed a significant loss of signal online and on the local cable system after switches occurred on the non-synchronous digital routing switcher installed last year. The cable system would sometimes lose signal for periods longer than 10 seconds after a switch occurred. The City already has purchased and installed a new "cleanswitch" digital router that has solved the problem and is asking for reimbursement. Nowack noted that this cleanswitch router was not available until April 2015, some six months after the control room's digital upgrade. The second problem is that the HD signal from the Historic Federal Building is problematic at times. It causes the City's online digital encoder to lock up, requiring a hard reboot in order to restore the online stream. ECS recommends the installation of an AJA frame sync which should solve the problem. They are getting a demo unit which should be installed and tested tomorrow. Nowack is asking for the funding to be approved today so the unit can be purchased before the annual budget hearings begin. Hoverman moved to approve up to \$5,000 for the request. The motion was seconded by Vincent and approved 6 - 0.

**Grant Recipients Letter**

JTigges moved to approve sending the annual letter requesting performance logs from those entities receiving grants. The motion was seconded by Vincent and approved 6 - 0.

**Mediacom Cable Report**

Barefoot reported some continuing issues with his Carousel graphics server changing IP addresses and will be contacting Tightrope and his local IT person to get this resolved.

**Cable TV Report**

Nowack said that the new equipment and switch to HD had occupied much of the Cable TV Division's time in the past few weeks. He said they have been busy re-encoding most of the current programs in HD to provide better quality video for those watching online. He has sent a purchase order to Mediacom to order the digital encoding equipment and is hoping it will be ordered soon. They are now working on their annual budget presentation.

**Adjournment**

Upon a motion by Vincent, seconded by Maloney, the meeting was adjourned at 4:46 p.m.