



APPROVED MINUTES OF CABLE TV COMMISSION MEETING

Nov. 19, 2025

City Council Chambers, Historic Federal Building, 350 W. Sixth St.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Felicia Carner, City of Dubuque Multimedia Specialist, and Randy Gehl, City of Dubuque Public Information Officer

Chair R. Tigges called the meeting to order at 5:04 p.m.

Acceptance of Agenda

- Upon a motion by J. Tigges, seconded by Eckerman, the agenda was accepted by a vote of 5 - 0.

Approval of Minutes March 5, 2025, Meeting

- Upon a motion by Maloney, seconded by Guerrero Galvan, the minutes from the March 5, 2025, meeting were accepted by a vote of 5 - 0.

Community PEG Equipment Grant

- Update on 2025 Recipients: Carner updated the commission on the 2025 Community PEG Access Equipment grant recipients, including final funding amounts and progress on their required programming. Carner also reported on new programming submitted by past recipients. Staff informed the commission that if past recipients have already produced programming that

meets the updated grant requirements adopted in November 2024, they will be encouraged by staff—but no longer required—to submit additional programming.

- **Staff Recommendations for 2026 Grant Cycle:** Carner asked the commission to consider changing the current maximum amount for individuals to request from \$10,000 to \$5,000. Guerrero Galvan motioned to approve the recommendation and Eckerman seconded. Approved 5-0. The staff intends to modify the quoting process, requiring applicants to submit only one quote. Following the selection of applicants, the staff will obtain three quotes for the equipment and will clarify in the application that not all equipment or vendors are guaranteed.
- **Commission Feedback on Grant Reviewing Process.** Staff will produce review guidelines for the commission's consideration. Once approved, these guidelines will be made available as part of the application process.

City Council Chambers Upgrades

- Carner notified the commission of plans to begin exploring the process needed to conduct a significant update/upgrade to the live meeting broadcast system for the city council chambers. She reported that the last update was conducted in 2016 at approximate approved cost of \$230,000. Carner expects the next update to cost significantly more. Following discussion and questions from commissioners, Gehl reported the current balance of the PEG equipment fund, the funding source for the update, is \$1.253 million. Carner said she would report back to the commission when more information is available. Commissioners requested a tour of the current media control room at the end of the meeting to view existing equipment.

PEG Access Video Creator Kit Update

- Carner provided an update on plans to provide a video creator kit for check-out from the City to Dubuque residents for the production of PEG access channel programming. She distributed a draft handout that included details on

available equipment, the checkout process, and program submission info. Carner also displayed the kit equipment and answered commissioner questions about it and the checkout process. J. Tigges suggested past PEG equipment grant recipients be notified of the kit so they can utilize if needed. Carner agreed and reported she plans to make the kit available following the review of liability.

Public Input

- No public input was offered.

Items from the Commission

- Commissioners noted the evolution of the commission and the PEG equipment grant program and suggested staff share some of the progress during the Communications Office's FY2027 budget presentation to city council.

Items from Staff

- Gehl notified commissioners they will be asked to provide input in the spring/summer to help inform the annual City Council goal-setting sessions and apologized for missing the deadline to engage the commissioners in the 2025 process.
- Carner gave commissioners a tour of the media control room and studio, located behind the council chambers. She explained operations and equipment to give commissioners context for the potential overhaul referenced earlier in the agenda.

Adjournment

- Upon a motion by Maloney, seconded by Guerrero Galvan, and 5-0 vote, the meeting adjourned at 6:27 p.m.

Next Meeting

- The commission requested to meet virtually for a brief meeting in mid-December to review a revised grant reviewing guide before the grant application period opens in January. Gehl will verify commissioner availability and schedule a meeting.