

MINUTES OF CABLE TV COMMISSION MEETING
July 18, 2012
CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1

MEMBERS PRESENT: Alan Vincent (chair), Jennifer Tigges (vice-chair), Pauline Maloney, Kevin Stevens, Ron Tigges, Sr. Carol Hoverman.

MEMBERS ABSENT: There is one vacancy on the Commission.

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

Vincent called the meeting to order at 4:02 p.m. and noted the absence of George Herrig who has resigned from the Commission.

Acceptance of the Agenda

Upon a motion by Stevens, seconded by Maloney, the agenda was accepted 6 - 0.

Approval of the Minutes of June 6, 2012

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

Public Notice

There was no public input.

PEG Grant Agreements

The Commission discussed the first draft of a proposed letter to be sent to recipients of PEG Fund grants to ensure they are in compliance with the programming requirements of their grant agreements. Hoverman noted that the initial draft does not indicate that programs produced with grant-funded equipment must have aired on the Dubuque cable system. JTigges wondered if the letter should include a phone number where recipients could call with questions, and RTigges suggested that an e-mail address be included. Nowack noted that the letters would be printed on Cable TV Division stationery that includes a phone number. RTigges moved to have Nowack present an updated letter with amendments at the September meeting so the Commission can decide if it should recommend that the letter be sent to grant recipients. The motion was seconded by Maloney and approved 6 – 0.

Mediacom Cable Report

Barefoot informed the Commission of some technical issues at the public access studio that prevents the Carousel server from communicating with the on-air server. Because of this, the on-air program schedule and weather information are not updating. He is working with Mediacom technicians and Tightrope tech support to correct the problem. He also provided an update on production activity at the studio.

Cable TV Report

Nowack said that CityChannel Dubuque will air two League of Women Voters candidate forums this fall. He also said that the Visual Sampler the City purchased with grant funding was installed last week and should make playing videos during City Council meetings much easier. He provided an update on projects now in production and those planned for the near future. Finally, he informed the Commission that the Cable TV Division has decided not to shoot or keep any more standard definition video any longer. The editing computers are now able to produce SD programs from HD video without any problems. Forgoing SD video will save both time and storage server space.

Adjournment

Upon a motion by Hoverman, seconded by JTigges, the meeting was adjourned at 4:34 p.m.