

**MINUTES OF CABLE TV COMMISSION MEETING**  
**August 5, 2015**  
**CITY HALL ANNEX – 1st FLOOR CONFERENCE ROOM #1**

**MEMBERS PRESENT:** Kathy McMullen (Chair), Ron Tigges (Vice-Chair), Jennifer Tigges, Pauline Maloney, Sr. Carol Hoverman

**MEMBERS ABSENT:** Alan Vincent. One seat is vacant.

**OTHERS PRESENT:** Craig Nowack, City of Dubuque  
Jim Barefoot, Mediacom  
Felicia Carner, Dubuque Community Schools  
Michael McCarty, Dubuque Community Schools  
Mike Cyze, Dubuque Community Schools

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

**Acceptance of the Agenda**

Upon a motion by JTigges, seconded by Hoverman, the Agenda was accepted 5 - 0.

**Approval of the Minutes of June 3, 2015**

Upon a motion by Maloney, seconded by JTigges, the Minutes were approved 5 - 0.

**Oaths of Office**

Commissioners McMullen and JTigges took and signed their oaths of office.

**Public Input**

There was no public input.

**Requests for Funding**

Carner and McCarty from Dubuque Community Schools played a short video highlighting the variety of programming they have produced for the district's cable channel. They are requesting additional production equipment so they can do simultaneous field productions without having to borrow equipment from another source. The new equipment also provides redundancy. RTigges moved to approve up to \$14,500 for the equipment. The motion was seconded by JTigges and approved 5 - 0. Cyze thanked the Commission for its support and noted that the school district recently received an Award of Merit from the National School Public Relations Association and three national Hometown Media Awards.

Nowack presented a request for funding for a drone with which to shoot aerial photos and video for various City projects. He showed a short video of drone footage of the riverfront shot during a recent technology conference at the Grand River Center. Hoverman moved to approve up to \$2,500 for the purchase. The motion was seconded by RTigges and approved 5 - 0.

**Channel 8 Analog Replacement Test**

Nowack briefly discussed his preliminary findings from the replacement of CityChannel Dubuque programming with a special announcement from July 22 to July 28. He received 33 phone calls. Only three did not have the necessary equipment to receive digital television signals. Others needed help in finding the digital channels; some needed service calls. He is still waiting for results from the service calls. Nowack noted that any Mediacom subscribers who use a converter box or digital adapter would have been unable to see the special announcement because those devices automatically show the digital signal when Channel 8 is selected.

**Mediacom Cable Report**

Barefoot initiated a discussion on workflow at the public access studio because he is running into problems with programming being submitted in a variety of formats that can take him quite a long time to process. After a short discussion, McMullen suggested that this be its own agenda item for the September meeting.

**Cable TV Report**

Nowack reported on the various projects now being worked on in the Cable TV Division, notably the activity related to the new bus routes scheduled to begin with the opening of the Intermodal Transportation Center in the Historic Millwork District. He also handed out copies of the City ordinance related to the Cable TV Commission which was modified at Monday's City Council meeting.

**Adjournment**

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