



## BROADBAND TASK FORCE

AGENDA  
TUESDAY, March 27, 2018  
SPRING HILL COMMUNITY CENTER  
613 S. RACE STREET  
7:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

FORMAL ACTION ITEMS

1. Approval of minutes: February 1, 2018
2. Approval of minutes: February 15, 2018

DISCUSSION ITEM

3. Update on recommendations to City Council

REPORTS AND ANNOUNCEMENTS

ADJOURN

Next meeting will be held on April 24, 2018 at Spring Hill Community Center.

*Broadband Task Force Mission: To explore, report, and tender a recommendation to the governing body on the feasibility of using municipal resources to establish a public or, through public/private broadband utility.*

**City of Spring Hill, Kansas**  
**Minutes of Broadband Task Force**  
**February 1, 2018**

A Special Session of the Broadband Task Force was held February 1, 2018, at the Sycamore Ridge Golf Club, 21731 Clubhouse Drive, Spring Hill, Kansas. The meeting convened at 7:02 p.m. with Heather Poole recording.

Task Members in attendance: Julia Atwell  
Ricardo Cortez  
Brian Peel  
Carol Thomas  
Kyle Griffin  
Gerald Barker

Task Members absent: Mark Bye

City Council in attendance: Andrea Hughes

Staff in attendance: Assistant City Administrator Melanie Landis  
Staff Liaison Antwone Smoot  
Public Affairs Specialist Kate Shupert  
Broadband Task Force Secretary Heather Poole

#### **ROLL CALL**

Heather Poole called the roll of the Task Force. With a quorum present, the meeting commenced.

#### **DISCUSSION**

The Broadband Task Force met to further review the feasibility study provided by CTC Technology and Energy. During this meeting the task force was also presented the survey results from the Resident and Business broadband survey. The task force utilized this survey and the feasibility study to brainstorm their recommendation to be presented to City Council. The task force took into consideration the residents and business concerns, cost, future of broadband to our community, as well as ways to solve the internet connections that are occurring now that our citizens are concerned about. The task force completed their recommendation to City Council during this meeting. The recommendation is shown below;

**General Recommendation:** *Take immediate steps to address shortfall/lack of internet service options with an ultimate goal of ubiquitous, high speed fiber infrastructure buildout to every home and business in Spring Hill.*

1. **Adoption of policies** (within 3 months) - Support efforts of utility infrastructure in our right of ways and plan for future placement of conduit.

- a. **Right-of-Way Permitting policy and procedure** – Policy to manage, clarify and regulate conditions of occupancy and construction within the City’s right-of-way.
  - b. **Dig Once policy and procedure** - Policy that encourages coordination between City and private sector when excavating in the public right-of-way.
2. **Engage state and federal elected officials** (on-going) – Educate state and federal elected officials of the ever growing need for fiber infrastructure and the on-going struggle for competitively priced, high speed internet in communities such as Spring Hill.
3. **Explore wireless provider options** (within 6-9 months) as a means to meet immediate need for internet access
  - a. Provides additional service options for residents.
  - b. Wireless is not a long-term solution for Spring Hill.
  - c. Cost of wireless services may not be competitive with existing services.
  - d. Prefer to not invest City tax dollars into wireless options.
4. **Ease of access for providers** (within 6 months) – Consider reviewing and changing regulations related to:
  - a. **Tower height requirements** – Wireless providers can install a tower and begin providing service quickly if tower height requirements meet their needs.
  - b. **Building requirements** – Providers will need to construct buildings to house equipment and requirements should include pre-fabricated options for service buildings.
  - c. **Identify City owned land and tower assets** – Providers will be looking to lease land or tower space. Early identification of City owned assets will aid in the process.
5. **Distribute Request for Information (RFI)** (within 1 year) - to internet providers nationally to generate interest in Spring Hill as potential high speed, ubiquitous fiber to every resident and business in Spring Hill.
  - a. **Contract with service provider** (within 1-5 years) – Address performance measurements in contract with service provider to include:
    - i. Contract term 3-5 years
    - ii. Expectations for full buildout (i.e. 40% by third year, 20% each year following)
    - iii. Benefit for accelerated buildout
6. **Construct fiber infrastructure** (within 1-5 years) - in coordination with contract of service provider within limited city tax levy impact of 1-2 mils for cost of project.

- a. **Middle Mile** – Construct a middle mile fiber infrastructure (also referred to as a ring) essentially providing a reduced cost of initial infrastructure for service provider with additional fiber strands for City operational use for facility connection.
  - b. **Dark Fiber buildout** – Build dark fiber to every built or buildable property in Spring Hill city limits. (This model is referred to as the Huntsville model in the CTC final report.)
    - i. Give consideration to underground construction as opposed to aerial access.
  - c. **City mill levy dedication and investment/grant funding** – The importance of fiber infrastructure will become increasingly important to the future of Spring Hill. It is recommended that the City dedicate 1-2 mills toward the fiber infrastructure model and actively seek investment or grant dollars to offset the remaining cost of buildout.
7. **Conduit master plan** (within 1 year) – Identify key areas within Spring Hill that would benefit from city placement of conduit to avoid additional cost and public inconvenience for future fiber infrastructure buildout. Lease city conduit to service providers as cost recovery effort.
- a. **Request budgetary consideration** – consider budgeted line item for placement of conduit in coordination with the conduit master plan.

**Motion to adjourn:** Motioned by Mr. Peel, seconded by Mr. Griffin, Motion carried 6-0-0 to adjourn the meeting at 8:38 p.m.

**Next Meeting:** 7 p.m., Thursday, February 15, 2018, at the Spring Hill Community Center, 613 S. Race St., Spring Hill, Kansas.

**City of Spring Hill, Kansas  
Minutes of City Council Special Joint Worksession  
with the Spring Hill Broadband Task Force  
February 15, 2018**

A Special Joint Worksession with the Governing Body and Spring Hill Broadband Task Force was held in the Spring Hill Community Center, 613 S. Race, Spring Hill, Kansas on February 15, 2018. The meeting convened at 6:00p.m. with Mayor Ellis presiding and Glenda Gerrity, City Clerk, and Heather Poole, Secretary of the Broadband Task Force, recording.

Councilmembers in attendance: Chris Leaton arrived at 6:10p.m.  
Tim Pittman  
Floyd Koder  
Andrea Hughes

Councilmember absent: Chad Eckert

Broadband members in attendance: Carol Thomas  
Julia Atwell  
Gerald Barker  
Mark Bye  
Kyle Griffin  
Brian Peel

Broadband members absent: Ricardo Cortez

Staff in attendance: Melanie Landis, Asst. City Administrator  
Jim Hendershot, Asst. City Administrator  
Antwone Smoot, IT  
Kate Shupert, Public Affairs Specialist

Consultants in attendance: Frank Jenkins, City Attorney

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**ROLL CALL of the CITY COUNCIL**

The City Clerk called the roll of the City Council. With a quorum present, the meeting commenced.

**ROLL CALL of the BROADBAND TASK FORCE**

The Secretary called the roll of the Broadband Task Force (Task Force). With a quorum present, the meeting commenced.

On behalf of the Governing Body, the Mayor thanked the Task Force members for their commitment and dedication to the community, and all the tremendous amount of work that has been done this past year.

## PRESENTATION

Ms. Landis introduced the consultant, Joanne Hovis, President of CTC Technology and Energy (CTC), who assisted the Task Force throughout the project.

Ms. Hovis stated that it has been a pleasure working with the Task Force and staff who put extraordinary effort into the project. CTC analyzed the existing broadband environment in Spring Hill looking at both supply and demand and to try to understand where Spring Hill is relative to the neighboring communities and on a national matter. Most of the challenges for Spring Hill is consistent of what other communities are facing throughout the country. CTC examined the City taking steps to deploy broadband as an infrastructure provider, an open-access provider, or as part of a public-private partnership. Ms. Hovis added that the timing of Spring Hill researching broadband options is very good since the policymakers at the State and Federal level understand that broadband is a critical matter for economic development for communities.

Melanie Landis gave an overview of the four business models that the Task Force researched; reviewed the responsibility for the network elements and key assumptions. Ms. Landis also reported that staff conducted an informal survey; however, did not ask how much residents would pay for service. Another survey would need to be conducted to gather this information.

Carol Thomas, Chair of the Broadband Task Force, presented the following recommendation from the Broadband Task Force to the Governing Body:

**General Recommendation:** *Take immediate steps to address shortfall/lack of internet service options with an ultimate goal of ubiquitous, high speed fiber infrastructure buildout to every home and business in Spring Hill.*

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The Mayor concluded that the City Council will evaluate the recommendation more closely and anticipates action taken soon and will also reach out to the State and County representatives for support. The Mayor added that the Community Development Department is working on policies for Dig Once and right-of-way permits.

**Motion to adjourn:** The meeting adjourned at 7:00p.m.

**Next Meeting:** 7 p.m., Tuesday, February 27, 2018, at the Spring Hill Community Center, 613 S. Race St., Spring Hill, Kansas.