

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 mils 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.