

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.*

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.

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.