

TOWN OF LIBERTY GROVE PUBLIC MEETING

Technology Committee

Date: Thursday, February 11, 2021

Time: 4:00 pm

Place: Liberty Grove Town Hall, 11161 Old Stage Road *via Zoom*

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 1/14/2021
5. Public input
6. Introductions
7. Update, discussion, and possible action: 2018 PSC Grant
8. Discussion and possible action: 2021 Technology budget activities
9. Discussion and possible action: review of Committee mission statement
10. Discussion and possible action: Technology Committee 5-year plan foundation and details
11. Schedule next meeting
12. Adjourn

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). Join Zoom Meeting:

<https://us02web.zoom.us/j/82100191450?pwd=eW1PcDVGeTNOcUJrczZsRnVPSS9qQT09>

Meeting ID: 821 0019 1450

Passcode: 837644

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/join>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626-6799 US (Chicago)

(301) 715-8592 US (Germantown)

(646) 558-8656 US (New York)

(346) 248-7799 US (Houston)

(253) 215-8782 US (Tacoma)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Technology Committee meeting on January 14, 2021
(This meeting was posted correctly)

Agenda:

1. Call to order
2. Roll call
3. Approve agenda
4. Approve minutes: 12/17/2020
5. Public input
6. Discussion and possible action: 2018 PSC Grant
7. Discussion and possible action: 2021 Technology budget activities
8. Discussion and possible action: Technology Committee 5-year plan
9. Preparation of materials for future Broadband expansion funding opportunities
10. Schedule next meeting
11. Adjourn

Chair David Studebaker called the meeting to order at 4:05pm. Committee members Peter Brooks, John Dwonch, and Less Keepper, and Cathy Ward were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 1 member of the public via teleconference (Zoom).

Ward moved, Brooks second to approve the agenda as posted. Passed 5-0.

Ward moved, Brooks second to approve the 12-17-2020 minutes as presented. Passed 5-0.

Public Input – Ward reported that Starlink is expected to provide service in the Ellison Bay area by the middle of February.

2018 PSC Grant – Studebaker reported that all the work is complete, and the towers are operational. As expected, the project cost was higher than the original application and Door County Broadband (DCB) has requested the Town split the overrun. Kalms reported that the financial figures will need to be confirmed by the office and Bell confirmed that the Town has not received any reimbursements, the PSC has sent payment to DCB. **Studebaker moved, Keepper second** to table this item until the finances have been confirmed. Passed 5-0.

2021 Technology budget activities – Brooks reviewed the business continuity proposal provided to the committee and requested the members review the document and provide potential changes before it goes out for bids.

5-year plan – Keepper noted the focus should be on what comes out of the security and basic infrastructure project. Studebaker requested this be an exercise to create a long-range plan which is subject to be changed as needed. Ward noted there is a Digital Equity Act which may assist in getting more households internet. Studebaker requested each committee member think of 2 additional items for the following list.

- Public access to Wi-Fi to increase convenience of people in the community
- Additional car charging stations or improving the quality of current ones
- 2021 PSC grant application
- Federal grant opportunities would require a professional grant writer
- Using the current copper lines for internet

- Encouraging businesses to investigate technology which will enhance their operations
- Office phone system – consider VOIP
- Security cameras for the exterior of the Town Hall
- Dash cameras for safety
- Monitors at board dais
- Solar panels for Mariners Park at Gills Rock pressure tank
- Generator for back-up power at charging station locations
- Matching grant funds
- Car charging station at the Town Hall and/or North Fire Station

Broadband expansion materials – Studebaker requested the committee members start considering service beyond fixed wireless. He asked each member to create a list of 4-5 items identifying benefits of having high-speed internet. The question to answer is “why does anyone need more than what we have?”

The next Technology Committee meeting will be Thursday, February 11, 2021 at 4:00pm

Brooks moved, Dwonch second to adjourn at 5:55pm. Passed 5-0.

Respectfully Submitted,
Anastasia Bell, Clerk/Treasurer

Mission Statement
Technology Committee
(Approved by Technology Committee 6-9-2009)

The mission of the Technology Committee is as follows:

To assist the Town Board and staff to stay up to date with technology that benefits the Town of Liberty Grove.

Date	Reimb #	Submitted to PSC	Received from PSC	Expense by DCB	Expense by Town	Reimbursement due to DCB	Reimbursement due to Town
9/9/2019	1	\$ 35,914.25		\$ 35,914.25			
9/9/2019	1	\$ 17,931.89	\$ 17,931.89	\$ 35,863.78		YES	NO
1/3/2020	2	\$ 14,207.40		\$ 28,414.80			
1/3/2020	2	\$ 15,246.57	\$ 15,246.57	\$ 30,493.14		YES	NO
1/3/2020	3	\$ 13,188.84	\$ 13,188.84	\$ 26,377.68		YES	NO
3/4/2020	4	\$ 16,586.61	\$ 16,586.61	\$ 33,173.22		YES	NO
8/11/2020	5	\$ 23,526.90		\$ 47,053.80			
8/11/2020	5	\$ 21,387.10	\$ 21,387.10		\$ 42,774.20	NO	YES
11/30/2020	6	\$ 31,295.35	\$ 31,295.35	\$ 62,590.70		YES	NO
11/30/2020	7	\$ 11,045.25	\$ 3,123.64	\$ 22,090.50		YES	NO
12/30/2020	8	\$ 22,352.42	\$ -	\$ 22,347.32	\$ 22,357.52	YES	YES
		\$ 149,034.03	\$ 118,760.00	\$ 232,936.34	\$ 65,131.72		

Reimburse Date	Funds paid by Town	Reimburse Date	Funds paid by DCB
8/11/2020	\$ 47,053.79	9/9/2019	\$ 35,863.78
8/11/2020	\$ (4,279.60)	1/3/2020	\$ 30,493.14
12/30/2020	\$ 22,357.52	1/3/2020	\$ 26,377.67
		3/4/2020	\$ 33,173.22
		11/30/2020	\$ 22,090.49
		11/30/2020	\$ 62,590.70
		12/30/2020	\$ 22,347.32
	<u>\$ 65,131.71</u>		<u>\$ 232,936.32</u>

2018 PSC Grant Funding

Proposed		Actual		Difference (over budget)		Overage Funding	
Total Grant	\$ 237,520.00	Total spent	\$ 298,068.03	Total	\$ 60,548.03	Total due	\$ 60,548.03
NWTC	\$ 5,000.00	NWTC (via TOLG)	\$ 5,000.00	NWTC (via TOLG)	\$ -	NWTC	\$ -
TOLG	\$ 56,880.00	TOLG	\$ 60,131.71	TOLG	\$ 3,251.71	TOLG	\$ 15,000.00
DCB	\$ 56,880.00	DCB	\$ 232,936.32	DCB	\$ 176,056.32	DCB	
PSC	\$ 118,760.00	PSC	\$ 118,760.00	PSC	\$ -	PSC	\$ -
				Actual Overage	\$ 179,308.03	TOLG available	\$ 11,748.29
	\$ 237,520.00			Overage-PSC Reimburse	\$ 60,548.03		

	Budget	Actual	▲ (Delta)
By PSC Category			
New Towers	\$114,048	\$188,346	-\$74,298
Existing Towers	\$38,265	\$40,615	-\$2,350
Microwave	\$85,205	\$70,221	\$14,984
Total	\$237,519	\$299,183	-\$61,664
By Tower			
NEW TOWERS	EBC2	\$67,249	-\$36,499
	PRT	\$68,819	-\$16,545
	SND2	\$52,278	-\$21,254
Existing Tower	FLT	\$14,265	\$424
	EDB	\$10,083	\$1,773
	DBR	\$16,268	-\$4,547
Microwave	Microwave	\$70,221	\$14,984
Total	\$237,519	\$299,183	-\$61,664

1. Line 31: Double Radius inv 637747 – original amount of \$4,956.07
 - a. Amount was corrected by PSC to \$4,905.60.
2. Correspondence from PSC – “On row 18 f the reimbursement request spreadsheet, only \$237.35 was claimed as an eligible expense and it is a hand-written amount on the support document. However, there is only one item purchased on the support document (invoice #120674, CTI Connect) and the invoice totals \$474.75. Was the wrong invoice listed and submitted? Please explain and submit any necessary support documentation.”
 - a. Correspondence from DCB – “The invoice was for a 2-pack and only one of the two items was used for this grant. The other of the two was not used for this project, it was just put into Door County Broadband’s inventory.”
3. Correspondence from PSC – “On row 20 of the reimbursement request spreadsheet, there is a credit memo listed along with a \$2,078.35 cost reduction, but I am unable to determine an invoice that it matches up to. Please explain.”
 - a. Correspondence from TLG – “After discussions with Door County Broadband this line should be removed from the reimbursement entirely. The credit memo was for equipment not related to the grant and was submitted to the Town for reimbursement in error. Removing this from the spreadsheet will increase the reimbursement request by \$2,078.35 to a total of 15,246.57.”
4. Correspondence from PSC – “Before sending your next reimbursement request, please 1. Correct cell c48 in your spreadsheet(s) to \$1,779.53, which was reduced due to refunds received from Wisconsin Public Service. 2. Correct cell c49 to \$1,687.99 for the same reason. 3. With your final request, be sure to verify that Northeast Wisconsin Technical College contributed \$5,000 to the cost of the project, and that the Town of Liberty Grove waived the permit fees as promised in the grant application.”
 - a. Amount was corrected by Town prior to next submission.