

**Town of Sturgeon Bay
Broadband Internet Committee Meeting
Door County Library
January 25, 2024 Minutes**

1. **Call to Order:** The meeting was called to order by David Wood at 3:00 PM.
2. **Establish quorum:** Committee members present: Pam Kraase Virtual: David Wood, Randy Graf, and Cathy Eckers. Also present: Jessica Hatch (virtual; joined at 3:25 pm)
Absent: Jeff Feuerstein
3. **Adopt agenda:** A motion to adopt agenda made by Pam Kraase and seconded by Cathy Eckers. Motion carried.
4. **Approve minutes:** A motion to approve minutes as corrected for the January 11th, 2024, meeting made by Randy Graf; seconded by Pam Kraase. Motion carried.
5. **Correspondence:**
 - * The Town of Gardner passed a resolution to partner with Brightspeed contingent on getting their CPF grant approved, which would pay for half of their cost. Their percentage expected to be covered by the grant is high because basically every location in the town is eligible.
 - * Wood corresponded with AT&T regarding the timeline for our town. He explained that we are waiting for the Town of Sevastopol contract which was reported to have been signed by their town board last week, but hasn't been finalized by both parties.
6. **Public comment:** None
7. **Old business:** Discuss broadband maps, review strategy, and challenge process. No action.
8. **New business:**
 - a. Discuss BEAD eligible location data. We do not know if there will be an additional address list provided for us to use. We also need further information on the challenge process and if it is even something that we need to work on. Wood stated Charter had stated that there were 273 addresses in the town served by them, resulting in 400+ being eligible addresses. Our most recent BEAD list only shows 228 locations as unserved or underserved; so there is confusion on how those numbers were determined. There was a discussion on which types of locations would be allowed a provided fiber drop. Wood stated that he believes that AT&T will make the final determination of who gets the drop. He believes they may make a drop where there is currently a fire number. Wood posed the question to Hatch whether or not we need to do any additional work on the address list. For some unknown reason, Pam Kraase's location is not included on the underserved or unserved list. Hatch will check into that.

- b. Review Town of Egg Harbor and Town of Sevastopol contracts with AT&T. This is on hold until the contract is signed with the Town of Sevastopol.
- c. Discuss initial contract with AT&T. We will only be making recommendations to the town; the town will have the final word on any contract. No other discussion at this meeting.
- d. Discuss USDA and other financing options. Feuerstein is currently working on establishing an account with USDA in order to apply for a 2% loan if necessary. The USDA 2% loan appears to be a much better deal for the town, rather than the BCPL loan at 6.5%; however, Hatch stated the application process appears to be a challenging one. In order to be awarded any money under the USDA loan program, the town must have a financial audit available to show the town's need for funding. Hatch stated that to begin the process for the USDA grant you must first set up an SAM.Gov account, and that process takes a good amount of time to do that. The town also has to have their resolution in place prior to the application process. Hatch also told us that the project can't double dip into federal funds. A 100% loan cannot be used as matching funds for BEAD or CPF. The hope is that the town is awarded a grant from the Capital Projects Fund, but this USDA grant is another option if that does not happen. Wood stated that at this point applying for BEAD funding is probably not the way to proceed.

9. Matters to be placed on a future meeting agenda

- a. Ways to improve accuracy of service maps - No action.

- 10. **Next meeting date:** Thursday, February 8, 2024, from 3:00 to 5:00 pm in Meeting Room 1 of the Door County Library.
- 11. **Motion to adjourn** made by Kraase; seconded by Graf. Motion carried. Meeting adjourned at 3:48 pm.

Respectfully submitted by Cathy Eckers, Recording Secretary