

**Town of Sturgeon Bay
Broadband Internet Committee Meeting
Door County Library
February 22, 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, Jeff Feuerstein, Randy Graf, Cathy Eckers. Virtual: David Wood. Also present: Hugh Zettel, Jessica Hatch (Virtual).
3. **Adopt agenda:** A motion to adopt agenda made by Kraase; seconded by Feuerstein. Motion carried.
4. **Approve minutes:** A motion to approve minutes of the February 8th, 2024, meeting made by Graf; seconded by Feuerstein. Motion carried.
5. **Correspondence:**
 - * Email received from Tim Dawidiuk commenting on the current project status. Action referred to town board.
6. **Public comment:** None
7. **Old business:**
 - a. **Discuss contract with AT&T.** The draft contract, which includes the town attorney's suggested revisions, was sent back to AT&T this week. The committee hopes the contract will be reviewed and returned in time for the town board review and action at the March town board meeting.
8. **New business:**
 - a. **Review address verification spreadsheet and policy.** The committee performed a line by line review of the spreadsheet containing the town addresses to be included in the fiber drop which had been previously verified by Kraase and Eckers. Several locations will be reviewed further by Eckers, with the final listing to be provided at the next committee meeting.
 - b. **Outreach to residents regarding service for new construction and secondary buildings.** Discussion held. The list of new permits was provided by the county via Nancy Anschutz and included in the spreadsheet. New construction locations that have building and sanitary permits in place will be included in the town spreadsheet to be shared with AT&T. Locations that have secondary buildings on the same tax parcel will only have one drop provided to that location.
 - c. **Updates to Q & A document.** The town's website has been fixed and the Q&A document last updated in November is again accessible. Wood will be attempting to

update the Q&A document with any pertinent new information as soon as time permits.

9. **Matters to be placed on a future meeting agenda:**
 - a. **Public education/outreach plan during construction.** The committee will look at ways to update residents during the construction process. A letter that went to residents of the town of Jacksonport was shared with the committee.
10. **Next meeting date: Thursday, March 7th, 2024, from 1:30 to 3:30 pm in the Jane Green Room of the Door County Library.**
11. **Motion to adjourn** made by Eckers, seconded by Kraase. Motion carried. Meeting adjourned at 5:33 pm.

Respectfully submitted by Cathy Eckers, Recording Secretary