

Decorah Telecommunications Utility Board Meeting
Tuesday, April 18, 2017 – 5:30pm
Decorah City Hall Council Chambers

Minutes

Members attending:

Paul Mattson
Jarrad Walter
Bruce Butters
Anna Norris

Others in attendance:

Chad Bird, city manager

Absent: Carolyn Corbin

Discussion about feasibility study work process

The board discussed several work flow and progress topics and noted that they will need to touch base with Uptown on several points. The board assigned several of the tasks to various members of the board and Bird also noted he was working on some as well. The initial items the contractor wished to begin with included:

Research Survey / Depth Interviews

- Edits and approval of the phone survey instrument (I will send 1st draft shortly)
- Residential address file from water utility with available phone #'s (Excel format if possible)
- Depth interview list and assistance setting up the interviews (lets discuss timing)

Incumbent Product Information

- Incumbent (Mediacom) cable TV provider price lists from local cable office
- Incumbent (CenturyLink) telecom provider price lists (if available)

Mapping / GIS (ESRI preferred, but AutoCAD DWG format will work)

- All available land-based data (base maps)
- Street centerlines and edge of pavement
- Parcel file
- Address file
- Fiber assets (MetroNet) including cable, splice closures and slack loops

Staffing

- Wage scales for all salaried and hourly job titles.
- Standard overhead loading (benefits, taxes, et al).

Financial

- Likely source of project financing.
- Term and interest rate for project financing.
- Cash available to fund working capital.

Other

- Potential residential and commercial customers (based on water meter data)
- Projected annual growth rates for residential and commercial markets.
- Available building and/or floor space that could be used by broadband operation.

Approval of minutes

a. March 21, March 28, March 31

Motion by Butters and second by Norris to approve the March 21, March 28 and March 31, 2017 commission meeting minutes. Norris made a a correction in the name of Uptown Services, LLC.

No further discussion.

Roll call vote; motion carried unanimously.

Adjourn

The meeting was adjourned at 6:21pm with motion and second by Walter and Mattson respectively.

Respectfully submitted

