

MINUTES OF REGULAR SESSION
CITY OF HIGHLAND
TELECOMMUNICATIONS ADVISORY BOARD
WEDNESDAY DECEMBER 13, 2010

The meeting was called to order by Vice-Chairman Boulanger at 7:00 PM. Those in attendance included: Vice-Chairman Boulanger, Member Nicolaides, City Manager Latham, E & F Director Cook, Fiber Ops Mgr. Ferguson, and Tracey Robinson.

MINUTES

Steve Ferguson suggested corrections to the minutes of the November 15, 2010 meeting of the Telecomm Advisory Board; this included changing “30 companies signed up” to “30 companies visited”. Neill Nicolaides made a motion to approve the minutes. The motion was seconded by Vice-Chairman Boulanger . All voted aye. Motion carried.

REPORTS

Director Cook gave the general update report including reporting the replacement fiber was received for the stolen and vandalized fiber near Poplar and the Railroad Tracks. The East run has been installed, the run heading West is “pole Prepped” but not run yet, should be run tomorrow. We are going to re-use the original Eastward fiber to run the Westward line as it is still long enough to accomplish that. This way we will still have a new spool of Fiber to use if needed at a later date. Director Cook expressed distress with the fiber testing progress and indicated he would discuss with JCCI to stimulate progress. Cook also indicated that Phase II of the engineering contract with Spectrum Engineering had been approved by Council and that Spectrum was actively conducting pole surveys and creating a pole prep report for use during Phase II. Cook reported that Spectrum would be providing a 80% materials list by the 20th and that they were also designing a line to Troy to accommodate both a contract for the ICN along with a connection to AT&T in Triad High School. We are close to signing contract with AT&T for internet service. Installer van was delivered this week. Cook reported that Charter had contacted some businesses indicating they were raising their rates by 4%, Cook indicated this may be a result of Charter passing on increases from their content providers. Cook indicated that the HCS crew was currently in Rolla getting training in installation for building service.

Cook then gave the Headend update which included that we should have power within a week and a half. Nicolaides asked about the generator status and Cook reported that it should arrive in approximately 3-4 weeks but that it was not required for start up. Cook reported that nothing was holding us up at this time. We received approval from council for the awning and connecting tunnel from the main building to the new building. Everything is going as planned. Dish mounting poles are being fabricated by Thole. Nicolaides asked about our internet connection with Cogent and Cook indicated that we should have that connection within a week or so.

Phase II update – As stated in the general update, council approved the contract with Spectrum.

HCS will begin to occupy the Woodcrest building sometime in January. Remodeling is beginning and Frey Properties is constructing a receptionist counter with window. Electronics are being moved into the Woodcrest building. Furniture and racking for the Headend building is

being investigated. Schools and Municipal buildings along with several identified friendlies will be the first facilities connected.

NEW BUSINESS

Steve Ferguson reported on the status of sales and marketing. Steve stated that he had met with 55 businesses, 27 signed up, 4 declined and 24 are pending. Steve disseminated this in paper report format. Two of the declining companies are locked into contracts and will pursue relationships with us when the contract ends. The other two whom declined had great deals with Charter currently and indicated they would contact us when those contracts ended. Steve is working out detailed offers for the companies who are pending. Mark Latham indicated that he had not heard about any of the larger industries such as banks, Basler, etc. Steve indicated that he has had conversations with many larger companies and that they were interested but wanted to wait until we reached a steady state and had ironed out the bumps.

Cook indicated that APEX and Walmart outlots were included in Phase II and were a first priority. He explained how the connections would be implemented. Ferguson explained the meeting for the Public Schools was scheduled for the next week. Ferguson also explained that Rebecca was still calling all people that had not responded to our survey and setting up meetings for Steve. Steves goal is 120 sign-ups by June.

Cook reported on the status of the pricing status and explained some of the intricacies. Cook then reported on the Final Channel Lineup and explained that the NCTC was not approving applications from Municipalities and that there was currently a class action lawsuit being filed however we cannot afford to wait to hear the verdict so we are exploring other avenues such as NTTC or NRTC or on our own. Scott Bowles is working on this currently. Latham explained that the large providers are pushing the NTTC to prohibit the competition from gaining access. Latham reported that we were currently working on obtaining our State Franchising agreement.

Cook reported that we are currently having meetings with all involved parties every two weeks to facilitate a seamless integration of the electronics. Cook indicated that preliminary surveys indicated that the trees that would require trimming are behind the Headend facility and not on Corsair property, where they were thought to be. Latham indicated that visitors from Arkansas would be touring the Headend facility in January, he also reminded us of the plans to have a Grand Opening in April.

The Telecom Advisory Board reviewed and approved the proposed meeting dates for 2011. Nicolaidis made motion for approval and Boulanger seconded the motion.

Member Nicolaidis made a motion to adjourn, Vice-Chairman Boulanger seconded. Motion approved, meeting adjourned at 7:32 P.M.