1. Call to order – roll call

2. Adoption of agenda

3. Approval of minutes
   a. September 10, 2019

4. Public comment

5. Presentation: A brief history of fiber and futures in St. Louis Park (Clint Pires)

6. Update on transition to community technology advisory commission
   a. Approval of bylaws and first reading of city code change approved at the Sept. 16 council meeting.
   b. Second reading of the ordinance changing the city code approved at the Oct. 7 city council meeting. Published in the Sun Sailor Oct. 17; taking effect Nov. 1.
   c. After Nov. 1, website and other items will be updated with new name and mission.

7. Committees
   a. Community engagement committee report (Bruce Browning, Cindy Hoffman, Rolf Peterson)
      i. Survey
      ii. Outreach to community members
      iii. Next steps
      1. Venues for focus groups – David Dyer
   b. Technical committee formation

8. Workplan follow ups
   a. Which board/commission meetings does each member plan to attend, and when?

9. Communications from the chair/commissioners

10. Staff items
    a. Theo Pohlen student application received; will be on Nov. 4 council agenda
    b. Update on cable franchise renewal; needs assessment
    c. Next meeting: Dec. 11 (host in council chambers and broadcast?)

11. Adjourn

If you cannot attend the meeting please contact Jacque Smith:
    jsmith@stlouispark.org or 952.924.2632 by 4 p.m. Tuesday, Oct. 29.
Telecommunications Advisory Commission  
September 10, 2019  
Unofficial Minutes

Present: Bruce Browning, Cindy Hoffman, Abe Levine, Rolf Peterson, David Dyer  
Staff: Clint Pires, Jacque Smith, John McHugh  
Absent: Maren Anderson (excused), Mohamed Mohamud

Chair Levine called the meeting to order at 6:05 p.m.

1. Call to order/roll call

2. Adoption of agenda  
a. Peterson moved, Browning seconded. All approved.

3. Approval of August 7, 2019, minutes  
a. Dyer moved, Hoffman seconded. All approved.

4. No comment from the public.

5. Communications from the chair/commissioners  
Levine said tonight we’d talk about putting together community input and who’s going to participate. Pires reminded Levine of the meeting with Verizon; he’ll give an update later.

6. Update on transition to community technology advisory commission  
Smith provided an update on the steps as outlined in the agenda. Approval of bylaws and first reading of city code are on the Sept. 16 council agenda; second reading will take place Oct. 7. This will be followed by publishing in the Sun Sailor to take effect Nov. 1, 2019. After that time website and other items will be changed.

Levine said he has talked to some youth about serving on the commission; many of the seniors are too busy. Levine thought approaching the St. Louis Park High School principal about likely recruits from grades 10-12 might be an avenue. There was some discussion about private schools although it didn’t seem to be a good fit. Levine asked if someone could introduce him to the high school principal. Peterson will work to make contact with the school district. Pires said we can get a contact for Benilde; Levine said he would visit and Browning offered to go along.

7. Community engagement ideas  
Levine said that first we should talk about how to organize the committee. Should it be all one committee or broken up into silos? Levine clarified that community engagement will be a committee on its own.

Levine made notes including the following:  
- Talking points (website, Nextdoor, social media, SurveyMonkey)  
- Venues for input (consider equity)  
- SurveyMonkey  
- Use facilitator for meetings with community
• Attending other commissions
• CTAC webpage formation and marketplace
• Discover/communicate with other similar commissions

Discussion of what the commission wants to learn as part of community engagement.

The commission discussed the idea of some type of advertisement on Wifi access points. Hoffman mentioned community boards at Bunny’s and Park Tavern and other businesses to spread the word and gain community engagement.

Smith suggested the commission back up and discuss what they want to learn, versus focusing on tactics.

Levine developed a list of items under community input.
  • Mission statement
  • Topics to cover
  • Questions to ask
  • Full commission discussion
  • Action plans and work assignments

Pires reminded the commission to keep the council’s strategic priorities in mind as they consider community input. Levine asked if the commission wants to get a few people together to work on this, or the entire commission. Peterson said he liked the idea of a small subcommittee on this group. Peterson and Hoffman volunteered; Browning will participate. Pires suggested one tip, that nothing prevents the committee from meeting with others who are not members of the commission.

Levine went back to tactics list to see if there were items that could be done now. For example, other cities with similar commissions. How could this info be found? Pires suggested looking at League of Cities in each state. Pires said staff could provide contacts at LMC who might be able to help. Levine said he’ll talk to LMC contacts.

Levine said attending other commissions could happen now. Pires cautioned about being sure they don’t get caught out prematurely in being asked for specific items. However, attending to learn would be a good idea. Smith will send out a list of commissions and staff liaisons. Commission members will come to October 30 meeting with a list of which commission meetings they’ll attend. Levine asked for someone to look at potential places for input. Dyer volunteered.

8. Connection with similar commission from other agencies
9. Consider remaining schedule of meetings for other city commissions; assign members to attend meetings
10. Formation of committees/chairs to research technologies, providers, implementation issues and risks
11. Staff items
Pires gave a summary of an August meeting with Verizon reps. Levine and Browning, along with city staff, met with a local Verizon rep and one of the company’s smart cities expert. They shared a number of ideas from Verizon’s perspective. Pires has asked that current streetlights be mapped. Pires demonstrated DataLink which can show layers of data on the city map, such as transportation infrastructure which includes streetlights. He talked about city plans to replace streetlights along with some of the challenges and some of the areas that might be happening soon. Pires pointed out that most city-owned streetlights are located in non-residential areas.

Pires reviewed the information resources organization chart with the commission.

Dyer asked about US Internet; Pires provided an update on their progress. They are working with the Walker-Lake businesses, including putting in conduit and will support businesses in the area. Along with south Sorenson, this area is growing. Pires estimated they have about 3000 customers.

Browning asked about CenturyLink. Levine said they’re in a world of hurt financially. Pires said the city hasn’t seen permitting for fiber; it’s essentially stopped.

12. October 30 meeting planning
   a. A brief history of fiber and futures in St. Louis Park (Clint Pires)
   b. Deliverables
      i. Commission members should be prepared to share with other boards/commissions they plan to attend and when.
      ii. The community engagement subcommittee (Browning, Hoffman, Peterson) will present its conclusions after holding meetings, including next steps. Dyer volunteered to provide information on possible venues.
      iii. Staff will provide contacts for boards/commissions, League of Minnesota Cities, Benilde-St. Margaret

Browning moved, Hoffman seconded to adjourn the meeting. All voted in favor. Meeting adjourned 7:41 p.m.
## Work Plan Template | community technology advisory commission

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Initiative</th>
<th>Strategic Priorities</th>
<th>Purpose (see page 2 for definitions)</th>
<th>Outcome (fill in after completed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4Q 2019</td>
<td>Establish committees to research technologies, providers, implementation issues and risks.</td>
<td>☑️ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☑️ Commission Initiated Project ☐ Council Initiated Project ☐ Report Findings (council requested) ☐ Formal Recommendation (council requested)</td>
<td>• Community engagement committee established and meeting regularly • Technical committee to be established at Oct. 30 meeting to address a specific initiative</td>
</tr>
<tr>
<td>3Q-4Q 2019</td>
<td>Attend meetings of other city boards and commissions to learn how technology might help their activities and related city services</td>
<td>☑️ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☑️ Commission Initiated Project ☐ Council Initiated Project ☐ Report Findings (council requested) ☐ Formal Recommendation (council requested)</td>
<td>• Ongoing effort; on the agenda of each meeting.</td>
</tr>
<tr>
<td>3Q-4Q 2019</td>
<td>Connect with similar commissions from other agencies</td>
<td>☑️ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☑️ Commission Initiated Project ☐ Council Initiated Project ☐ Report Findings (council requested) ☐ Formal Recommendation (council requested)</td>
<td>• Commission has been provided with League of Minnesota Cities contacts to research activities of other Minnesota cities. • Commission has modeled some activities on similar commissions in Tacoma and Seattle, Wash.</td>
</tr>
<tr>
<td>3Q 2019</td>
<td>Develop a plan for community engagement. Determine methods for informed public input on activities and priorities.</td>
<td>☑️ New Initiative ☐ Continued Initiative ☐ Ongoing Responsibility</td>
<td>☑️ Commission Initiated Project ☐ Council Initiated Project ☐ Report Findings (council requested) ☐ Formal Recommendation (council requested)</td>
<td>• Community engagement committee has contacted local private school Benilde-St. Margaret, resulting in recruitment of a youth member for the commission. • Committee has developed an online survey for residents to help the commission understand what the needs/wants are of the community. Deployment is</td>
</tr>
</tbody>
</table>
City of St. Louis Park Strategic Priorities
1. St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.
2. St. Louis Park is committed to continue to lead in environmental stewardship.
3. St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.
4. St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.
5. St. Louis Park is committed to creating opportunities to build social capital through community engagement OR Other

Purpose: definitions
Board and Commission
Annual Workplan
Approved: TBD
Updated:

**Commission Initiated Project**
- Project initiated by the board or commission

**Council Initiated Project**
- Project tasked to a board or commission by the city council

**Report Findings**
- Initiated by the city council
- Board and commission will study a specific issue or topic and report its findings or comments to the city council in writing
- No direct action is taken by the board/commission

**Formal Recommendation**
- Initiated by the city council
- Board and commission will study a specific issue or topic and makes a formal recommendation to the city council on what action to take
- A recommendation requires a majority of the commissioners' support

**Modifications:**
Work plans may be modified, to add or delete items, in one of three ways:
- Work plans can be modified by mutual agreement during a joint work session.
- If immediate approval is important, the board or commission can work with their staff liaison to present a modified work plan for city council approval at a council meeting.
- The city council can direct a change to the work plan at their discretion.

Parking Lot
Items that are being considered by the board/commission but not proposed in the annual work plan. Council approval is needed if the board/commission decides they would like to move forward with an initiative.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produce a quarterly report for the city council of relevant technology activities and advances.</td>
<td></td>
</tr>
<tr>
<td>Produce final reports on completed commission activities, with recommendations for consideration by other commissions or by the city council.</td>
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<tr>
<td>Enhance the commission’s presence on the city website.</td>
<td></td>
</tr>
<tr>
<td>Provide analysis of proposed or considered technology for the community and city operations and provide recommendations and feedback to staff, the city council and other commissions.</td>
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</tbody>
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