



APPROVED

**MINUTES**  
**CITY OF DUBUQUE LONG RANGE PLANNING ADVISORY COMMISSION**  
**REGULAR SESSION**

5:30 p.m.

Wednesday, February 19, 2014

City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson John Pregler; Commissioners Craig Beytien, Charles Winterwood, Chad Darter, Jim Prochaska, and Dick Van Iten.

**Commissioners Excused:** Commissioner Alan Vincent.

**Staff Members Present:** Laura Carstens, David Johnson and Eric Van Buskirk.

**CALL TO ORDER:** The meeting was called to order by Chairperson Pregler at 5:30 p.m.

**CERTIFICATION OF COMPLIANCE:** Staff presented an Affidavit of Compliance verifying that the meeting was being held in compliance with the Iowa Open Meetings Law.

**MINUTES:** Motion by Van Iten, seconded by Beytien, to approve the minutes of January 15, 2014 as submitted. Motion carried by the following vote: Aye – Prochaska, Beytien, Van Iten, Pregler, Darter and Winterwood; Nay – None.

**ACTION ITEMS**

**FY2015 – 2019 Recommended Capital Improvement Program (CIP) Budget:** Staff Member Carstens reviewed the role of the Commission. She noted the capital improvement programs describe how projects relate to the Comprehensive Plan.

The Commission stated that a trailhead is budgeted in FY2015; however, no new trails are budgeted in the next five years. The Commission noted their support of CIPs on pages 48, 180, 190, and 284, stating the projects support the City's Complete Street Policy and improve accessibility.

The Commission explained approximately 60-80% of City trees are ash trees. The Commission recommended the City Council consider budgeting for replacement of those trees once the emerald ash bore reaches Dubuque.

The Commission discussed projected decreases in revenue for Fiscal Years 2014 and 2015. The Commission reviewed DRA distributions and financial contributions to the community from the Diamond Jo Casino.

The Commission discussed the aquatic center and whether funding was in the FY2015 budget. Staff Member Carstens explained a CIP does not appear for the aquatic center since the study is still in-progress. She explained until the study is complete, partnerships and funding needs are unknown.

Commissioner Winterwood requested that in the future, the annual CIP program be forwarded to him in a CD.

The Commission discussed whether the FY2015 budget will be affected by the FY2014 shortfalls. The Commission questioned at what point the City will recognize budget concerns for FY2015. Staff Member Carstens noted materials were provided to City Council on projected revenues and expenses for FY2015. She offered to provide the information to the Commission. She noted the City is required by the State of Iowa to have a balanced budget by June 30<sup>th</sup> of every year.

The Commission noted the City of Dubuque Comprehensive Plan is not discussed in as much depth as the Sustainable Dubuque Initiatives. The Commission suggested the relationship of the Comprehensive Plan to the annual budget be more thoroughly discussed and incorporated into the budget narrative. The Commission noted it could be included in the Citizens Guide and budget documents.

The Commission stated all projects seem to be in keeping with the Comprehensive Plan. They noted the relationship of the means for leveraging and funding projects to some of the City Fiscal Elements goals of the Comprehensive Plan, citing examples such as bond ratings and expenditures.

The Commission expressed concern that some projected revenues may not come through. The Commission and staff discussed how revenue and expenses affect the operating and capital budgets.

The Commission noted that fee comparisons with Iowa's larger communities should have a more in-depth conversation, such as the level of services provided by communities in relation to those fees. The Commission also noted the importance of identifying offsetting revenue sources, the community's priorities as well as levels of services provided.

Motion by Darter, seconded by Winterwood, to recommend approval of the Fiscal Year 2015-2019 Capital Improvement Project budget, noting it is in conformance with the City of Dubuque Comprehensive Plan. Motion carried by the following vote: Aye – Prochaska, Beytien, Van Iten, Pregler, Darter and Winterwood; Nay – None.

#### **LIAISON/SUBCOMMITTEE REPORTS**

Commissioner Van Iten reviewed the Holy Ghost project on Central Avenue.

**ITEMS FROM COMMISSION:**

Brownfield Sites and Inclusion in the Comprehensive Plan: Staff Member Carstens noted the Commission requested that brownfields, grayfields and other environmental sites be considered in the update of the Comprehensive Plan. Staff noted the City has received a grant to assess brownfields in the city of Dubuque. She noted brownfields, grayfields, and other environmental sites will be addressed in the Comprehensive Plan.

City Website: Commissioner Prochaska noted the City of Dubuque website needs to be updated to reflect changes in the organization of the Commission, since a liaison from the City Council is no longer on the Commission.

Leadership Team: Chairperson Pregler reviewed the Comprehensive Planning presentation that he and Planning Services staff provided for the City of Dubuque Leadership Team.

**ITEMS FROM STAFF:**

Update on the Community Engagement Plan for the Comprehensive Plan Update: Staff Member Carstens noted City Council has reviewed and approved the Engagement Plan for the Comprehensive Plan Update. She noted elements of the engagement plan were reviewed at a kick-off meeting with the Leadership Team. She reviewed the Community Engagement Plan handout, highlighting the four phases of engagement.

Chaplain Schmitt Island Master Planning Process: Chairperson Pregler stated the Commission requested to be more involved in the planning process for Chaplain Schmitt Island. Staff Member Carstens noted a meeting is scheduled immediately following the Commission meeting, and encouraged all Commissioners to attend. Staff Member Carstens referenced the information provided to the Commission on the process for the Chaplain Schmitt Island Master Plan.

APA Report on Health and Planning: The Commission reviewed the report and thanked Commissioner Winterwood for his role in developing the document.

EPA 2013 Smart Growth Award: The Commission congratulated the City of Dubuque for receiving the award.

**ADJOURNMENT:** The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

---

Laura Carstens, Planning Services Manager

---

Adopted