



## **MINUTES**

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

5:00 p.m.

Wednesday, June 19, 2013

Lacy Board Room, Carnegie Stout Public Library

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

**Commissioners Excused:** Commissioner Alan Vincent.

**Staff Members Present:** Laura Carstens and David Johnson.

**CALL TO ORDER:** The meeting was called to order by Chairperson Prochaska at 5:03 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 Darter, seconded by Van Iten, to approve the minutes of May 15, 2013 as submitted. Motion carried by the following vote: Aye – Prochaska, Beytien, Van Iten, Pregler, Darter, and Winterwood; Nay -None.

### **PUBLIC HEARINGS**

None.

### **ACTION ITEMS**

### **LIAISON/SUBCOMMITTEE REPORTS**

Enterprise Zone Commission: No report.

**ITEMS FROM PUBLIC:** None.

### **ITEMS FROM COMMISSION:**

Chairperson Prochaska congratulated Commissioner Winterwood on his reappointment to the Commission and noted officer positions are not appointed until January of each year,

The Commission expressed their praise to City Council and the Dubuque community for Dubuque having been named an All-America City for a second consecutive year.

Chairperson Prochaska stated he has contacted Brian Cooper, editor of the Telegraph Herald, about working with the paper to publish an educational and informational piece on the City of Dubuque Comprehensive Plan. The Commission was complimentary of the effort. Staff Member Carstens noted Julien's Journal may be another publication to coordinate with.

The Commission discussed the 5:00 p.m. start time for the meeting. They discussed the benefits for moving the start time of all future meetings to 5:00 p.m. The Commission stated it would be a more preferred start time for the meetings.

Motion by Van Iten, seconded by Beytien, to move the start time of the Long Range Planning Advisory Commission meetings from 5:30 p.m. to 5:00 p.m. Motion carried by the following vote: Aye – Prochaska, Beytien, Van Iten, Pregler, Darter, and Winterwood; Nay – None.

#### **ITEMS FROM STAFF:**

MindMixer Demonstration: Nathan Preheim, Chief Operations Officer and \_\_\_\_\_ Co-Founder of MindMixer, presented an on-line demonstration of MindMixer's capabilities for the benefit of the Long Range Planning Advisory Commission. He reviewed how MindMixer can assist the City of Dubuque and Long Range Planning Advisory Commission in the update of the City of Dubuque Comprehensive Plan. He noted approximately 40 other communities have used MindMixer to assist them in community planning efforts. He reviewed how MindMixer works and the different platforms for on-line engagement. Mr. Preheim explained MindMixer allows communities to ask questions and community members to share ideas. He noted MindMixer is empowering and convenient for participants and allows people to share ideas but also build upon and support ideas in a dialogue format. He explained MindMixer is an opportunity for instant community collaboration and consensus building. He reviewed how MindMixer can assist communities in developing ideas and goals for a community. He explained MindMixer can also be used as a preference survey tool as well as an opportunity to solicit specific input and preferences on budget actions.

The Commission discussed the technology and agreed the MindMixer is a unique opportunity to provide on-line dialogue and gather input and raise awareness of the Comprehensive Plan.

The Commission discussed cross promotion with the City of Dubuque website and MindMixer. Staff Member Johnson explained much of the responsibility for making people aware of MindMixer falls with the City. He stated Planning Services staff would coordinate with other City staff and our community partners to help get the word out and get people using MindMixer.

The Commission recognized MindMixer's value in community engagement, but noted other channels of outreach will also be needed. Staff Member Johnson stated the plan for community engagement is in its draft stages, however, based on the learning exercises and input collected throughout the process, there will be a number of outreach channels employed for a successful process. He explained MindMixer is just one of a number of tools. The Commission discussed using employment centers to help encourage their employees to engage in community participation and input. The Commission requested Mr. Preheim email City staff links to communities that are currently using MindMixer for civic engagement or Comprehensive Plan updates. Mr. Preheim agreed.

No July meeting: By consensus, the Long Range Planning Advisory Commission agreed to cancel the July 2013 meeting.

**ADJOURNMENT:** The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

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Laura Carstens, Planning Services Manager

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Adopted