

**City of Dubuque
COMMISSION MEETING MINUTES**

GOVERNMENTAL BODY: Resilient Community Advisory Commission

DATE: January 3, 2019

TIME: 5:00 pm

LOCATION: Circle Conference Room

Jules Operations and Training Center, 949 Kerper Blvd., Dubuque IA 52001*

*new final location

MEMBERS PRESENT: Dean Boles, Sara Booth, Lalith Jayawickrama, Robin Kennicker, Carrie Lohrmann, Laura Roussell, Leah Specht. **Absent:** Ben Darr

STAFF PRESENT: Gina Bell, Sustainable Community Coordinator; Cori Burbach, Assistant City Manager

Chair Leah Specht called the meeting to order at 5:08 pm. Bell confirmed the meeting was in compliance with the Iowa Open Meeting Law.

PUBLIC COMMENT: Dean Mattoon, Engineering Department, shared about his work managing storm water permit from DNR/EPA. Part of the permit includes informing RCAC, either in person or via email of changes, information needed and/or recommendations for changes to language in permit. He staffs the Catfish Creek Watershed Authority board.

MINUTES APPROVAL: Dean motioned to approve the November 1, 2018 meeting minutes. Robin seconded. The motion passes unanimously.

IMAGINE DUBUQUE TECHNICAL TEAM REPRESENTATIVE: Short discussion regarding what the position entails. Commissioners requested that Planning Department present at a future Resilient Community Advisory Commission meeting. Commissioners Booth and Jayawickrama expressed interest in the position. Roussell motioned to make Booth the Technical Team representative and Jayawickrama as the alternate. Kennicker seconded, motion passed.

OPEN COMMISSIONER SEAT: In December, Commissioner Drahozal resigned. He served as one of three "cross-commission representative. Commissioner Lohrmann agreed to serve as the cross-commission representative member, allowing for the vacancy on commission to be filled as an "at-large" position. Commissioners are encouraged to reach out to potential candidates.

CENTER FOR ENERGY AND ENVIRONMENTAL EDUCATION AT UNI FOR GHG INVENTORY + CLIMATE ACTION PLAN:

Bell shared updates to the overview of the climate action plan which included input from the December meeting as well as the intention to contract with UNI's CEEE to do the GHG inventory. Discussion about what the County is doing regarding climate change ensued and it was discussed that the DMASWA is included in the City's GHG inventory. Reading other cities' climate action plans was recommended by Commissioner Jayawickrama.

COMMUNITY GRANT GUIDELINES + REPORTING TOOL:

Bell informed commissioners that the Sustainable Dubuque Community Grant deadline will be moved up 15 days for each round in 2019. She explained that in so doing, the grantees will receive notice of their awards sooner because the commission will be able to make a recommendation at the April and October meetings, instead of waiting until the following month to review and discuss scores. It was also determined that the sub-committee which reviews the aggregated grant scores and makes a recommendation to the full commission will continue to be chosen the month prior to grant deadline and anyone willing and available to participate (up to three commissioners) is allowed. After much discussion regarding the rubric used to score grants, as well as a review of the application, the following was proposed: make small changes in the grant questions to make questions clearer. Staff will add more comment area to the scoring sheet as well as add the commissions priority categories to the grant application and scoring sheet. Commissioners also requested that, moving forward, they are to receive grant reports when they come in for reimbursement. Additionally, they would like to send a note to grantees at completion of the grant.

COMMISSIONER REPORTS: Community Development took the month of December off so there were no updates.

NEXT MEETING: The next commission meeting will occur on Thursday February 7, 2019 at 5:00 pm. The location of the meeting will be at the Jule Operations and Training Center, 949 Kerper Boulevard. Staff will have to leave no later than 6:15 pm to present at the Council budget hearing and the agenda will reflect this end time.

ADJOURNMENT: The Commission adjourned at 6:23 pm.

Minutes approved by:

Leah Specht

Leah Specht, Commission Chair

Prepared by:

Gina Bell

Gina Bell, Sustainable Community Coordinator