

Approved

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

5:30 p.m.

Wednesday, May 15, 2019

City Council Chamber, Historic Federal Building

**Commissioners Present:** Chairperson John Pregler; Commissioners Ron Collins, Michael Peroski, Tyler Stoffel, Charlie Winterwood, and Michael Wright.

**Commissioners Excused:** Alan Vincent.

**Commissioners Unexcused:** None.

**Staff Members Present:** Laura Carstens and Travis Schrobilgen.

**CALL TO ORDER:** The meeting was called to order by Chairperson Pregler at 5:32 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 Wright, seconded by Collins, to approve the minutes of the April 17, 2019 meeting. Motion carried by the following vote: Aye –Collins, Peroski, Pregler, Stoffel, Winterwood, and Wright; Nay – None.

**ACTION ITEMS:**

**Implementation of the Imagine Dubuque Comprehensive Plan:**

**Progress Report and 2019 Implementation Timeline:** Chairperson Pregler discussed the latest progress report and timeline, and asked if other members had questions.

**SharePoint Site Update:** Staff Member Schrobilgen reviewed the format, functionality and attributes of the SharePoint site for sharing information and collecting data. He reviewed the home page, and the economic prosperity and social/cultural vibrancy attributes. He explained links to City Council goals, and how the Comprehensive Plan can be a resource for goal setting. Discussion followed about communication, data collection, and overlaps with other groups and topics. Staff Member Schrobilgen demonstrated links to related partners and sites. Chairperson Pregler and Staff Member Carstens responded to questions about the role of champions.

Agenda for City Council Work Session: Chairperson Pregler noted the revised final agenda for the City Council work session was enclosed, and encouraged all to attend on May 28<sup>th</sup> at 6:00 p.m.

Kick-off Events June 13, 14 and 15: Staff Members Carstens and Schrobilgen reviewed the kick-start events on the Imagine Dubuque website, and the marketing, promotion and support materials being developed by Teska Associates.

Chairperson Pregler encouraged all Commissioners to participate in one or more events, paired with a City staff person. Staff Member Carstens noted staff will provide Commissioners with dates, times, and locations for them to confirm.

Commissioner Winterwood mentioned that there are some community groups that meet in May, and then take the summer off. Discussion followed regarding having call to action present at events occurring prior to the kick-start events on the May 28<sup>th</sup> City Council work session. Consensus of the Commission was to begin the Call to Action promotion at events in May if approved by the City Manager.

Promotional Package – Poster, Banner, Video: Staff Member Carstens and Chairperson Pregler reviewed the promotional package of posters, banners and video with the Commission.

**ITEMS FROM PUBLIC:** None.

**ITEMS FROM COMMISSION:**

Update on Partners Identified for Contacts: Chairperson Pregler reviewed the cover memo. Commissioner Winterwood mentioned Dubuque County Energy District as a partner.

**ITEMS FROM STAFF:**

Commission Input on City Council Goal Setting: Staff Member Carstens reviewed the draft input form. Commissioners felt this was well written. By consensus, the Commission approved with the addition of a section on the new Urban Renewal and Urban Revitalization plans approved by the Commission.

**ADJOURNMENT:** Motion by Collins, seconded by Winterwood, to adjourn the May 15, 2019 Long Range Planning Advisory Commission meeting. Motion carried by the following vote: Aye –Collins, Peroski, Pregler, Stoffel, Winterwood, and Wright; Nay – None. The meeting adjourned at 6:14 p.m.

Respectfully submitted,



Laura Carstens, Planning Services Manager

6-19-19

Adopted