

**CITY OF DUBUQUE, IOWA  
CITY COUNCIL PROCEEDINGS  
SPECIAL SESSION**

The Dubuque City Council met in special session at 5:00 p.m. on July 20, 2020.

Due to the COVID-19 pandemic and mandates for social distancing, this meeting was conducted virtually and aired live on CityChannel Dubuque (Mediacom cable channels 8 and 117.2), streamed live on the city's website at [www.cityofdubuque.org/media](http://www.cityofdubuque.org/media), and streamed live on the City's Facebook page at [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque).

Present: Mayor Buol; Council Members Cavanagh, Jones, Resnick, Roussell, Sprank; City Manager Van Milligen, City Attorney Brumwell

Vacancy: Ward One

Mayor Buol read the call and stated this is a special session of the City Council called for the purpose of conducting a work session on Enterprise Resource Planning Project Update, the Imagine Dubuque Comprehensive Plan Implementation Update, and the Bee Branch Watershed Flood Mitigation project – Blum Site Progress.

**WORK SESSIONS (3)**

1. Enterprise Resource Planning (ERP) Project Update: Director of Finance and Budget Jennifer Larson and representatives from the Government Finance Officers Association (GFOA) Research and Consulting Katie Ludwig and Mark Mack updated the City Council on the ERP project. Highlights included: Plan of Action Report; history, products, services, and technology consulting of GFOA; Definition and modules of ERP; identifying system deficiencies and efficiencies; vision for modern ERP systems; project timeline summary, scope and cost expectations/variations. The presenters responded to questions from the City Council following the presentation. This work session concluded at 5:35 p.m.

2. Imagine Dubuque Comprehensive Plan Implementation Update: Planning Services Manager Wally Wernimont presented an update on the Imagine Dubuque Comprehensive Plan Implementation. Highlights included: Connectors contact list; recommendations at-a-glance; planning with sustainability; the purpose and importance of a comprehensive plan; collective impact model; roles and responsibilities across connectors, coordinators, and champions; website updates; featured projects; actions underway; join the team of champions; and next steps 2020 and beyond. Mr. Wernimont responded to questions from the City Council following the presentation. This work session concluded at 5:57 p.m.

Bee Branch Watershed Flood Mitigation project – Blum Site Progress: Project Manager Steve Sampson-Brown and Leisure Services Manager Marie Ware provided information on the progress and options for future development of the former Blum Company junk

yard site bordered by Elm, Sycamore, 16<sup>th</sup> and 15<sup>th</sup> Streets. Highlights included: a description of the site location and proximity to amenities, business, schools, residential buildings, and City services; history of the property and City acquisition; identification of existing buildings on the property; review of the four site options; community engagement efforts to date; social and cultural vibrancy recommendations; project relationship to the City Council's 2034 vision statement; review of areas of opportunity relative to poverty groups, key role of parks and recreation services and youth development; possible community center development; project achievability; conceptual and activity designs; and a Park Division maintenance facility option. The presenters responded to questions from the City Council.

There being no further business, upon motion Mayor Buol declared the meeting adjourned at 6:22 p.m.

/s/Kevin S. Firnstahl, CMC  
City Clerk

1t 7/29

**CITY OF DUBUQUE, IOWA  
CITY COUNCIL PROCEEDINGS  
REGULAR SESSION**

The Dubuque City Council met in regular session at 6:30 p.m. on July 20, 2020.

Due to the COVID-19 pandemic and mandates for social distancing, this meeting was conducted virtually and aired live on CityChannel Dubuque (Mediacom cable channels 8 and 117.2), streamed live on the city's website at [www.cityofdubuque.org/media](http://www.cityofdubuque.org/media), and streamed live on the City's Facebook page at [www.facebook.com/cityofdubuque](http://www.facebook.com/cityofdubuque).

Present: Mayor Buol; Council Members Cavanagh, Jones, Resnick, Roussell, Sprank; City Manager Van Milligen, City Attorney Brumwell

Vacancy: Ward One

Mayor Buol read the call and stated this is a regular session of the City Council called for the purpose of conducting such business that may properly come before the City Council.

**PLEDGE OF ALLEGIANCE**

**PRESENTATION(S)**

1. Presentation of the Women's Leadership Network Women of Achievement Award: Miranda Ernst, of the Dubuque Women's Leadership Network Presented the Women of Achievement award to Multicultural Family Center Director Jacqueline Hunter in the Service and Support of Non-Profit Work category.

2. COVID-19 Update: Mary Rose Corrigan, Public Health Specialist for the City of Dubuque, provided an update on the COVID-19 pandemic and response activities. Topics included current county case data from the Dubuque County Public Health Incident Management Team; current state case data; update on community testing and the Testlowa clinic in Dubuque; July hospitalizations; Iowa trend line; and the IDPH "There's no place like home" public information campaign for best health practices. Ms. Corrigan responded to questions from the City Council following her presentation.

**PROCLAMATION(S)**

1. Parks and Recreation Month (July 2020) was accepted by Leisure Services Manager Mari Ware.

**CONSENT ITEMS**

Motion by Resnick to receive and file the documents, adopt the resolutions, and dispose of as indicated. Seconded by Jones. Motion carried 6-0. Staff stated that no public input was received via GoToMeeting, Facebook Live and City Clerk's Department email.

1. Minutes and Reports Submitted: City Council proceedings of 7/6, 7/8, 7/13; Housing Commission of 6/23, Five Flags Civic Center Commission of 6/22; Proof of publication for City Council proceedings of 6/8, 6/15, 6/22; Zoning Advisory Commission of 7/1; Zoning Board of Adjustment of 6/25; Proof of Publication for City Council proceedings of 6/8, 6/15, 6/20, 6/22; Proof of publication for List of Claim and Summary of Revenues for month ending 5/31. Upon motion the documents were received and filed.

2. Notice of Claims and Suits: Dennis Walker for property damage; ECH Properties, LLC / Erich Heimke for property damage. Upon motion the documents were received, filed, and refer to the City Attorney.

3. Disposition of Claims: City Attorney advising that the following claims have been referred to Public Entity Risk Services of Iowa, the agent for the Iowa Communities Assurance Pool: Dennis Walker for property damage. Upon motion the documents were received, filed, and concurred.

4. July 2020 Utility Bill Inserts: City Manager providing copies of two public information brochures included with the July 2020 utility bills. Upon motion the documents were received and filed.

5. Approval of City Expenditures: City Manager recommending City Council approval for payment of City expenditures. Upon motion the documents were received and filed, and Resolution No. 206-20 Authorizing the Director of Finance and Budget/City Treasurer to make certain payments of bills that must be paid and approved for payment in accordance with City procedures was adopted.

6. Acceptance of Grant of Easement for Sidewalk and Public Utilities from Francis L. Chaffee: City Manager recommending acceptance of a Grant of Easement for Sidewalk and Public Utilities from Francis L. Chaffee over property at 2011 Clarke Drive for a curb ramp which is part of the Asphalt Overlay Program. Upon motion the documents were received and filed, and Resolution No. 207-20 Accepting a Grant of Easement for sidewalk and public utilities over and across part of lot 2 of lot 1 of the east 51.4 feet of the south 100 feet of lot 47 in Finley's Addition, in the City of Dubuque, Iowa was adopted.

7. Property Acquisition - 6400 Pennsylvania Avenue: City Manager recommending approval to acquire residential property at 6400 Pennsylvania Avenue owned by Mark and Kimmie Heins for the future widening of Pennsylvania Avenue – Middle Road. Upon motion the documents were received and filed, and Resolution No. 208-20 Approving the acquisition of real estate owned by Mark and Kimmie Heins in the City of Dubuque was adopted.

8. Awarding the 2020 Asphalt Overlay Ramp Project Three Sections A and B: City Manager recommending that the award for the 2020 Asphalt Overlay Access Ramp Project Three Section A and B be officially recorded in the minutes of the City Council. Upon motion the documents were received, filed and made a Matter of Record.

9. Acceptance of 2020 Asphalt Overlay Ramp Project One: City Manager recommending acceptance of the construction contract for the 2020 Asphalt Overlay Access Ramp Project One, as completed by Midwest Concrete, Inc. Upon motion the documents were received and filed, and Resolution No. 209-20 Accepting the 2020 Asphalt Overlay Access Ramp Project one and authorizing the final payment to the contractor was adopted.

10. Acceptance of Hillcrest-Rosemont Storm Improvement Project: City Manager recommending acceptance of the public improvement contract for the Hillcrest/Rosemont Storm Sewer Reconstruction Project, as completed by Temperley Excavating, Inc. Upon motion the documents were received and filed, and Resolution No. 210-20 Accepting the Hillcrest / Rosemont Storm Sewer Reconstruction Project and authorizing the payment to the contractor was adopted.

11. Acceptance of Marquette Place Sanitary Sewer and Water Main Improvement Project: City Manager recommending adoption of resolutions accepting the improvements, approving the Final Schedule of Assessments, establishing the final contract amount, and for the payment of the contract amount to Top Grade Excavating for the Marquette Place Sanitary Sewer and Water Main Improvements. Upon motion the documents were received and filed, and Resolution No. 211-20 Accepting the Marquette Place Sanitary Sewer and Water Main Reconstruction Project and authorizing the payment of the contract amount to the contractor; and Resolution No. 212-20 Adopting the Final Assessment Schedule for the Marquette Place Sanitary Sewer and Water Main Reconstruction Project were adopted.

12. Acceptance of Creekwood Drive Storm Outlet Repair Project: City Manager recommending acceptance of the public improvement contract for the Creekwood Drive Storm Outlet Repair Project, as completed by Top Grade Excavating, Inc. Upon motion the documents were received and filed, and Resolution No. 213-20 Accepting the Creekwood Drive Storm Outlet Repair Project and authorizing the payment to the contractor was adopted.

13. Iowa Department of Transportation (IDOT) Traffic Safety Grant Funding Agreement Northwest Arterial and John F. Kennedy Road: City Manager recommending approval of a resolution authorizing the Mayor to execute a Funding Agreement with the Iowa Department of Transportation for a Traffic Safety Improvement Grant to assist with the construction of an extension of the existing eastbound left-turn lane on the Northwest Arterial at John F. Kennedy Road. Upon motion the documents were received and filed, and Resolution No. 214-20 Approving a Funding Agreement (2021-TS-005) with the Iowa Department of Transportation for a Traffic Safety Improvement Grant to assist with the

construction to extend the existing eastbound left-turn lane on the Northwest Arterial at John F. Kennedy Road was adopted.

14. Approving Fund Transfers for Capital Projects and Other Expense Reimbursements in Fiscal Year 2020: City Manager recommending approval of the suggested proceedings approving a transfer of funds for capital projects and other expense reimbursements. Iowa Administrative Rules Code 545-2.5(5). Upon motion the documents were received and filed, and Resolution No. 215-20 Authorizing the Director of Finance and Budget to make the appropriate interfund transfers of sums and record the same in the appropriate manner for the FY 2020 for the City of Dubuque, Iowa was adopted.

15. U.S. Housing and Urban Development (HUD) Continuum of Care Program Renewal Application for Fiscal Year 2022: City Manager recommending authorization to submit a one-year renewal application for Fiscal Year 2022 to the Iowa Balance of State and the U.S. Department of Housing & Urban Development for the administration of the Continuum of Care Special Needs Assistance Program, which provides rental assistance to homeless persons with disabilities. Upon motion the documents were received and filed, and Resolution No. 216-20 Authorizing the Mayor to execute an application for the Continuum of Care Grant and authorizing the Director of Housing and Community Development and the City Manager to approve the application was adopted.

16. Community Solutions of Eastern Iowa (CSEI) Agreement & MOU for Continuum of Care-Special Needs Assistance Grant FY2021: City Manager recommending approval of an agreement for services with Community Solutions of Eastern Iowa for administration of the Continuum of Care Special Needs Assistance Program, which provides rental assistance to homeless persons with disabilities. Upon motion the documents were received and filed, and Resolution No. 217-20 Approving an agreement between the City of Dubuque and Community Solutions of Eastern Iowa for administrative assistance for the Continuum of Care Special Needs Assistance Grant was adopted.

17. 2020 Justice Assistance Grant (JAG) Grant Application: City Manager recommending approval of the 2020 Justice Assistance Grant (JAG) application. Upon motion the documents were received, filed and approved.

18. Urban Sustainability Directors Network (USDN) Rapid Response Funding Award: City Manager recommending acceptance of a funding award from the Urban Sustainability Director's Network (USDN) Rapid Response Grant Program. Upon motion the documents were received, filed and approved.

19. Dubuque's North Port Revitalization: City Manager providing a copy of a news release from the U.S. Environmental Protection Agency (EPA) highlighting Dubuque's North Port Revitalization as a transformative Browfields Cleanup. Upon motion the documents were received and filed.

20. AmeriCorps Partners in Learning Grant Agreement for 2020-2021: City Manager recommending approval of the 2020-2021 AmeriCorps Partners in Learning Grant agreement recently approved by the Corporation for National and Community Service. Upon motion the documents were received, filed and approved.

21. Community Development Block Grant (CDBG) Annual Plan Amendment #1 for FY2021: City Manager recommending approval of Amendment #1 to the FY2021 Community Development Block Grant, as recommended by the Community Development Advisory Commission. Upon motion the documents were received and filed, and Resolution No. 218-20 Adopting the Fiscal Year 2021 (Program Year 2020) Community Development Block Grant (CDBG) Annual Action Plan Amendment #1 was adopted.

22. FY 2019 Audit Finding Clearance from U.S. Department of Housing & Urban Development: City Manager transmitting information regarding the U.S. Department of Housing & Urban Development (HUD) Audit Finding Clearance. Upon motion the documents were received and filed.

23. Certified Local Government (CLG) Grant Contract Modification for Four Mounds Protection Plan: City Manager approval of a scope modification of the CLG Grant Agreement with the State Historic Preservation Office for Four Mounds Park and to designate the Planning Services Manager to sign the contract on behalf of the City of Dubuque. Upon motion the documents were received and filed, and Resolution No. 219-20 Authorizing Scope of Modification of CLG Grant Agreement with State Historic Preservation Office for Four Mounds Park was adopted.

24. ImOn Communications, LLC Co-Location Agreement Amendment No. 5: City Manager recommending approval of the Fifth Amendment to an existing Master Agreement and Project Statement in place between the City of Dubuque and ImOn Communications LLC. Upon motion the documents were received, filed and approved.

25. ImOn Communications, LLC Co-Location Agreement Amendment No. 6: City Manager recommending approval of the Sixth Amendment to an existing Master Agreement and Project Statement in place between the City of Dubuque and ImOn Communications LLC. Upon motion the documents were received, filed and approved.

26. Proceedings to Amend the 2010A Sewer Revenue Capital Loan Notes (State Revolving Fund Loan) for a Rate Reset (Refinancing) – North Catfish Creek Sanitary Sewer Project: City Manager recommending approval of an amendment to the City Sewer Revenue State Revolving Fund Loan Agreement entered into as of January 13, 2010. Upon motion the documents were received and filed, and Resolution No. 220-20 Approving and authorizing Amendment to Loan and Disbursement Agreement by and between the City of Dubuque and the Iowa Finance Authority, and authorizing and providing for the reissuance of the Sewer Revenue Capital Loan Note, Series 2010A (Rate Reset) was adopted.

27. Proceedings to Amend the 2010B Stormwater Revenue Capital Loan Notes (State Revolving Fund Loan) for a Rate Reset (Refinancing) – North Catfish Creek Stormwater Project: City Manager recommending approval of an amendment to the City Stormwater Revenue State Revolving Fund (SRF) loan agreement entered into as of January 13, 2010. Upon motion the documents were received and filed, and Resolution No. 221-20 Approving and authorizing Amendment to Loan and Disbursement Agreement by and between the City of Dubuque and the Iowa Finance Authority and authorizing and providing for the reissuance of the Stormwater Revenue Capital Loan Note, Series 2010B (Rate Reset) was adopted.

28. Proceedings to Amend the 2010C Water Revenue Capital Loan Notes (State Revolving Fund Loan) for a Rate Reset (Refinancing) – Water Meter Changeout Project: City Manager recommending approval of an amendment to the City Water Revenue State Revolving Fund (SRF) loan agreement entered into as of February 12, 2010. Upon motion the documents were received and filed, and Resolution No. 222-20 approving and authorizing Amendment to Loan and Disbursement Agreement by and between the City of Dubuque and the Iowa Finance Authority and authorizing and providing for the reissuance of the Water Revenue Capital Loan Note, Series 2010C (Rate Reset) was adopted.

29. Alcohol and Tobacco License Applications: City Manager recommending approval of annual liquor, beer, wine and tobacco license applications as submitted. Upon motion the documents were received and filed, and Resolution No. 223-20 Approving applications for beer, liquor, and/or wine permits, as required by City of Dubuque Code of Ordinances Title 4 Business and License Regulations, Chapter 2 Liquor Control, Article B Liquor, Beer and Wine Licenses and Permits; and Resolution No. 224-20 Approving applications for retail cigarette/tobacco sales/nicotine/vapor permits, as required by Iowa Code Chapter 453A.47A were adopted.

### **ITEMS SET FOR PUBLIC HEARING**

Motion by Resnick to receive and file the documents, adopt the resolutions, set the public hearings as indicated, and direct the City Clerk to publish notice as prescribed by law. Seconded by Sprank. Motion carried 6-0.

1. Approval of the Revised Administrative Plan for the Housing Choice Voucher Program: City Manager recommending the City Council set a public hearing for August 17, 2020 on the Revised Administrative Plan for the Housing Choice Voucher Program. Upon motion Resolution No. 225-20 Intent to approve Revision of the Administrative Plan for the Housing Choice Voucher Program was adopted setting a public hearing for a meeting to commence at 6:30 p.m. on August 17, 2020. [Due to the COVID-19 pandemic, this meeting will be conducted virtually unless posted otherwise.]



## BOARDS/COMMISSIONS

Appointments were made to the following commissions.

1. Civil Service Commission: One, 4-Year term through April 6, 2024 (Vacant term of Stillings): Carla Heathcote, 2529 Stafford St. Upon Council concurrence, Mayor Buol appointed Ms. Heathcote to a four-year term through April 6, 2024.

2. Long Range Planning Advisory Commission: Two, 3-Year term through July 1, 2023 (Expiring terms of Peroski and Vincent). Applicants: Michael Peroski, 1935 Coates St.; and Alan Vincent, 565 Woodland Rd. Motion by Jones to appoint Mr. Peroski and Mr. Vincent to 3-year terms through July 1, 2023. Seconded by Cavanagh. Motion carried 6-0.

## PUBLIC HEARINGS

1. Intent to Dispose of City-Owned Property at 2033 Washington: Proof of publication on notice of public hearing to consider disposing of City-owned real property located at 2033 Washington Street to Emily J. and William C. Andress, and the City Manager recommending approval. Motion by Jones to receive and file the documents and adopt Resolution No. 226-20 Disposing of City interest in real property by Deed to Emily J. and William C. Andress. Seconded by Resnick. Staff confirmed that no online public input had been received related to this item. Motion carried 6-0.

## PUBLIC INPUT

Due to the COVID-19 pandemic, public input was made possible through GoToMeeting audio and chat provided on the agenda, through Facebook Live [www.facebook.com/cityofdubuque](https://www.facebook.com/cityofdubuque), and the City Clerk's email, [ctyclerk@cityofdubuque.org](mailto:ctyclerk@cityofdubuque.org).

Gary Valentine, 11429 Edval Lane, spoke in support of his request (Action Item #2) to waive the requirement for a pre-annexation agreement regarding the subdividing of his farm property.

Staff confirmed that no other online public input was received.

## ACTION ITEMS

1. Pet-Friendly Community Work Group Be A.W.A.R.E Education Campaign: City Manager recommending approval for Robin MacFarlane, owner of That's My Dog, to present information regarding her Be A.W.A.R.E. education campaign. Motion by Cavanagh to receive and file the information and listen to the presentation. Seconded by Sprank. Motion carried 6-0. Ms. MacFarlane presented information on the five steps of the Be A.W.A.R.E pet protocol. Topics included a description of the A.W.A.R.E. acronym: **Alert** - be prepared to take action, **Walk** away to create distance to stay safe, **Admire** others' pets from a safe distance, **Responsibility** to understand and respect others'

attitudes toward your pet, and **Educate** by example to share public space with both pet owners and non-pet owners.

2. Appeal of Pre-Annexation Agreement by Gary Valentine: Gary Valentine, 11429 Edval Lane, requesting exemption from a pre-annexation agreement with the City. Motion by Jones to receive and file the documents and refer to the City Manager. Seconded by Cavanagh. City Manager Van Milligen responded to questions from the City Council and spoke to the history of the City's pre-annexation ordinance, denials of waivers, and the waivers that have been granted since the passage of the ordinance. Motion carried 6-0.

3. Roosevelt Street Water Tower Construction Update Video: Media Services will show a video update of the Roosevelt Street Water Tower Construction Project. Motion by Roussell to receive and file the information and view the video. Seconded by Resnick. Motion carried 6-0.

### **COUNCIL MEMBER REPORTS**

Council Member Roussell, reported on a documentary provided by the Dubuque County Early Childhood Board entitled "No Small Matter," and suggested viewing. Ms. Roussell also provided information on anyone wanting to become a home childcare provider and earning up to \$5,000. For more information, please contact the Childcare Resource and Referral [(563) 557-1628, 2728 Asbury Road].

Council Member Resnick requested that the candidate information for filing the First Ward Council seat be provided to the public soon and asked if the interviews would be broadcast. City Clerk Firnstahl stated that the information would be included with the agenda posting on Tuesday, July 21, adding that the Telegraph Herald is printing an article for Tuesday and Radio Dubuque had been given the information as well. The meeting audio would be broadcast live through CityChannel Dubuque as well as streamed live from the City's webpage. TH Reporter Tom Barton confirmed via online chat that he will have an article in Tuesday's edition of the Telegraph Herald with the First Ward candidates' information.

Council Member Cavanagh reported on the value of the recent series of NAACP online discussions entitled "Next Steps for Justice" that conclude with a list of solutions. Mr. Cavanagh stated that anyone is welcome to join the discussion. [July 25, 2020. Contact the NAACP at (563) 594-0652.]

Mayor Buol reported that social equity discussions will be included in the City Council Goal setting August 10-12, 2020.

City Manager requested that the July 27 Black Lives Matter; Diversity, Equity and Inclusion City Council work session be divided into two nights due to the large amount of information being presented. The Council concurred on the July 27 & 28 recommendation.

Mayor Buol concluded by encouraging everyone wear masks, wash hands and adhere to best health practices to collectively help tamp down the virus that is increasing throughout the state.

There being no further business, Mayor Buol declared the meeting adjourned at 7:56 p.m.

/s/Kevin S. Firnstahl, CMC  
City Clerk

1t 7/29