

**SMART PLANNING  
Meeting Minutes**

**June 22, 2011**

**10:00 a.m.**

**ECIA Large Conference Room  
7600 Commerce Park, Dubuque**

**Consortium Members**

- Anna O'Shea-Dubuque County
- Laura Carstens-City of Dubuque
- Beth Bonz-City of Asbury
- Randy Lansing-City of Cascade
- Mick Michel-City of Dyersville

- Janet Berger-City of Epworth
- Bill Einwalter-City of Farley
- Karen Snyder-City of Peosta
- Eric Schmechel-Dubuque SWCD
- Chandra Ravada-ECIA

**Public Present**

Jim Bodnar, Dubuque County

**Staff Present**

Chandra Ravada, Dan Fox, Paige Comer, Ben Milum

### **Call to Order**

The meeting was called to order by Anna O'Shea at 10:00 a.m. The Smart Planning meeting for June 22, 2011 was held in the large conference room at ECIA. Introductions were made.

### **Approval of the Agenda**

Two changes were made to the agenda.

- Item #2 *Presentation and Discussion of the Smart Planning Website* was added to the agenda.
- Item #6 *Discussion on Smart Planning Timesheets* was moved ahead in the agenda to item number 5.

Motion by Carstens, second by Snyder to approve the June 22, 2011 Smart Planning Consortium meeting agenda as amended. Motion passed unanimously.

### **Review and approve the minutes from the Wednesday, May 17, 2011 Smart Planning Consortium Meeting**

It was noted that the June 8, 2011 meeting was brought to order at 10:04 am. In the fourth paragraph the City of Cascade is working on \$4.3 million water improvements. It was noted that Dave Johnson should be recognized as a proxy for Laura Carstens for the June 8, 2011 meeting. On page 3, in the second to last paragraph, a correction to the last sentence includes removing the word "be" before continually. On page 4, under HUD Grant, assistant should be changed to assistance.

Motion by Lansing, second by Berger to approve the minutes for the Wednesday, June 8, 2011 Smart Planning Consortium meeting as amended. The motion passed with an abstention from Carstens.

### **Discussion on Smart Planning Timesheets**

Ravada presented the Smart Planning Timesheets. It was noted that an error on the timesheet included changing 1080 to 2080. He explained that each member needs a breakdown of their hourly rate and their hours worked on the project. Their hours include time in meetings, training, and travel time. Members will send completed time sheets via email to Ravada or Fox as an attachment, including both name and city. Timesheets will be due on the first of each month.

Einwaller asked how to calculate an hourly rate for volunteer time. It was suggested that the State of Iowa may provide an hourly rate for volunteer time.

Discussion followed.

### **Discussion and presentation of Smart Planning website**

Milum presented the Smart Planning website by describing the contents of each page. The consortium members suggested several changes including following.

- Include place for survey respondents to provide their name or email. Contact information gathered can be entered into a database or email list for future use.
- For simplification, change the heading “Enclosures” to “Agendas and Minutes”.
- Add a new heading entitled “Chapters”.
- If additional headings make the headings row too cluttered, add a second row of headings to make all important information easy to find.
- Include all training materials, watershed planning, and other documents and presentations under the “Publications and Presentations” heading.
- Change the page title from “Dubuque Smart Planning” to “Dubuque Regional Smart Planning.”

Consortium members with items to post on the website should send those items to Ravada or Fox via email. Consortium members should email or call Milum with any issues or suggestions regarding the website.

As of now, the webpage does not have its own URL and is under the link: [www.eciatrans.org/smartplan](http://www.eciatrans.org/smartplan).

#### **Discussion on Future Goals, and Objectives for the Watershed Planning Chapter**

The draft Watershed Goals and Objectives was presented for review. The consortium reviewed each goal and objective making numerous revisions. Fox will make the suggested revisions and email the updated version to all members for further review. The final draft will be presented at the next meeting for approval.

#### **Review/Approve Draft Community Facilities Chapter**

Upon reviewing the Community Facilities draft, the consortium reviewed each part making numerous revisions. Fox will make the suggested revisions and email the updated version to all members for further review. The final draft will be presented at the next meeting for approval.

#### **Discussion on Community Data Chapter**

Fox provided a draft community overview sheet. As part of the Community Data Chapter, each community will receive a community overview sheet. The sheet will include basic demographic and socioeconomic data including population, household income, housing value, and others. Fox asked consortium members to review the sheet and provide comments at the next meeting.

#### **Comments from public on at item that did not appear on the agenda**

There were no written comments received.

#### **Other Business**

Ravada asked consortium to ask their policy leaders of any building code and ordinances in their areas.

#### **Next meeting**

The next Smart Planning meeting will be held at Dyersville City Hall on July 13, 2011 at 10:00 a.m.

#### **Adjournment**

The Smart Planning Consortium meeting adjourned at 12:00 a.m. Motioned by Snyder, seconded by Einwalter.