

**SMART PLANNING  
Meeting Minutes**

**May 17, 2011**

**1:00 p.m.**

**ECIA**

**7600 Commerce Park, Dubuque Iowa 52002**

**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**

Dan Fox, Jake Ironside, Gail Kuhle

### **Call to Order**

The meeting was called to order by Anna O'Shea at 1:10 p.m. The Smart Planning meeting for May 17, 2011 was held at ECIA. Introductions were made.

### **Approval of the Agenda**

Fox requested that agenda item # 6 be discussed before agenda item #5.

Motion by Bonz, second by Einwalter to approve the revised agenda for the May 17, 2011 Smart Planning Committee meeting agenda. Motion passed unanimously.

### **Review and approve the minutes from the Wednesday, May 3, 2011 Smart Planning Committee Meeting**

Snyder noted the on page 2, under the presentation of City of Peosta, Centre and Spiegel was misspelled. Berger suggested that on page 4, in paragraph 2, that "in the" be removed from the last sentence.

Motion by Bonz, second by Berger to approve the revised minutes for the Wednesday, May 17, 2011 Smart Planning Committee meeting. The motion passed unanimously.

### **Discussion on changing the October 12, 2011 meeting date**

Due to conflicts in numerous Board members schedule, it was decided to tentatively reschedule the October 12, 2011 to Wednesday, October 5, 2011.

Motion by Bonz, second by Snyder to change the Wednesday, October 12, 2011 meeting to Wednesday, October 5, 2011 based on the availability of a room at the City of Dubuque. The motion passed unanimously.

### **Discussion on Future Goals and Objectives for the Transportation Chapter**

Fox presented the Future Goals and Objectives for the Transportation Chapter for review. The consortium review each goal and objective making numerous revisions. It was noted that Fox would make the suggested revisions and email the updated version to all members for further review.

Discussion followed.

Fox referred to the Smart Planning Goals and Objective Matrix to show where each transportation goal and objective fit into the Smart Planning elements and principles.

### **Discussion on Future Goals and Objectives for Community Facilities and Services**

Fox present the Future Goals and Objectives for Community Facilities and Services for review and comments. Due to the time constraint, it was decided that Fox would email the Consortium the document for each member to review and provide comments or suggestions before the June meeting.

### **Discussion on Smart Planning Project Visions**

Fox explained that at the previous meeting the Consortium requested that staff develop a Project Vision statement. He then presented the draft Project Vision statement for review. It was suggested that Fox email the statement to Consortium members for their suggestions or comments.

### **Comments from the Public on an item that did not appear on the agenda**

There were no written comments received.

### **Other Business**

#### **Next meeting**

The next Smart Planning meeting will be held at Cascade City Hall on June 8, 2011 at 10:00 a.m.

#### **Timesheets**

Ravada noted that the next meeting he will present the format for the Consortium member's timesheets. He noted that the timesheet will be used to track hours for documenting in-kind and match for hours. Ravada explained that keeping a timesheet is required for grant submission. He indicated that he will send sample timesheets to member for review before the next meeting.

### **Adjournment**

The Smart Planning Committee meeting adjourned at 2:50 p.m.